



**THE CORPORATION OF THE TOWNSHIP OF AUGUSTA
BY-LAW NUMBER 3177-2015**

BEING A BY-LAW TO REGULATE THE INSTALLATION OF ENTRANCE WAYS

WHEREAS Section 207, Subsection 17, Chapter M45 of the Municipal Act R.S.O. 1990, and amendments thereto, provides that the councils of all municipalities may pass by-laws prohibiting the obstructions of any drain or watercourses, and for permitting and regulating the size and mode of construction of culverts and bridges that cross any drain or water course situated on a highway under its jurisdiction.

AND WHEREAS it is deemed expedient to regulate the installation of entrance ways over ditches and watercourses upon any public highway forming part of the Township Road System of the Corporation of the Township of Augusta;

THEREFORE THE COUNCIL OF THE TOWNSHIP OF AUGUSTA ENACTS AS FOLLOWS:

1. That the Policy to Regulate the Installation of Entrance Ways attached hereto as Schedule A and forming part of this by-law be approved.
2. This by-law shall come into full force and effect on the day that it is passed.
3. That all other by-laws or policies inconsistent herewith are hereby repealed.
4. That By-Law Number 2326 is hereby repealed.

Read a first time this 13 day of July, 2015.

Read a second time this 13 day of July, 2015.

Read a third time this 13 day of July, 2015.

Mayor

Clerk

SCHEDULE A

PURPOSE

The intent of this Policy is to provide a guideline for the Public Works Department when considering applications for new entrances or alterations to entrances onto municipal roads.

POLICY STATEMENT

All entrances are under the control of the municipality and it is considered advisable to control the construction of entrances from adjacent private property onto Township roads.

All entrances shall conform to this policy in order to protect the public interest and provide orderly traffic movement onto and from municipal roads

DEFINITIONS

Corporation shall mean the Corporation of the Township of Augusta.

Entrance Way shall mean the part of municipal road allowance used to gain access to private property and includes any driveway, private road, entrance or other structure or facility constructed or used as a means of access to a municipal Road, and includes the tiling and covering or filling in of a roadside ditch for the purpose of improving a lawn or other frontage.

POLICY REQUIREMENTS

1. No person shall construct an entrance way without obtaining a permit from the Corporation. The permit fee shall be \$100.00. The location of the entrance way must be approved by the Public Works Manager (or delegate) to ensure maximum safety and free flow of traffic, and to minimize the possibility of interference with the road.
2. A building permit will not be issued, nor work commenced, until the owner has obtained an entrance way permit in accordance with the fees and installation costs as per Appendix A as calculated by the Township Public Works Manager or designate. If the culvert pipe required, as determined by the Township Public Works Manager, is larger in diameter than 450 mm, or more than 6 metres in length, or is located where more than usual amount of fill is required, the owner shall remit in advance an amount determined by the Township Public Works Manager to cover the additional cost to the Corporation for the extra material and work involved.
4. All fees payable under this by-law shall be made in advance to the Township of Augusta.
5. The diameter, gauge, length and type of culvert used shall be determined by the Township Public Works Manager, but in no case shall the culvert be less than 300 mm in diameter and 6 metres in length. The amount of fill required shall be determined by the Township Public Works Manager and such fill as required shall cover and protect the culvert only and may not extend to the limit of the road allowance.
6. The location of the entrance way must be approved by the Township Public Works Manager to ensure maximum safety, free flow of traffic and to minimize the possibility of interference with the road or the creation of a maintenance problem.
7. The construction of all entrance ways shall be carried out by the Corporation under the direction of the Township Public Works Manager unless otherwise authorized in writing on the permit issued by the Township. In all cases, the entire cost of the work shall be paid by the owner to the Corporation where the work has been carried out by the Corporation and to the contractor where the work has been carried out by a contractor acting as agent for the owner with the permission of the Township Public Works Manager. Entrance ways will only be installed between the period of May 15th and November 15th each year. Maintenance of entrance ways and ditch improvements before and after improvements or reconstruction shall be the responsibility of the landowner.

8. If authorization is obtained to provide for installation by a contractor, a \$2,000 refundable deposit shall be provided to the Corporation, such deposit to be refunded once the Public Works Manager has approved the final construction of the entranceway. Where the work is found to be non-conforming or substandard in any way, the deposit will be used in whole or in part to ensure full conformity with approved design standards. Any leftover amount in the deposit shall be reimbursed to the applicant.

9. Where a culvert in excess of 50 feet in length is requested, the owner shall be required to conform to the Township by-law to Regulate the Infilling of Road Ditches.

10. Where existing entranceways, which were constructed prior to the passage of this by-law, are, in the opinion of the Township Public Works Manager, obstructing a ditch or watercourse on a Township Road, the owner of the property serviced by the existing entrance way shall, within fifteen business days (15) of receipt of a notice in writing to do so, make whatever modifications to the entrance way as deemed necessary by the Public Works Manager. Where it is determined that a new entrance way is required, the owner may, within fifteen business days, apply to the Corporation for a permit to have a proper entrance installed, the fee for which shall be determined by the Township Public Works Manager. Notice shall be by registered mail addressed to the last known address of the owner, and the fourteen days shall run from the date of the mailing of such registered notice. The entire cost of the modification shall be paid by the owner.

11. Where an owner may desire to alter an entrance way with hard or vegetative landscaping, he or she must first file with the Public Works Manager a plan of such construction. The Public Works Manager may approve, refuse or revise the proposed construction and will issue a written decision.

12. The Corporation shall maintain and replace from time to time and as required, all culverts installed under the provisions of this By-law. The maintenance of the driving surface of all entrance ways shall be the responsibility of the owner.

13. No person shall apply asphalt or other hard surface to that portion of an entrance way on the road allowance of the Township Road except under a permit issued by the Township. The work shall be carried out by the contractor approved by the Corporation and in accordance with Township specifications at the expense of the owner. No concrete surfaces are permitted on the right-of-way, and all headwalls shall be finished in asphalt only.

14. (a) Where a municipal road intersects with another highway and the municipal road is not the through road, no entrance will be permitted at a distance of less than 30 metres from the through highway and must comply with regulations as set out by the authority having jurisdiction over the other highway.

(b) Each assessed parcel abutting a municipal road shall be entitled to one entrance permit only per land holding. A second entranceway onto a municipal road shall not be permitted unless it is:

- an auxiliary/field entrance used solely for agricultural purposes
- replacing an existing entrance which is not an auxiliary/field entrance
- part of a circular driveway used solely for residential purposes in which case the distance between entrances of circular driveways shall not exceed 70 metres.

(c) No new entrance permits shall be given to existing lots of record which currently have an approved access whether shared or otherwise onto a municipal road.

15. The following exemptions shall apply:

(a) When an agricultural entrance becomes used for any other purpose, it shall be subject to the provisions of this by-law.

(b) The restrictions of Section 14 (a) does not apply where a legally prescribed reduced speed limit of 60km or less has been established and the Public Works Manager is satisfied that all visibility and safety requirements have been met.

(c) .When a second entrance may be required to access a garage or a portion of the property restricted by natural features or buildings.

16. Every person who contravenes the provisions of this by-law is guilty of an offence and on summary conviction is liable to a fine of not less than \$50.00 and not more than \$300.00, inclusive of costs.

17. Each day of default by the owner in complying with any of the provisions of this by-law shall constitute a separate offence.

18. The Corporation may recover any expenses incurred when ensuring that entrance ways are in conformity with this policy in like manner as municipal taxes, or the Corporation may provide that the expenses incurred, with interest, shall be payable within one year.



3560 County Road 26
 Prescott, ON K0E 1T0
 Phone: 613-925-4231 Fax: 613-925-3499

APPLICATION FOR ENTRANCE WAY

- Entrance way will be installed by the Township of Augusta under By-Law 3177-2015.
- Please attach a cheque in the amount of \$100.00 made payable to THE TOWNSHIP OF AUGUSTA to this application for the Permit Fee or pay in person at the office. (Deposit is refundable, if application is denied)
- The owner making the request for the installation is responsible for paying 100% of the cost.
- Entrance ways are not applicable to County Roads or Provincial Highways through the Township of Augusta.
- One (1) stake must be placed where the owner wishes to have the center of their entrance way before the site approval takes place and will be notified of dates and changes if necessary.
- Culvert extension costs will be determined by the Public Works Manager (as required).

NAME OF APPLICANT _____		PERMIT NUMBER <i>(for office use)</i>	
MAILING ADDRESS _____			
TOWNSHIP ROAD		CIVIC NUMBER	
HOME PHONE		CELL PHONE	
OTHER CONTACT: <i>(please specify)</i>			
LOT	CON	LOT	PLAN
ROLL NUMBER		BUILDING PERMIT NUMBER <i>(for office use)</i>	

- TYPE OF ENTRANCE WAY:**
- New Installation Re-installation
- Extension or Alteration Relocation

- CLASSIFICATION OF ENTRANCE WAY:**
- Residential Agricultural (Farm/Field)
- Commercial Temporary
- Other: _____
- Reclassification – From _____
 To _____

PERMIT NUMBER (for office use)

ADDITIONAL COMMENTS:

****Installation may take up to three (3) weeks from date of completed application
and can only be installed within the time period of May 15th – November 15th****

**STANDARD ENTRANCE IS SIX (6) METRES IN WIDTH. ANY REQUEST FOR A
CHANGE FROM A STANDARD ENTRANCE MUST BE REFERRED TO THE OFFICE.**

According to By-Law 3177-2015, the minimum width of an entrance way is six (6) metres due to the available lengths of culvert (standard). The costs listed below are for this six (6) metre length of culvert. If a different width of entrance way is requested, the costs will vary accordingly. The types of culverts used are standard HDPE BOSS 2000 [(plastic pipe) 320 kPa] and the gravel used in installation is Granular M. The size of the culvert used will be determined by the Public Works Manager or Designate. The cost includes the culvert (couplers included), gravel, installation, compaction, grading, survey, and utility locates.

PERMIT FEE: \$100.00

Culvert Size (Diameter)	300mm (12")	375mm (15")	450mm (18")	525mm (21")	600mm (24")
Installation Cost*	\$1355.22	\$1387.25	\$1416.62	\$1511.13	\$1686.43

Costs subject to annual increase to reflect input specific increases (inflation).

I, _____, hereby apply to the Corporation of the Township of Augusta for permission to construct, alter and/or change the use of the entrance way described above and do hereby agree to conform to the Township's conditions, standards and specifications governing entranceways.

I DECLARE THAT I UNDERSTAND THE CONTENTS OF BY-LAW 3177-2015:

SIGNATURE OF APPLICANT: _____ DATE: _____

PAYMENT RECIEVED (for office use) : Yes No

Michel Riberdy, C.E.T – Public Works Manager

Approved: Yes No

Size of Culvert: _____ Date Paid: _____ Date Installed: _____