

## Corporation of the Town of Petawawa

### By-law 1590/23

#### Being a By-law to Regulate the Installation of Entrances on Town Roads

**Whereas** Section 11 (1) of the *Municipal Act, 2001*, S.O. 2001, c.25, as amended, authorizes lower-tier municipalities to provide any service or thing that the municipality considers necessary or desirable for the public;

**And Whereas** Section 11 (3) of the *Municipal Act, 2001*, S.O. 2001, c.25, as amended, authorizes lower-tier municipalities to pass by-laws respecting highways, public utilities, and drainage and flood control;

**Now Therefore** be it enacted by the Council of the Corporation of the Town of Petawawa as follows:

#### 1. Short Title

- 1.1 This By-law may be cited as the “Entrance Permit By-law” for the Corporation of the Town of Petawawa.

#### 2. Purpose

- 2.1 The purpose of the Entrance Permit By-law is to:
  - Protect the safety of all roadway users through the orderly control of traffic movements to and from Town roads;
  - Encourage and foster growth and development throughout the Town;
  - Protect the public investment in the Town road system; and
  - Ensure that all new development has suitable and legal access.

#### 3. Definitions

- 3.1 In this By-law:

**Entrance Way** – shall mean any driveway, laneway, private road, entrance, bridge or other structure or facility constructed or used as a means of access to a Town road and includes the tiling and covering or filling in of a roadside ditch for the purpose of improving a lawn or frontage.

#### 4. General Provisions

- 4.1 That no person shall construct an entrance way without obtaining a permit from the Town of Petawawa.
- 4.2 That the size, quality and type of drainage structure to be placed shall be determined by the Director of Public Works or designate. Corrugated steel culverts shall be of new material, minimum opening 16 inches, or 400 mms

and minimum length of 20 feet/6 metres. Any deviation to the diameter or length of pipe must be approved by the Director of Public Works or designate.

- 4.3 That the location of the entrance way must be approved by the Director of Public Works or designate, to ensure maximum safety, free flow of traffic and to minimize the possibility of interference with the road and avoid the creation or aggravation of any maintenance problem.
- 4.4 That the construction of all entrance ways, structures or facilities for access to a Town road shall be carried out to Town of Petawawa specifications by the Town of Petawawa under direction of the Director of Public Works or designate, unless otherwise authorized in writing on the permit. In all cases where the construction is carried out by the Town of Petawawa, the entire cost of the work shall be paid by the applicant to the Town of Petawawa. The payment shall be made in advance and shall be based on the fee schedule attached hereto as Appendix "A".
- 4.5 That where a culvert in excess of 50 feet/15 metres in length is required, the owner shall be required to construct as many catch basins, inlet and outlet structures as may be necessary in the opinion of the Director of Public Works or designate, to facilitate drainage from or alongside the road.
- 4.6 No person shall install concrete surfaces, interlocking brick, or other decorative surfaces on the road allowance as part of any entrance way.
- 4.7 That the Town of Petawawa shall maintain and replace, from time to time as deemed necessary by the Director of Public Works or designate, all culverts installed under the provisions of this By-law. The property owner is fully responsible for the maintenance of the entrance way including the removal of snow and ice, keeping the portion of the entrance way within the Town road allowance in a safe condition for vehicular traffic.
- 4.8 For new subdivisions, the responsibility for the installation of private access rests with the developer or their successors in title as per the subdivision agreement until the roadways have been assumed by the Town of Petawawa.

## **5. Administration**

- 5.1 The Director of Public Works or designate, shall be responsible for the administration of this By-law and shall perform the following functions:
  - 5.1.1 Receive and review all entrance permit applications.

- 5.1.2 If the entrance permit application conforms to the specifications as outlined in Appendix “B”, issue the permit.
- 5.1.3 Refuse an entrance permit if the information submitted on the entrance permit application is incomplete, incorrect, or does not conform to the specifications as outlined in Appendix "B".
- 5.1.4 Refuse to issue an entrance permit until all fees have been paid. The entrance permit application fee is non-refundable.
- 5.1.5 Carry out such inspections as may be necessary to satisfy themselves that the contents of the application conform with the provisions of this By-law.
- 5.1.6 Issue or cause to be issued the required notice whenever work is in non-conformity with the provisions of this By-law.
- 5.2 If the owner neglects or refuses to comply with any provision of this By-law, the Town of Petawawa shall remove the facility and install a proper entrance way and any expense incurred in so doing shall be recovered from the owner by the appropriate action. This expense shall constitute a debt of the person to the municipality and may be recovered by adding the debt to the tax roll of the property and collecting the debt in the same manner as municipal taxes in accordance with Section 398 of the Municipal Act, 2001, S.O. 2001, c.25, as amended.
- 5.3 No person shall obstruct, hinder or otherwise interfere with the Director of Public Works, their designate, Municipal Law Enforcement Officer, or another duly appointed individual in the lawful carrying out of their duties and responsibilities under the provisions of this By-law.
- 5.4 That the fees imposed in Appendix “A” and Appendix “C” to this By-law shall be adjusted annually on January 1, without amendment to this by-law, in accordance with the Consumer Price Index portal posted for the month of October previous.
- 5.5 That the Clerk shall review the fees contained in Appendix “A” and Appendix “C” in five years, following the adoption of this by-law.

## **6. Enforcement**

- 6.1 This By-law shall be enforced by a Municipal Law Enforcement Officer as appointed by Council.
- 6.2 That every person who contravenes any provision of this By-law is guilty of an offence and shall, upon conviction be subject to such fines as may be

provided for pursuant to the provisions of the *Provincial Offences Act*, R.S.O. 1990, c.P.33, as amended.

- 6.3 That each day of violation of any provision of this By-law shall constitute a separate offence.
- 6.4 That the levying and payment of any fines shall not relieve a person from the necessity of paying any fees, charges, or costs from which they are liable under any provision of this By-law.

**7. Severability/Effective Date**

- 7.1 If any section, clause or provision of this By-law is for any reason declared by a court of competent jurisdiction to be invalid, the same shall not affect the validity of the by-law as a whole or any part thereof, other than the section, clause or provision so declared to be invalid, and it is hereby declared to be the intention that all remaining sections, clauses or provisions of this By-law shall remain in force and effect until repealed, notwithstanding that one or more provisions thereof shall have been declared to be invalid.
- 7.2 That Appendix “A”, Entrance Permit Fee Schedule, attached hereto, is deemed to form part of this by-law.
- 7.3 That Appendix “B”, Entrance Way Specifications, attached hereto, is deemed to form part of this by-law.
- 7.4 That Appendix “C”, Property Identification Number Sign Fee Schedule, attached hereto, is deemed to form part of this by-law.
- 7.5 That Appendix “D”, Application for Entrance Permit and Property Identification Number, attached hereto, is deemed to form part of this by-law and may be amended from time to time as required, without amendment to this by-law.
- 7.6 This by-law shall come into force and effect upon the date of final passing thereof.

By-law read a first and second time this 15<sup>th</sup> day of May, 2023.

By-law read a third time and passed this 15<sup>th</sup> day of May, 2023.

Signature of the Mayor

Signature of the Deputy Clerk

**Appendix “A” to By-law 1590/23**  
**Entrance Permit Fee Schedule**

(2023 rates)

<b>Entrance Permit Application Fee:</b>	<b>\$100.00</b>	(not subject to annual CPI increase)
<b>Culvert Cost:</b>	<b>\$1,834.00</b>	40 feet/12 metres
	<b>\$1,358.50</b>	30 feet/9 metres
	<b>\$950.00</b>	20 feet/6 metres
<b>Extension:</b>	<b>\$47.50</b>	per foot/0.30 metres
<b>Coupler:</b>	<b>\$47.50</b>	per coupler

(Labour is included in the above-noted fees.)

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(2024 rates)

<b>Entrance Permit Application Fee:</b>	<b>\$100.00</b>	(not subject to annual CPI increase)
<b>Culvert Cost:</b>	<b>\$2,817.00</b>	40 feet/12 metres
	<b>\$2,079.50</b>	30 feet/9 metres
	<b>\$1,475.00</b>	20 feet/6 metres
<b>Extension:</b>	<b>\$73.75</b>	per foot/0.30 metres
<b>Coupler:</b>	<b>\$73.75</b>	per coupler

(Labour is included in the above-noted fees.)

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(2025 rates)

<b>Entrance Permit Application Fee:</b>	<b>\$100.00</b>	(not subject to annual CPI increase)
<b>Culvert Cost:</b>	<b>\$3,800.00</b>	40 feet/12 metres
	<b>\$2,800.00</b>	30 feet/9 metres
	<b>\$2,000.00</b>	20 feet/6 metres
<b>Extension:</b>	<b>\$100.00</b>	per foot/0.30 metres
<b>Coupler:</b>	<b>\$100.00</b>	per coupler

(Labour is included in the above-noted fees.)

As per Section 5.4 the Entrance Permit Fee Schedule shall be adjusted annually on January 1, without amendment to this by-law, in accordance with the Consumer Price Index portal posted for the month of October previous.

**Appendix “B” to By-law 1590/23**  
**Entrance Way Specifications**

1. Where drainage is provided by existing roadside gutters, entrances may be constructed so as to fall to the gutter line, subject to an approved profile.
2. Except as in Section 1 (above), each entrance must be designed, constructed and maintained in such a manner as to prevent the discharge of surface water from the entrance way or from private property onto the travelled portion of the road.
3. Commercial entrances shall be constructed in accordance with the “Commercial Site Access Standards”, established by the Ministry of Transportation.
4. Concrete curbing will not be permitted within 20 feet/6 metres of the edge of the travelled portion of the road, except where it ties into an existing roadway concrete curb and in such cases, the grade line of the curbing must be approved before installation.
5. Drainage structures must be designed and constructed according to Ministry of Transportation standards.
6. Pipe grade lines shall be such as not to impede the flow of water through them.
7. In all cases, design and construction is subject to the approval of the Director of Public Works or designate.
8. A minimum thickness of six (6) inches of crushed granular material shall be placed as a driving surface on all entrance ways. Subject to written approval from the Director of Public Works or designate, a bituminous surface may be applied.
9. During construction of the entrance, the drainage structure shall be protected from either denting or scouring of the galvanized coating.
10. Cut and fill side slopes shall have a minimum fall of one (1) vertical to two (2) horizontal.
11. The construction of entrance pillars is not permitted on Town road allowances.
12. Permits will not be issued for culvert headwalls. Headwalls removed by the Town during the course of maintenance or construction operations, will not be replaced by the Town.
13. Any concrete surfaces, interlocking brick, or other decorative surfaces on road allowances that are removed by the Town during the course of maintenance or construction operations, will not be replaced by the Town. The Town will install an asphalt surface on the road allowance following the conclusion of maintenance/construction operations.

**Appendix “C” to By-law 1590/23**  
**Property Identification Number Sign Fee Schedule**

(2023 rates)

<b>New PIN Sign Fee:</b>	<b>\$64.00</b>
<b>PIN Replacement Fee:</b>	<b>\$32.00</b>
<b>Sign Post Replacement Fee:</b>	<b>\$32.00</b>

(Labour is included in the above-noted fees.)

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(2024 rates)

<b>New PIN Sign Fee:</b>	<b>\$107.00</b>
<b>PIN Replacement Fee:</b>	<b>\$53.50</b>
<b>Sign Post Replacement Fee:</b>	<b>\$53.50</b>

(Labour is included in the above-noted fees.)

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(2025 rates)

<b>New PIN Sign Fee:</b>	<b>\$150.00</b>
<b>PIN Replacement Fee:</b>	<b>\$75.00</b>
<b>Sign Post Replacement Fee:</b>	<b>\$75.00</b>

(Labour is included in the above-noted fees.)

As per Section 5.4 the Property Identification Number Sign Fee Schedule shall be adjusted annually on January 1, without amendment to this by-law, in accordance with the Consumer Price Index portal posted for the month of October previous.

**Appendix "D" to By-law 1590/23**

**Application for Entrance Permit and Property Identification Number**

Date of Application: \_\_\_\_\_

Owner(s): \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Property Roll No. for proposed entrance: \_\_\_\_\_

**Location of Proposed Entrance:**

Lot No./Civic Address: \_\_\_\_\_

Road Name: \_\_\_\_\_

**Issuance of entrance permit and/or property identification number sign does not guarantee a building permit.**

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**To be completed by Director of Public Works or designate:**

Required width of entrance/culvert: \_\_\_\_\_

Required diameter of culvert: \_\_\_\_\_

**Entrance Permit Application Fee: \$100.00**

**Culvert Cost: \$**

**Extension: \$**

**Total Payable: \$ Method of Payment: \_\_\_\_\_**

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**New Property Identification Number Sign/911 Civic Addressing Sign:**

PIN Sign No.: \_\_\_\_\_

Road Name: \_\_\_\_\_

**New PIN Sign Fee: \$64.00 Method of Payment: \_\_\_\_\_**

**Replacement Property Identification Sign/Post:**

Replacement PIN No.: \_\_\_\_\_

Replacement Sign Post Address: \_\_\_\_\_

**PIN Replacement Fee: \$32.00 Method of Payment: \_\_\_\_\_**

**Sign Post Replacement Fee: \$32.00 Method of Payment: \_\_\_\_\_**

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Director of Public Works or  
Designate Signature

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Applicant Signature(s)



**For office use only:**

Lot No./Civic Address: \_\_\_\_\_

Road Name: \_\_\_\_\_

Date culvert installed: \_\_\_\_\_

\_\_\_\_\_  
Director of Public Works or  
Designate Signature

\_\_\_\_\_  
Date new PIN sign installed: \_\_\_\_\_

Date replacement PIN sign installed: \_\_\_\_\_

Date replacement sign post installed: \_\_\_\_\_

\_\_\_\_\_  
Director of Public Works or  
Designate Signature