



PUBLIC WORKS DEPARTMENT

**APPLICATION FOR ENTRANCE PERMIT
INFORMATION TO APPLICANTS**

By-Law 2004-28 Access to County Roads Policy-Available on the County Website: www.lanarkcounty.ca

The primary function of the County Road system is to permit the safe and efficient movement of *through traffic* over relatively long distances at reasonable speeds. This important function is diminished where uncontrolled development adjacent to the road creates turning and stopping movements which interfere with the free flow of traffic.

A secondary function of the County Road system is to provide access to properties at appropriate locations consistent with road safety. Too many accesses may lead to speed reductions and hazards to through traffic movements resulting in the deterioration of service levels. Therefore, to maintain the integrity of the system, **entrances to County Roads will be permitted only when access from local municipal roads to the property is not feasible.**

COMPLETING THE APPLICATION FORM - (Please print - Do not use pencil – blue or black ink only)

RESPONSIBILITIES OF THE APPLICANT

When we have received **ALL** required information along with the applicable application fees and deposits we will provide you with a yellow marker card which is to be placed in your proposed entrance location. Please ensure that the marker card is posted on or by the date indicated on the application form and that the card remains posted until the entrance is constructed and inspected.

All entrance applications are valid for a period of one year from the date received. If you do not complete the process within the one year period your application will become NULL and VOID. Re-applications will be subject to the applicable application fee.

Non-Refundable Application Fees as described in the table below must accompany each entrance application. Fees shall be payable in cash or by cheque payable to “The County of Lanark”.

The non-refundable application fee includes all costs associated with the processing of the application, including up to three (3) visits to the site, if necessary, by Public Works Department staff. An additional \$50 fee will be charged for each additional site visit that is required as a result of changes to the application by the applicant or lack of posting the marker card. The additional fee shall be payable before the additional site visit is scheduled.

Refundable Deposits as described in the table below must accompany each entrance application. Bank drafts or certified cheques payable to “The County of Lanark” will be the only acceptable form of deposit.

Application Type	Fee (non-refundable)	Deposit (Refundable)
Alter Existing Entrance	\$ 50	\$500
Commercial Entrance	\$300	\$1,000
Entrance Inquiry	\$ 50	0
Farm Entrance	\$100	\$500
Field Entrance	\$100	\$500
Private Road Entrance	\$500	\$1,000
Residential Entrance Severance Related	\$200	\$500
Residential Entrance Not Severance Related	\$100	\$500
Temporary Entrance	\$100	\$500

Fees and deposits will be waived for entrance applications submitted by local municipalities within the County of Lanark.

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Entrance Inquiries: A prospective property buyer or their agent may inquire if an Entrance Permit has been issued for an existing entrance. The Public Works Department will complete the necessary file search, at no cost, and respond within two working days of receiving the inquiry.

Questions by prospective property owners or their agents regarding the possible location of **new** entrances will not be considered by Department staff until an Entrance Application has been submitted with a non-refundable \$50 fee. Upon receipt of the application and fee Public Works Department staff shall visit the site and respond to the inquiry within two working days. If the property is ultimately purchased by the prospective buyer, the previously paid \$50 Entrance Inquiry fee will be deducted from the Entrance Application fee.

Entrance Application Process: Entrance applications will be processed pending weather conditions. It is common that weather conditions make site inspections impossible between November 15th and March 15th.

Submission Requirements: All requests to construct new entrances shall be submitted, on the appropriate application forms, to the County Public Works Department. One application shall be submitted for each entrance and fees and deposits are payable for each entrance application. Requests shall include:

- i) Completed Entrance Application form – including sketch of proposal
- ii) Registered Plan of property, or portion thereof (if available)
- iii) Application fee and deposit

Application Review: Applications will be reviewed by County staff for completeness and compliance with the policy. **The County review process will not begin until receipt of a complete application package, as described above.** The application process for non-commercial entrances that comply with the County policy will, under normal circumstances, not exceed **twenty business days** from the date that the completed application is received until the approval to install the entrance is granted. Changes to the application by the applicant during the review process will increase the length of the review period. Applications for commercial, industrial, institutional or multi- residential entrances will be considered in conjunction with the site plan development or sub-division approval process. Under normal circumstances the application approval process shall not exceed **thirty business days** from the date that the site plan is received.

First Site Inspection: A site inspection by Public Works staff shall normally be performed within 10 working days of receipt of the application. The site inspection shall determine if the application conforms to the County policy; the size, type, and location of the culvert required to ensure proper road drainage and the requirement for curb cuts, brushing or other work.

Site Meeting with Applicant: If the application does not conform to the County Policy a **mandatory site meeting** shall be held with the applicant or their agent to review conditions in the field and discuss alternatives. No further action will be taken by the County in such cases until the mandatory site meeting has occurred.

Application Approval: Applicants will be notified in writing when their application has been approved. Notification shall include the Entrance Design Specification. The written approval shall normally occur 10 working days after the first site inspection.

Installation: No work shall commence until the owner has received the approved County Entrance Design Specification, a copy of which must be on the site while work is being done. The entrance shall be installed in accordance with the Design Specification and all conditions. The property owner shall be responsible for the construction of the entrance and any works associated with it, including the necessary traffic safety measures (In accordance with Ontario Traffic Manual Book 7) during construction. The applicant must provide proof of insurance and advise who will be completing the work prior to commencing the work. The owner may engage a contractor to complete the work.

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Insurance Requirement: The individual or company constructing the entrance must provide proof of insurance, by presenting the County with a Certificate of Insurance as evidence of legal Liability coverage with limits of not less than \$2,000,000, and having the Corporation of the County of Lanark added as an additional insured for the purpose of constructing the entrance(s).

We do not expect that most insurers would consider driveway construction to be a usual activity for a property owner to undertake, as it is a “material change in risk”. For this reason there may be a fee associated with insurance coverage changes if you decide to undertake the entrance construction as an individual.

Contractors generally have Commercial General Liability Insurance with the minimum limits required above, and adding an additional insured generally does not create added expense. Hiring a contractor to undertake the work, allows both the property owner and the County to transfer the associated risk to the contractor for liabilities arising from the scope of the work undertaken on behalf of the property owner. It is recommended that you request your contractor to add yourself as an additional insured in order for the transfer of liability to occur.

Removal of Redundant Entrances: Redundant entrances that are created as a result of the approval of a new entrance application shall be removed and reinstated as specified by the Director of Public Works. In urban road sections reinstatement may include the installation of curb and gutter, sidewalk and boulevard to conform to the existing conditions. Removal of existing entrances and reinstatement will be completed coincident with the installation of the new entrance, at the owners cost, as specified in the Entrance Design Specification. The owners deposit shall not be returned until all such removals and reinstatement have been completed.

Final Inspection: The owner shall inform the Public Works Department immediately after the installation of the entrance and the completion of any other work stipulated in the Design Specification. The Public Works Department shall inspect the site within five days of receiving notification of completion. If the inspection is not successful the County shall notify the owner of the deficiencies to be remedied in accordance with “Non- Compliance with the Policy” paragraph below.

Permit Issuance: Within five days of a successful final inspection of the site by the Public Works Department the applicant’s deposit shall be returned with the Entrance Permit, conditional that all required paperwork has been received. The owner should retain the Entrance Permit to ensure that it is available to future owners of the property.

Denial of Entrance Applications: Entrance applications that do not conform to this policy shall be denied and the applicant shall be so informed in writing within five days of the Director of Public Works decision. The applicant’s deposit shall also be returned at this time. If the entrance has been denied because of proximity to an adjacent entrance (i.e. Insufficient spacing) the applicant may request to appear before the County Public Works Committee at their monthly meeting. Such requests must be received at least two weeks prior to the scheduled meeting. A written summary of the applicant’s presentation to the Committee must be submitted to the Director of Public Works no less than ten days before the Committee meeting. The applicant’s summary shall be distributed to the Committee members with the Agenda. The applicant’s verbal presentation to the Committee shall be no longer than ten minutes. The Director of Public Works shall prepare a report with recommendations regarding the applicant’s presentation for the next scheduled meeting of the Committee. The Committee’s recommendation shall then be considered by County Council. The Director of Public Works shall inform the applicant in writing of Council’s decision as soon as possible.

Severances: When commenting on severance applications, the Public Works Department will impose a road widening condition that includes the requirement for the County of Lanark Construction Manager to be consulted, prior to commencing a survey, to determine the amount of road widening required. The conveyance of property for future road widening purposes may be required on both the severed and retained parcels. Sight triangles on parcels adjacent to existing public or private roads may also be required as a condition of severance. Also the dedication of a 0.3 metre reserve along the frontage of the severed and/or the retained parcel may be required as a condition of severance approval.

Note: If you are applying for an entrance permit for severance purposes it is required that you provide a copy of our approval letter to the Land Division Committee when submitting your severance application.

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Subdivisions: Plans of Subdivision with frontage on County Roads may include public roads to provide access to the Subdivision internal street network. The Developer shall undertake a Traffic Impact Assessment, at no cost to the County, to determine the traffic implications and requirements of the development. Such requirements may include the installation of traffic signals, street lights, road signs, left turn lanes, right turn deceleration lanes, curb and gutter and the provision of storm drainage or other road works to ensure an adequate level of service on the County Road.

Cancellation of Application: Where the entrance has not been constructed within one year of the date of the application, then the application shall be null and void. A written request to extend the term of the application may be made to the County Public Works Department before the application expires. An extension may be approved or refused at the discretion of the Director of Public Works. If the application expires the County may request the removal of all works associated with the entrance, at no expense to the County, and the site shall be restored to its original condition.

Non-Compliance with the Policy: Where a new entrance is constructed or an existing entrance is altered contrary to the standards provided, the property owner shall be advised of their non-compliance with the County policy by registered letter. Removal or correction of the non-compliant entrance shall occur not less than ten (10) business days after this notification. If the non-compliant entrance is not removed or corrected the applicant's deposit shall be forfeited and the entrance shall be removed or corrected by the County Public Works Department. Should the costs to the County exceed the deposit, the balance of the cost shall be charged to the property owner. If no deposit has been received the total cost of the entrance removal will be charged to the property owner. The property owner shall not be entitled to any compensation or damages by reason of or arising out of the work associated with the non-compliant entrance. If necessary, the Director of Public Works may request that the local municipality include any balance owing to the County on the owner's property tax bill.

Maintenance of Entrances: Residents having access to a County road are fully responsible for the maintenance of the entrance to their property. Maintenance includes but is not limited to the removal of snow and ice, shoulder gravel and winter sand. During the winter the County will not clear entrance culverts that have become blocked as a result of improper snow disposal by the resident. Culverts that collapse deteriorate or become unsuitable for proper drainage shall be replaced by the property owner at their expense. If necessary the Director may request that the local municipality include any costs incurred by the County Public Works Department to correct the problem on the owner's property tax bill.

Road Reconstruction/Rehabilitation: Existing entrances that are affected by the reconstruction/rehabilitation of a County Road will be reinstated by the County. Any construction materials that are salvaged shall remain the property of the County.

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This document contains excerpts from the Access to County Roads Policy. A complete copy of the policy can be requested by applicants by contacting the County of Lanark Public Works Department.

TYPE, LOCATION, SPACING, AND NUMBER OF ENTRANCES

Definitions

Alter Existing Entrance: Means changing the surface (including paving an existing gravel entrance), the width or the culvert of an existing entrance without changing the type of entrance.

Applicant: Means any person, group or corporate body who applies to the Corporation for permission to construct, relocate or alter an entrance to a County Road.

Common Entrance: Provides access to two properties when individual entrances are not feasible due to physical constraints or inadequate spacing between adjacent entrances. The entrance is normally constructed astride the property line. The approval of both property owners is mandatory prior to the construction of a common entrance.

Commercial/Industrial/ Institutional/Multiple Residential Entrance: Provides access to a location where goods are manufactured or sold to the public, or to institutional areas, such as schools and hospitals, or to residential facilities of four or more units such as apartments and townhouse developments having a common parking area outside the County right of way.

Farm Entrance: Provides access to farm buildings and agricultural lands but does not include commercial activities related to agriculture such as abattoirs, tanneries and sales outlets, or manufacturing and processing activities involving farm crops or animal products.

Field Entrance: Provides access to agricultural fields forming part of a farm or to woodlots. Used only for the passage of animals and crops or vehicles related to the harvesting of timber, but not for access to buildings of any type.

Inquiry: A request to the Public Works Department by a prospective property buyer or their agent to determine if an Entrance Permit for an existing entrance has been issued or if the installation of a new entrance is feasible.

Private Road Entrance: Provides access to a County Road from a private right of way that is not maintained by the local municipality. This includes sub-division roads, until they have been assumed by the municipality.

Residential Entrance: Provides access to a private residence or multi-family dwelling with less than four dwelling units.

Temporary Entrance: Provides access to a property for a limited period, not to exceed one year, for the purpose of construction, repairs or improvements on that property or to facilitate a staged development. The temporary entrance must be removed before the expiration of the permit and the right-of-way must be restored to its original condition.

Urban Entrance: An entrance that is located within the limits of an urban County Road section. An urban road section is any portion of a County Road that is constructed with any of the following features; curb, gutter, sidewalk or storm sewer.

Measurement of Distances: Unless otherwise indicated, the distance between an entrance and an intersection or adjacent entrance shall be measured from the centre of the entrance to the centre of the intersection or the adjacent entrance.

Type of Entrance: All entrances applied for must be of a type consistent with the permitted use of the land being accessed, as described by the local municipal official plan and/or zoning by-law. Please refer to the definitions on page 4.

Location of Entrance: Road safety, road efficiency and local site condition criteria **must be satisfied** before access to a County Road will be permitted.

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Road Safety Criteria

i) **Stopping sight distance in both directions**

Minimum Stopping Sight Distance (m=metres ft=feet)					
Posted Speed (kph)	Grade of County Road less than 3%	Grade of County Road greater than 3%			
		Upgrade (Looking downhill from the entrance)		Downgrade (Looking uphill from the entrance)	
		Greater than 3% but less than 6%	6% or greater	Greater than 3% but less than 6%	6% or greater
80	160 m / 525 ft	150 m / 492 ft	140 m / 459 ft	170 m / 558 ft	200 m / 656 ft
70	135 m / 443 ft	125 m / 410 ft	120 m / 394 ft	145 m / 476 ft	165 m / 541 ft
60	110 m / 361 ft	105 m / 344 ft	100 m / 328 ft	115 m / 377 ft	130 m / 426 ft
50	85 m / 279 ft	80 m / 262 ft	80 m / 262 ft	90 m / 295 ft	100 m / 328 ft
40	65 m / 213 ft	60 m / 197 ft	60 m / 197 ft	65 m / 213 ft	75 m / 246 ft

NOTE: 3% = 0.3 m / 10 m **OR** 1 ft / 33 ft
 6% = 0.6 m / 10 m **OR** 2 ft / 33 ft

Example: A new entrance to a County Road in an **80 kph posted speed** zone where there is a 6 % grade must have a minimum sight distance of 140 metres (459 feet), in the direction looking downhill from the entrance and 200 metres (656 feet) in the direction looking uphill from the entrance.

ii) **Proximity to Bridges & Structures:** Structures such as bridges may obstruct the vision of traffic using an adjacent entrance and traffic on the County Road approaching the entrance. Therefore entrances shall be located as shown in the table below:

Posted Speed (kph)	Entrance Type	Minimum Distance to Structure (m)
60 to 80	Commercial/Industrial	100
60 to 80	Residential, Agricultural	50
50 or less	All	As specified by the Director

iii) **Proximity to Intersections:** On rural road sections entrances shall not be permitted within 50 metres of the intersection of a County and public or private road, regardless of the posted speed. Where possible, access to properties with frontage on a County and public/private road shall be from the public/private road.

iv) **Spacing between Public/Private Roads:** New roads resulting from Plans of Subdivision shall be permitted to intersect with a County Road at a distance of not less than 300 metres from an existing or proposed intersection onto a rural County Road section.

v) **Acceleration, Deceleration or Passing Lanes:** On rural road sections, entrances must be located at least 25 metres from acceleration, deceleration or passing lanes.

vi) **Spacing of Adjacent Entrances:** For the purposes of this policy the *rural road sections* of the County Road system are divided into two classifications based upon the following major considerations: traffic volume, type of traffic and the nature of the road. The County Roads listed in the Schedule below are the “backbone” of the County road

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network and therefore adjacent non-agricultural entrances on these roads must be at least 150 metres apart. All other County Roads shall require a spacing of at least 100 metres between adjacent non-agricultural entrances on rural sections.

COUNTY ROADS	FROM	TO
1	Perth	Boundary between Lanark and Leeds and Grenville County
4	Smiths Falls	Boundary between Lanark County and City of Ottawa
10	Perth	Boundary between Lanark and Leeds and Grenville County
10	Perth	Boundary between Lanark County and City of Ottawa
16	County Road 511	County Road #29
29	Highway 7	Boundary between Lanark County and City of Ottawa
43	Perth	Merrickville
49	Almonte	Boundary between Lanark County and City of Ottawa
511	Perth	Boundary between Lanark and Renfrew County

On **urban road sections**, in towns, villages, hamlets and settlement areas, one residential entrance per lot shall be permitted. The location of the entrance shall conform to the local municipality’s entrance policy. In the absence of such a policy, the distance between adjacent residential entrances shall be no less than the distance between existing residential entrances on the urban road section.

In **built-up areas** that are not designated as towns, villages, hamlets or settlement areas, residential entrances will be permitted only where the need for the entrance is as a result of “in-filling and the mandatory road safety criteria are met. In any case, only one residential entrance per lot shall be permitted.

Non-agricultural entrances which extend the limits of existing urban or built-up areas shall not be permitted.

NUMBER OF ENTRANCES:

Residential Entrances: Only one entrance per residential lot shall be permitted.

Farm Entrances: Only one entrance per farm property shall be permitted.

Field Entrances: No more than three (3) field entrances to a property shall be permitted. Multiple entrances shall only be approved where a single entrance would not provide reasonable access throughout a large agricultural area as a result of restrictive terrain.

Commercial, Institutional and Multi- Residential Entrances: The number of entrances provided will be the minimum necessary to accommodate the volume of traffic to be generated by the development. A Traffic Impact Study completed by the Developer shall be considered by the Director when determining the number of entrances required.

CONTACT INFORMATION

Corporation of the County of Lanark
Public Works Department
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