

**DRIVEWAY / ACCESS  
REQUEST PROCEDURES FOR  
FARMS AND/OR  
SINGLE-FAMILY DWELLINGS  
ABUTTING REGIONAL ROADS**

**TRAFFIC ENGINEERING  
TRANSPORTATION DIVISION**

**January 1, 2013**

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## 1.0 Introduction

The purpose of this procedure is to identify the design requirements, standards and policies, fees and permit requirements for proposed access works within the right-of-way jurisdiction of the Region of Peel.

## 2.0 Drawing Requirements

Proposed access and or modifications to an existing access on a Regional road shall be clearly identified and the following must be submitted to the Region for review and approval.

- a) Latest survey of the subject property indicating modifications to an existing access or location of the proposed new access;
- b) If 0.3 metre reserves exist along the entire frontage of the property, a draft reference plan will be required to reflect the new access. Upon acceptance of the draft reference plan by the Region the plan must be deposited and three (3) copies submitted to the Region. Staff will then prepare a council report to lift and dedicate the portion of the 0.3 metre reserve as a public highway.
- 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;
- e) A true north must be indicated on the drawings;
- f) Existing centre line of the road shall be identified;
- g) Existing road infrastructure must be identified where applicable (i.e. curb and gutter, ditch (drainage direction), driveways, sidewalks, culverts, trees and or shrubs, etc.). Centreline of road and widths of the lanes, shoulders, ditch, etc. should be defined with offsets to the property line;
- h) Indicate how the proposed access will match the existing road;
- i) Existing condition of the ditch must be inspected by Region prior to installing the culvert. Possible re-ditching may be required;
- j) Existing and proposed slopes of top of pavement;
- k) In rural areas indicate side slopes towards the bottom of ditch;
- l) In urban areas indicate boulevard slopes and curb design;
- m) If access point is being relocated the existing outline of the access shall be shown and marked as "TO BE REMOVED AND REINSTATED".

### 2.1 Traffic Control Plan

Upon receipt of final acceptance of the access drawing the contractor must prepare a traffic control plan for the duration of the construction prior to commencement of any road and access works within Region's right-of-way. The drawings must be prepared to scale and in accordance with the Ontario Traffic Manual (OTM) Book 7. The Region does not approve Traffic Control Plans and is not required to be submitted to the Region. It is the contractor's responsibility to have a Traffic Control Plan in place on site and made available if requested by the Ministry of Labour.

## 2.2 Maintenance Bond

Prior to any construction within the Region of Peel's right-of-way the owner/contractor is required to provide securities. The securities are required to ensure compliance with the terms and condition per the road occupancy permit. The securities shall be at a 100% of the estimated cost, minimum of \$2,000.00 or as determined by the Region of Peel's staff.

All road and access works completed within the road allowance must be inspected by the Region of Peel Operations & Maintenance section. Any deficiencies identified during the inspection of the works must be rectified before securities are released. Upon receipt of satisfactory inspection review the securities will be released 100%.

## 2.3 Engineering Fees

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

## 2.4 Insurance Certificate

The Region requires that the contractor/applicant/developer provide 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](#).

## 2.5 Notice to Commence Work

The 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](#).

## 2.6 Road Occupancy Permit

All work carried out within the Region's right-of-way is subject to a Road Occupancy Permit. The applicant of 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](#).