



Policy Name:

**ENTRANCE PERMITS AND MAINTENANCE**

**AD-30**

**DEVELOPED BY:** Lois O'Neill, Clerk  
**DEPARTMENT:** Administration

**DATE:** May 7, 2013

**ADOPTED BY:** Council  
**RESOLUTION NUMBER:** R2013-324  
R2013-499 (Amendment)

**DATE** May 7, 2013  
**EFFECTIVE:**

**CROSS-REFERENCE:**

**REVISIONS:** September 3, 2013

The purpose of the Entrance Permit and Maintenance Policy is to formalize the process for the installation and maintenance of any access or egress (entrance) to a municipal roads within the Municipality of Trent Lakes.

Any person wishing to install a new entrance or modify an existing entrance shall complete an Application for Entrance Permit prior to the commencement of any work. Once the application is complete it is to be submitted to the Municipal Office along with the application fee and deposit as established in the Fees and Charges By-law B2012-036, as amended.

Every property with 50 metres or less of frontage is limited to a maximum of one (1) entrance. Properties with greater than 50 metres and less than 100 metres of frontage shall be permitted a maximum of two (2) entrances. Properties with greater than 100 metres of frontage shall be permitted two (2) entrances plus one additional entrance for every additional 100 metres of frontage.

Public Works staff will inspect the site and consider the application, based on issues such as sight lines and drainage. The applicant will then be notified about whether their entrance permit application has been approved. If approved, the Township will indicate what is required by the applicant to complete the entrance such as type, size and length of culvert, aggregate etc. All materials will be supplied by and all works will be done at the applicant's expense and to the satisfaction of the Municipality of Trent Lakes.

The issuance of a permit by the municipality does not relieve the holder of the responsibility of complying with all relevant Municipal By-laws. For any Entrance Permit issued the applicant agrees to the conditions outlined on the permit and to indemnify and save harmless the Municipality from and against all loss, costs, damages, whatsoever for anything done or omitted to be done in the construction, maintenance, alteration or operation of the works authorized.

Once the completed entrance has been inspected and approved by Public Works staff, a release letter shall be sent to the applicant indicating acceptance of the entrance. Should the entrance fail final inspection, an additional fee shall be charged for each re-inspection required.

Property owners/applicants are fully responsible for all future maintenance of the entrance including the removal of snow, ice and debris (leaves, branches, rocks, etc.), keeping the portion of the access open for vehicular traffic and replacing when necessary. All culvert pipes installed shall be the property of the property owner and all subsequent maintenance, repairs, alterations, etc. shall be the responsibility of the property owner.

The Municipality will rectify problems beyond the control of the landowner including but not limited to:

- Winter road maintenance restricting flow in the spring is cleaned out.
- Lack of maintenance of existing ditches causing flow to be restricted and sitting water resulting in heaving action.
- Damage to the culvert itself by Municipal maintenance or construction.
- Altering or constructing ditches resulting in culvert elevations needing to be adjusted or culverts installed where previously not required.

These issues will be determined on an individual basis at the discretion of the Municipality of Trent Lakes