



HALDIMAND COUNTY ROADS OPERATIONS DIVISION

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ENTRANCE APPLICATION REQUIREMENTS and PROCESS

Inspection requirements:

- Owner/Contractor to take out a permit for any entrance installation, adjustment or removal. Insurance requirements must be met, and fees & deposits paid.
- Owner to mark with stakes/ paint the proposed location of works
- Owner to contact Roads Operations Division to arrange for initial on site meeting (minimum 48 hours notice). If Contractor doing the work, a Contractor representative should be onsite.
- Roads Operations Staff to approve the location of the proposed entrance
- Roads Operations Staff to determine diameter and gauge of pipe to be used (minimum dia. 300mm). Only new pipe will be approved.
- Roads Operations Staff to determine the need for additional work required – if any (*i.e. catch basin to be installed, grading, sidewalk replacement, curb replacement, etc.*)
- Permit signed by the owner and Roads Operations Staff representative, copy will be provided to Owner . If Contractor doing the work, a Contractor representative must sign Contractor agreement as well as the owner.
- If the entrance is not approved, or the owner/contractor is not proceeding with the entrance – the deposit will be returned, however the administrative fee will not.
- Owner may commence work, as per Roads Operations Division specifications.
- Owner to contact the Roads Operations Division for final inspection within 24 hours of completion.
- Final inspection will be completed by the Roads Operations Staff to approve or reject the installation within 60 days.
- If approved the process of deposit refund shall commence.
- If rejected Owner will have ten business days from notification date, to make corrections
- If corrections are not done within ten working days, Roads Operations Division shall arrange for the necessary work to be complete, deducting actual costs from the deposit, and invoicing the applicant for any additional costs.

Special Notes:

Galvanized, Riveted Corrugated Steel Pipe is the preferred standard for entrance culvert installations, however the equivalent pipe size in Plastic Big "O" Inside Smooth Wall Pipe will be considered upon request from the applicant if the existing field conditions are viewed to be contusive to the plastic product. The field condition assessment to determine culvert type and requirements shall be determined by the Roads Operations District Supervisor.

All costs such as Labour, Materials, and Machinery to perform the work are the responsibility and borne by the property owner and/ or the person named in the permit.

Owner to maintain existing drainage patterns during installation of pipe, to be approved subject to final inspection by Roads Operations staff.

The applicant is responsible to arrange for all utility locates in the area of the works.

Headwalls are prohibited for new installations and or modifications of existing entrances, side slopes shall be constructed of soil.

Side slope shall be no less than 2:1 measured from the driving surface to the end of pipe.

Paving of the area from the edge of pavement to the property line, must be approved by the Roads Operations Division and the cost borne by the property owner. Concrete Surfaces for driveways or decorative paving stone on rural entrances shall not be permitted to extend/ encroach past the property line or on the right of way for the highway. This surface area shall be asphalt pavement, or granular.

The property owner is responsible for the maintenance of that portion of any entrance lying between the edge of pavement or traveled portion of the highway and the property line.

Expiry date of the permit is generally one (1) calendar year from the date named on the permit. The Applicant may apply for an extension of the permit, and carry over the deposit; providing the County is notified **prior to** the expiration date on the permit.

Should the permit expire prior to work being started, the security deposit shall be returned to the permit holder, and a new application will be required for the work.

Each entrance must be designed, constructed and maintained in a manner that prevents surface water from the entranceway and/or the adjoining property from being discharged via the entrance onto the highway. Owner to ensure positive and negative drainage of the entrance location.

CONSTRUCTION REQUIREMENTS: ENTRANCES

1. **Excavation** - *Notify the Roads Operations Division of Haldimand County prior to excavation for pre-inspection.*
 - (a) For all asphalt, concrete or surface treated excavations, the pavement shall be cut in a straight line to form a rectangle enclosing the entire disturbed area and then the pavement restored.
 - (b) Shoulders, Sidewalks, boulevards, and curbs – if included in the excavation site, must be cut in a straight line, a minimum of one (1) meter wide section.
 - (c) Ditches shall be excavated and graded as per instructions from the Roads Operations Division.

2. **ENTRANCES – Single Family Residential**
 - (a) New driveway depressions and/or driveway widening can be formed by cutting down the back of the curb with a curb cutting machine, providing the existing section is free from cracks and other defects. If the curb is not in approved condition for cutting - Existing curb shall be removed and replaced as per OPSD for entrances.
 - (b) Existing sidewalk shall be removed and replaced with increased thicknesses as per OPSD for new entrances.
 - (c) Entrances shall be constructed as per the Section G of the Haldimand County Design Criteria.
 - (d) Driveway width at property line shall be a maximum of 3.0m for single and 6.0m for double for residential developments.
 - (e) All new driveway approaches within an urban area shall be graded, graveled and paved (asphalt, concrete, or interlocking stone) from back of the curb and/or edge of pavement to the property line to minimum depths of
 - i. Granular Base - 150mm Granular A
 - ii. Asphalt - 50mm HL3
 - iii. Concrete Entrances -150mm
 - (f) Where an existing entrance is being closed – curb shall be removed/replaced as per OPSD, and all boulevard, sidewalk, ditch shall be repaired to OPS standards.
 - (g) Rural Entrances: shall be installed as per the grading specifications, culvert size/style/length noted on the permit during the initial inspection.

3. **ENTRANCES – Commercial**
 - (a) Commercial Entrances shall be constructed as per the Section G of the Haldimand County Design Criteria.
 - (b) Existing sidewalk shall be removed/replaced with increased thicknesses as per OPSD for commercial entrances.
 - (c) Where an existing entrance is being closed – curb shall be removed/replaced as per OPSD for non-entrances, and all boulevard, sidewalk, ditch shall be repaired to OPS standards.

Minimum Sightline Triangle Required on Entrances

Type	Main / Arterial Roadway	Collector Roadway	Local Roadway
Agricultural	4.0 m x 4.0m	4.0 m x 4.0m	3.0 m x 3.0m
Residential	5.0 m x 5.0m	4.0 m x 4.0m	3.0 m x 3.0m
Commercial	9.0 m x 9.0m	7.0 m x 7.0m	5.0 m x 5.0m

NOTES:

1. Sightline triangle must be kept free of obstruction of anything over 0.5 meters in height
2. Sightline triangles are measured from Property Line.