



Public Works and Infrastructure
67 Sharp Road, Brighton, ON, K0K 1H0
Tel: 613-475-1162 x106
www.brighton.ca

Entrance Permit Process Instructions

The Entrance Permitting process involves a number of steps including:

1. Submission of an Application Package including fees, forms and site plan as discussed herein by the Applicant or their Agent.
2. Review of the Application Package and pre-installation field inspection by Municipal Staff.
3. Approval of the Application allowing the owner/agent to proceed with installation subject to confirmation by Municipal Staff that the proposed design meets required guidelines and specifications and field conditions.
4. Installation of the proposed entrance by the owner/agent in conformance with an approved Site Plan and Municipal requirements/specifications.
5. Final site inspection, issuance of the final approval and release of remaining securities.

Entrance Design Requirements

Entrances must be designed in accordance with the requirements contained herein as well as accepted engineering standards and specifications per Provincial and Municipal Guidelines, i.e. Ontario Provincial Standards Drawings (OPSD), Geometric Design Guide for Canadian Roads (TAC) Manual, etc.

Fee

Applications must be accompanied by the Application Fee in the form of a cheque or debit in an amount of Five Hundred Dollars (\$500.00). This fee includes the review and inspection services of the entrance and 911 Sign after installation. The Applicant is responsible to install the 911 Sign and all costs associated with the design and construction of entrances, including the supply and installation of culverts.

Please note, the payment of the Administration Fee does not guarantee that an entrance will be approved. There are a number of conditions that must be met, i.e. sightlines, visibility, etc., prior to approval and Applicants may want to consider retaining engineering assistance in addressing deficiencies and/or constraints as they relate to the specified requirements.

Application Check List

Application Packages Must Include the Following

All requests to construct new entrances, or modify existing entrances, shall be submitted on the appropriate application forms to the Department of Public Works and Infrastructure. One application must be submitted for each entrance and is payable for each entrance application.

✓	Check when included
	Note: If the property is fronting on a County road, an Entrance Approval with County of Northumberland will be required and not the Municipality of Brighton. Email Brooke Gillispie at: gillispieb@northumberlandcounty.ca or phone 1-905-372-3329 ext. 2278. www.northumberland.ca
	Lower Trent Conservation Authority Approval - view the subject property on Lower Trent Conservation Authority website: www.ltc.on.ca/maps or phone: 613-394-3915. If property is in the sensitive screening area, a permit may be required.
	Application for Entrance Permit
	\$500. Application Fee (cheque made payable to Municipality of Brighton)
	Proof of Ownership (i.e. tax bill, deed, etc.)
	Proof of Liability Insurance (minimum of Two Million Dollars)
	Registered Survey Plan of Property (if available)
	Completed check list

Site Plan to include:

✓	Check when included
	Location of proposed entrance, property limits, bars and existing utilities (water, sewer, gas, hydro, etc.)
	Approximate total length of road frontage across the property
	Distances between any existing and proposed entrances
	Location staked on site
	Indicate features such as intersections, curves, utilities, easements, etc.
	Any building(s) on the property
	North Arrow

Note: Applicant is responsible for all utility locates once entrance permit is approved.

Contact: Ontario One Call Number: 1-800-400-2255

Application Review

Applications will be reviewed by Municipal staff for completeness and compliance. The Municipal review process will not begin until receipt of a complete application package, as described above. The application process for entrances that comply with Municipal policy will, under normal circumstances, not exceed twenty business days from the date that the completed application was received until approval to install the entrance is granted. Changes to the application by the applicant during the review process will increase the length of the review period. It is common that weather conditions make site inspections difficult during winter months (between November 1 and April 1), which may increase the length of the review period until weather conditions permit.

First Site Inspection

A site inspection by Municipal staff shall normally be performed within 10 business days of receipt of the application. The site inspection shall determine if the proposed entrance can be installed in accordance with Municipal regulations. Requirements for culverts, curb cuts, brushing or other work will also be determined during the site inspection. A wooden stake will be placed at this time to identify the required location of the 911 sign to be installed by the owner/installer.

Application Approval

Applicants will be notified by phone and email when their application has been processed. At this time the applicant may pick up their approved permit and Civic Address tag (if applicable) and proceed with installation. Approval shall normally occur within ten business days of the first site inspection.

Installation

No work shall commence until the owner has received their approved application. The entrance must be installed in accordance with the Entrance Permit Specifications and guidelines and the approved application and site plan. The property owner and chosen contractor shall be responsible for the construction of the entrance and any works associated with it, including the necessary traffic safety measures (in accordance with Ontario Traffic Manual Book 7) during construction and the restoration of the Municipal Right-of-way to existing or better condition. The Applicant/Contractor is responsible for obtaining all utility locates prior to the commencement of any work.

Removal of Redundant Entrances

Redundant entrances that are created as a result of the approval of a new entrance application shall be removed and reinstated as specified in the approved application. In urban road sections reinstatement may include the installation of curb and gutter, sidewalk and boulevard to conform to the existing conditions. Removal of existing entrances and reinstatement will be completed coincident with the installation of the new entrance, at the owner's cost.

Final Inspection

The owner shall inform the Department of Public Works and Infrastructure immediately after the installation of the entrance and completion of any other work. Municipal staff shall inspect the site within ten (10) business days of receiving notification of completion, weather permitting.

If deficiencies are identified, the Municipality shall notify the owner of the corrections required. An extra site inspection will be conducted after the deficiencies are rectified at a cost of \$75.00 per visit and will be deducted from the security portion of the application fee, if necessary.

Cancellation of Application

Where the entrance has not been constructed within one (1) year of the date of the application, then the application shall be null and void, and the application fee will be forfeited. If the application expires, the Municipality may request the removal of all works associated with the entrance, at no expense to the Municipality and the site shall be restored to its original condition with the Applicant responsible for all related costs. The security deposit will be refunded subject to the deduction of Municipal expenses.

Non-compliance

Where a new entrance is constructed or an existing entrance is altered contrary to the approved specifications and guidelines provided, the property owner shall be advised of their non-compliance.

If the non-compliant entrance is not corrected or removed within twenty business days after this notification, the entrance shall be removed or corrected by the Municipality at the property owner's expense. Expenses incurred by the Municipality will be deducted from remaining securities. Where costs exceed the securities, the balance will be applied to the property's tax account.

Maintenance of Entrance

Residents having access to a Municipal Road are fully responsible for the maintenance of the entrance to their property.

Entrance Permit – Specifications and Guidelines

1. Entrances shall be designed and constructed to provide safe exit and entrance to the road. The grade from the edge of the road to a point 7.5m/25' distance is to be reasonably flat to provide a platform from which to enter the road safely.
2. Each entrance must be designed, constructed and maintained in such manner as to prevent the discharge of surface water from the entranceway or from private property onto the travelled portion of the road.
3. Designs and site plans must demonstrate and ensure that the entrance does not negatively impact adjacent drainage features/systems including; field elevations/ survey as necessary.
4. Where drainage is provided by existing roadside gutters, entrances may be constructed so as to fall to the gutter line, subject to an approved profile.
5. Existing grass and topsoil must be stripped and removed to subsoil at the location of the new entrance. After the completion of the new entrance, this material may be used as side slopes of new entrance.
6. Culverts shall be new dual-wall corrugated HDPE drainage pipe with a minimum pipe stiffness of 320 Kpa.
7. Culverts shall be installed with factory couplers properly fastened with the invert set 50mm/2" below the ditch bottom, and on a grade so as not to impede the flow of water.
8. Culvert bedding and cover shall be a minimum of 150 mm (6") granular A, B or 75 mm (3") minus.
9. In all cases, the new culvert must not be damaged during the operation of backfilling.

10. Cut and fill side slopes to entrances are to be a minimum 2:1, with the culvert being of sufficient length to clear the side slope. In all cases minimum length of the culvert will be 9 metres (30 feet). Driving surface width of the new entrance is to be a minimum 6 metres (20 feet).
11. Restoration of ditch line shoulders or side slopes shall be completed prior to final approval.
12. A minimum thickness of 150mm/6" of crushed granular "A" or 5/8" granular material shall be placed as a driving surface on all entranceways. Asphalt tops are allowed (50mm minimum), but entrance must be inspected prior to commencement of asphalt placement.
13. Commercial/Industrial entrances shall be constructed in accordance with the Commercial Site Access Standards established by the Ministry of Transportation and be approved by the Municipality.
14. The construction of entrance pillars and headwalls are not permitted on Municipal Right-of-Ways.
15. Permits will not be issued for private curbing or culvert headwalls. Existing private curbing and headwalls removed during the course of Municipal maintenance or construction operations within the Municipal Right-of Way will not be replaced. The applicant/owner or his agent will construct the work in a neat and workmanlike manner and accept responsibility for the safety of the travelling public so affected by the work. The constructor of a new entrance must have \$2,000,000.00 (Two Million Dollars) liability insurance and provide traffic control in conformance with the latest addition of the Ontario Traffic Manual (Book 7).
16. The securities portion of the fee required for the permitting process will be released, subject to any deductions of costs incurred by the Municipality to unresolved deficiencies or damage to municipal property, within approximately thirty (30) days of the Final Inspection.

Placement of Civic Address Sign

The Applicant/Owner or his agent is responsible for the installation of the 911 sign in conformance with the following specifications;

1. For rural areas or where building is more the 20 metres from the road centerline:
 - Municipality of Brighton staff will stake out where the Civic Address sign must be placed during the first site inspection
2. The top of the blue plate shall be at least 1.4 metres and no more than 1.6 metres above the average grade of the property directly in front of the plate. For urban areas where the building is within 20 metres of the road centerline:
 - You require a clearly visible number sign posted on your building
 - Purchase directly from local hardware or home improvement store and install a decorative number sign
 - Decorative number sign must be a contrasting colour from the building background colour
 - Number(s) must have a minimum height of 10 centimetre

Entrance Design Criteria

Entrance designs must comply with the following criteria. These criteria are provided for the convenience of Applicants and Designers. Municipal review will be in accordance with the most recent addition of the Geometric Design Guide for Canadian Roads (TAC) Manual and may vary from those published herein.

i. **Sight distance in both directions:**

All new entrances must provide unobstructed sight distance, in both directions as shown in the following table.

Minimum Stopping Sight Distance					
Posted Speed (kilometres per hour)	Grade of Municipal Road Less Than 3%	Grade of Municipal Road greater than 3%			
		Upgrade (Looking downhill from the entrance)		Downgrade (Looking uphill from the entrance)	
		Greater than 3% but less than 6%	6% or greater	Greater than 3% but less than 6%	6% or greater
80	160 metres (525 ft)	150 metres (492 ft)	140 metres (459 ft)	170 metres (558 ft)	200 metres (656 ft)
70	135 metres (443 ft)	125 metres (410 ft)	120 metres (394 ft)	145 metres (476 ft)	165 metres (541 ft)
60	110 metres (361 ft)	105 metres (344 ft)	100 metres (328 ft)	115 metres (377 ft)	130 metres (426 ft)
50	85 metres (279 ft)	80 metres (262 ft)	80 metres (262 ft)	90 metres (295 ft)	100 metres (328 ft)
40	65 metres (213 ft)	60 metres (197 ft)	60 metres (197 ft)	65 metres (213 ft)	75 metres (246 ft)

ii. **Proximity to Bridges and structures:**

Structures such as bridges may obstruct the vision of traffic using an adjacent entrance and traffic on the Municipal Road approaching the entrance. Therefore, entrances shall be located as shown in the table below.

Posted Speed (kph)	Entrance Type	Minimum Distance to Structure
60 to 80	Commercial/Industrial	100
60 to 80	Residential/Agricultural	50
50 or less	All	As specified by Municipal Staff

- iii. **Proximity to intersections:**
On rural road sections entrances shall not be permitted within 50m of the intersection of a Municipal and public or private road, regardless of the posted speed limit. Where possible, access to properties with frontage on a Municipal and public/private road shall be from the public/private road.
- iv. **Spacing between Public/Private Roads:**
New roads resulting from Plans of subdivision shall be permitted to intersect with a Municipal road at a distance not less than 300m from an existing or proposed intersection onto a rural Municipal road.
- v. **Acceleration, deceleration or passing lanes:**
On rural road sections, entrances must be located at least 25m from acceleration, deceleration or passing lanes.

Number of Entrances

Residential Entrances:

- Only one entrance per residential lot shall be permitted

Farm Entrances:

- Only one entrance per farm property shall be permitted

Field Entrances:

- No more than three (3) field entrances to a property shall be permitted. Multiple entrances shall only be approved where a single entrance would not provide reasonable access throughout a large agricultural area as a result of restrictive terrain.

Commercial, Institutional, and Multi-Residence Entrances:

- The number of entrances provided will be the minimum necessary to accommodate the volume of traffic to be generated by the development



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Note: Complete this application in full and return to the Department of Public Works and Infrastructure. Work must not begin until this application has been approved, and permit is obtained. The Applicant is responsible for all utility locates.

Application Number (assigned by the Municipality):

Application for Entrance Permit

Type of Application (Select One):

<input type="checkbox"/> New Entrance Permit	<input type="checkbox"/> Culvert Repair or Replacement	
<input type="checkbox"/> Existing Entrance Inspection	<input type="checkbox"/> Entrance Widening	<input type="checkbox"/> Entrance Relocation

Applicant Information:

Names of Owner(s):	
Current Address:	
Phone:	Email:
Mailing Address (if different from above):	
Agent/Contractor Address and Contact Information:	

Entrance Information:

Road Name:			
Side of Road:	<input type="checkbox"/> North	<input type="checkbox"/> South	<input type="checkbox"/> East <input type="checkbox"/> West
Lot:	Concession:		
Reference Plan:	Part Number:	Roll Number:	
911 Address (or distance from the closest existing 911 sign):			
Entranceway:	<input type="checkbox"/> Residential	<input type="checkbox"/> Field	<input type="checkbox"/> Commercial/Industrial <input type="checkbox"/> Other (specify):
Entranceway Type:	<input type="checkbox"/> Granular	<input type="checkbox"/> Asphalt	<input type="checkbox"/> Concrete
Culvert Required:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Severance File (If Applicable):

Additional Comments:**Applicant Signature(s):**

It is hereby acknowledged that any damage caused to Municipal property will be restored to the satisfaction of the Municipality of Brighton at the applicant's expense. The applicant or his/her agent agrees to abide by the conditions and specifications of this permit and acknowledge this by their signature below. Applicants must make a request for inspection when driveway is complete. The application fee includes two (2) site visits by Municipal Staff, including a pre-installation and a final inspection. Additional visits, if required, will result in a charge of \$75.00 per additional visit to be paid by the applicant or deducted from the application security fee. The entrance permit is considered void if the entranceway is not completed within one (1) year. Applicant acknowledges there will be no refunds for unapproved permits, or approved permits which are not installed.

Print Name	Signature	Date