



County of Prince Edward Public Works Department

Edward Building, 280 Picton Main St, 2nd Floor

Mail to: 332 Main St. Picton, ON K0K 2T0

Tel : 613-476-2148

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Entrance Permit Instructions

The required information at the time of applying for an Entrance Permit is as follows:

1. Applicant's Name(s), Address & Contact Phone Number
2. Roll # for the property.
3. A copy of the Registered Survey showing property bars and legal description.
4. A site plan showing where the driveway/entrance is desired.
5. A cheque for \$400.00 made payable to The County of Prince Edward.

Completed applications may be delivered to the Public Works Administration Office located at 280 Picton Main St, 2nd Floor. An appointment for an on-site visit may be requested at that time. Applying and paying for the Entrance Permit does not guarantee the entrance will be approved. Please note that there are certain conditions that must be met for sightlines, visibility, etc. prior to approval.

**Contact: Jeff McMullen, Operations Manager at
613.476.2148 ext 322 for more information.**



County of Prince Edward ROAD ENTRANCE PERMIT

Ref: By-law No. 1013-2003 _____

Permit No. _____

Deposit Return Date: _____

Insurance Date: _____

Permission is hereby granted to:

Applicant: _____

Address: _____

Phone: _____

TO CONSTRUCT AN ENTRANCEWAY: i) Residential: _____ ii) Field: _____ iii) Commercial _____

1) Entranceway Surface: i) Granular: _____ ii) Asphalt: _____ iii) Concrete _____

2) Replace with New Curb: i) Yes: _____ ii) No: _____ iii) N/A _____

LOCATED AT: County Road _____ Lot _____ Conc. _____

Ward _____

Culvert Required: Yes _____ No _____

If Required: a) Length _____ b) Diameter _____ c) Gauge _____

SKETCH OF LOT SHOWING EXISTING DRAINAGE, LOCATION OF NEW ENTRANCE, ETC:

COMMENTS:

THIS PERMIT IS SUBJECT TO THE ATTACHED SPECIFICATIONS.

It is hereby acknowledged that a deposit of \$400.00 certified cheque or money order has been paid with the issuance of this permit. \$150.00 of the deposit will be returned when the entranceway has been completed to the satisfaction of the Operations Manager or his designate. The applicant or his/her agent agree to abide by the conditions and specifications of this permit, and acknowledge this by their signature below. One site visit for final approval. Additional visits \$75.00.

Applicant or Agent

County Representative

COUNTY ROADS DEPARTMENT ENTRANCE PERMIT
SPECIFICATIONS

1. Entrance shall be constructed to provide safe exit and entrance to the County Road.

The grade from the edge of the road to a point 25 feet/7.5 metres distance is to be reasonably flat to provide a platform from which to enter the highway safely.
2. Each entrance must be designed, constructed and maintained in such manner as to prevent the discharge of surface water from the entrance way or from private property onto the traveled portion of the road.

(a) Where drainage is provided by existing roadside gutters, entrances may be constructed so as to fall to the gutter line, subject to an approval profile. High-back curb must be removed and replaced with proper curb.
3. Existing grass and topsoil must be stripped and removed to subsoil at the location of new entrance. After completion of new entrance, this material may be used on side slopes of new entrance.
4. Culverts shall be installed with necessary couplers properly fastened, set 50 mm./2 inches below the ditch bottom, and on a grade so as not to impede the flow of water.
5. Sub-grade material (backfill) for new entrance must be a clean, inert material free of topsoil. Acceptable material would be clean shale, pit run, 3" Minus granular. In all cases, the new culvert must not be damaged during the operation of backfilling.
6. Cut and fill side slopes to entrances are to be minimum 2:1, with the culvert being sufficient length to clear the side slope. In all cases minimum length of culvert will be 30 feet (9 meters). Surface width of new entrance is to be 20 feet minimum.
7. Restoration of ditch line shoulders or side slopes shall be completed with this work prior to final approval by the Roads Manager, or designate.
8. A minimum thickness of 6 inches of crushed granular "A" or 5/8" granular material shall be placed as a driving surface on all entranceways.
(a) Asphalt tops are allowed, but entrance must be inspected prior to commencement of work.
9. Commercial entrances shall be constructed in accordance with the Commercial Site Access Standards established by the Ministry of Transportation, and approved by the County Engineer.
10. The construction of entrance pillars is not permitted on County Right-of-Ways.
11. Permits will not be issued for curbing or culvert headwalls. Curbing and headwalls removed by the County during the course of maintenance or construction operations, will not be replaced by the County.
12. The applicant or his agent will construct the work in a neat and workmanlike manner and accept responsibility for the safety of the traveling public so affected by the work. The constructor of a new entrance must have \$1,000,000 (One Million Dollars) liability insurance.