



Policy Name: Entrance Policy	
Policy No. PW-02	
Approved by: Council	Date: September 11, 2024
Last Review by: Public Works	Date: September 11, 2024

1.0 Statement:

The purpose of this policy is to establish consistent principles, standards and guidelines for the construction, maintenance and management of municipal entrances.

2.0 Scope:

This policy applies to all entrances and is established by the Municipality of Huron East (also referred to as “Huron East”).

3.0 Purpose:

The purpose of the Entrance Policy is to set criteria and design standards for implementing the approval, construction, and alteration of entrances, and to provide safe access to roads within the Municipality of Huron East road system.

4.0 Policy:

- 4.1 Public safety on municipal roadways is important to Huron East. For various reasons, it may be necessary to limit, adjust, or otherwise regulate entrances within municipal road allowances.
- 4.2 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.
 - e) ensuring that appropriate drainage measures are in place to prevent water accumulation on or adjacent to municipal roads.
should have general conformance to the Ontario Provincial Standards Volume 3, Division 300.

- 4.3 All costs associated with the construction, installation and maintenance of the entrance is the sole responsibility of the applicant and/or owner of the property.

5.0 Definitions:

- 5.1 **Field Entrance:** provides access to agricultural fields.
- 5.2 **Farm Entrance:** provides access to farm buildings and dwellings.
- 5.3 **Urban and Settlement Area Residential Entrance:** provides access to residential facilities of four units or less.
- 5.4 **Rural Residential Entrance:** provides access to residential facilities located outside of urban and settlement areas.
- 5.5 **Commercial/Industrial Entrance:** provides access to a development where goods are manufactured or sold to the public and includes residential facilities of five or more units.
- 5.6 **Temporary Entrance:** 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.
- 5.7 **Alterations to an Entrance:** shall mean a change in the dimensions or finished surface of an entrance.
- 5.8 **Lot Frontage:** shall refer to the front lot line.
- 5.8.1 Front lot line – shall mean the lot line of a lot that abuts a street
- 5.8.2 Front lot line, corner lot – the shorter lot line that abuts a street shall be deemed the front lot line and the longer lot line that abuts a street shall be deemed the exterior side lot line.
- 5.9 **Site Triangle:** means a triangular-shaped portion of land established at street intersections in which nothing is permitted to be erected, placed, planted, or allowed to grow in such a manner as to limit or obstruct the sight distance of motorists entering or leaving the intersection.

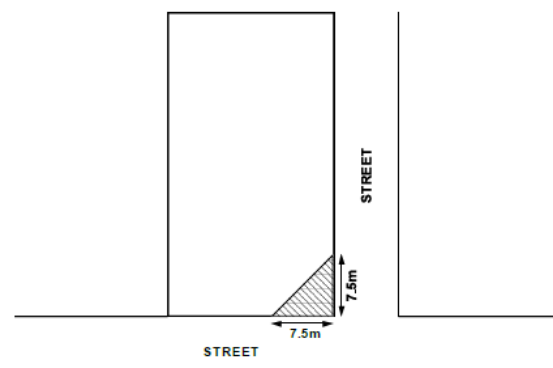


Figure 1 - Site Triangle

6.0 Location of Entrances:

- 6.1 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:
- no undue interference with the safe movement of public traffic, pedestrians, or other users of the highway.
 - favourable vision, grade, and alignment conditions for all traffic using the proposed access to the road.
- 6.2 In general, new entrances will not be permitted at the following locations:
- in close proximity to intersections.
 - within daylight triangles at intersections.
 - 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.

- 6.3 The owner of the entrance is responsible for maintenance of clear sight lines on any entrance. The Municipality will not assume any responsibility for maintenance of clear sight lines on any entrance.

7.0 Design Standards:

Entrances shall have the following design standards:

- 7.1 The minimum angle of intersection between an entrance and a street line shall be 60 degrees.
- 7.2 The minimum distance between an entrance and an intersection of a street shall be 7.5 metres.
- 7.3 **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.
- 7.4 **Urban Residential Entrance:**
- 7.4.1 Shall be at least 3 metres but not more than 9 metres in perpendicular width.

- 7.4.2 Every lot shall be limited to the following number of entrances:
 - 7.4.2.1 up to the first 30 metres of frontage – 1 entrance;
 - 7.4.2.2 for each additional 30 metres of frontage – 1 additional entrance may be provided.
- 7.4.3 In the event neighbouring lots require adjoining entrances with no center division, the maximum total width shall be 9 metres in perpendicular width.
- 7.4.4 In the event that a semi-detached or multi-unit dwelling requires more than one entrance, a maximum of two entrances will be permitted under the following conditions:
 - 7.4.4.1 Each entrance must be at least 3 metres but no more than 6 metres wide.
 - 7.4.4.2 Each entrance must be set back at least 1.5 metres from the side lot line.
 - 7.4.4.3 The center division between the entrances must be at least 3 metres wide.
- 7.4.5 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.
- 7.4.6 The area between the curb and sidewalk is to be paved with hot-mix asphalt or concrete in accordance with the Huron East Roads Department requirements. If there is no sidewalk, the entrance is to be paved a distance of 2 metres behind the curb or roads edge.
- 7.4.7 In the event a culvert is required for the entrance, a minimum 300 mm galvanized steel or double wall plastic culvert will be specified. A greater size and length may be required in certain locations to provide for the flow or the depth of the ditch. Standard pipe, culverts and materials are at the expense of the applicant and shall be approved by the Huron East Roads Department.

7.5 Rural Residential Entrance:

- 7.5.1 Shall be at least 3 metres but not more than 9 metres in perpendicular width.
- 7.5.2 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.
- 7.5.3 In the event a culvert is required for the entrance, a minimum 300 mm galvanized steel or double wall plastic culvert will be specified. A greater size and length may be required in certain locations to provide for the flow or the depth of the ditch. Standard pipe, culverts and materials are at the expense of the applicant and shall be approved by the Huron East Roads Department.

7.6 Farm Entrance:

- 7.6.1 Shall be at least 9 metres but not more than 15 metres in perpendicular width.
- 7.6.2 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.
- 7.6.3 In the event a culvert is required for the entrance, a minimum 12 inch galvanized steel or double wall plastic culvert will be specified. A greater size and length may be required in certain locations to provide for the flow or the depth of the ditch. Standard pipe, culverts and materials are at the expense of the applicant and shall be approved by the Huron East Roads Department.

7.7 Field Entrance:

- 7.7.1 Shall be at least 9 metres but not more than 15 metres in perpendicular width.
- 7.7.2 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
- 7.7.3 In the event a culvert is required for the entrance, a minimum 12 inch galvanized steel or double wall plastic culvert will be specified. A greater size and length may be required in certain locations to provide for the flow or the depth of the ditch. Standard pipe, culverts and materials are at the expense of the applicant and shall be approved by the Huron East Roads Department.
- 7.7.4 That field entrances shall be limited to one entrance per 400 metres of frontage subject to the following conditions:
 - 7.7.4.1 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 Manager if the lack of additional entrances would cause undue hardship or cause significant damage to man-made or natural fixtures.
 - 7.7.4.2 Where the subject property is a corner lot, one additional field entrance will be allowed up to a maximum width of 15 metres.
 - 7.7.4.3 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.

7.7.5 An off road loading entrance constructed parallel to the road will not be permitted under any circumstances.

7.8 Commercial/Industrial Entrance:

7.8.1 Shall be at least 6 metres but not more than 15 metres in perpendicular width.

7.8.2 Shall be surfaced from the roadside edge to the property line with hot-mix asphalt (HL-4 minimum and 5 cm depth) 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.

7.8.3 In the event a culvert is required for the entrance, a minimum 12 inch galvanized steel or double wall plastic culvert will be specified. A greater size and length may be required in certain locations to provide for the flow or the depth of the ditch. Standard pipe, culverts and materials are at the expense of the applicant and shall be approved by the Huron East Roads Department.

7.9 Curb and Gutter:

7.9.1 Where curb and gutter exists at the location of the proposed entrance, and a curb cut is required, the applicant shall secure a contractor that has been pre-approved by the Municipality at the applicants expense.

7.9.2 The existing curb shall be removed and replaced using material and specifications that satisfies the Ontario Provincial Standards. The area between the curb and sidewalk is to be paved with hot-mix asphalt (HL-4 minimum and 5 cm depth) or concrete in accordance with the Roads Department requirements.

7.9.3 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.

7.10 Culverts:

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 Manager and/or the Huron East Roads Department has the authority, if in their 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 Roads Department, acting responsibly,

shall make such necessary repairs and the costs of such repairs shall be recovered from the property owner.

7.11 Maintenance of Entrances:

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

7.11.2 The Municipality will not be responsible for any damage to entrances that do not follow the design standards.

8.0 Permit Fee:

A fee prescribed by the current year's By-Law to Establish Fees and Charges to be Collected by the Municipality of Huron East, as amended from time to time, will be collected prior to the issuance of an entrance permit.

9.0 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.

10.0 Pre-existing entrances:

10.1 Huron East shall allow existing entrances to continue benefiting from previous provisions of By-Law 24-2013 and Entrance Policy 3.04A before the implementation of the new changes outlined in this document.

10.2 Any alterations to an existing entrance will require the applicant and/or owner to comply with the policy provisions outlined in this document.

11.0 Enforcement:

11.1 Every person who contravenes any provision of this policy shall, upon conviction, be liable to payment of at least \$500.00 for a first offence and \$1,000 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.

11.2 The Director of Public Works and/or the Huron East Roads Department shall be authorized to remove any unauthorized access from the road allowance. Any costs associated with removal of an unauthorized access will be the sole responsibility of the property owner.

12.0 Responsibility:

12.1 The authority for the Entrance Policy shall be by approval of Council for the Municipality of Huron East.

- 12.2 Sections 27 and 35 of the Municipal Act, 2001, authorize a Municipal Council to create a policy and/or pass a by-law to prohibit or regulate the construction, alteration, or change in use of any entranceway, gate, or other structure, or facility that permits access to a road in respect of highways in its jurisdiction or under joint jurisdiction.
- 12.3 The approval and control of entrances shall be at the discretion of the Director of Public Works and the Huron East Roads Department. 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.

Related Policies to be repealed:

By-Law 24-2013

Entrance Policy 3.04A