

Corporate Policies and Procedures				
DEPARTMENT: Public Works and Engineering				POLICY #: PW-21
POLICY: Entrance Policy and Design Guidelines				
DATE CREATED: November 2023	REVIEW DATE:	REVISION DATE:	COVERAGE: County of Renfrew Roads System	PAGE #: 1 of 11

POLICY STATEMENT

The County of Renfrew Roads System provides an extremely important function by moving people safely and rapidly over long distances throughout the County. The County Road network also significantly contributes to the economic well-being of the community by providing an essential link to markets for our manufactured products and produce. Similarly the system facilitates primary access to our recreational and tourism resource by millions of people living in our market areas.

In order to retain the integrity of the County Roads System and to foster the economic well being of the County, it will be imperative to ensure that new commercial, industrial and residential development gains appropriate access while at the same time not impeding traffic flow along these roads. The function, safety and efficiency of roads carrying heavier volumes of traffic can be adversely affected by a significant number of individual developments accessing directly onto the roadway. Consequently roads carrying high volumes of traffic should be protected from adjacent development. This does not necessarily mean in each case that access to all development should be restricted, but rather that access should be more tightly controlled as to location and design with a greater emphasis on the needs of the roadway. In certain situations development should be required to be serviced from a lower classification of roadway.

The County of Renfrew believes that a balanced approach is desirable. It is the objective of the County of Renfrew to:

- 1) Protect the safety of all roadway users through the orderly control of traffic movements to and from County Roads.
- 2) To encourage and foster growth and development throughout the County.
- 3) To protect the public investment in the County Road System.
- 4) To ensure that all new development has suitable and legal access.

To achieve the above objectives, the County of Renfrew has established a set of procedural guidelines. The purpose of these guidelines is to provide approval agencies such as the County Land Division Committee as well as administrative support staff of the County with a

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comprehensive, practical guide to be utilized in making and expediting decisions respecting land severances as well as new entrances or alterations to existing entrances. In addition, the following guideline will serve to inform those interested parties as to the approach the County will be taking in dealing with all outstanding and future applications.

DEFINITIONS

Auxiliary Entrance – provides additional access to a development or farming operation.

Collector Roadway – existing and proposed roads of two traffic lanes with a design right-of-way width of 20 to 26 metres. Collector roads are designed to collect and distribute traffic at moderate to relatively high operating speeds to and from local roads and arterial roads. Collector roads are County Roads which are so designated as per Policy PW-01 Roadway Classification and Design. Collector roads are designed to tolerate planned direct access to adjacent properties.

Commercial/Industrial/Institutional/Multiple Residential Entrance – provides access to a development where goods are manufactured or sold to the public, institutional uses, such as schools and hospitals, and includes residential facilities of four or more units such as apartments and townhouse developments having common parking area outside the County right-of-way.

Field Entrance – provides access to agricultural fields.

Farm Entrance – provides access to farm buildings and agricultural lands.

Functional Classification – the categorization of County Roads by their purpose within the road system. The volume of traffic using the road is usually an indication of the roads function.

Major Arterial – existing and proposed roads of two to four traffic lanes with a design right-of-way width of 30 to 40 metres. Arterial roads are designed to collect and carry large volumes of traffic at relatively high operating speeds to and from major traffic generating sectors and are so designated as per Policy PW-01 Roadway Classification and Design, as amended. For this type of road to function properly, direct access to abutting properties must be restricted. Access should normally be provided by a lower classification of road.

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Minor Arterial – existing and proposed roads of two traffic lanes with a design right-of-way width of 26 to 30 metres. These roads are designed to collect and distribute traffic at relatively high operating speeds to and from local roads, collector and major arterial roads. Minor arterials are County Roads so designated as per Policy PW-01 Roadway Classification and Design, as amended. Minor arterial roads are designed to tolerate limited direct access to adjacent properties.

Mutual Entrance – provides access to more than one separate property. The entrance is possessed in common and is identified on the title of each property being accessed.

Residential Entrance – provides access to single free standing residential facilities.

Temporary Entrance – provides access to properties for a limited period not to exceed one year for the purpose of construction, repairs or improvement on that property or to facilitate a staged development.

Public Roads – as defined under the Public Transportation and Highway Improvement Act, R.S.O. 1990, c. P.50.

1.0 ADMINISTRATION

1.1 Application Process

All requests for new entrances or alterations to existing entrances shall be forwarded to the County of Renfrew Public Works and Engineering Department. These will be reviewed for general compliance with these guidelines and may include a site meeting with the applicant to review conditions in the field. Once the application has been reviewed and approved, an entrance permit will be issued upon payment of the fee. For standard residential/farm entrances this process will not under normal circumstances exceed eight to ten business days.

For entrances of a commercial, industrial, institutional, or multiple residential nature, the design of the entrances will have to be site specific giving due consideration to the types and number of vehicles using the proposed entrance. The design of such entrances will be prepared by the applicant or their agent and submitted to the County

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of Renfrew Public Works and Engineering Department. This will be reviewed in detail and if appropriate approved with or without modifications. Because entrances of this type tend to be more complex and involve a greater number of considerations, the length of time to approve the application may be longer.

1.2 Permit Fee

The permit fee will be as set out on the entrance permit. This fee will be subject to review and revision by County Council as they deem appropriate. A fee will not be assessed on applications which are denied.

1.3 Work Permit

Where the proposed entrance and associated development involves extensive works within the public right-of-way, a Work Permit will be required. The decision as to whether a work permit is required shall rest with Director of Public Works and Engineering, or designate.

1.4 Cancellation of Permit

Where the entrance has not been constructed within one year of the date of the permit, the permit shall be null and void.

1.5 Non Compliance with Permit

Where an entrance is constructed or altered contrary to the requirements of the permit or the standards contained herein, it shall be removed by the County of Renfrew Public Works and Engineering Department, at the owner's expense.

1.6 Maintenance of Entrances

Property owners having access to a County Road are fully responsible for the maintenance of the access including the removal of snow and ice, keeping the portion of the access within the right-of-way in a safe condition for vehicular traffic and replacement as and when necessary.

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A culvert pipe installed under the terms of the access permit shall be the property of the property owner upon acceptance of the work and all subsequent maintenance, repairs, alterations, etc., shall be the responsibility of the property owner except where the culvert crosses a municipal drain in which case the maintenance will be the responsibility of the Municipality with costs shared in accordance with the appropriate by-law.

2.0 TYPE, LOCATION, SPACING AND NUMBER OF ENTRANCES

2.1 Type of Entrance

All entrances applied for must be of a type consistent with the zoning of the land being accessed as defined by the local official plan or zoning by-law.

2.2 Location of Accesses

The County may restrict the placement of an access onto the County Road in the interest of public safety. New accesses must be located so as to provide:

- a) no undue interference with the safe movement of public traffic, pedestrians, or other users of the highway.
- b) favourable vision, grade, and alignment conditions for all traffic using the proposed access and the County Road.

New entrances will not be permitted at the following locations:

- a) in close proximity to intersections.
- b) where the sight distance is not in general conformity with the following table of values which has been derived from the Transportation Association of Canada Manual for Geometric Design Guide for Canadian Roads, Chapter 9 - Intersections:

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

2.3 Entrance Spacings

An entrance to developments and agricultural fields will be provided to each lot or field. Spacing between new and existing entrances of these types shall generally conform to the following requirements for the classification of roadway being accessed.

<u>Collector Roads</u>	Urban	Rural
Farm/Residential	15 m	60 m
Commercial/Industrial/Institutional/ Multiple Residential	15 m	60 m
Public Roads	150 m	300 m
Field Entrances	Not Permitted	150 m
<u>Minor Arterials</u>	Urban	Rural
Farm/Residential	15 m	120 m
Commercial/Industrial/Institutional/ Multiple Residential	15 m	120 m
Public Roads	225 m	450 m
Field Entrances	Not Permitted	150 m

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Major Arterials

Farm/Residential

Urban

30 m

Rural

Not permitted where access is available from lower classification of roadway. If no other access is available, 180 m in spacing.

Commercial/Industrial/Institutional/
Multiple Residential

30 m

180 m

Public Roads

300 m

600 m

Field

Not Permitted

300 m

Notes

- 1) The decision as to whether an area is urban or rural shall be that of the Director of Public Works and Engineering, or designate, in consultation with the Director of Development and Property, or designate.
- 2) Entrances to commercial, industrial, institutional or multiple residential developments will be assessed on a case by case basis and may be approved at the discretion of the Director of Public Works and Engineering, or designate.
- 3) Entrances to agricultural fields may be spaced closer than indicated at the discretion of the Director of Public Works and Engineering, or designate, if it can be demonstrated that a closer spacing will result in a significant reduction in roadway use by farm vehicles.
- 4) Applications for mutual entrances will be considered on a case by case basis and may be approved at the discretion of the Director of Public Works and Engineering, or designate, subject to the following conditions:
 - a) No other reasonable alternative exists to safely access the County Road and comply with the table of spacings specified above.
 - b) The lots being accessed have frontage on the County Road in general conformance with the above table of entrance spacings.
 - c) Prior to the issuing of the entrance permit, the mutual entrance must be identified as a single, separate part on a registered plan.

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- d) Prior to the issuing of the entrance permit, the applicants will deed to the Corporation of the County of Renfrew a one foot (0.3 m) reserve to restrict access for all lands (other than entrance location) fronting on the County Road.
- 5) Temporary entrances to facilitate construction may be permitted by the Director of Public Works and Engineering, or designate, on a time limited basis not exceeding one year in duration. Temporary entrances for periods longer than one year must be renewed on an annual basis.

2.4 Number of Accesses

Under normal circumstances only one entrance will be permitted to each development or agricultural field. Requests for additional entrances will be assessed on a case by case basis and if justified may be permitted at the discretion of the Director of Public Works and Engineering, or designate.

For Commercial, Institutional, Industrial and Multiple Residential developments, the number of accesses provided will be the minimum necessary to accommodate the volumes of traffic to be generated by the development.

3.0 DESIGN GUIDELINES

Commercial, Industrial, Institutional and Multiple Residential: Entrances of this type will be of surface type to meet the requirements of the number and types of vehicles using the entrance. In many instances this may require a minimum of 50 mm of asphalt HL-3 over 150 mm of crushed gravel. Entrances of this type will normally not be less than 7.0 metres nor greater than 9.0 metres in width. All such entrances shall be reviewed on a case by case basis and if appropriate, approved by the Director of Public Works and Engineering, or designate.

Culverts: Culvert pipes shall be the diameter specified and have a length as shown on the entrance permit. Culverts shall be new galvanized metal corrugated pipe culverts with a minimum wall thickness of 1.6 mm or high-density polyethylene (HDPE) at 320 kpa minimum stiffness. The minimum size of an entrance culvert shall be 500 mm diameter. Larger sizes may be required based on hydraulic considerations. Minimum length of culverts is generally

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entrance width plus 5 metres. Where the height from the ditch grade to the entrance surface is greater than 1.3 metres, use the following table:

<u>Height</u>	<u>Culvert Length</u>
1.3 metres to 1.8 metres	width plus 7 metres
1.8 metres to 2.3 metres	width plus 9 metres
2.3 metres to 2.8 metres	width plus 11 metres

The culvert shall be centred on the entrance and in the ditchline unless otherwise approved by the Public Works and Engineering Department. The invert of the culvert must be set plus or minus 75 mm below the existing ditch grade.

Curb and Gutter: Where curb and gutter exists at the location of the proposed entrance, the applicant will be required to construct a curb cut at the entrance location. The curb cut will be 5.0m wider than the surface width of the entrance specified above. The existing curb shall be removed and replaced using material acceptable to the Director of Public Works and Engineering, or designate, or altered in accordance with the Director of Public Works and Engineering, or designates' requirements. The area between the curb and sidewalk is to be paved with a minimum 50 mm thickness of asphalt HL3 or as directed by the Director of Public Works and Engineering, or designate. If there is no sidewalk, the entrance is to be paved to the edge of the right-of-way.

Curb and/or Headwalls: No curb or headwall shall extend above the surface of the roadway shoulder within a distance of 4 metres from the edge of the travelled roadway. All curbs and headwalls are constructed at the sole expense and risk of the applicant.

Entrance Configuration: Shall generally conform to the configurations shown on the attached sketches for the type and location of entrance to be constructed.

Entrance Grade: In rural areas the finished surface of the access must drop away from the edge of the highway driving surface at a slope of not less than 4% nor more than 6% for a distance of not less than 2 metres beyond the edge of the roadway shoulder in rural areas. In urban areas the slope of the entrance shall rise at not less than 2% nor more than 4% for a distance of 4 metres beyond the curb line.

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Farm or Residential Entrance: Shall be surfaced with at least 150 mm (6") crushed gravel (Granular "A"). At the property owner's option a 50 mm thickness of asphalt HL3 may be placed on that portion of the entrance within the right-of-way. Entrances of this type will normally have a minimum entrance width of 4.5 metres. Entrances wider than 7.0 metres will not normally be permitted.

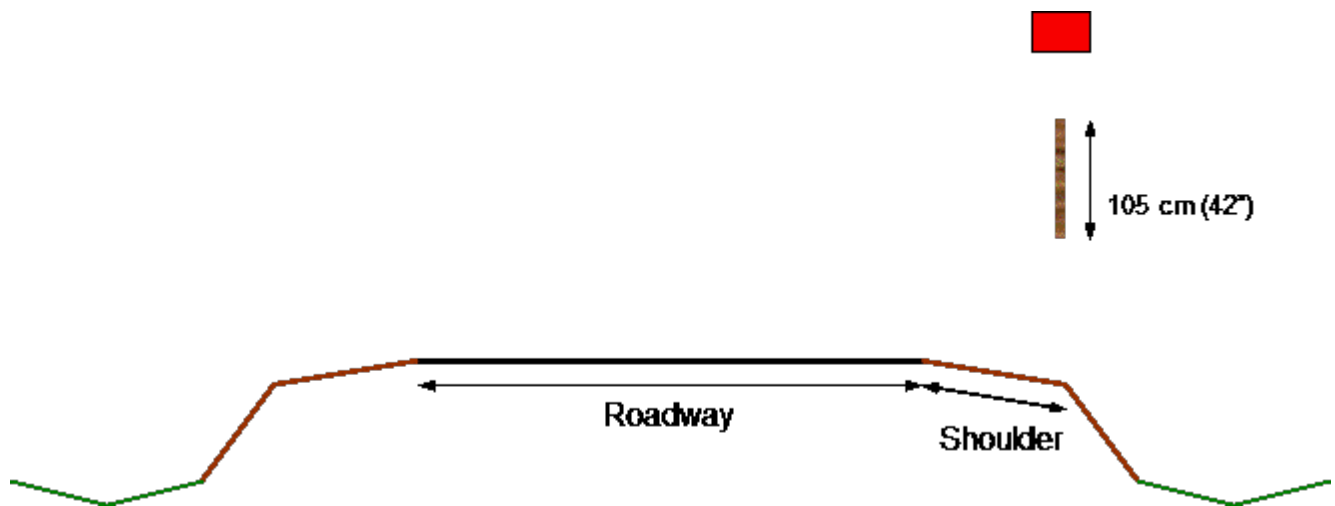
Field Entrance: Shall be surfaced with at least 150 mm (6") crushed gravel (Granular "A"). Entrances will normally have a minimum entrance width of 4.5 metres. Entrances wider than 7.0 metres will not normally be permitted.

Public Roads: Shall conform to the development standards of the municipality in which the development is situated.

Surface Type and Width: Shall be as specified below for each type of entrance. Deviations from the following guidelines will be assessed on a case by case basis and may be approved by the Director of Public Works and Engineering, or designate. The use of concrete or paving stones within the right-of-way is prohibited.

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Typical Rural Mailbox Installation Guidelines:



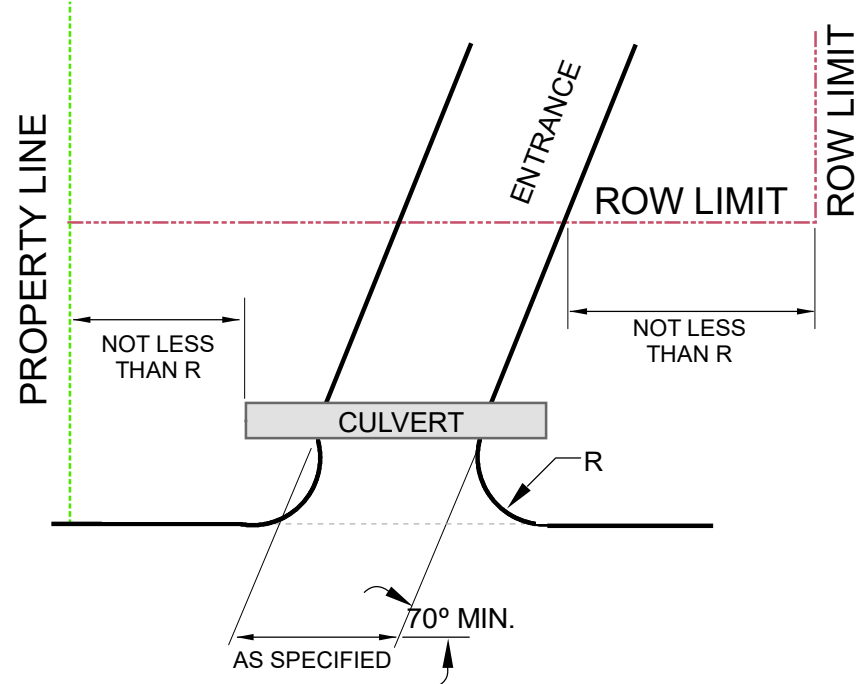
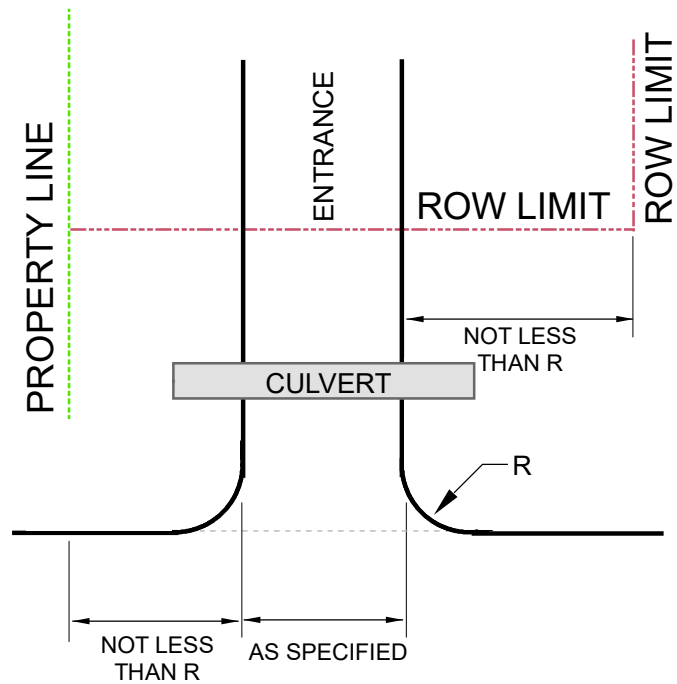
A Rural Mailbox should be located along the right hand side of the road in the direction, which the contractor travels and delivers along the route, in a position where the contractor can reach and safely deliver the mail through the passenger window without getting out of the vehicle or being an impediment to other traffic. Your local postal official will be able to identify the exact location for your Rural Mailbox.

The post should be at the rounding of the shoulder area so that the opening of the mailbox is at the outside edge of the shoulder. Mailboxes on cantilevered arms should be installed so that the mailboxes cannot be moved closer to the road than the rounding of the shoulder.

The box must be securely attached to a fixed post or arm on a lever. The bottom of the box should be 105 cm (42 inches) above the roadway and should not obscure or obstruct access to any other boxes near it.

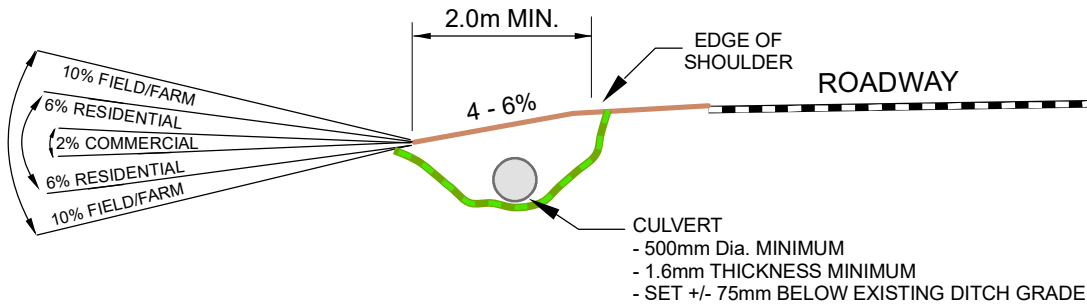
***Information provided by Canada Post January 4, 2004

RURAL ENTRANCE CONFIGURATION



TURNING RADI - R

RURAL ENTRANCES MUST SLOPE AWAY FROM THE ROADWAY

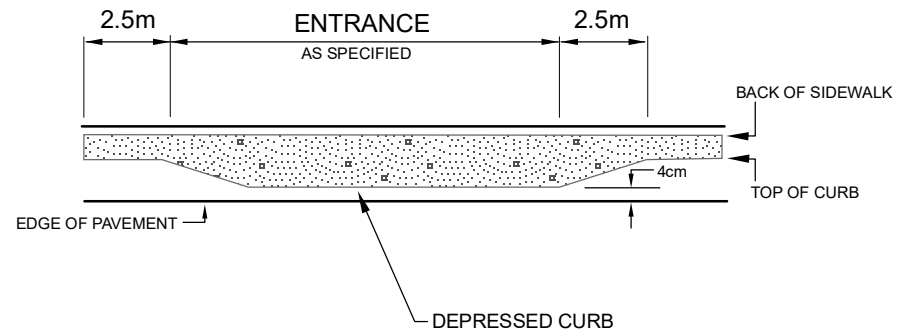
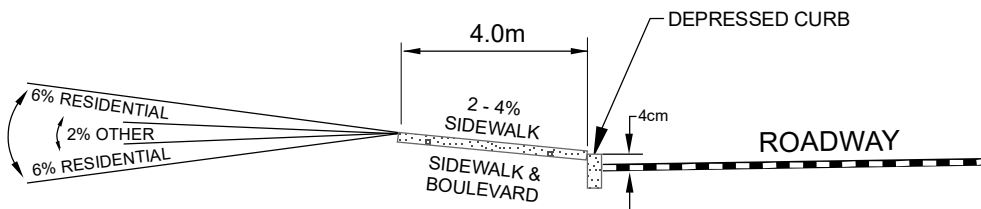
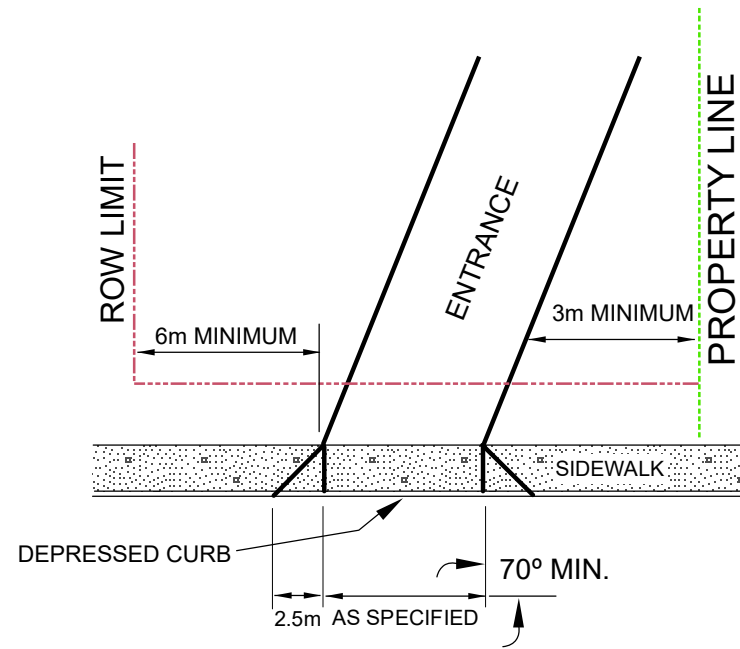
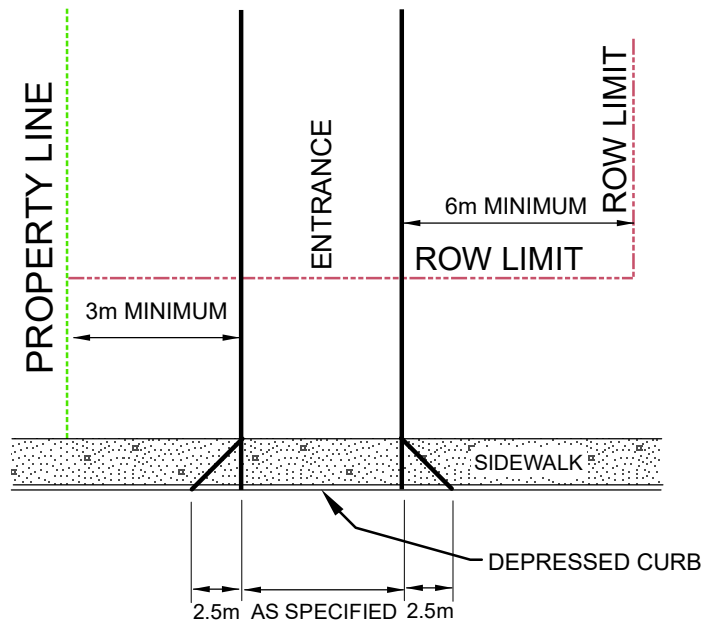


PROPERTY USE					
TYPE OF DEVELOPMENT	RESIDENTIAL		FARM		FIELD
	RESIDENTIAL	FARM	COMMERCIAL INDUSTRIAL	INSTITUTIONAL MULTIPLE RESIDENTIAL	
MINIMUM RADIUS	4.5m	4.5m	4.5m	4.5m	4.5m
MAXIMUM RADIUS	7.5m	7.5m	15.0m	7.5m	7.5m

NO CURB OR HEADWALL SHALL EXTEND ABOVE THE SURFACE OF THE ROADWAY SHOULDER WITHIN A DISTANCE OF 4 METRES FROM THE EDGE OR THE TRAVELLED ROADWAY

FOR INFORMATION PURPOSES ONLY.
PLEASE REFER TO COUNTY BY-LAW
32-98 FOR ALL REGULATIONS.

URBAN ENTRANCE CONFIGURATION



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