

**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 back-filling.
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.