



HALDIMAND COUNTY
ROADS OPERATIONS DIVISION
53 Thorburn St S, Cayuga ON N0A 1E0
(905) 318-5932 Fax: (905) 772-3779

ENTRANCE APPLICATION REQUIREMENTS and PROCESS

Inspection requirements:

- Owner to mark with stakes/ paint the proposed location of works
- Owner to contact Roads Operations Division to arrange for on site meeting (minimum 48hours notice)
- 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)
- Roads Operations Staff to determine the need for a catch basin to be installed - **(lawn piping only)**
- Permit signed by the owner and Roads Operations Staff representative, copy will be provided to Owner
- Owner may commence work, as per Roads Operations Division specifications.
- Owner to contact the County for inspection of work prior to back-fill 48 hours notice - **(lawn piping only)**
- If approved, back-filling may commence (same day) - **(lawn piping only)**
- If rejected Owner will be required to make corrections (same day) - **(lawn piping only)**
- Owner to contact the Roads Operations Division for final inspection
- Roads Operations Staff to approve or reject the installation
- If approved the process of deposit refund shall commence.
- If rejected Owner will have ten working 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 completed and invoice the Owner for all costs.

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 conducive 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.

A copy of the Roads Operations Division Specifications for Entrances and or Lawn Pipes will be provided during the initial inspection date arranged by Roads Operations Staff.

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 this permit shall be one (1) calendar year from the date named on this permit and if a further term is desired, an application for renewal of the permit shall be made to the Roads Operations Division before the expiry date named in this permit. A further term may be approved or refused by the Roads Operations Division.

Permits that have expired without application for renewal - Permit fee shall be forfeited and the deposit returned to the address shown on the permit application.

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.