



Entrance Permit Guidelines

Building Department

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Definitions

application: Shall mean the application prescribed by the Director to apply for an Entrance Permit.

by-law: shall mean Municipal Land Use By-law #2014-65.

construction equipment and vehicles: steel or rubber track, drum, pad or wheel vehicles and construction vehicles with Equivalent Single Axle Load (ESAL) ratings greater than 0.5 including dump trucks, concrete trucks, loaders, equipment, and material delivery vehicle etc.

damage deposit: shall mean a sum of money paid by the owner to the Town as a condition of the issuance of a land use permit which may be used by the Town to repair any damage caused to town land during the installation of the works for which a land use permit is issued for or during the construction of any buildings or structures on the owner's land.

director: shall mean the person holding the title of Director of Engineering and Public Works or the Director of Community Services for the Town or his or her designate, depending on the location of the buildings or structures or the proposed works on town land.

easement: shall mean an easement appurtenant to land granted in favour of the Town for construction of municipal and utility infrastructure and shall be considered Town land.

entrance: shall mean the portion of town land between the travelled portion of the road and the subject property.

entrance permit: shall mean a permit issued by the CBO on behalf of the Director in accordance with the by-law for the installation of an entrance, temporary entrance, or maintenance to an existing entrance on town land.

emergency access: provides access to developments, for emergency vehicles only if the main access to the site is not available.

field entrance: shall mean an entrance to access agricultural lands where no buildings or structures exist.

municipal Road: a public road that has been assumed by the Town.

ice melt system: a heating system installed within the entrance for the purposes of keeping the surface free of ice and snow.

install: shall also mean erect, construct, reinstall, reconstruct, undertake, perform, place or store.

land occupancy agreement: shall mean an agreement between the owner and the Town permitting the installation of works on town land and the encroachment on or occupation of town land by buildings, structures, or works.

land use permit: shall mean a permit issued by the Director in accordance with this by-law for the installation of works on Town land and the encroachment on or occupation of Town land by buildings, structures or works.

licence fee: shall mean an annual fee set out in the Town's fees and charges by-law to be paid to the Town for the right for buildings, structures and works to encroach on and occupy Town land in accordance with a land use permit or land occupation agreement.

municipal land use (MLU) permit: shall mean a permit issued by the Director in accordance with the By-law for the installation of works on Town Land and the encroachment on or occupation of town land by buildings, structures or works.

order: shall mean an order made under Section 445 of the Municipal Act, 2001, S.O. 2001 C.25.

owner: shall mean the person who, as the context of By-Law 2014-65 requires, is the owner of the works of the encroaching buildings, structures or works or the vehicle for which the land use permit is issued.

permit Fee: shall mean a non-refundable fee set out in the Town's fees and charges by-law to be paid to the Town for a land use permit.

person: includes a corporation and the successors, assignees, heirs, executors, administrators, and other legal representatives of a person.

right of way (ROW): shall mean the full width of the highway granted as Town land and includes the travelled portion of the highway as well as the boulevards.

staging: shall mean the placement, deposit, temporary storage, loading or unloading of equipment and materials of any kind on Town land, but does not include the lawful parking of vehicles.

street furniture: shall mean objects and equipment installed within the ROW for different purposes including municipal infrastructure such as hydrants, valves, maintenance holes, buried pipes and wires, inspection ports, signage, guide rails, guards, benches, landscape features, street trees etc. and utility infrastructure such as poles and associated guys, pedestals, transformers, switching gear, buried pipe conduit and wires etc.

town: shall mean the Corporation of the Town of The Blue Mountains.

town land: shall mean any land owned, managed, or leased by the Town and shall include, but not be limited to, parkland, public open space, public waterfront access points, highways, and easements appurtenant in the Town's favour and any Town owned infrastructure installed on town land.

works: shall mean any works, including but not limited to, filling, grading, drainage, culverts, driveways, berms, fencing, trees, shrubs, hedges, landscaping of any kind, property entrances,

utilities, private plumbing, scaffolding, staging material, debris, patios, planters, signage, rural mailboxes or any other object or thing.

Introduction

The Building Division issues Entrance Permits on behalf of the Director for the construction of new residential entrances and the maintenance of existing entrances for assumed roads only. The following guidelines provide direction on the design and implementation for the entrances within the Town owned right of way.

Classes of Permits

Entrance Permit: This class of permit is for the construction of a new or temporary entrance to access residential property. The permit covers the works on Town land to allow the property to be developed. Properties are created by various means and in some cases the work required on Town land to develop the lot may not have been completed. The lot being developed may need a new entrance off the road that is safe and does not compromise Town land or neighbouring private land. The work may include the creation of a ditch, reshaping or regrading an existing ditch, culvert installation, or tree removal.

Maintenance Permit: This class of permit is for a property with an existing entrance that was approved by the Town and requires maintenance. A permit is required where maintenance is being conducted for the replacement or repair of asphalt, concrete, culverts end protection/headwalls etc. Where any existing works are deficient by Town Engineering Standards, the Town may require the deficiencies to be corrected.

Field Entrance Permits: for new entrances to access agricultural lands where no buildings or structures exist. Permits are issued by the Operations Department.

Occupancy Permits: for the temporary occupancy or use of town owned plans. Occupancy Permits are issued under the authority the Operations Department.

Agreements

Agreements are required for the permanent or temporary occupancy on town land or for the installation of an ice melt system. Agreements are under the authourity of the Operations Department.

Restrictions to Staging on Town Land

Owners must ensure that staging/storage of material on open roads or sidewalks are removed, and the road/sidewalk is cleaned by 4:30pm each day, Monday to Friday. No staging/storage of materials is allowed on weekends or holidays or between November 1st and May 31st, which is the winter control season. At no time shall staging/storage of material restrict an open road to less than a 6.0m wide clear route for emergency vehicle passage. Emergency vehicles have planned routes through the road network for emergency response and they rely on these routes to be clear of obstructions. Construction equipment and vehicles associated with the construction must also adhere to the same restrictions as staging and storage of material on open roads.

Permit Submission

Site Plan

All permit applications shall be accompanied by a detailed, scaled site plan that describes the existing conditions, drainage patterns and the works that are proposed for the entrance and the lot frontage. The site plan must show sufficient detail of the existing lot and surrounding land as appropriate for the complexity of the work. The site plans shall include:

- North arrow.
- Street names.
- Drainage features both upstream and downstream of the planned entrance such as existing entrance culverts or road crossing culverts, ditch inlet or outlet structures and proposed ditch grades.
- Existing street furniture such as hydrants, streetlights, utility pedestals, sidewalks, street trees etc. and proposed street furniture such as sidewalks that will be constructed in an unfinished subdivision. Clearance required is typically 1.5m.
- Width of entrance.
- Type of surface material. (Hard surface required where roads are paved)
- Length diameter, gauge/wall thickness of culvert, clearance from property line, clearance from existing culverts and drainage structures.
- Clearance of the entrance required by zoning from the property line and street furniture such as hydrants, utility poles, utility pedestals, hydro vaults, streetlights, street trees etc. and dimensions to same.
- Entrance grade percentage within the right of way.

Guidelines

Location of Entrance

The Town may restrict the location of an entrance onto a municipal road in the interest of public safety. General considerations for the location and design of an entrance are:

- Interference with safe movement of public traffic, pedestrians, or other users of the road.
- Sight lines/distances, grade, and alignment of the new entrance.
- Proximity of proposed entrance to intersections, bridges, and street furniture.
- Grade of the entrance within the right of way.
- Rural road culvert end treatment/driveway ditch slope/drainage from entrance.
- Zoning requirements for the land to which an entrance is granted.

Entrance Sight Line Distances

The following minimum sight distances are recommended for entrance locations:

<u>Posted Speed Limit</u>	<u>Minimum Sight Distance</u>
50km/h	120m
60km/h	140m
70km/h	160m
80km/h	180m

When measuring the sight line distance, the following standard measurements shall be used:

Driver's eye level above ground	1.05m
Height of oncoming vehicle roof	1.30m
Eye level location for vehicles entering road	5.0m back from edge of road

Entrances on Rural Road Cross-Sections

A rural road cross-section means any road that has a roadside ditch. The entrance to land on a rural road cross-section will require a culvert to allow the water in the ditch to flow under the entrance. The Town has developed "Rural Entrance Profile Guidelines" and "Rural Culvert Profile Guidelines" drawings, attached below.

The entrance must have a low spot over the culvert for several reasons:

- The storm water flowing off the driveway/entrance and the road must be directed to the ditch rather than the road.
- The snow plowing operation requires that the entrance between the edge of the road and the culvert continue the cross fall of the road to allow the snow to be pushed off the road and reduce damage to the entrance surface.
- Significant storm events may exceed the capacity of the culvert. Overflow shall be directed to the ditch to prevent the erosion of the road structure.

The recommended maximum length of a culvert for a residential entrance is 9 metres. Depending on the width of the entrance and the depth of the ditch several issues should be considered:

- A standard roadside ditch with the current Town standard road structure should have an invert approximately 1.0m below the road centreline. With the road cross fall at 2% carried to the location of the culvert, the entrance at this point should be approximately 0.85m above the culvert invert. Using a 3:1 slope from the culvert inverts up to the edge of the entrance will result in an entrance width of approximately 4m.
- If a wider entrance than 4m is desired, the slope from the invert of the culvert to the edge of driveway will be steeper than the recommended maximum 3:1 slope and some form of culvert end treatment/entrance side slope support or culvert headwall will be required.
- A shorter culvert may also be selected by the owner with appropriate culvert end treatment/entrance side slope support or culvert head wall.
- Where driveway side slope support or culvert headwall is used, the feature shall not be higher than the entrance surface within the boulevard.

The entrance structure must be constructed properly to reduce frost heaving of the culvert. Culvert humps and culvert headwall failures are typically associated with poor preparation, poor construction techniques and unsuitable materials. Construction of the entrance shall include the following:

- All organic material such as topsoil, vegetation, stumps, and roots shall be removed from the footprint of the entrance and culvert. All organic material, soil and rock shall be removed to a depth of 200mm below the design invert of the roadside ditch.
- Note that for older roads, the ditches may be partially filled with winter sand and naturalized vegetation. The ditch across the lot being developed may need to be re-graded as part of the entrance construction. Elevations of the nearest upstream and downstream culvert shall be confirmed and included on the permit site plan to determine the required inverts for the new entrance culvert.
- All pipe bedding, pipe embedment, backfill and entrance base shall be Granular A. Proper compaction of this granular material is key to the performance of the entrance and culvert; and,
- Entrances that are extended from roads that are paved with any form of surface treatment (asphalt, concrete, tar and chip, etc.) must be paved with a minimum of 65mm HL-3A compacted to 92% of the material's Maximum Relative Density (MRD) on a Granular A base of 200mm compacted to 98% of the material's Standard Proctor Maximum Dry Density (SPMDD).

The recommended minimum diameter of an entrance culvert is 500mm. Where a lot is in an engineered subdivision, the culvert size and grades must conform to the requirements of the subdivision design. In some rare cases, where the upstream catchment area is small or the

entrance is located at a highpoint in the road, a culvert smaller than the minimum may be allowed at the discretion of the Director. Corrugated Steel Pipe (CSP) entrance culverts shall have a minimum wall thickness of 2.0mm (14 gauge) and shall be Z610 galvanized (610g/m²) with a 50-year service life. High Density Polyethylene (HDPE) entrance culverts shall be open profile (Boss 2000) and rated as 320 kPa.

The location of the culvert and entrance in the right of way is governed by the Town's infrastructure maintenance requirements as well as the Zoning By-law requirements. The culvert shall have a minimum of 1.0m clearance from the property line unless a shared driveway is permitted.

Where an entrance will serve a right of way that has not been designed by a professional engineer, significant work by the owner may be required. Examples of these would be lots created by severance or lots in older Plans of Subdivision. The work could include extensive ditch and boulevard work to create the proper road cross-section in front of the lot. Permits from other agencies may be required. Engineering analysis of the local storm run-off and culvert size may also be required.

Landscaping is not permitted in the right of way as the ditch is intended to convey water without restrictions. Landscaping within a right of way may be removed at any time and restored to the original ground cover.

Foundation drain sump discharge and private stormwater pipes shall not be extended into the ditch.

A heavy-duty culvert with a pipe diameter between 150mm and 300mm may be installed as a temporary measure until construction has been completed.

Silt fence surrounding the construction that is placed 300mm inside the property limits shall be erected and maintained until the final ground cover is established.

Profile drawings of the entrance and culvert are attached to this document.

Entrances on Urban Road Cross-Sections

An urban road cross-section means any road that is serviced by a storm sewer system and does not have roadside ditches.

The maximum width of an entrance shall be as per the zoning regulations for the land being developed.

The entrance structure must be constructed properly to avoid differential settlement and frost heaving. Premature failure of entrances is typically associated with poor preparation, poor construction techniques and unsuitable materials. Entrances are the property of the associated land that they serve, constructed under a permit from the Town. Construction of the entrance shall include the following:

- All organic material such as topsoil, vegetation, stumps, and roots shall be removed from the footprint of the entrance.
- Entrances that are extended from roads that are paved with any form of surface treatment (asphalt, concrete, tar, and chip, etc.) must be paved.

The location of the entrance in the right of way is governed by the Town's Zoning By-law requirements. The entrance shall have a minimum of 1.0m clearance from the property line unless a shared driveway is permitted.

Where an entrance will serve a right of way that has not been designed by a professional engineer, significant work by the owner may be required. Examples of these would be lots created by severance or lots in an older Plan of Subdivision. The work may include extensive boulevard work to create the proper road cross-section in front of the lot.

The owner shall take precautions to protect existing municipal infrastructure such as curbs and sidewalks from damage.

Silt fence surrounding the construction that is placed 300mm inside the property limits shall be erected and maintained until the final ground cover is established.

Profile drawings of urban entrances are attached to this document.

Temporary Entrances

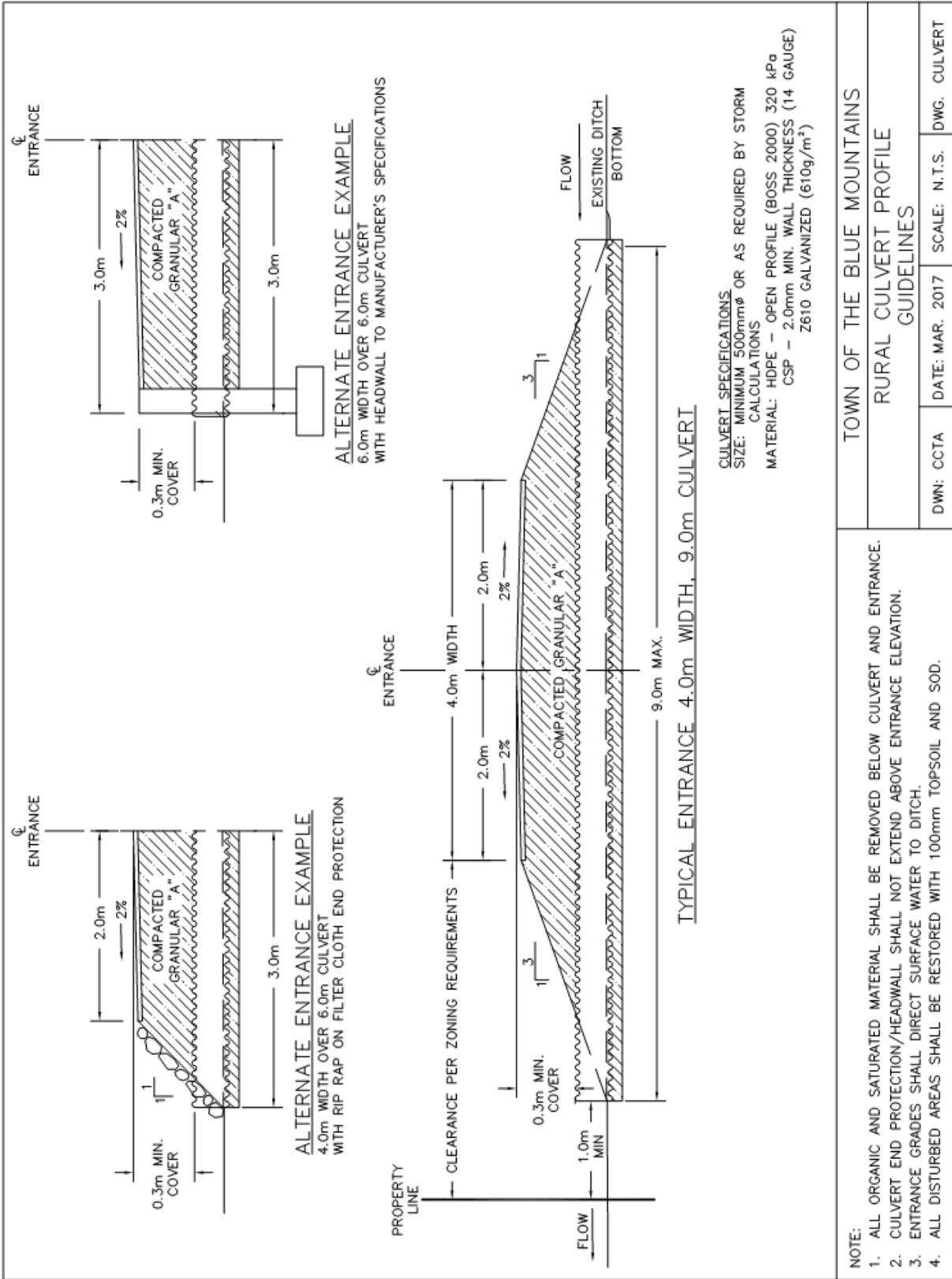
When the property has an existing permanent entrance and the proposed improvement to the property requires access at a different location an entrance permit is required. The temporary entrance is allowed for the construction of the proposed improvement and shall be removed and restored upon completion of the project.

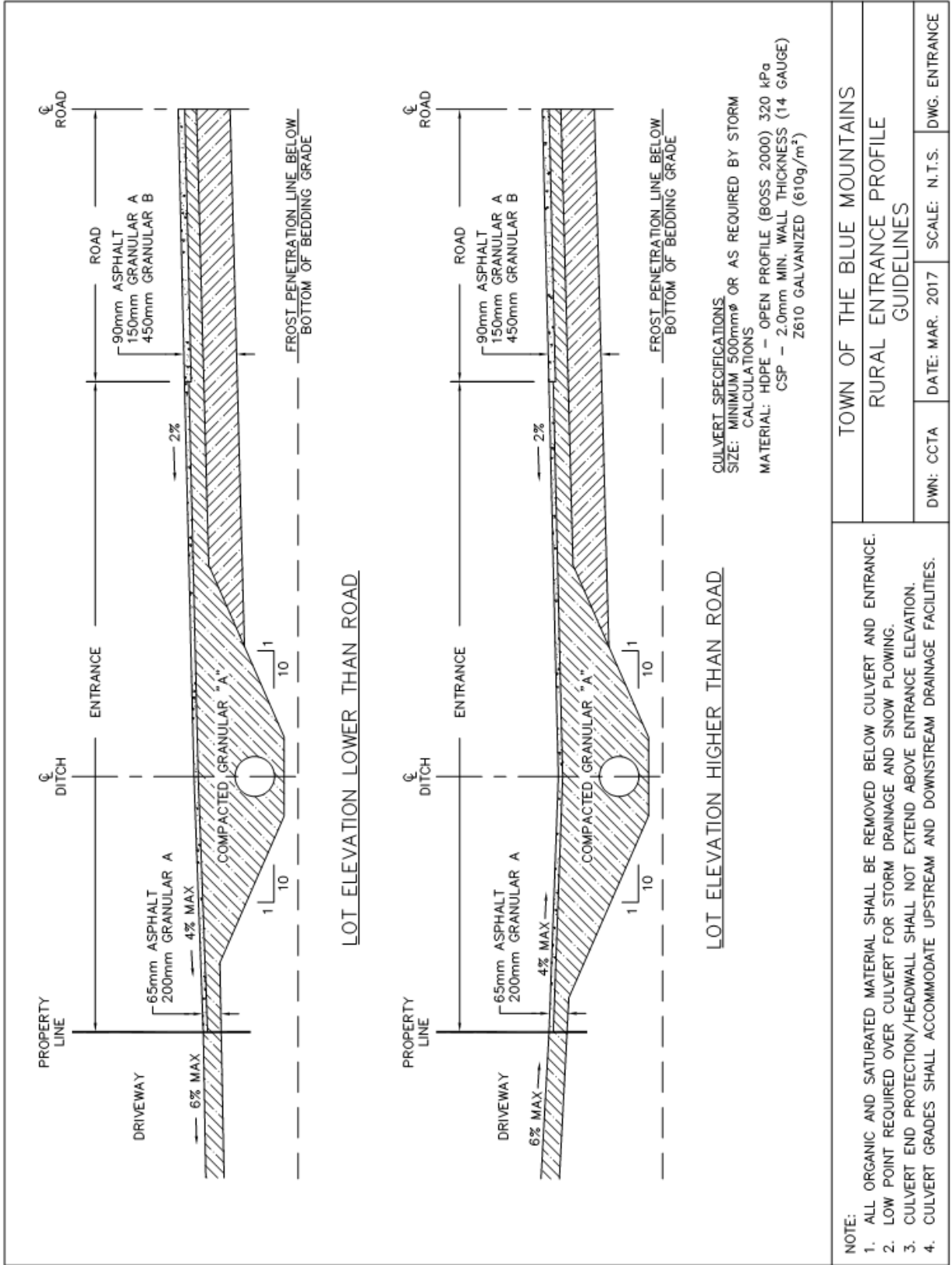
During Construction

The owner shall take precautions to protect existing municipal infrastructure such as curbs and sidewalks from damage.

Silt fence surrounding the construction that is placed 300mm inside the property limits shall be erected and maintained until the final ground cover is established.

Profile Details

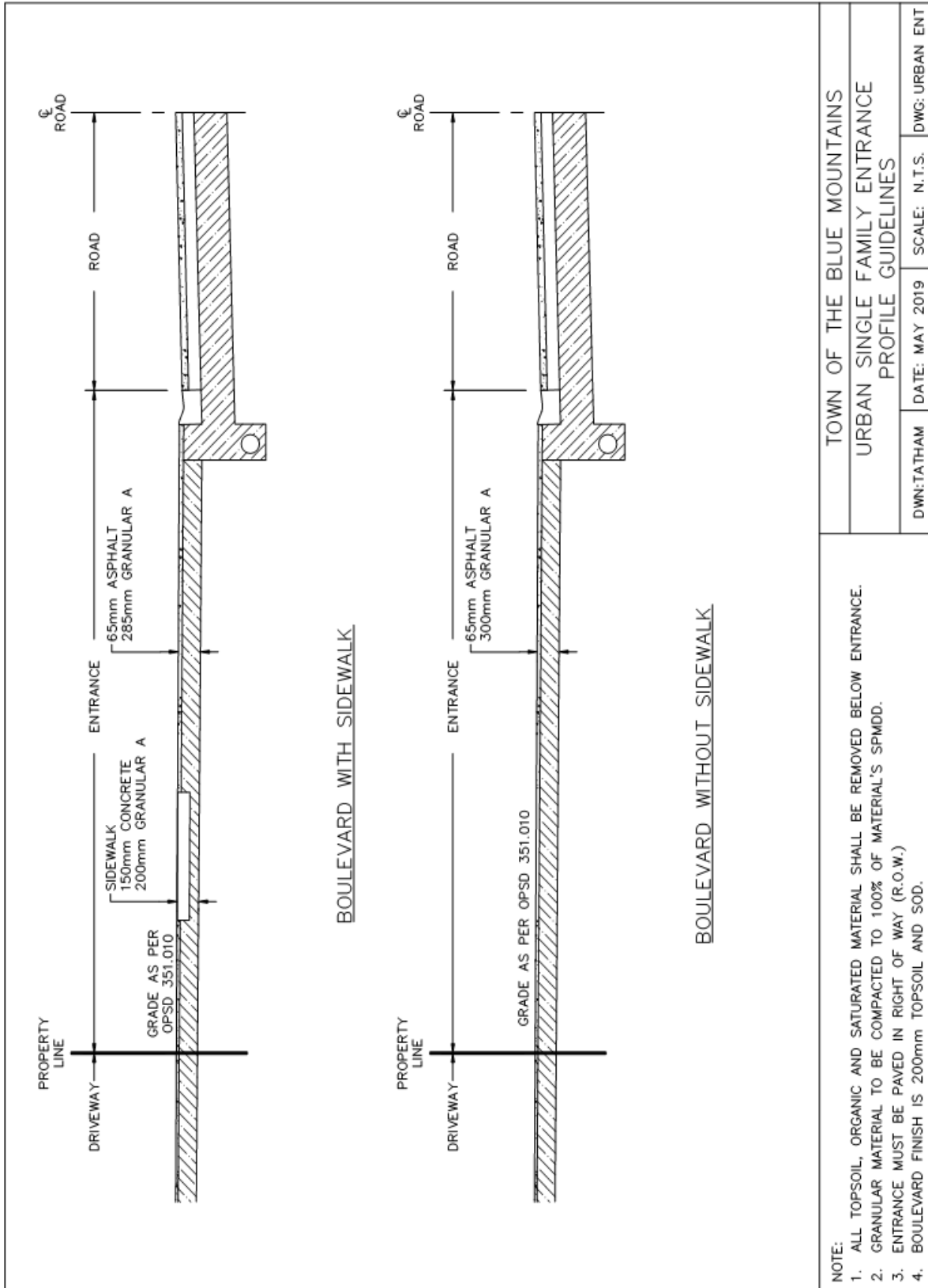




NOTE:

1. ALL ORGANIC AND SATURATED MATERIAL SHALL BE REMOVED BELOW CULVERT AND ENTRANCE.
2. LOW POINT REQUIRED OVER CULVERT FOR STORM DRAINAGE AND SNOW PLOWING.
3. CULVERT END PROTECTION/HEADWALL SHALL NOT EXTEND ABOVE ENTRANCE ELEVATION.
4. CULVERT GRADES SHALL ACCOMMODATE UPSTREAM AND DOWNSTREAM DRAINAGE FACILITIES.

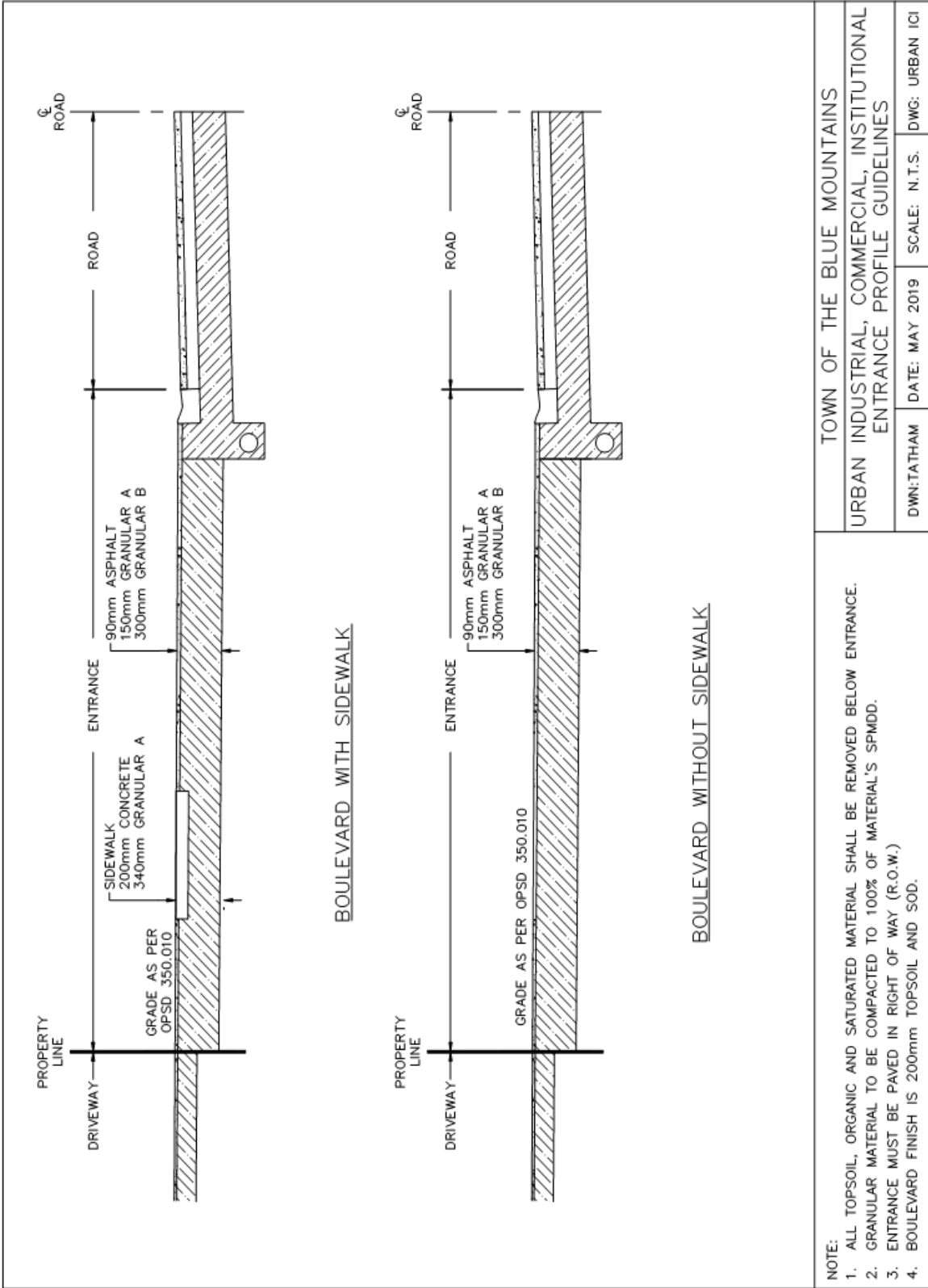
TOWN OF THE BLUE MOUNTAINS		
RURAL ENTRANCE PROFILE GUIDELINES		
DWN: CCTA	DATE: MAR. 2017	SCALE: N.T.S.
		DWG. ENTRANCE



TOWN OF THE BLUE MOUNTAINS		
URBAN SINGLE FAMILY ENTRANCE		
PROFILE GUIDELINES		
DWN:TATHAM	DATE: MAY 2019	SCALE: N.T.S.
		DWG: URBAN ENT

NOTE:

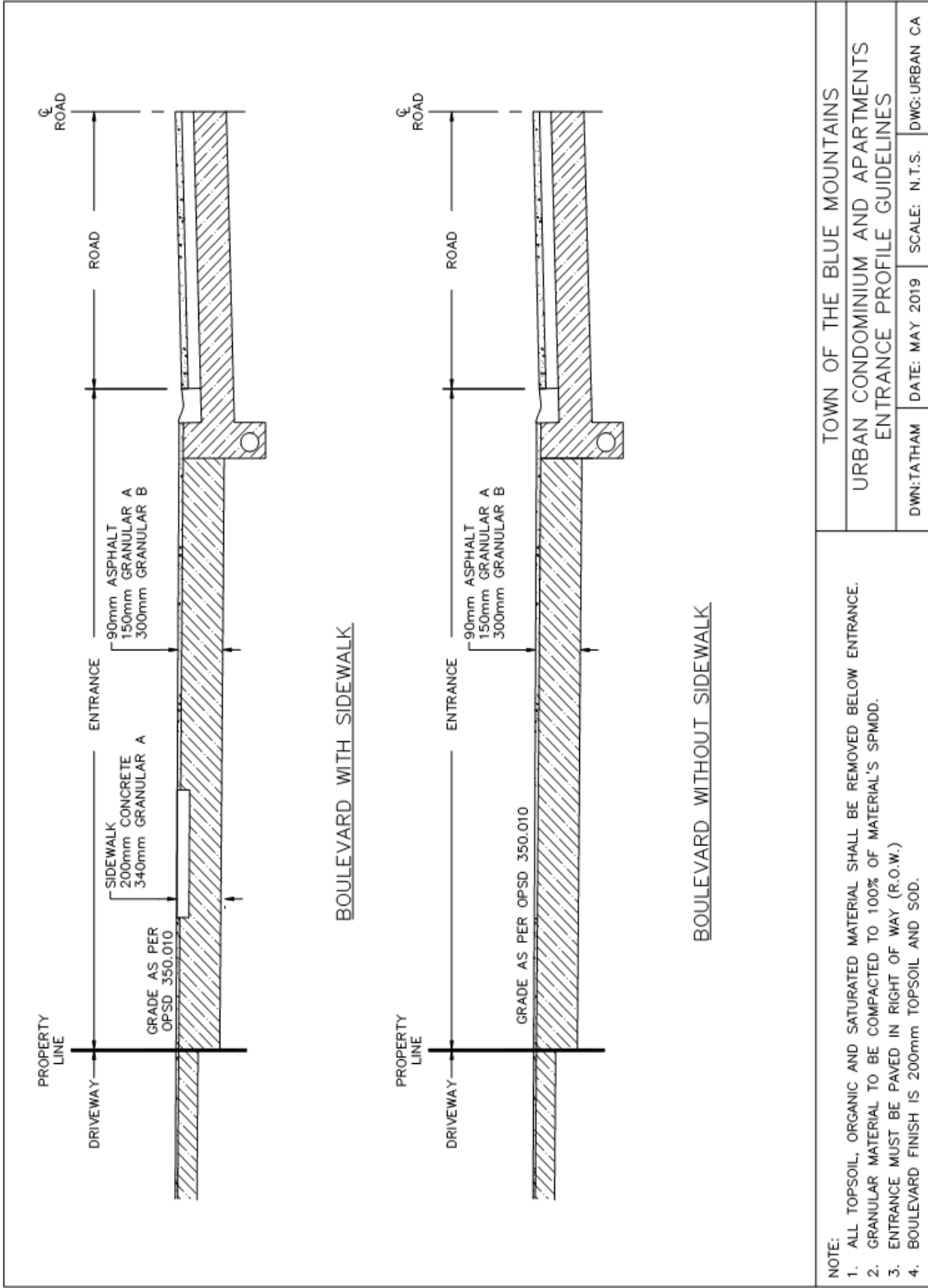
1. ALL TOPSOIL, ORGANIC AND SATURATED MATERIAL SHALL BE REMOVED BELOW ENTRANCE.
2. GRANULAR MATERIAL TO BE COMPACTED TO 100% OF MATERIAL'S SPMD.
3. ENTRANCE MUST BE PAVED IN RIGHT OF WAY (R.O.W.)
4. BOULEVARD FINISH IS 200mm TOPSOIL AND SOD.



NOTE:

1. ALL TOPSOIL, ORGANIC AND SATURATED MATERIAL SHALL BE REMOVED BELOW ENTRANCE.
2. GRANULAR MATERIAL TO BE COMPACTED TO 100% OF MATERIAL'S SPMD.
3. ENTRANCE MUST BE PAVED IN RIGHT OF WAY (R.O.W.)
4. BOULEVARD FINISH IS 200mm TOPSOIL AND SOD.

TOWN OF THE BLUE MOUNTAINS	
URBAN INDUSTRIAL, COMMERCIAL, INSTITUTIONAL ENTRANCE PROFILE GUIDELINES	
DMN:TATHAM	DATE: MAY 2019
SCALE: N.T.S.	DWG: URBAN ICI



NOTE:

1. ALL TOPSOIL, ORGANIC AND SATURATED MATERIAL SHALL BE REMOVED BELOW ENTRANCE.
2. GRANULAR MATERIAL TO BE COMPACTED TO 100% OF MATERIAL'S SPMD.
3. ENTRANCE MUST BE PAVED IN RIGHT OF WAY (R.O.W.)
4. BOULEVARD FINISH IS 200mm TOPSOIL AND SOD.

TOWN OF THE BLUE MOUNTAINS		
URBAN CONDOMINIUM AND APARTMENTS		
ENTRANCE PROFILE GUIDELINES		
DWN:TATHAM	DATE: MAY 2019	SCALE: N.T.S.
		DWC:URBAN CA