

**ENTRANCE POLICIES**

The Huron East Roads Department shall consider the following criteria when reviewing all applications for new entrances or alterations to entrances:

- a) protection of the public through the orderly control of traffic movements on municipal roads.
- b) maintenance of the traffic carrying capacity of the road network.
- c) protection of the public investment in the Huron East road infrastructure.
- d) providing legal access onto municipal roads from adjacent private property.

**Definitions**

<b>Field Entrance:</b>	provides access to agricultural fields.
<b>Farm Entrance:</b>	provides access to farm buildings and agricultural lands.
<b>Residential Entrance:</b>	provides access to residential facilities of four units or less.
<b>Commercial/Industrial Entrance:</b>	provides access to a development where goods are manufactured or sold to the public and includes residential facilities of five or more units.
<b>Temporary Entrance:</b>	provides access to properties for a limited period not to exceed one year for the purpose of construction, repairs or improvement on that property or to facilitate a staged development.

**Location of Entrances**

The Public Works Department may restrict the placement of an entrance or access onto the road in the interest of public safety. New entrances must be located in accordance with all local Municipal Zoning By-Laws, and so as to provide:

- a) no undue interference with the safe movement of public traffic, pedestrians, or other users of the highway.
- b) favourable vision, grade, and alignment conditions for all traffic using the proposed access to the road.

In general, new entrances will not be permitted at the following locations:

- a) in close proximity to intersections.
- b) within daylight triangles at intersections.
- c) where the following minimum sight distance requirements are not met.

**Speed Limit****Minimum Sight Distance**

50 km/hr.	135 metres
60 km/hr.	165 metres
70 km/hr.	180 metres
80 km/hr.	200 metres

**Note:** Sight distance shall be measured from an eye height of 1.05 metres measured 3.0 metres from the outer edge of the traffic lane to passenger car lights designated as 0.6 metres above the roadway surface.

**Design Standards**

**Entrance Grade:** The finished surface of the access must drop away from the edge of the highway driving surface at a slope of not less than 2% to at least the edge of shoulder rounding.

**Field Entrance:** Shall be surfaced with at least 75 mm (3") crusher run gravel (Gran. "A"), and where a culvert is required its length must be sufficient to provide a 1:1 slope up from the ditch invert to an entrance width of 6.0 metres.

**Farm or Residential Entrance:** Shall be surfaced with at least 150 mm (6") crushed gravel (Gran. "A"), and where a culvert is required its length must be sufficient to provide a 1:1 slope up from the ditch invert to an entrance width of 6.0 metres.

**Commercial/Industrial Entrance:** Shall be surfaced with hot-mix asphalt and where a culvert is required its length will be dictated by the entrance design which will be site specific having regard for number and type of vehicles expected to utilize the entrance.

**Curbs and/or Headwalls:** No curb or headwall can extend above the surface of the roadway within the limits of the road allowance. All curbs and headwalls are constructed at the sole expense and risk of the applicant.

**Maintenance of Entrances:** Property owners having access to a road are fully responsible for the maintenance of the access including the removal of snow and ice and keeping the portion of the access within the highway in a safe condition for vehicular traffic.

A culvert that forms part of an entrance to a property shall be considered as part of the access to the subject property and shall remain the responsibility of the property owner to maintain and replace as necessary. The Pubic Works Coordinator has the authority, if in his opinion, the condition of the subject entrance adversely compromises the safety or integrity of the travelled portion of the road allowance to require the owner of the subject entrance to make such repairs or improvements as deemed

necessary. If such repair or improvements are not made, the Public Works Coordinator, acting responsibly, shall make such necessary repairs and the costs of such repairs shall be recovered from the property owner. (By-Law 24-2013)

**Curb and Gutter:**

Where curb and gutter exists at the location of the proposed entrance, the applicant will be required to construct a curb cut at the entrance location if required. The existing curb shall be removed and replaced using material acceptable to the Municipality or altered in accordance with the Roads Department. The area between the curb and sidewalk is to be paved with hot-mix asphalt, concrete or paving stones in accordance with the Roads Department requirements.

**Number and Width of Accesses:**

It will be the policy of the Road Department to limit the width of entrances to discourage the construction of entrances wider than that required for the safe and reasonable use of the entrance.

All new curb cuts and entrances will be approved and coordinated by the Huron East Foreman/Manager, be a maximum of 6 metres in width, and all costs will be invoiced to the applicant.

That field entrances to farm properties shall be limited to one entrance per 400 metres of frontage subject to the following conditions: (By-Law 24-2013)

- i) Where the frontage to an open public road is bisected by a man-made or natural fixture such as a municipal drain, river or wood lot, additional entrance(s) may be permitted by the Public Works Coordinator if the lack of additional entrances would cause undue hardship or cause significant damage to man-made or natural fixtures.
- ii) Where the subject property is a corner lot, one additional field entrance will be allowed.
- iii) When an existing field entrance is or is proposed in a location that is a joint boundary between two properties, such joint entrance shall not be used in any determination of the number of permitted entrances.

**Permit Fee:**

A Fee in the amount of \$120.00 (By-Law 002-2022) will be collected prior to the issuance of an entrance permit.

**Cancellation of Permit:**

Where the entrance has not been constructed within one year of the date of the Permit, then the Permit shall be null and void.

## SCHEDULE "A"

### APPLICATION FOR A NEW ENTRANCE

(Includes modifications to an existing entrance)

**DATE:** \_\_\_\_\_

**NAME OF APPLICANT:** \_\_\_\_\_

**MAILING ADDRESS:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**TELEPHONE:**

**Res:** \_\_\_\_\_

**Bus:** \_\_\_\_\_

**Location of Proposed Entrance:**

**Roll Number: 4040-** \_\_\_\_\_

\_\_\_\_\_ side of Road Name \_\_\_\_\_ at Lot \_\_\_\_\_

\_\_\_\_\_ Concession \_\_\_\_\_ in the Ward of \_\_\_\_\_ or Registered \_\_\_\_\_

Plan # \_\_\_\_\_ in the former Municipality of \_\_\_\_\_

**Type of Entrance:**

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Field Entrance

☐

Farm Entrance

☐

Residential Entrance

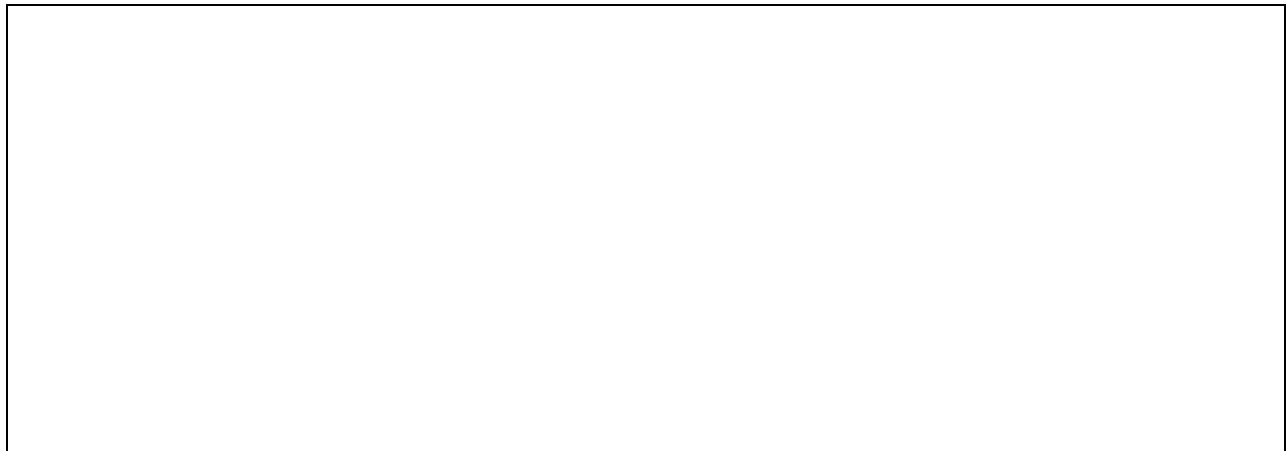
☐

Temporary Entrance

☐

Commercial/Industrial Entrance

**Sketch of Area:**



Sketch to include:

- Approx. total length of frontage (also show buildings).
- Any other entrances to property.
- Distances between existing and proposed entrances including any nearby entrances on other properties.
- Other features: i.e. intersections, curves, etc.

**SCHEDULE "A"**  
**FOR HURON EAST FOREMAN'S USE ONLY**

**CHECK:** Is the visibility adequate in each direction?

☐

YES

or

List Problems.

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**Requirements for Pipe:**

- Top width required on Entrance \_\_\_\_\_ m      - Length of Pipe \_\_\_\_\_ m

- Diameter of Pipe \_\_\_\_\_ mm      - No. of Couplers \_\_\_\_\_

**Reason for New Access:**

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**Installation by:**

☐

Contractor

☐

Owner

Date Completed by: \_\_\_\_\_

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**FOR OFFICE USE ONLY**

**Comments re. Policy:** All new curb cuts and entrances will be approved and coordinated by the Huron East Foreman/Manager, be a maximum of 6 metres in width, and all costs will be invoiced to the applicant.

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**Decision of Road Authority:**

☐

Approved

☐

Not Approved

Conditions: \_\_\_\_\_

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Policy Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant Advised: \_\_\_\_\_

Deposit: \_\_\_\_\_

Cost Calculation: \_\_\_\_\_

Fee: \_\_\_\_\_ \$120.00

Cheques to be made Payable to the Municipality of Huron East

**SCHEDULE "C"**  
**APPLICATION FOR A NEW ROAD CROSSING / BORE**

(Includes modifications to an existing entrance)

**DATE:** \_\_\_\_\_

**NAME OF APPLICANT:** \_\_\_\_\_

**MAILING ADDRESS:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**TELEPHONE:**

**Res:** \_\_\_\_\_

**Bus:** \_\_\_\_\_

**Fax:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Location of Proposed Crossing:** \_\_\_\_\_

**Roll Number: 4040-** \_\_\_\_\_

Please include 911 number on both sides of crossing and closest intersecting roads in description.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Type of Crossing or Road Bore:**

☐

HYDRO

☐

GAS

☐

TELEPHONE

☐

CABLE

☐

FARM

☐

OTHER

**Sketch of Area:**

Sketch to include:

- Approx. total length of frontage (also show buildings).
- Any other entrances to property.
- Distances between existing and proposed entrances including any nearby entrances on other properties.
- Other features: i.e. intersections, curves, etc.

**SCHEDULE "C"**  
**FOR HURON EAST FOREMAN'S USE ONLY**

**CHECK:** Is the visibility adequate in each direction?

☐ YES or List Problems.

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**Requirements for Pipe:**

- Top width required on Entrance \_\_\_\_\_ m      - Length of Pipe \_\_\_\_\_ m  
- Diameter of Pipe \_\_\_\_\_ m      - No. of Couplers \_\_\_\_\_

**Reason for New Crossing:**

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**Installation by:**

☐ Contractor ☐ Owner

Contractor Contact Name & Number \_\_\_\_\_

Date Completed by: \_\_\_\_\_

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**Comments re. Policy:**

**(1) Proof of Insurance – minimum \$2 Million**

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**(2) WSIB Clearance**

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**(3) Submit Traffic Control Plan**

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**(4) Any damage resulting from the road bore/crossing will be at the expense and responsibility of the contractor/owner requesting the road bore/crossing**

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**FOR OFFICE USE ONLY**

Policy reviewed by: \_\_\_\_\_

**Decision of Road Authority:**

☐ Approved      Date: \_\_\_\_\_

☐ Not Approved

Applicant Advised: \_\_\_\_\_

Fee Paid: \_\_\_\_\_ \$

Cost Calculation: \_\_\_\_\_

Fee Calculation: \$120.00

Cheques to be made Payable to the Municipality of Huron East

The Corporation of the Municipality of Huron East

By-Law 29 - 2013

Schedule “A”

Policy for Private Crossings On Municipal Drains

**Policy Statement and Purpose:**

The Municipality of Huron East has established a policy to provide a process to establish private drain crossings on municipal drains which have been constructed under the authority of the Drainage Act and are maintained by the Corporation of the Municipality of Huron East.

The purpose of the private drain crossing policy is to ensure that the necessary permits are obtained from regulatory authorities such as, but not limited to, the Conservation Authority having jurisdiction in the area and to ensure that such private drain crossings do not adversely affect the operation or capacity of the municipal drain.

**Procedure:**

1. Landowners who wish to install a private drain crossing on a municipal drain shall complete an “Application for a New Municipal Drain crossing” attached hereto as Schedule “B”.
2. The Application for a New Municipal Drain Crossing shall be reviewed by the Huron East Drainage Superintendent, who in his capacity as Drainage Superintendent, and under the provisions of the Drainage Act, shall give permission to install private crossings with specified conditions to maintain the operation and capacity of the Municipal Drain.
3. That if in the opinion of the Drainage Superintendent, the services of a Professional Engineer are required to provide advice pertaining to the size or installation methods of said crossing, the Drainage Superintendent shall notify the property owner of the additional advice required, and with the consent of the property owner to assume responsibility for the extra costs, shall engage the services of a Professional Engineer to assist with the private drain crossing request.
4. The Landowner or his representative, shall be responsible for filing an application (attached hereto as Schedule “C” with the relevant Conservation Authority and obtain the necessary permits/approvals from the Conservation Authority prior to the installation of the private drain crossing.





**THE CORPORATION OF THE MUNICIPALITY OF HURON EAST**

**BY-LAW 29-2013**

**SCHEDULE "B"**

**APPLICATION FOR PRIVATE CROSSING ON MUNICIPAL DRAIN**

**DATE:** \_\_\_\_\_

**NAME OF APPLICANT:** \_\_\_\_\_

**MAILING ADDRESS:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**TELEPHONE:**

**Telephone:** \_\_\_\_\_

**Cell Phone:** \_\_\_\_\_

**Fax:** \_\_\_\_\_

**E-Mail:** \_\_\_\_\_

**Drain Information:**

Drain Name: \_\_\_\_\_

Lot: \_\_\_\_\_

Concession: \_\_\_\_\_

Ward: \_\_\_\_\_

**Crossing Details:**

Describe Location (attach sketch if necessary)

\_\_\_\_\_  
\_\_\_\_\_

Top Width Required for Entrance \_\_\_\_\_

Length of Pipe Proposed \_\_\_\_\_

Diameter of Pipe Proposed \_\_\_\_\_

\_\_\_\_\_  
Landowner  
or Landowner Representative Signature

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**FOR USE BY HURON EAST DRAINAGE SUPERINTENDENT ONLY**

**Name of Drain** \_\_\_\_\_

**Lot and Concession** \_\_\_\_\_

**Ward** \_\_\_\_\_

**Fisheries Classification** \_\_\_\_\_

**Permission Given To Insert Crossing (Details)**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Conditions:**

1. Owner must obtain a permit to construct a crossing from the \_\_\_\_\_ Conservation Authority
2. Owner must install the crossing in compliance with the permit issued by the Conservation Authority.
3. Owner shall ensure that the installation of the crossing does not obstruct the drainage works (Drainage Act, Section 80).
4. Permit fee of \$120.00 paid to the Municipality of Huron East prior to construction.
5. Other \_\_\_\_\_

\_\_\_\_\_

(Drainage Superintendent Signature) \_\_\_\_\_

(Date) \_\_\_\_\_

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**HURON EAST ADMINISTRATION** \_\_\_\_\_ \$120.00 application fee received (2-983-100-3424)

\_\_\_\_\_ File copy in Drain File.



Ausable Bayfield Conservation Authority  
**APPLICATION FOR PERMISSION**  
 PURSUANT TO ONTARIO REGULATION 147/06  
 Regulation of Development, Interference with Wetlands  
 and Alterations to Shorelines and Watercourses

OFFICE USE ONLY	
Application #	_____
Fee Received \$	_____
Date Received	____/____/____
<input type="checkbox"/> L 1 <input type="checkbox"/> L 2 <input type="checkbox"/> Multi-Lot	

*Please consult Authority Staff or current fee schedule for application fee.*  
 (Please Note: Violations are subject to an additional violation charge.)

<b>A. APPLICANT:</b>	
Owner'(s) Name(s):	Phone:
Address:	Postal Code:
Contractor's Name:	Phone:
Address:	Postal Code:
Applicant is the: <input type="checkbox"/> Owner <input type="checkbox"/> Agent <input type="checkbox"/> Prospective Purchaser	

<b>B. LOCATION OF PROPERTY:</b>		
Municipality:	Ward:	911#:
Property Description:	Lot                      Concession	Plan No.:                      Lot:

<b>C. APPLICATION IS HEREBY MADE TO:</b>	
<input type="radio"/> Erect a structure: <input type="checkbox"/> House <input type="checkbox"/> Shed <input type="checkbox"/> Barn <input type="checkbox"/> Other (specify)	
<input type="radio"/> Place Fill <input type="radio"/> Remove Fill	
<input type="radio"/> Alter a watercourse by constructing: <div style="display: flex; justify-content: space-between; padding: 0 10px;"> <span><input type="checkbox"/> Pond            <input type="checkbox"/> Crossing    <input type="checkbox"/> Dam</span> <span><input type="checkbox"/> Bank Protection    <input type="checkbox"/> Docking Facilities</span> </div> <input type="checkbox"/> Other (specify)	

<b>D. DETAILED INFORMATION REGARDING THE PROPOSED WORKS:</b>
This application is to be accompanied by <b>two (2) copies</b> of a map and/or plan showing:
(i) The subject property in relation to adjacent watercourses, drains, roads, building (if applicable), landforms (eg. ravines); the lot numbers, plan number, concession, north arrow, with dimensions;
(ii) Size and dimension of the subject property, existing buildings, location and size of proposed work relating to buildings, watercourses, slopes, etc, proposed slopes and gradients, if applicable;
(iii) Elevation (height) of proposed work above or below the existing grade at the site (eg. cross sectional view); areas of cut/fill if applicable, amount and type of fill if placed;
(iv) Detailed construction drawings of the proposed work. <i>Additional information may be required, at the request of the ABCA, depending on the complexity of the proposed work.</i>

<b>E. TIMING OF THE PROJECT:</b>	
Proposed start date:	Anticipated completion date:

I/we, the undersigned, hereby certify to the best of my/our knowledge and belief that the above-noted and attached information is correct and true. I/we further solemnly declare that I/we have read and fully understand the contents of this application, and specifically the terms and conditions and the declaration which are written on the reverse of this application.

Dated this \_\_\_\_\_ Date of \_\_\_\_\_ 20\_\_ at \_\_\_\_\_

Owner	Owner	Authorized Agent
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**Return application with applicable fee payable to: Ausable Bayfield Conservation Authority**  
 71108 Morrison Line RR#3 Exeter Ontario N0M 1S5 • 519-235-2610 • (f) 519-235-1963

## **TERMS AND CONDITIONS**

1. Permission granted by the Authority, **will expire one (1) year from date of issue unless otherwise stated in permit.** No further work will be carried out on the project beyond the date of expiry without prior written approval of an extension by the Ausable Bayfield Conservation Authority.
2. Permission granted by the Authority can not be transferred without prior written approval by the Ausable Bayfield Conservation Authority.
3. Approvals, permits, etc. may be required from other agencies prior to undertaking the work proposed. Authority permission, if granted for the proposed work, does not exempt the owner/agent/applicant from complying with any or all other approvals, laws, statutes, ordinances, directives, regulations, etc. that may affect the property or the use of same.
4. Should the information provided on or with this application be untrue or incorrect, or become untrue or incorrect, the Ausable Bayfield Conservation Authority reserves the right to withdraw the permission for the proposed work. The Authority may elect to proceed with further actions to correct the information or if necessary to have the works modified or removed in whole or in part, at the cost of the individual if convicted of a contravention of the regulation.

## **DECLARATION**

I/we certify that I/we will abide by Ontario Regulation 147/06 as may be amended from time to time.

I/we agree to allow representatives of the Ausable Bayfield Conservation Authority on the site of the proposed work so that they may obtain information pertaining to the application and to review the work when undertaken.

I/we further agree to undertake or obtain, at my/our cost, further information, studies, reports, etc., prepared by others, if such is required by the Authority to properly review the application.

## **NOTICE TO APPLICANT**

Pursuant to Bill 49, the Municipal Freedom of Information and Protection of Privacy Act, 1989 legal authority to collect information Conservation Authorities Act, R.S.O. 1990.

Principal purpose for which personal information collected on this document is intended to be used:

- a. the assessment of proposed works/undertakings relative to Ontario Regulation 147/06 and water and related land management concerns;
- b. distribution of information to the applicant relating to programs and projects of the Conservation Authority;
- c. watershed planning.

The General Manager of the Conservation Authority can answer questions about the collection of information.

As the applicant, I conform that I have read and agree to the principal purposes for which the personal information is intended to be used.



## APPLICATION FOR DEVELOPMENT, INTERFERENCE WITH WETLANDS AND ALTERATIONS TO SHORELINE AND WATERCOURSES Under Ontario Regulation 164/06

**MVCA USE: Application No.** \_\_\_\_\_

Applicant's Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Town: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Telephone Number: Residence: (\_\_\_\_\_) \_\_\_\_\_ Business: (\_\_\_\_\_) \_\_\_\_\_

Fax: (\_\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

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Contractor's or Agent's Name: \_\_\_\_\_  
(if applicable)

Mailing Address: \_\_\_\_\_ Town: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax: (\_\_\_\_\_) \_\_\_\_\_

Email: \_\_\_\_\_

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### Location of Proposed Works:

Municipality: \_\_\_\_\_ Ward: \_\_\_\_\_

Lot: \_\_\_\_\_ Concession: \_\_\_\_\_ Municipal Street Address: \_\_\_\_\_

Registered Plan: \_\_\_\_\_ Lot: \_\_\_\_\_

911 Address: \_\_\_\_\_

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### Development Applicants Only

Zoning Status: \_\_\_\_\_ Official Plan Status: \_\_\_\_\_

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Proposed Start Date: \_\_\_\_\_ Proposed Completion Date: \_\_\_\_\_

**Type of Development Proposed: (complete all sections that apply)**

***Construction/Reconstruct/Place a building or structure***

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***Place/Alter/Expand/Renovate a building or structure***

- a) Proposed Use of Building or Structure \_\_\_\_\_
- b) Area of New Structure \_\_\_\_\_
- c) Area of Existing Structure (if applicable) \_\_\_\_\_
- d) Will structure have a basement ( ) Yes ( ) No
- e) Elevation of lowest external opening (window, door, etc.) in relation to existing grade \_\_\_\_\_

☐

***Place/Remove fill or site grading***

- a) Type of Fill \_\_\_\_\_
- b) Depth of Fill \_\_\_\_\_
- c) Proposed final grade of land \_\_\_\_\_
- d) Proposed means of stabilizing area \_\_\_\_\_
- e) Proposed use of land when completed \_\_\_\_\_
- Other Information: \_\_\_\_\_

☐

***Alteration to a watercourse by constructing a (please circle)***

Crossing      Pond      Dam      Channel      Bank Protection      Other \_\_\_\_\_

Describe Proposed Works \_\_\_\_\_

☐

***Alter a Wetland***

Describe Proposed Works \_\_\_\_\_

☐

***Alter a shoreline***

Describe Proposed Works \_\_\_\_\_

This application must include four (4) site sketches to scale of the proposed area indicating the following:

1. Location of the property in relation to surrounding buildings, streets, roadways, etc. (to scale)
2. Size and dimensions of property (to scale)
3. Location and size of all existing structures on the property
4. Direction and method of drainage on the property
5. Location of any watercourse or open water on or near the property
6. Proposed use of each floor within the proposed structure
7. Location, dimension, and elevations of proposed structures relative to current elevation
8. Elevation of any window, doors, vents or other exterior openings in relation to final grade
9. A front view of the basement and first floor with specification of the minimum (lowest) opening and basement floor slab elevations
10. The difference between final and existing grades
11. The plan must be referenced to a datum on MVCA flood plain mapping
12. Location of sanitary disposal system, if needed
13. The site sketch must have a title and date and be referenced below:

**TITLE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**PLEASE NOTE:** Upon receipt of this application, the Maitland Valley Conservation Authority will make a decision regarding a permit. Any deviation from the representation contained on this application may result in the withdrawal of any Permit issued on the basis of this application. If you have not yet purchased the property, please attach a copy of the Offer to Purchase, or a Statement of Interest to purchase.

**I hereby declare the above information to be true and correct.**

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Signature of Authorized Agent

\_\_\_\_\_  
Date





**THE CORPORATION  
OF THE  
MUNICIPALITY OF HURON EAST  
BY-LAW NO. 23 FOR 2001**

*Consolidated Version  
(Aug 2018; amended by By-laws 3-2007 and 24-2013)*

Being a by-law to regulate the construction or alteration of any  
entranceways, private roads or access to a municipal road.

WHEREAS Section 308 (3) of the Municipal Act, R.S.O. 1990, as amended provides that By-laws may be passed by the Council of every Municipality for placing or permitting any person under such conditions as may be agreed upon to place, construct, install, maintain and use objects in, on, under or over sidewalks and highways under its jurisdiction, to permit any person to make, maintain and use areas under and openings in the highways and sidewalks, for prescribing the terms and conditions upon which the same are to be placed, constructed, installed, maintained or used and for making such annual or other charge for the privilege conferred by the by-law as it considers reasonable;

AND WHEREAS it is deemed necessary and desirable to regulate the construction and alteration of entranceways, private roads or other facilities that permit access to municipal roads;

AND WHEREAS the Council of the Corporation of the Municipality of Huron East deems it expedient to control entranceways onto municipal roads and provide for the issuing of permits related thereto;

NOW THEREFORE, the Council of the Corporation of the Municipality of Huron East enacts as follows:

1. THAT in this By-Law:
  - a) “Council” shall mean the Council of the Corporation of the Municipality of Huron East;
  - b) “Municipal Road” shall mean all roads included in the Municipality of Huron East, including those roads in the former municipalities of the Town of Seaforth, the Village of Brussels, the Township of Grey, the Township of McKillop and the Township of Tuckersmith, but not including “County Roads” as defined in By-Law No. 5, 1967 of the County of Huron and any amendments thereto.

**THE CORPORATION OF THE MUNICIPALITY OF HURON EAST**  
**BY-LAW NO. 23 – 2001**

2. THAT no person shall construct or alter or cause to be constructed or altered any private road, gate or other structure or facility that permits access to any municipal road, unless such access has been approved by an authorized officer as evidenced by the issuance of an entrance permit.
3. THAT no person shall make or permit any change of use of any private road, entranceway, gate or other structure or facility that permits access to any municipal road, unless such access has been approved by an authorized officer as evidenced by the issuance of an entrance permit.
4. THAT an entrance permit may be issued by the Public Works Coordinator in accordance with the standards, policies and fees set out in Schedule “B” of this By-Law.
5. THAT any such access/entrance constructed, altered, or the use of which has been changed, under the provisions of this By-Law shall conform to the standards and principles set out in the policies in Schedule “B” of this By-Law and shall further comply with all terms and conditions attached to any entrance permit issued hereunder.
6. THAT all costs associated with an entrance permit and construction of the entrance access in accordance with the terms of the permit will be the responsibility of the applicant.
7. THAT the entrance permit be in the form set out in Schedule “A” attached hereto and forming part of this By-Law and that the permit, where necessary, shall include the terms and conditions for the construction of the said entrance or access as required by the authorized officer issuing the said permit.
8. THAT every person who contravenes any provision of this By-Law shall upon conviction be liable to payment of at least \$500.00 for a first offence and \$1,000.00 for a second or succeeding offence, exclusive of costs and every such penalty shall be recoverable under the provisions of the Provincial Offences Act as amended from time to time.
9. THAT the Public Works Coordinator be authorized to remove any unauthorized access from the Road Allowance.
10. THAT this By-Law shall come into force and take effect upon the final passing thereof.

Read a first time February 20, 2001.

Read a second time February 20, 2001.

Read a third time and finally passed on February 20, 2001.

**THE CORPORATION OF THE MUNICIPALITY OF HURON EAST  
BY-LAW NO. 23 – 2001**

Mayor

Clerk

**THE CORPORATION OF THE MUNICIPALITY OF HURON EAST  
BY-LAW NO. 23 – 2001**

**SCHEDULE “B”**

**ENTRANCE POLICIES**

The Huron East Roads Department shall consider the following criteria when reviewing all applications for new entrances or alterations to entrances:

- a) protection of the public through the orderly control of traffic movements on municipal roads.
- b) maintenance of the traffic carrying capacity of the road network.
- c) protection of the public investment in the Huron East road infrastructure.
- d) providing legal access onto municipal roads from adjacent private property.

**Definitions**

<b>Field Entrance:</b>	provides access to agricultural fields.
<b>Farm Entrance:</b>	provides access to farm buildings and agricultural lands.
<b>Residential Entrance:</b>	provides access to residential facilities of four units or less.
<b>Commercial/Industrial Entrance:</b>	provides access to a development where goods are manufactured or sold to the public and includes residential facilities of five or more units.
<b>Temporary Entrance:</b>	provides access to properties for a limited period not to exceed one year for the purpose of construction, repairs or improvement on that property or to facilitate a staged development.

**Location of Entrances**

The Public Works Department may restrict the placement of an entrance or access onto the road in the interest of public safety. New entrances must be located in accordance with all local Municipal Zoning By-Laws, and so as to provide:

- a) no undue interference with the safe movement of public traffic, pedestrians, or other users of the highway.
- b) favourable vision, grade, and alignment conditions for all traffic using the proposed access to the road.

**THE CORPORATION OF THE MUNICIPALITY OF HURON EAST**  
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**SCHEDULE “B” (cont’d)**

In general, new entrances will not be permitted at the following locations:

- a) in close proximity to intersections.
- b) within daylight triangles at intersections.
- c) where the following minimum sight distance requirements are not met.

<b><u>Speed Limit</u></b>	<b><u>Minimum Sight Distance</u></b>
50 km/hr.	135 metres
60 km/hr.	165 metres
70 km/hr.	180 metres
80 km/hr.	200 metres

Note: Sight distance shall be measured from an eye height of 1.05 metres measured 3.0 metres from the outer edge of the traffic lane to passenger car lights designated as 0.6 metres above the roadway surface.

**Design Standards**

<b>Entrance Grade:</b>	The finished surface of the access must drop away from the edge of the highway driving surface at a slope of not less than 2% to at least the edge of shoulder rounding.
<b>Field Entrance:</b>	Shall be surfaced with at least 75 mm (3”) crusher run gravel (Gran. “A”), and where a culvert is required its length must be sufficient to provide a 1:1 slope up from the ditch invert to an entrance width of 6.0 metres.
<b>Farm or Residential Entrance:</b>	Shall be surfaced with at least 150 mm (6”) crushed gravel (Gran. “A”), and where a culvert is required its length must be sufficient to provide a 1:1 slope up from the ditch invert to an entrance width of 6.0 metres.
<b>Commercial/Industrial Entrance:</b>	Shall be surfaced with hot-mix asphalt and where a culvert is required its length will be dictated by the entrance design which will be site specific having regard for number and type of vehicles expected to utilize the entrance.
<b>Curbs and/or Headwalls:</b>	No curb or headwall can extend above the surface of the roadway within the limits of the road allowance. All curbs and headwalls are constructed at the sole expense and risk of the applicant.

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**SCHEDULE “B” (cont’d)**

**Maintenance of Entrances:**

Property owners having access to a road are fully responsible for the maintenance of the access including the removal of snow and ice and keeping the portion of the access within the highway in a safe condition for vehicular traffic.

A culvert that forms part of an entrance to a property shall be considered as part of the access to the subject property and shall remain the responsibility of the property owner to maintain and replace as necessary. The Public Works Coordinator has the authority, if in his opinion, the condition of the subject entrance adversely compromises the safety or integrity of the travelled portion of the road allowance to require the owner of the subject entrance to make such repairs or improvements as deemed necessary. If such repair or improvements are not made, the Public Works Coordinator, acting responsibly, shall make such necessary repairs and the costs of such repairs shall be recovered from the property owner. (as per By-law 24-2013)

**Curb and Gutter:**

Where curb and gutter exists at the location of the proposed entrance, the applicant will be required to construct a curb cut at the entrance location if required. The existing curb shall be removed and replaced using material acceptable to the Municipality or altered in accordance with the Roads Department. The area between the curb and sidewalk is to be paved with hot-mix asphalt, concrete or paving stones in accordance with the Roads Department requirements.

**Number and Width of Accesses:**

It will be the policy of the Road Department to limit the width of entrances to discourage the construction of entrances wider than that required for the safe and reasonable use of the entrance.

All new curb cuts and entrances will be approved and coordinated by the Huron East Foreman/Manager, be a maximum of 6 metres in width, and all costs will be invoiced to the applicant.

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**SCHEDULE “B” (cont’d)**

That field entrances to farm properties shall be limited to one entrance per 400 metres of frontage subject to the following conditions:

- i) Where the frontage to an open public road is bisected by a man-made or natural fixture such as a municipal drain, river or wood lot, additional entrance(s) may be permitted by the Public Works Coordinator if the lack of additional entrances would cause undue hardship or cause significant damage to man-made or natural fixtures.
- ii) Where the subject property is a corner lot, one additional field entrance will be allowed.
- iii) When an existing field entrance is or is proposed in a location that is a joint boundary between two properties, such joint entrance shall not be used in any determination of the number of permitted entrances. (By-law 24-2013)

**Permit Fee:**

A Fee in the amount of \$120.00 will be collected prior to the issuance of an entrance permit.

**Cancellation of Permit:**

Where the entrance has not been constructed within one year of the date of the Permit, then the Permit shall be null and void.

**THE CORPORATION OF THE MUNICIPALITY OF HURON EAST**  
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**SCHEDULE “A”**  
**APPLICATION FOR A NEW ENTRANCE**

(Includes modifications to an existing entrance)

**DATE:** \_\_\_\_\_

**NAME OF APPLICANT:** \_\_\_\_\_

**MAILING ADDRESS:**

**TELEPHONE:**

\_\_\_\_\_

**Res:** \_\_\_\_\_

\_\_\_\_\_

**Bus:** \_\_\_\_\_

\_\_\_\_\_

**Location of Proposed Entrance:**

**Roll Number: 4040-**

\_\_\_\_\_ side of Road Name \_\_\_\_\_ at Lot \_\_\_\_\_

\_\_\_\_\_ Concession \_\_\_\_\_ in the Ward of \_\_\_\_\_ or Registered

Plan # \_\_\_\_\_ in the former Municipality of \_\_\_\_\_

**Type of Entrance:**

☐ Field Entrance ☐ Farm Entrance ☐ Residential Entrance

☐ Temporary Entrance ☐ Commercial/Industrial Entrance

**Sketch of Area:**

Sketch to include:

- Approx. total length of frontage (also show buildings).
- Any other entrances to property.
- Distances between existing and proposed entrances including any nearby entrances on other properties.
- Other features: i.e. intersections, curves, etc.



**THE CORPORATION OF THE MUNICIPALITY OF HURON EAST  
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**SCHEDULE “A”  
FOR HURON EAST FOREMAN’S USE ONLY**

**CHECK:** Is the visibility adequate in each direction?

☐

YES

or

List Problems.

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**Requirements for Pipe:**

- Top width required on Entrance \_\_\_\_\_ m      - Length of Pipe \_\_\_\_\_ m

- Diameter of Pipe \_\_\_\_\_ m      - No. of Couplers \_\_\_\_\_

**Reason for New Access:**

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**Installation by:**

☐

Contractor

☐

Owner

Data Completed by: \_\_\_\_\_

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**FOR OFFICE USE ONLY**

**Comments re. Policy:** All new curb cuts and entrances will be approved and coordinated by the Huron East Foreman/Manager, be a maximum of 6 metres in width, and all costs will be invoiced to the applicant.

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Policy reviewed by: \_\_\_\_\_

**Decision of Road Authority:**

☐

Approved

Date: \_\_\_\_\_

☐

Not Approved

Applicant Advised: \_\_\_\_\_

Deposit: \_\_\_\_\_

Cost Calculation: \_\_\_\_\_

Fee: \_\_\_\_\_ \$120.00

Cheques to be made Payable to the Municipality of Huron East

**THE CORPORATION OF THE MUNICIPALITY OF HURON EAST**  
**BY-LAW NO. 23 – 2001**

**SCHEDULE “C”**  
**APPLICATION FOR A NEW ROAD CROSSING / BORE**

(Includes modifications to an existing entrance)

**DATE:** \_\_\_\_\_

**NAME OF APPLICANT:** \_\_\_\_\_

**MAILING ADDRESS:**

**TELEPHONE:**

\_\_\_\_\_

**Res:** \_\_\_\_\_

\_\_\_\_\_

**Bus:** \_\_\_\_\_

\_\_\_\_\_

**Fax:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Location of Proposed Crossing:** \_\_\_\_\_

**Roll Number: 4040-** \_\_\_\_\_

Please include 911 number on both sides of crossing and closest intersecting roads in description.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Type of Crossing or Road Bore:**

☐

HYDRO

☐

GAS

☐

TELEPHONE

☐

CABLE

☐

FARM

☐

OTHER

**Sketch of Area:**

Sketch to include:

- Approx. total length of frontage (also show buildings).
- Any other entrances to property.
- Distances between existing and proposed entrances including any nearby entrances on other properties.
- Other features: i.e. intersections, curves, etc.

**THE CORPORATION OF THE MUNICIPALITY OF HURON EAST**  
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**SCHEDULE “C”**  
**FOR HURON EAST FOREMAN’S USE ONLY**

**CHECK:** Is the visibility adequate in each direction?

☐

YES

or

List Problems.

**Requirements for Pipe:**

- Top width required on Entrance \_\_\_\_\_ m      - Length of Pipe \_\_\_\_\_ m

- Diameter of Pipe \_\_\_\_\_ m      - No. of Couplers \_\_\_\_\_

**Reason for New Crossing:**

**Installation by:**

☐

Contractor

☐

Owner

Contractor Contact Name & Number \_\_\_\_\_

Date Completed by: \_\_\_\_\_

**Comments re. Policy:**

**(1) Proof of Insurance – minimum \$2 Million**

**(2) WSIB Clearance**

**(3) Submit Traffic Control Plan**

**(4) Any damage resulting from the road bore/crossing will be at the expense and responsibility of the contractor/owner requesting the road bore/crossing**

**FOR OFFICE USE ONLY**

Policy reviewed by: \_\_\_\_\_

**Decision of Road Authority:**

☐

Approved

Date: \_\_\_\_\_

☐

Not Approved

Applicant Advised: \_\_\_\_\_

Fee Paid: \_\_\_\_\_ \$

Cost Calculation: \_\_\_\_\_

Fee Calculation: \$120.00

**THE CORPORATION OF THE MUNICIPALITY OF HURON EAST  
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Cheques to be made Payable to the Municipality of Huron East