

## ENTRANCE INSTALLATION PROCEDURES

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 is 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 \$5,000,000.00 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: \_\_\_\_\_.