

**DRIVEWAY / ACCESS
REQUEST PROCEDURES FOR
DEVELOPMENT APPLICATIONS
REGULATED BY THE
*PLANNING ACT***

**TRAFFIC ENGINEERING
TRANSPORTATION DIVISION**

January 1, 2013

Table of Contents

1.0	Introduction	2
2.0	Engineering Submission	2
2.1	<u>Design Drawing Requirements</u>	2
	2.1.1 <i>Removals Drawing and New Construction Drawing</i>	3
	2.1.2 <i>Typical Sections Drawings</i>	3
	2.1.3 <i>Pavement Markings and Signage Drawing</i>	4
2.2	<u>Maintenance Bond</u>	4
2.3	<u>Letter of Undertaking</u>	4
2.4	<u>P.U.C.C. Circulation</u>	5
2.5	<u>Engineering Fees</u>	5
2.6	<u>Insurance Certificate</u>	5
2.7	<u>Notice to Commence Work</u>	5
2.8	<u>Road Occupancy Permit</u>	5
3.0	Reference Documents	5

1.0 Introduction

The purpose of these design criteria is to highlight the procedure, design requirements, fees and engineering submissions of the road and access works within the right-of-way jurisdiction of the Region of Peel. The design guidelines will include widening design of existing road and construction required to facilitate the proposed development.

The road and access improvements required to facilitate the development are determined by staff in the Traffic Engineering section, or as indicated in a Transportation Impact Assessment. The Transportation Impact Assessment will specify the need for road requirements and identify effects of traffic generated by the proposed development on the existing road network in the immediate vicinity of the proposed development.

Any changes and deviations from these guidelines may be acceptable where warranted at the discretion of Regional staff. The consulting engineer shall contact the appropriate staff in the Traffic Engineering section to resolve the specific problems. Should changes and deviations from these guidelines be approved by Regional staff, the consulting engineer shall confirm, in writing, the changes made and provide rationale for these required changes. Drawings shall then be updated reflecting the changes.

2.0 Engineering Submission

2.1 Design Drawing Requirements

Proposed modifications to the existing road shall clearly specify the works proposed to be carried out and shall indicate existing and proposed road composition.

- a) Proposed road design modifications shall be designed to the Region's "[Public Works Design, Standards Specification & Procedures Manual](#)" and should comply with the latest [Ontario Provincial Standards Drawing \(OPSD\)](#) standards.
- b) All drawings shall indicate Region file number in the title block (e.g. D-10714781N).
- c) A key plan is to be included on all drawings in the upper right hand corner, indicating existing roads and highways around the site.
- d) Plan drawings shall be prepared at a 1:500 scale and Profile Drawings at a 1:50 scale.
- e) A true north must be shown on all drawings.
- f) All drawings shall be designed in *Microstation* format for final upload into the Region's records.
- g) The drawings shall comprise of the following
 - Removals
 - New Construction
 - Typical Sections

- Pavement, Grading and Drainage
 - Pavement Markings and Signage
- h) All drawings must be stamped and signed by a licensed professional engineer.
- i) When new traffic control signals are required at a proposed access, the traffic control signal design shall comply with [the Region's Standard Drawings for Electrical Traffic Standards](#).

2.1.1 Removals Drawing and New Construction Drawing

- Elevations are to refer to geodetic datum. All base information reflecting the topographical conditions of the road within the limits of the right-of-way and on private side shall be shown. Elevations of existing and proposed pavement shall be shown every 20 metres.
- All existing underground and aboveground utilities shall be shown on the base plans. Any existing utilities that may conflict with the proposed road works shall be identified. It is the developer's responsibility to identify the utility conflicts, arrange for relocation and absorb all costs associated with such works.
- Drawings shall indicate the right-of-way width with Property Line and Reserve and/or Buffer Block along the frontage of Regional road except at approved access point(s).
- Existing centreline of the road with edge of pavement and concrete curbs at centre islands and along corner radii shall be identified.
- Existing road infrastructure must be identified and referenced to the appropriate [Ontario Provincial Standards \(OPS\)](#) where applicable (i.e. curb and gutter, sidewalks, culverts, trees and or shrubs, etc.)
- Existing access points shall be shown.
- All ditches, driveways and drainage direction must be defined.
- Existing storm sewer system must be identified and proposed design connection indicated.
- Centerline profile of proposed road is required.
- Indication on how the proposed access elevations will match the existing road elevations must be shown.
- Access corner radii must be shown.

2.1.2 Typical Sections Drawings

- Cross-section every 20 metres is required and must indicate existing and proposed road composition within the limits of construction.
- Provide sufficient joint details.
- Existing and proposed slopes of top of pavement.
- Existing and proposed slopes of bottom of granular and pavement.
- In rural areas indicate side slopes towards the bottom of ditch.
- In urban areas indicate boulevard slopes and curb and gutter design.
- Centreline of road and widths of the lanes, shoulders, ditch,

- etc. should be defined with offsets to the property line.
- Existing Ground indicated on the drawing.
- Cross-section locations shall be indicated on the Plan and Profile Drawing with reference indicator.

2.1.3 *Pavement Markings and Signage Drawing*

- Existing and proposed pavement marking shall be shown on the drawings. All pavement markings must be in accordance with the Ontario Traffic Manual (OTM) and to scale.
- Lane widths, skips and arrow spacing, stop bar widths, storage and taper lengths indicated.
- Existing and proposed traffic signs must be indicated.
- Existing and proposed street name signs must be indicated.
- Sign offsets and heights must be indicated and must comply with the OTM.
- The advance street name signs design should be provided with details. The sign location and design must be in accordance with [OTM Book 8](#).

2.2 Maintenance Bond

Prior to any construction on the subject lands the owner/developer is required to provide securities to ensure compliance with the terms and condition per the site plan application. The securities shall be at a 100% of the estimated cost of the design for the required road and access works within the Region's right-of-way. Cost estimate for the proposed road and access works shall be submitted for review and comment at the time of the final engineering submission. The required securities may be submitted in form of a Letter of Credit or certified cheque. A most up-to-date Sample Letter of Credit can be obtained from Region staff, and can be accessed by clicking [here](#).

The maintenance bond is reduced to 10% upon completion of the road works and correction of any deficiencies. The 10% holdback will remain for the duration of a one year maintenance period.

2.3 Letter of Undertaking

For certain projects, a Letter of Undertaking must be completed and reviewed by Region staff prior to the executed by the owner/applicant/developer. It is the consultant's responsibility to obtain most up to date Draft Letter of Undertaking from Region staff. However a current Letter of Undertaking can be accessed by clicking [here](#).

2.5 P.U.C.C. Circulation

Copies of the final engineering submission are circulated to all public utility members in order to eliminate and/or reduce conflicts at the time of construction. This allows public utilities to identify any existing infrastructure that may be affected by the proposed road and access works. The

typical circulation process takes a minimum of six (6) weeks, or a min-procedure can be exercised only for emergencies purposes. In addition the applicant/owner/ developer shall acquire the public utilities to provide locates at its own discretion prior to any construction within Region right-of-way.

2.6 Engineering Fees

Engineering fees are calculated at 7% of the estimated cost at a minimum fee of \$1,594.32.

2.7 Insurance Certificate

The Region requires that the owner/applicant/developer carries a minimum 5 million dollar liability insurance coverage and that the Region of Peel be named on the certificate as additional insured. The Region's certificate can be accessed by clicking [here](#).

2.8 Notice to Commence Work

The applicant's contractor shall complete a "Notification to Commence Work" 48 hours prior to any commencement of construction and shall be included with the construction drawings. A copy of the Notification to Commence Work can be accessed by clicking [here](#).

2.9 Road Occupancy Permit

All work carried out within the Region's right-of-way is subject to a Road Occupancy Permit. The applicant or his successor must complete this form and include a fee of \$276.34. A copy of the Road Occupancy Permit can be accessed by clicking [here](#).

3.0 Reference Documents

Engineering submissions shall be designed in accordance with the following reference documents:

- Geometric Design Standards for Ontario Highways –MTO
- Geometric Design Guide for Canadian Roads, 1999 – Transportation Association of Canada (TAC)
- OPS for Roads and Municipal Services
- OTM