

Schedule K - Entrance (Driveway) Permit Application for Balsam Chutes Road

Introduction

This document serves as a comprehensive guide for Owners seeking approval to install a new entrance (driveway) on the Road. The requirements outlined herein mirror the Town of Huntsville and are designed to ensure safe, durable, and compliant access to all Lots while maintaining the integrity of the Road and adhering to all applicable laws, including municipal regulations.

In the event of any conflict between this guide and the requirements of the Town of Huntsville, the later shall prevail.

Key Components of the Entrance Permit Application

❖ Approval Process

- The approval process involves a thorough review of the proposed entrance location by the Road Superintendent or an authorized designate. This review assesses the applicant's site plan, Lot contours, and specific conditions such as slopes or bends in the Road that may affect visibility and drainage.

❖ Culvert Installation Requirements

- Depending on the grading and drainage characteristics of the Lot, a culvert may be required to manage water flow effectively. The determination and specifications for culvert installation are based on an evaluation of the site conditions provided by the applicant and must adhere to the Corporation's standards as set out in their Schedule L (the "Standards").

❖ Compliance with Bylaws and Drainage Standards

- All installations must comply with the By-laws and Entrance Policy, which shall at all times align and comply with the Town of Huntsville's regulations. This ensures that entrances are constructed safely, with appropriate drainage systems to prevent runoff onto the Road or neighboring Lots.

❖ Maintenance Obligations

- Owners are responsible for the ongoing maintenance of their driveway entrance, including snow and ice removal, to keep the access safe and clear throughout the year. This section provides guidelines to help Owners maintain their entrance according to the Standards.

❖ **911 Civic Address Requirements**

- For safety and emergency response, a clearly visible 911 Municipal Civic Number sign is mandatory. This signage helps emergency services quickly locate properties and must be installed in accordance with the Town of Huntsville’s by-law addressing such requirements.

Sketch/Drawing Requirements

As part of the application process, the applicant must provide a sketch or drawing of the proposed entrance (driveway). This sketch is critical for the review and approval process and must include the following details:

1. Property Boundaries:

- Indicate the full extent of the Lot’s boundaries, including the positions of neighboring Lots.
- Clearly mark the location of the proposed entrance in relation to the property lines.

2. Proposed Entrance Location:

- Show the exact placement of the proposed driveway access, including its width and length.
- Indicate the centerline of the Road and the distance from the entrance to the nearest property line.

3. Culvert Specifications:

- If a culvert is required, specify its location, dimensions, and grade.
- Include the offset distance from the centerline of the roadway allowance of the Road.

4. Site Features:

- Mark any notable features such as existing vegetation, utility poles, drainage ditches, and water flow paths.
- Indicate any slopes, corners, or bends in the Road that may affect the driveway design.

5. Nearby Landmarks and Structures:

- Identify nearby structures (e.g., houses, sheds) and landmarks (e.g., trees, rocks) that can assist in pinpointing the entrance location.

- Include any relevant signage such as existing 911 address markers.

6. **911 Civic Address Sign Placement:**

- Indicate the planned location for the installation of the 911 Municipal Civic Number sign, at the end of the driveway.

Specifications

1. **Driveway Composition:**

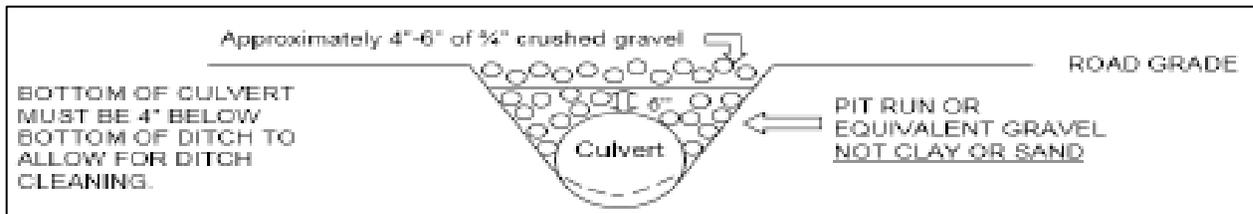
- **Gravel Base:** Minimum 8-10 inches of Pit Run gravel, topped with 3 inches of $\frac{3}{4}$ " crushed "A"-gravel.
- **Driveway Width:** Minimum of 14 feet and a maximum of 30 feet.
- **Approach:** Must have a minimum 25' level approach onto the Road.

2. **Culvert Installation:**

- Required based on Lot slope, grading, and water drainage needs.
- The applicant's drawing must specify the culvert's location, dimensions, and grade.

3. **Setback Requirements:**

- The entrance must be installed at least 10 feet from neighboring Lot's boundaries.
- Ditches must not be filled before a culvert is installed.



Application Process

• **Submission Requirements:**

- The applicant must be an Owner or have written consent from the Owner.
- Provide a copy of a survey of the Lot indicating property boundaries and neighboring properties.
- Include a sketch showing the desired entrance location and required specifications as outlined above.

- The sketch and drawing to be sent to the attention of the Road Superintendent at admin@balsamchutes.com

Refundable Deposit payable to: roadfees@balsamchutes.com

- A refundable deposit of **\$1,000** is required before construction begins.
- The deposit is refunded upon approval of the finished entrance by the Road Superintendent, minus any expenses incurred to meet the Standards.

Installation and Inspection

- The entrance must be installed by the Owner or a contractor hired by the Owner, following the Standards.
- Notify the Corporation at admin@balsamchutes.com for an inspection once installation is complete.
- If the installation fails to meet the Standards and corrections are not made, the Corporation reserves the right to repair or remove it at the Owner's expense.

Maintenance of Entrances

- Owners are fully responsible for the maintenance of their Lot's access to the Road, including the removal of snow and ice, and keeping the portion of their access within any right-of-way in a safe condition for vehicular traffic.
- Each entrance to the Road must be designed, constructed and maintained in a manner that will prevent surface water from the entranceway being discharged via the entrance (driveway) onto the traveled portion of the Road.
- In the event that the Corporation is required or permitted to perform maintenance to an entranceway, the Corporation will only finish the surface with gravel. Maintenance activities may include but are not limited to, culvert replacement or construction activities on the Road.

9-1-1 Address Installation Requirements

As per the Town of Huntsville, a 911 civic address is mandatory for properties with a developed entrance.

1. Rural Properties:

- Install a blue reflective sign at the driveway entrance, positioned 1.4m (4.5 ft.) to 1.6m (5.2 ft.) above ground level.

- The sign should be no more than 6m (20 ft.) from the centerline of the driveway.

Contact Information

For questions or to **schedule an initial location inspection**, please contact the Corporation via email: admin@balsamchutes.com