



County of Haliburton

ENTRANCE INSTALATION PROCEDURE

This document has been prepared to assist the property owner and/or their contractor regarding the expectations of the County of Haliburton for entrance construction on County rights of way.

- a) Property owner or agent must complete an entrance application and pay the applicable application fee. Applicant must ensure all required information (i.e. deed, land survey, drainage sketch) is provided with the application,
- b) A drainage sketch may be required showing the existing and proposed stormwater directional flow,
- c) A permit will be issued to the property owner with any applicable conditions. The owner will be required to provide a security deposit in the amount of \$500.00 which will be held until the entrance has been inspected and approved by the County,
- d) The entrance installer is required to provide \$2,000,000.00 General Liability Insurance naming the County of Haliburton as an additional insured,
- e) In the event the entrance has not been constructed to the specifications provided by the County, the owner will be required to modify or remove it. If the owner does not comply with the County's request, the County will remove the entrance and charge the property owner for the work.

Once the entrance permit is issued, the property owner may proceed with the installation of the entrance with special note to the conditions provided on the back of the permit, supplementary conditions listed on the front of the permit and standard drawings provided with the permit at the time of issuance.

The permit and its attachments will provide information to the property owner/contractor regarding drainage requirements, entrance culvert (if required) details, surface width of the entrance, slopes from the shoulder of the entrance to the ditch line, the required grades from the road shoulder to the property line, the type of surface required and the gravel depths.

The contractor should provide the property owner with a price, in writing, to install the entrance to County requirements. The property owner may choose to get a price from two or more contractors to ensure competitive pricing for the work. If/when the property owner finds an acceptable price; he may proceed with the entrance construction. The owner is required to give the County 48 hours notice before construction starts to schedule an inspection of the work.

It is the County's mandate to protect its facility from any impacts caused by the installation of a new entrance. Therefore, the contractor must ensure:

- i) The road surface, shoulders, ditches or barriers are not damaged during the installation,
- ii) The entrance culvert is installed on the same slope as the existing ditch, the road profile or as otherwise directed by the County,
- iii) There is a platform for a vehicle to rest on before entering on to the County road and that it slopes away from the County road,
- iv) The remainder of the entrance to the property line has a grade 6% or less (dependent upon the type of entrance to be installed),
- v) The entrance must have a 3% crown and ditches to carry the stormwater to an adequate outlet. No water shall be allowed to pond on the entrance or in the roadside ditches; and, no water shall enter onto the surface of the County road,
- vi) In some instances i.e. a high fill area, the entrance may require the installation of guide posts which will require the entrance width to be up to 1.2 metres greater than normal and the installation of the guide posts,
- vii) The property owner shall not divert or otherwise cause additional surface drainage to enter the roadside ditches. Existing surface water drainage must be accommodated by the new entrance culvert.

Upon successful completion of the entrance, which is contingent upon the County's inspection, a final permit will be issued which will note the acceptance date.

The property owner is advised to review the County's permit conditions with the contractor prior to requesting a final inspection and/or releasing full payment to the contractor. Should the entrance not be installed correctly and there is a dispute over rectifying the deficiencies, then the entrance may be removed by the County, at the property owner's expense.

I, _____, hereby acknowledge and understand that my entrance may be subject to removal should it be determined the entrance has not been constructed to the specifications, standards and conditions stated by the County of Haliburton.

Signed: _____

Dated: _____.



County of Haliburton

ENTRANCE CONDITIONS

THIS PERMIT SHALL BE SUBJECT TO THE FOLLOWING CONDITIONS AND ANY SUPPLEMENTARY CONDITIONS ESTABLISHED BY THE COUNTY AUTHORITY AT TIME OF ISSUE.

1. This entrance permit is subject to all provincial and municipal legislation, regulations and by-laws.
2. The Applicant shall notify the County of Haliburton Roads Department 48 hours prior to the commencement of the Work.
3. The entrance construction for which a permit is granted must start within twelve months of the date the permit is issued or the permit shall be considered void and cancelled by the County. However, if an extension of the time period is required, a request for an extension must be made. The extension may be granted, at the County's discretion.
4. In the event the Applicant allows the permit to lapse, all partially completed work granted by this permit, at the County's discretion, shall be removed, without expense to the County, and the road right of way shall be restored to preconstruction conditions.
5. All works related to or forming a part of an entrance shall be carried out in accordance with the applicable Ontario Provincial Standard Drawings and Specification, subject to the approval of the County. The Owner of the property shall bear all expenses related thereto.
6. All entrances shall be designed, constructed and maintained in a manner that will prevent surface water from being discharged onto the County roadway surface.
7. The Applicant (or his contractor) is responsible for providing signage and/or traffic control during the construction of any works in respect to an entrance. The requirements for signage and/or traffic control are outlined in Book 7/ Temporary Conditions of the **ONTARIO TRAFFIC MANUAL**.
8. Any alterations or modifications to an entrance must be approved by the County through the entrance permit process.
9. The use or purpose of an entrance must not be changed in a manner that changes the classification of the entrance. Improper use of an entrance may result in cancellation of the permit. Therefore, if the Owner of the property desires to change the classification of an entrance, an application must be submitted to the County for approval.
10. Trees, shrubs and/or brush on the road right of way shall not be cut or trimmed without the permission of the County. Where it may be necessary to cut or trim trees on the property adjacent to a County road, the Owner must make the necessary arrangements with the respective property owners and bear all expenses associated therewith, including any damages resulting from such undertaking.
11. This permit must not be assigned or transferred from one Owner to another. Each new permit is subject to the conditions applying at time of issue.
12. An entrance permit may be cancelled at any time for breach of the regulations or conditions of the permit or for such other reasons as the County may deem applicable.
13. **Entrances that are not constructed to standard must be removed. Alternately, the County will remove it at the Owner's expense.**