

Seguin Township
ENTRANCE ROAD PERMITS
(In accordance with By-law 2005-098)

All new entrances being constructed to any Township Road or Property require an Entrance Permit. Application and approval are also required for the structural modification of all existing entrances and the paving or placement of material, other than that which is on the roadway, in the area between the existing roadway and the property line. The only body exempt from this by-law is the Corporation of Seguin Township.

All costs associated with the entrance construction and/or modifications are the sole responsibility of the owner.

The process for obtaining an Entrance Permit follows. Any disputes encountered within the process are brought before Council.

The applicant completes and submits an *Application for the Construction or Modification of a Road Entrance* to the Township Office. In doing so, the applicant must:

- i. Supply a site plan which includes the location of the proposed entrance, proximity to property lines and additional details which would enable staff to locate the proposed entrance.
 - ii. Place clearly marked stakes onsite, delineating the proposed location as well as property limits and survey monuments.
 - iii. Pay the applicable Entrance Road Permit Fee. Fee structure is dependent on the property classification and the proposed construction.
 - iv. ONLY if the property owner so desires, submit a Letter of Authorization for an agent/contractor to act on their behalf
2. The application is reviewed by the Public Works Supervisor and he/she contacts the applicant to arrange an initial site inspection.
3. Within 5 days of application submission, the Public Works Supervisor conducts the Initial Site Inspection, which consists of:
- i. A decision of whether or not a culvert is required. If required, the diameter, length, type, gage and coupler of the culvert are determined.
 - ii. An examination of stopping sight distances. If the entrance does not meet the applicable Minimum Stopping Sight Distances for Low or High Volume Roads as set out in the Geometric Guidelines for Municipal Roads (OGRA 1998), location approval may be denied or a substandard entrance location may be granted. In the case of a substandard entrance location, the owner will be required to pay for the instillation of appropriate warning signs as deemed necessary by the Public Works Supervisor.
4. Within 5 days of the Initial Site Inspection, the Public Works Supervisor provides the applicant with written notice of the approved location and required culvert. Upon

approval notice, the applicant submits a \$750 damage/non completion deposit to the Township. The Entrance Road Permit expires one year from this date of site approval.

5. The contractor supplies the Township with proof of liability insurance and Worker Safety Insurance Board coverage.

6. Construction occurs and the applicant notifies the Township of construction commencement.

7. Approximately 2 days after construction commencement notification, a second site inspection occurs. The Public Works Supervisor will ensure that:

- i. Culvert size and type is in accordance with the dictated diameter, length, type, gage and coupler
- ii. Ditching and bedding is in accordance with the Township's Culvert Installation Standards

8. Construction continues and is completed.

9. The applicant makes a request for Final Inspection.

10. Within 5 days of the request, the Public Works Supervisor conducts the Final Inspection to ensure that:

- i. The entrance is in good condition
- ii. Culvert ends are clear of debris and dirt,
- iii. Drainage is positive away from the road and other properties.
- iv. Ditching and restoration are complete and in good condition
- v. No damage was done to the municipal road and/or property.

If the site requires modifications, the applicant is required to complete them to the Public Works Supervisors satisfaction.

11. The applicant requests the release of the damage deposit. If all requirements of the Final Inspection have been met and construction activities on the property are substantially complete, the Township will release the deposit with the Finance Department's next available cheque run.

If the Township is required to make repairs, complete construction or remove the entrance the costs will be deducted from the damage/ non completion deposit. Where the deposit is not sufficient to cover the cost, the owner will be invoiced for the difference.

12. The Township assumes responsibility for the culvert following the completion of the Final Inspection.

Last Updated: May 1st, 2008