

The Corporation of the Municipality of West Grey

By-law Number 18 - 2014

Being a by-law to provide for the regulation of entrances to municipal highways and to be known as the Entrance Permit By-law.

Whereas Section 9 of the Municipal Act, S.O. 2001, as amended, (the Act) provides that the municipalities have the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this or any other Act;

And Whereas Section 11(3) of the Act authorizes municipalities to pass by-laws respecting its highways;

And Whereas Section 391 of the Municipal Act, 2001, authorizes municipalities to impose fees and charges on persons for services or activities provided or done by or on behalf of it and for the use of its property;

Now therefore the Council of the Corporation of the Municipality of West Grey hereby enacts as follows:

Definitions

1. In this by-law the following words and phrases shall have the meanings ascribed below:
 - a. Director - means the Director of Infrastructure and Public Works or designate.
 - b. Entrance - means an area of ingress and egress located on municipally owned property, the purpose of which is to provide a means of access to/from a lot abutting a Municipal Highway or other public highway and which Entrance shall be categorized by use as follows:
 - i. Entrance, Commercial - means an entrance intended to serve a lot zoned for such uses or to serve a legally existing commercial use or facility.
 - ii. Entrance, Farm - means an Entrance intended to serve a legally permitted agricultural operation on a lot upon which exists one or more barns and implement sheds and a farm residence.
 - iii. Entrance, Field - means an Entrance intended to serve:
 - (1) a legally permitted agricultural operation on a property upon which no barns implement sheds or farm residence exists; or
 - (2) the agricultural use of a field which is part of an agricultural operation which is incapable of being accessed via a permitted farm entrance; or
- vacant lands not used in connection with an agricultural operation.***
- iv. Entrance, Industrial - means an Entrance intended to serve a lot zoned for such uses or to serve a legally existing industrial use or facility.

- v. Entrance, Institutional - means an Entrance intended to serve land zoned for such uses or to serve a legally existing institutional use or facility.
 - vi. Entrance, Multi-Unit Residential - means an Entrance intended to serve a lot zoned for such purposes or to serve a legally existing a multi-unit residential dwelling containing two or more separate, self-contained dwelling units (including apartment buildings, condominiums and all other forms of multi-unity ownership).
 - vii. Entrance, Residential - means an Entrance intended to serve a lot zoned for such purposes or to serve a legally existing residential land use which does not include a multi-unit residential dwelling containing two or more separate, self-contained dwelling units (including apartment buildings, condominiums and all other forms of multi-unity ownership).
- c. Additional Entrance - shall mean an Entrance which would increase the number of Entrances to a lot and which Entrance is not a New Entrance;
- d. New Entrance, - shall mean an Entrance to a lot where no Entrance previously existed; the determination of whether an Entrance previously existed shall be made by the Municipality acting reasonably;
- e. Entrance Permit - means a Permit issued by the Municipality.
- f. Entrance Width - means the average of:
- i. the width of the Entrance at the boundary between the lot to which access is to be provided and the municipal highway; and
 - ii. the width of the Entrance at the boundary of the where it meets the paved portion of the roadway or where the road is unpaved the traveled portion of the municipal highway.
- g. Internal Access Driveway or Road - shall mean a driveway, pathway, roadway that is located on private property.
- h. Intersection - means an intersection of a Municipal Highway with another public highway.
- i. Municipal Highway- means all common and public highways, any part of which is intended for or used by general public for the passage of vehicles and pedestrians and includes the area between the lateral property lines thereof within the geographical limits of the Municipality of West Grey and over which the Municipality has jurisdiction.
- j. Municipality - means the Corporation of the Municipality of West Grey.
- k. Owner - means all persons and/or parties shown as the registered owner of the lot in the records of the Land Titles (or

Registry) Office for the County of Grey.

- l. Owner's Authorized Agent - means a person(s) and/or party authorized in writing by the Owner to make application for a Permit under this by-law.
- m. Person - includes a corporation.
- n. Sight distance means that measurement from an eye height of 1.05 metres measured 3.0 metres from outer edge of the traffic lane to passenger car lights designated as 0.60 metres above the roadway surface.

Entrance: Entitlement to an Entrance

- 2. Every lot which abuts a Municipal Highway is entitled to one entrance thereon unless such lot already has an Existing Entrance(s) from a highway under the jurisdiction of an upper tier Municipality or the Province of Ontario. Where such an Entrance exists any application for a Permit shall be subject to provisions related to and affecting the issuance of Permits for an Additional Entrance.

Permit: Required

- 3. No person shall construct/cause to be constructed or use an entrance unless a Permit has been issued under this by-law.

Existing Entrances

- 4. Notwithstanding section 3, whereat the time of the passage of this by-law one or more Entrances to a lot exist, no Permit (issued under this by-law) is required to maintain and use such Entrance(s) as it existed on the date of passage of this by-law. Any alteration to or change of status of an Existing Entrance requires a Permit under subsection 5 (b); in addition, whereupon a Permit has been issued under subsection 5(b) in relation to lands which have multiple existing Entrances, an application to alter or modify any subsequent entrances shall be treated as an application for an Additional Entrance under subsection 5(c).

Permits: Purposes

- 5. Permits for entrances may be issued for the following:
 - a. New Entrances (Section 8);
 - b. Altering an Existing Entrance, including changing the location thereof and changing the status (use) of an Entrance (Section 9);
 - c. Additional Entrances (Section 10).

Permit: Classes

- 6. All Entrance Permits shall be classified according to the use for which the Entrance is required as follows:
 - a. Commercial;
 - b. Industrial;
 - c. Farm;
 - d. Field;
 - e. Institutional; and
 - f. Residential.

A Permit will only be issued if the lot, to which the entrance is intended to provide access, is legally permitted to be used for the purpose proposed in the application or such use already legally exists. The Municipality may revoke a Permit if the Entrance is used for purposes other than those set out in the class of Permit. The Municipality may issue a single Permit that comprises one or more uses if such multiples uses are legally permitted.

Applications and Permits

7. a. A person wishing to alter, modify or construct an Entrance shall submit an application in accordance with Schedules "B" and "C". Such application shall be submitted by the Owner or the Owner's Authorized Agent.
- b. A Permit shall only be issued if such application and the Entrance proposed therein complies with the applicable provisions of this by-law and Schedule "A".
- c. All Permits issued hereunder are subject to the provisions of this by-law, the Permit conditions set out in Schedule "D" and any special conditions specified in the Permit.

New Entrances

8. Permits for new entrances under subsection 5(a) may be issued:
 - a. for newly created lots (pursuant to section 51 or 53 of the Planning Act, R.S.O. 1990 as amended);
 - b. for an existing lot of record where an entrance does not already exist;
 - c. for an entrance which is intended to become a new public road and for which the Municipality has agreed to assume as a municipal highway;
 - d. for an entrance for a condominium road;
 - e. for a private road (other than a condominium road) where such private road has the effect of reducing the number of existing entrances on the subject municipal highway(s).

Altering Existing Entrances

9. Where a lot has an existing entrance, whether such entrance was authorized under this by-law or not, the Municipality may issue a Permit to authorize:
 - a. the movement of the existing entrance to a new location provided the existing entrance is closed and/or removed;
 - b. the widening or narrowing of such existing entrance;
 - c. the hard surfacing (paving) of such entrance;
 - d. a change of use of such entrance.

Additional Entrances

10. Subject to section 11, where a lot has an Existing Entrance(s) the Municipality may issue a Permit or Permits for additional entrances provided:
 - a. such Entrance is required to provide access to portions of the lot which are separated from another permitted entrance by a

physical feature such as a cliff, steep slope, ravine, water course, etc. and provided that, in the opinion of the Municipality, it would be infeasible to create an internal access road to utilize an existing entrance, or

- b. all Entrances are shown on a site plan approved under section 41 of the *Planning Act* or on plans accepted by the Municipality in connection with an approval issued under section 51 or 53 of the *Planning Act*, or
- c. such Entrance is for a residential use, or
- d. such Entrance is a Field Entrance as particularly defined in section 1(b)(iii)(2).

Additional Entrance: Conditions

11. An application for an Additional Entrance Permit is subject to the following requirements/conditions:

- a. a Permit shall not be issued where the proposed Entrance would be located in an Natural Environment zone or where the natural conditions are not conducive to such entrance (as determined at the Municipality's discretion);
- b. where such lands to be served by the Additional Entrance are outside of a Settlement Area as defined in the County of Grey Official Plan and would require a Commercial, Industrial, or Institutional Entrance Permit, such Entrance shall be located closer to the Existing Entrance on the lot than to a property line and shall be a minimum of 100 metres from an abutting property line; the Municipality may relax or waive this condition in its sole discretion and may consider the written comments of the abutting property owner concerning any proposed reduction in the standards.

Entrance Principles

12. The Municipality in administering and enforcing this by-law will consider the following criteria when reviewing applications for entrance Permits:

- a. public safety;
- b. orderly, efficient and safe movement of traffic on municipal highways;
- c. providing for legal access to a municipal highway and meeting the common law duty to provide an access point from abutting lands;
- d. protection of the public investment in the municipal highways;
- e. minimizing the expenditure of municipal/public funds on the creation and maintenance of entrances from abutting lands;
- f. the potential impacts on abutting property owners;
- g. furthering the Municipality's policy interests/initiatives and achieving compliance with municipal by-laws.

Cost of Design and Construction

13. The Owner of land served by an Entrance shall be responsible for all costs of the design and construction of an Entrance.

Plans, Engineering

14. In addition to any plans/specifications/drawings required under Schedule C:
- a. If in the sole discretion of the Director the Entrance may have a negative impact on the traffic movement the Director will require the completion of a Traffic Impact Study; and/or
 - b. If in the sole discretion of the Director the Entrance or traffic generated or using such Entrance may have a negative impact on the structural integrity of a municipal highway the Director will require the completion of an acceptable Road Impact Study; and/or
 - c. If an Owner requests a deviation from the standards set out in Schedule A, the Director may require the owner to provide supporting reports from a qualified engineer which: i) demonstrates the need for such increased width; and ii) includes design/construction plans.

In deciding whether to issue a Permit and/or to authorize a deviation from the Entrance Standards, the Director may cause any reports or studies required hereunder to be reviewed by the Municipal Engineer at the sole cost of the Owner/applicant and may require a deposit for the costs therefore.

Inspections, Remedial Work and Costs

15. The Municipality may inspect construction and maintenance of an Entrance at any time. Where it is determined that an Entrance has not been constructed or maintained in accordance with the Permit issued hereunder or this by-law:
- a. the Municipality may direct the owner of the lands served by the Entrance to make such modifications as are required by providing written notice to the owner of the lands at the address shown for the lands on the assessment roll; and
 - b. the owner shall make such prescribed modifications within 45 days; and
 - c. if the owner fails to make the prescribed modifications within 45 days, the Municipality may complete the modifications at the sole cost and expense of the owner of the lands; and
 - d. the municipality may invoice the owner of the lands and include the costs of such work on the tax roll pursuant to section 398 and 446 of the Municipal Act.

In addition to the foregoing, in the Municipality's discretion where there exists an emergency concerning the condition of an Entrance which requires immediate attention to avoid damage to private or public property or services owned by the Municipality or to eliminate a potential hazard to persons, such work may be done immediately by the Municipality at the expense of the Owner of the lands served by the Entrance, but notice shall be given to the Owner at the earliest possible time.

Maintenance

16. The Owner of the lands served by an Entrance shall be responsible for maintaining the Entrance (including snow removal) for a distance extending from the property line to the shoulder of the municipal highway. The Municipality shall be responsible for the maintenance of the Entrance between the traveled portion of the municipal highway and the outer edge of the shoulder and shall also be responsible for undertaking such inspections and maintenance activities to maintain the free flow of water through any culvert forming part of an Entrance, subject to the rights and obligations concerning culverts forming a part of an Entrance as set out in section 17.

Culverts

17. A culvert that forms part of an Entrance shall be considered as part of the Entrance and shall remain the responsibility of the property owner to maintain and replace as necessary at its own costs except for the following classes of Entrance:
- a. Farm;
 - b. Field;
 - c. Residential; and
 - d. Multi-Unit Residential.

If the Director, in his/her sole discretion determines that the condition of the subject Entrance adversely compromises the safety or integrity of the traveled portion of the municipal highway, the Director may require the Owner of the lot served by the Entrance (which class of Entrance is not excepted above) to make such repairs or improvements as deemed necessary. If such repair or improvements are not made, the Director, acting responsibly, shall make such necessary repairs and the costs of such repairs shall be recovered from the Owner.

Vegetation on Municipal Property

18. Unless authorized by an Entrance Permit, no persons shall cut, trim or remove vegetation on Municipal property.

Revocation of Permits

19. The Municipality may revoke an Entrance Permit issued under this by-law for the following reasons:
- a. it was issued based on mistaken, false or incorrect information;
 - b. in the opinion of the Director the construction is substantially suspended or discontinued for a period of more than six months;
 - c. it was issued in error;
 - d. the applicant requests in writing that it be revoked; or
 - e. A condition of the Entrance Permit has not been complied with.

Breach of Permit Conditions or By-law Requirements

20. In the event that the applicant breaches any of the conditions contained in the Entrance Permit, the Municipality may use its own employees or agents to complete the work required under the Entrance Permit or to remove the Entrance works and re-instate the prior roadway condition and may collect the cost of the work pursuant to the provisions of sections 398 and 446 of the *Municipal Act, 2001*.

Costs

21. All costs associated with an Entrance Permit are the responsibility of the applicant. These costs may include, but are not limited to, applicable Entrance Permit application fees, construction materials and labor, utilities, traffic control devices, layout, insurance, surveying, legal costs and removal of non-conforming works.

Appeals

22. A person may appeal the decision of the Director with respect to the issuance of the Entrance Permit or any of its conditions to Council (except where Council is responsible for issuance of the Permit). The person is required to submit a written notice of appeal to the Director which sets out the reasons for the appeal. The decision of Council is final.

Administration

23. This by-law shall be administered by the Director and his/her designates subject to the Municipality’s Delegation of Powers and Duties By-law (By-law 58-2013).

Fines for Contravention

24. Every person and every director or officer of a corporation who concurs in such contravention by a corporation, is guilty of an offence and on conviction is liable to a fine not exceeding \$5,000.

Continuation - Repetition - Prohibited - By Order

25. The court in which the conviction has been entered, and any court of competent jurisdiction thereafter, may make an order prohibiting the continuation or repetition of the offence by the person convicted, and such order shall be in addition to any other penalty imposed on the person convicted.

Integrity of by-law - Severability

26. Notwithstanding that any section or sections of this by-law, a part or parts thereof, may be found by any court of law to be bad or illegal or beyond the power of the Council to enact, such section or sections or a part or parts thereof shall be deemed to be severable, and all other sections of this by-law, or parts thereof, are separate and independent therefrom and enacted as such.

Rescinding of Previous Entrance Permit By-law Policy

27. That the provisions contained in “Entrance Permit – Tab 5” in the Policy Index for Bylaw Number 56-2012 are hereby rescinded.

Effective Date of By-law

28. That this By-law shall come into full force and effect on the date of passing thereof.

Read a first and second time, this 17th day of February, 2014.

Read a third time and finally passed, this 17th day of February, 2014.

Kevin Eccles, Mayor

Larry C. Adams, CAO/Deputy Clerk

Schedule A

Entrance Standards

1. **Location**: The location of any Entrance shall comply with the following:
 - i. **Areas Outside Settlement Areas**: in areas outside of settlement areas, Entrances shall be a minimum of:
 - (1) 6 metres from an existing Entrance on another lot; where such proposed Entrance is a commercial, institutional or industrial Entrance, the proposed Entrance shall be located a minimum of 100 metres from any property line where the abutting property is used for residential purposes (including a farm where a residential dwelling exists);
 - (2) 60 metres from an intersection of the municipal highway and another municipal or public highway.
 - ii. **Areas Within Settlement Areas**:
 - (1) 1 metre from an existing Entrance on another lot; where such proposed Entrance is a commercial, institutional or industrial Entrance, the proposed Entrance shall be located a minimum of 3 metres from any property line where the abutting property is used for residential purposes;
 - (2) 5 metres from an intersection of the municipal highway and another municipal or public highway.
2. **Sight Distances**
 - i. Minimum sight distances for commercial, institutional or industrial entrances shall be in accordance with Table 1:

Table 1

Speed Limit km/h	Minimum Distance (m)
50	110
60	135
70	155
80	175

- ii) Minimum sight distances for residential or farm entrances shall be in accordance with Table 2:

Table 2

Speed Limit km/h	Minimum Distance (m)
50	120
60	120
70	150
80	150

3. Width

The maximum width of an Entrance shall be:

- a. Residential, Field - 10 m
- b. Farm - 15 m
- c. Commercial, Industrial, Institutional - 20 m

Increases to the maximum permitted width may be permitted by Council in consultation with the Director and/or Municipal Engineer. Council may require the applicant to provide supporting reports from a qualified engineer which: I) demonstrate the need for such increased width; and ii) include design/construction plans. The Director may require the foregoing to be reviewed by the Municipal Engineer at the sole cost of the applicant and may require a deposit for the costs therefore.

As a condition of authorizing an increase in width, Council may limit the number of Entrances to a lot to one (and where applicable such conditions may include a requirement to close and remove other Entrances).

4. Drainage

The Entrance shall be designed and constructed in a manner that prevents the surface water from the Entrance and/or lands abutting such Entrance from discharging via the Entrance on to the municipal highway.

The finished surface of the access must drop away from the edge of the highway driving surface to the end of the shoulder rounding at a rate equal to the slope of the shoulder. For a distance of 5.0 metres beyond the shoulder rounding, the slope of the access is not to exceed 3%.

5. Materials and Construction

- a. Field Entrance

Shall be surfaced with at least 150 mm (6") pit run gravel (Granular "B") and where a culvert is required, its length must be sufficient to

provide a 2:1 slope up from the ditch invert. A minimum cover on the culvert is to be 300 mm (12").

b. Farm or Residential Entrance

Shall be surfaced with a minimum of 150 mm (6") crushed gravel (Granular 'A'). Where a culvert is required, its length must be sufficient to provide a 2:1 slope up from the ditch invert.

A minimum cover on the culvert is to be 300 mm (12").

c. Commercial/Industrial/Institutional Entrance

Shall be surfaced with a minimum of 150 mm (6") crushed gravel (Granular 'A'). 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. Hard surfacing, turning lanes and right turn tapers may be required depending on the site traffic requirements.

6. Culverts and Bridges

a. Culverts

- i. Culverts are open-ended underground pipes, conveying surface stormwater across an Entrance ('Entrance culvert').
- ii. Culverts required for new or redesigned Entrances must be of sufficient diameter to maintain the free flow of water in the ditch. It must also be properly installed in order to avoid future maintenance problems.
- iii. Generally, the minimum culvert diameter for residential and commercial Entrances is 400 mm. For public road intersection the minimum size is 600 mm. However, to determine the actual size, a review of the existing drainage is required by the Director or designate.
- iv. When a public road ditch is part of a municipal drain, the diameter of the culvert is subject to municipal standards.
- v. Where the upstream culvert is wider than the minimum standard, the culvert for the proposed Entrance must be at least the same diameter in order to avoid "bottlenecks".
- vi. The length of an Entrance culvert is determined by the width of the Entrance plus the width of the slopes on both sides of the Entrance, as measured at the bottom of the ditch.
- vii. The Entrance slope shall be 3:1 or flatter.
- viii. The culvert should be placed in the center of the Municipal Highway ditch and be embedded a minimum of 100 mm – 150 mm (4"-6").
- ix. OPSD standards (800 series) should be used to determine the specifications of the culvert pipe (type, gage, and other relevant specifications) and the bedding requirements. Only polyethylene pipes will be permitted.
- x. Headwalls of any type at either end of the culvert are not permitted.
- xi. All structures over 3 m shall be designed and stamped by a Professional Engineer.

b. Bridges

- i. Where the flow of water or the width of a ditch makes the use of a pipe or a culvert impractical, a bridge may be permitted. The design of any such bridge must be approved by the Director of Transportation Services. The construction of the bridge is paid by the owner. Subsequent maintenance is the County's responsibility.

Schedule B

Entrance Permit Application
Form



Application for Entrance Permit

Schedule B – By-Law No. 18-2014

Permit Number (For Office Use)	
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Roll Number	
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Applicant Contact Information (Applicant Must Be The Property Owner):

Name of Owner	
If Numbered Company, Please provide name of Principal Contact Person	
Address (Including Postal Code)	
Telephone/Cell Number	
Fax Number	
E-mail	

Contractor Contact Information (If Applicable):

Company Name	
Address (Including Postal Code)	
Telephone/Cell Number	
Fax Number	
E-mail	

Application For:

New Entrance (Residential)		Entrance (Multi-Unit Residential)	
New Entrance (Farm)		Change of Design	
New Entrance (Commercial)		Change of Usage	
New Entrance (Institutional)		Temporary	
New Entrance (Industrial)		Alteration	
New Entrance (Field)		Other _____	

Land Severance	<input type="checkbox"/> Yes <input type="checkbox"/> No	Severance Application	No. _____
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Description of Entrance Location:

Amalgamated Municipality		Former Township	
Lot Number		Concession Number	
Civic Address Number		Road or Street Name	
Lot Frontage		Located on Which Side of Road (N/S/E/W)	

Please enclose a sketch of the proposed entrance including, width, depth to bottom of ditch, material to be used, culvert type, size and length.

Link to OPSD Standards: (<http://www.grey.ca/services/taps/permit-forms-information/process-turnaround-time/>)

Location Details

- West Grey Road/Street Number
- North Arrow
- Closest Civic Address
- Closest Side Road or Street

Entrance Details

- Entrance Width
 - 10 m residential or field
 - 15 m farm
 - 20 m commercial, institutional or industrial
- Radius Size – 5 m residential
- Ontario Provincial Standards for Roads & Public Works (OPSD) Standard Drawing / Residential Farm
- Surface Type

Culvert Details

- Diameter Size – 400 mm
- Length – 9 m minimum
- Material – High Density Polyethylene (HDPE) only

Application Requirements

- The required fee of \$_____ is enclosed.
Please make cheque payable to the Municipality of West Grey
- The required security deposit of \$_____ is enclosed.
Please make cheque payable to the Municipality of West Grey
- The required sketch is enclosed.
- Location has been marked with wooden stake/marker.
- The required insurance documentation is enclosed.

The applicant understands that:

1. Each entrance permit application shall be subject to the payment of a fee and a security deposit. Both shall be submitted with the application. Both the fee and the security deposit amounts are set by the Municipality of West Grey from time to time and are available for viewing at the Municipality of West Grey Public Works office or on the website. Upon receipt of the application, both the fee and the security deposit shall be processed. The security deposit will be returned only after an approved final inspection has been completed by West Grey Public Works staff.
2. Failure to pay the prescribed fee and/or the security deposit shall result in the cancellation of the permit.
3. The entrance for which this permit is issued must be installed within six (6) months of the date that the permit is issued of the permit shall be void and cancelled by the Municipality of West Grey.
4. An extension of the expiry date may be approved; approved with additional conditions; or denied by the Municipality of West Grey.
5. If this permit expires and is not renewed, all works constructed, maintained or operated under this permit, if the Municipality of West Grey so requests, shall be removed at no cost to the Municipality of West Grey.
6. In addition to the conditions of this permit, the permit holder must meet all of the requirements of the County of Grey and any other agency having jurisdiction.
7. An entrance permit may be cancelled at any time for breach of the regulations or conditions of this permit or for such other reasons as the Municipality of West Grey at its sole discretion deems proper.
8. All work related to the installation authorized by this permit shall be carried out in accordance with approved plans, specifications and any relevant agreement(s), and subject to the approval of the Municipality of West Grey. The permit holder must bear all expenses related thereto.
9. All lane closures shall conform to Ontario Traffic Manual Book 7. Prior to the approved works beginning, the layout shall be provided in writing to the Municipality of West Grey.
- 10. The Applicant shall complete and provide Notification of Field Work Form to the Municipality of West Grey's Public Work Services Department, 48 hours in advance of the commencement of the approved works.**
11. Vegetation on the right-of-way must not be cut or trimmed without the written permission of the Municipality of West Grey. Any cutting or trimming permitted must be done in compliance with regulations specified by the Municipality of West Grey or its authorized agent and at the expense of the permit holder.
12. During construction of the entrance, the permit holder shall ensure that the operation of the Municipal road is not interfered with and that the right-of-way remains free of debris, earth or other material.

13. All work shall conform to the Occupational Health & Safety Act.
14. At all times, both during construction and throughout the entire period of existence of the approved entrance, the permit holder is at all times responsible for any and all maintenance and repairs necessary to be made to the entrance and all parts thereof.
15. If during the life of this permit any Acts are passed or regulations adopted which affect the rights herein granted, the said Acts and regulations shall be applicable to this permit from the date on which they come into force.
16. The Applicant shall indemnify and hold harmless the Municipality of West Grey, its officers, members of Council, agents, servants, employees, invitees or licensees from and against any liabilities, claims, expenses, demands, loss, cost, damages, actions, suits or other proceedings by whomsoever made, directly or indirectly arising out of this permit attributable to bodily injury, sickness, disease or death or to damage to or destructions of tangible property including loss of revenue or incurred expense resulting from disruption of service; and/or caused by any acts or omissions of the permit holder, its officer, agents, employees, with respect to activities undertaken arising out of this permit and/or by the existence of the approved entrance.
17. The Applicant shall, at its expense, obtain and keep in force insurance coverage in amounts acceptable to the Municipality. Specific requirements shall be determined by the Municipality on a case by case basis, based on Municipal policy and procedures. No work shall commence without providing the appropriate proof of coverage to the Municipality of West Grey.
18. The Applicant shall be responsible for all damage caused to Municipality of West Grey property.
19. Throughout the installation period, the permit holder shall immediately notify the Municipality of West Grey of any occurrence, incident or event which may reasonably be expected to expose either party to material liability of any kind in relation to the road and/or the entrance.
20. The permit holder agrees to protect all survey markers and monuments in the vicinity of the work and agrees to replace all markers and monuments if damaged.

I hereby acknowledge that I have read and understand the Municipality of West Grey Entrance Permit Policy and Procedure, the terms of this Entrance Permit Application and further wish to apply for an entrance permit based on these terms, by which I will abide. I have the authority to bind this permit.

Applicant's Name

Date

Applicant's Signature

Office Use Only:

Classification of Municipal Road (Road Classification Map)	
Designation of Entrance (Section 1 of Procedure)	
Distance to Nearest Civic Address	(N'S'E'W') _____ From Address No. _____
Existing Sight Distance (Section 1 of Procedure)	Left _____ Right _____
Grade of Road From Entrance (3% and Greater)	Left _____ Right _____
Required Increase or Decrease of Sight Distance (Table 2 of Procedure) (Only Complete if Above Grade is Greater Than 3%)	Left _____ Right _____
Minimum Required Sight Distance Factor For Grade (Only Complete if Above Grade is Greater Than 3%)	Left _____ Right _____
Separation From Nearest Entrance on Same Side of Road (Section 2.5 and 3.2 of Procedure)	Left _____ Right _____
Number of Entrances (Including Proposed) Within 1 km Same Side of Road	Left _____ Right _____ Best Case _____
If Near Intersection Give Separation Distance (Section 2.8 of Procedure)	Left _____ Right _____
OPSD Standard	
Lot Frontage	
Speed Limit (Zone)	
Required Entrance (OPSD)	Width _____ Radii _____
Required Culvert HDPE 201 kpa minimum (Section 3.1.5.3 of Procedure)	Size _____ Length _____
Culvert Size	Up Stream _____ Down Stream _____
Indicate which, if any, of the following will be affected	<input type="checkbox"/> Road <input type="checkbox"/> Drainage <input type="checkbox"/> Trees/Shrubs <input type="checkbox"/> Signs <input type="checkbox"/> Guiderail <input type="checkbox"/> Nil
Patrol	<input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D
Supervisors' Recommendations	<input type="checkbox"/> Approval Recommended <input type="checkbox"/> Approval Not Recommended <input type="checkbox"/> Referred to Director
Name of Supervisor	
Signature of Supervisor	
Date	
Comments	

Office Use Only:

- Approved

This entrance permit application has been approved. The permit will expire six (6) months from the date of the execution by the Director of Infrastructure & Public Works as indicated below. Please submit a completed Notification of Field Work Form to the office 48 hours prior to initiating work.

- Not Approved (If not approved, please see comments below)

This entrance permit application does not confirm to Municipality of West Grey requirements and therefore will not receive approval. The following outlines the issues preventing approval:

Public Works Supervisor

Date

Director of Infrastructure & Public Works

Date

6 Months Expiry Date	
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Upon completion of the works as noted in the entrance permit application, the permit holder shall submit a Final Inspection Request Form and Declaration for Holdback Release to the Municipality of West Grey Public Works Services Office.



Permit Fee Schedule

All Permit fees for entrance applications must be accompanied with the payment identified as per the below fee schedule. The payment includes an administration fee and a holdback. The administrative fee is non-refundable. If the permit is approved, the holdback will be returned once the applicant has submitted a declaration that the work has been completed as per the requirements and West Grey Public Works staff has inspected the work site and agree that the work has been completed properly. If the work is not approved, the holdback will be retained.

Type of Permit	Application Fee	Holdback Fee	Payment Required
New Entrance Residential	\$200.00	\$400.00	\$600.00
New Entrance Farm	\$200.00	\$400.00	\$600.00
New Entrance Commercial	\$200.00	\$400.00	\$600.00
New Entrance Institutional	\$200.00	\$400.00	\$600.00
New Entrance Industrial	\$200.00	\$400.00	\$600.00
New Entrance (Field)	\$200.00	\$400.00	\$600.00
Entrance (Multi-Unit Residential)	\$200.00	\$400.00	\$600.00
Change of Design	\$200.00	\$400.00	\$600.00
Change of Usage	\$200.00	\$400.00	\$600.00
Temporary	\$200.00	\$400.00	\$600.00
Alteration	\$200.00	\$400.00	\$600.00
Other _____	\$200.00	\$400.00	\$600.00



Entrance Permit Declaration for Holdback Release

Director of Infrastructure & Public Works
Municipality of West Grey
402813 Grey Road 4, RR#2
Durham, ON N0G 1R0

Re: Declaration of Completion of Entrance Permit No. _____

I, _____, declare that Entrance Permit No. _____ has been:

1. Fully constructed as per the conditions of the permit.
2. There is no damage to Municipality of West Grey property that was a result of this work.
3. There are not outstanding claims regarding this work.
4. All labour, material services and otherwise incurred or suffered have been paid in full.
5. There are no liens as a result of this work.

As a result, I am requesting the Municipality of West Grey to inspect the work and return my holdback payment.

Print Name

Signature

Date



Entrance Permit Final Inspection Request Form

Permit Number	
Property Owner/Permit Holder Name	
Civic Address Number	
Road or Street Name	
Former Township/Municipality	

I hereby request a final inspection on my entrance, located at the above-noted address, as per the permit number indicated. All requirements have been met as per the applicable Municipality of West Grey Policy, and all related work has been completed.

Signature of Permit Holder

Date

Office Use Only:

Signature of Public Works Supervisor

Date

Approved

This entrance permit has been inspected and deemed satisfactory by the Municipality of West Grey Staff. Approval to return the security deposit to the permit holder in the amount of \$ _____ is hereby given.

Not Approved (If not approved, please see comments below)

This entrance permit has been inspected and does not conform to the Municipality of West grey requirements at this time. Further work is required. The following outlines the issues preventing approval:

Director of Infrastructure & Public Works

Date



Entrance Permit No.

Roll Number:

Severance Application No.:

Permit Issued To:

Classification of Entrance:

Entrance Location:

Length of Culvert:

Size of Culvert:

Width of Entrance:

Distance approaching traffic is visible from the point of entrance to the Municipal road as per classification of entrance.

From the Right:

From the Left:

Indicate which, if any, of the following will be affected:

- Road
 Drainage
 Trees, Shrubs, Plantings
 Signs
 Guiderail
 Nil
 Approved

 Not Approved

Comments:

Dated at the Municipality of West Grey

This _____ day of _____, 20_____

Municipality of West Grey
Director of Infrastructure & Public Works

Final Inspection of Entrance:

Date of Approval

Approved by Public Works Supervisor

This entrance permit has been inspected and deemed satisfactory by the Director of Infrastructure & Public Works. Approval to return the security deposit to the permit holder in the amount of \$ _____ is hereby given.

this _____ day of _____, 20_____

Municipality of West Grey
Director of Infrastructure & Public Works

Schedule C

Entrance Permit Application Process

1. Application Process

- a. All applications are to be completed and delivered or mailed to the attention of the Director with required fee and detailed plans and specifications.
- b. For Commercial, Industrial, and Institutional Entrances and Public Road intersections, engineering drawings (plans and profile) of the Entrance, including related grading and drainage details, shall be submitted as part of the application.
- c. A sketch of the proposed location of the Entrance must accompany every application. The sketch must provide information to enable staff to locate the Entrance in the field such as; civic address, legal description, dimensions to buildings and/or landmarks such as fences, hedgerows, tree lines, property lines. In addition, the applicant shall stake out or suitably mark the location of the proposed Entrance for inspection by Municipal staff.
- d. The Applicant shall provide a valid Certificate of Insurance, in a form acceptable to the Municipality, with respect to liability for property damage and personal injury for a minimum amount of \$5,000,000.00 for any one accident or occurrence and the Certificate of Insurance shall name the Municipality as an additional insured and remain in force until the Municipality approves the works.
- e. The Entrance Permit, along with the request for insurance, will be forwarded to the applicant. Entrance Permits will expire six (6) months following the date of issue if the Entrance is not completed. An Entrance Permit may be extended from the date of issue upon written request. In the event of a plan of subdivision for which draft approval has lapsed, any Entrance Permit issued applicable to the plan will become null and void.
- f. The Owner, its agent or contractor shall notify the Director at least 48 hours prior to the commencement of construction of the Entrance.
- g. It is the responsibility of the Owner to ensure that the construction of the Entrance is in accordance with the requirements of all applicable regulatory agencies having jurisdiction.

Schedule D

Permit Conditions

The following conditions shall be appended and apply to all Permits issued under this by-law.

1. The applicant shall commence and complete the construction of the authorized Entrance within 6 months of the date of issuance of the Permit.
2. The applicant shall be responsible for the construction of the Entrance and for maintaining any detours or markings during construction of the Entrance and all costs of the foregoing.
3. The Applicant agrees to indemnify and save harmless the Municipality from all actions, causes of actions, suits, claims demands and costs whatsoever arising by reason of the Applicant, his agents or employees doing, failing to do, or doing incorrectly or negligently anything the Applicant is required to do under the terms of this Permit and will be responsible for damages, injuries or accidents resulting from any of his operations, or caused by reason of the existence or location or condition of the construction site, or of any materials, plants or equipment used in connection with the works performed as a result of this Permit.
4. The Applicant agrees to notify the Engineering, Public Works & Building Services at least 2 working days prior to commencing works.
5. A copy of this Permit must be available at the subject property at all times, during actual construction or installation.