

**TOWNSHIP OF LEEDS & THOUSAND ISLANDS  
ENTRANCEWAY PERMIT POLICIES & PROCEDURES**

**PURPOSE:**

An entrance permit is required for a property owner that wishes to have safe access to his/her property off the township road allowance.

**NEW BUILDING ENTRANCE PROCEDURE:**

Upon application for a building permit, the applicant will be issued an entrance permit application. This must be filled out and returned to the Public Works Superintendent for inspection of the described area. If the area is acceptable to the Public Works Superintendent he will issue a temporary permit.

**MINIMUM VISIBILITY REQUIREMENT:**

Residential/Farm Entrance

For newly created lots, the maximum residential site distance is 120 m (394 ft) in each direction in urban sections of the highway (posted speed is less than 70 km/h) and 120m (590ft) in each direction in rural sections of the highway (posted speed of 70 km/h and more).

For existing lots of record, residential/farm entrances could be considered with reduced site distances if no alternative access is available. Such lots must have a minimum sight distance of 90m (295 ft) in each direction.

Commercial Entrances

All new commercial entrances must meet all of the following minimum requirements.

<u>Posted Speed</u> km/hr	<u>Sight Distance</u>	
	Meters	(Feet)
40	140	(465)
50	160	(530)
60	180	(600)
70	200	(660)
80	230	(760)

**TEMPORARY ENTRANCE PERMITS PROCEDURES:**

A temporary construction entrance permit must be issued with all new building permits. Construction entrances would not require culverts unless under extreme wet conditions and if deemed necessary by the Public Works Superintendent. It is the responsibility of the applicant to bear all costs of installation.

A temporary field entrance for agricultural use may be issued to accommodate farmers to access their lands for farm use. Upon receiving the application, the Public Works Superintendent will inspect the area for safe ingress to the described property. It is the responsibility of the applicant to bear all costs of installation.

**Duration of Temporary Entrance Permits**

When a temporary construction or agricultural application has been approved, a temporary permit will be issued by the Public Works Superintendent. This permit will allow access off the township road allowance for a time not to exceed 120 days from the date of permit issuance.

At the end of the 120 day period, the temporary entrance must be removed. There will be no extension of the temporary permit without reapplying, stating reason for extension.

If the temporary entrance is not removed after 120 days or if a new permit has not been issued, the entrance will be removed by the township forces.

(Over)

**PERMANENT ENTRANCE PROCEDURE:**

Upon completion of construction, a permanent entrance with culvert where required must be installed. the Public Works Superintendent must be notified upon completion of construction and arrangements will be made for installation. This must be done before the end of the 120 day period.

**REPLACEMENT CULVERT PROCEDURE:**

If a property owner requires replacement of an old or damaged culvert, all expenses incurred are the responsibility of the property owner.

\*NOTE: An entrance permit fee would not be required for replacement culverts. All other expenses and conditions of policy are applicable.

**CONSTRUCTION / ROAD WIDENING:**

The municipality will remove and reset any culverts requiring relocation due to road improvements at their expense. If the culvert removed is found to have deficiencies and is unable to be reused, the property owner and the municipality will split the cost of a new culvert 50/50.

**AUTHORITY OF PUBLIC WORKS SUPERINTENDENT:**

All entrances off municipal roads must be approved by the Public Works Superintendent.

Unauthorized entrances will be removed from the township road allowances at the discretion of the Public Works Superintendent.

The Public Works Superintendent, at his discretion, may cancel any temporary entrance that has been issued if there is any improper use.

The Public Works Superintendent may require applicants to install their own entrance and ditching, if it is deemed out of the ordinary and too expensive for the Road Department to install. In such circumstances, the installed entrance shall be subject to inspection and final approval by the Public Works Superintendent. Any remedial works necessary to correct deficiencies shall be the responsibility of the applicant. The Public Works Superintendent shall be authorized under this policy to set, and revise as necessary, fees for the issuance of permits, municipal installation of culverts and removal of entrances, such fees to be set so as to reasonably cover the personnel, equipment and materials cost of such services.

**FEE SCHEDULE:**

Temporary Entrance Permit	\$ 35.00
NEW Culvert Installation	\$ 900.00
Removal of Temporary or Unauthorized Entrance	\$1,000.00

TOWNSHIP OF LEEDS & THOUSAND ISLANDS  
APPLICATION FOR ENTRANCEWAY

Property Roll No: 08-12-.....

Name: .....

Address: .....

..... Telephone .....

**LOCATION OF PROPOSED ENTRANCEWAY**

Township Road Name .....

Lot No. .... Concession: ..... Township Ward: .....

Side of Road (N, S, E, W): .....

Location Description: .....

**ENTRANCEWAY REQUIREMENTS:**

Length - Normal 8 meter (26 ft) YES ..... NO .....

Width (if longer than 8 meters) .....

Culvert Diameter .....

Minimum Culvert length 9 meters (30 ft)

If entrance is to be installed by applicant all specifications to be approved by Public Works Superintendent prior to installation.

Contractor .....

Address ..... Telephone .....

Is this a temporary entrance? Yes ..... No .....

NOTE: Temporary entrances are to be removed within 120 days of application approval and are subject to a \$35.00 permit fee.

Type of entrance: RESIDENTIAL ..... COMMERCIAL ..... AGRICULTURE .....

**I hereby agree to pay the deposit of \$900.00 for a permanent installation, and understand that I will be invoiced for any extra charges incurred during installation.**

Signed: .....

**I hereby agree to pay \$35.00 permit fee and will have a contractor install my entrance. I understand that I am responsible for contacting the Public Works Superintendent for inspection on completion.**

Signed .....

**OFFICE USE ONLY**

To be completed by the Township Road Authority Distance for Civic Address .....

Applicant Interviewed by: .....

Date Recommended: ..... Yes ..... No .....

Temporary Permit ..... Permanent Permit .....

**COMMENTS:**

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.....

APPROVED: ..... DENIED: .....

Inspection Date: .....

Building Permit Number: ..... Date of Issue: .....