

Planning Comments from Grey County's Transportation Services: A Technical Guide

Background & Scope

Throughout Grey County, roads may be owned and operated by the Ministry of Transportation (highways), by a municipality (local roads), or by Grey County (County Roads).

County Roads have been divided into three categories based on the current and anticipated function of the road – *County Arterial*, *County Collector*, and *County Local Roads*. Many of the County Roads (*County Arterial* and *County Collector*) serve as key transportation routes connecting our County for the travel of goods, services, and people.

When a County Road has the potential to be impacted by a Planning Application, Grey County's Transportation Services Department will review and comment on that application. The nature of their review is to prioritize road safety and to identify future land-use needs for utility infrastructure and maintenance.

Typical comments might require an applicant to:

- 1) Provide **road widening** and/or **daylighting** to the County
- 2) Apply for an appropriate **entrance permit**
- 3) Comply with established **setbacks** from the centre line of the road
- 4) Apply a **0.3 meter reserve** along a County Road
- 5) Consider **drainage** implications for new development along a County Road
- 6) Prepare a [Traffic Impact Study](#) to determine the traffic levels and impact to the County and local road network

This guide will provide a brief overview regarding the background, rationale and processes to be undertaken, in relation to comments 1 – 5, above. For more information regarding the technical guidelines pertaining to a Traffic Impact Study, please see the hyperlink above.

1. Road Widening / Daylighting

What is the purpose of this?



Under the Planning Act, the County is permitted to request a condition of *road widening* and/or *daylighting* through various types of planning applications, including:

- A Consent application (i.e: through a severance application, or a lot addition);
- Plan of Subdivision;
- Plan of Condominium; and
- Site Plans Applications.

Depending on the size of the existing road allowance and the type of County Road, the County may request that a narrow strip of the subject property (along the County road) be transferred to the County's ownership. In doing so, this permits the County to acquire road allowance that could permit the future expansion of underground utilities, the road, or shoulders, when or if it is required. A request for road widening does not necessarily imply that the travelled portion of the road will be expanded (i.e. a 2-lane road being expanded to a 3-lane road).

If the property is located at an intersection, the County might require *daylighting*, which refers to the acquisition of land necessary to ensure adequate traffic sightlines at intersections.

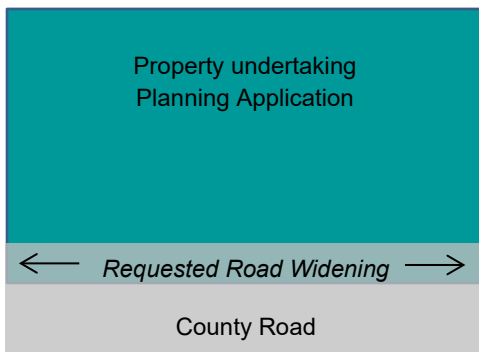


Figure 1: Example of Standard Road Widening Request

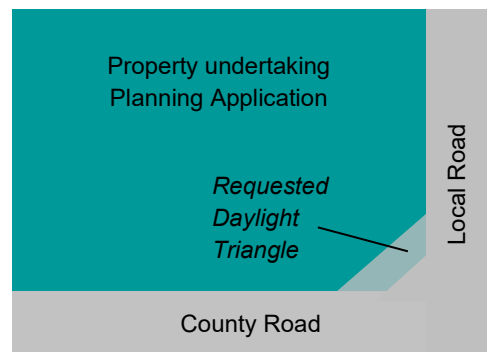


Figure 2: Example of Standard Daylighting Request, at Intersection

Who should prepare this?



The applicant should plan to work with a **Lawyer** and **Land Surveyor** to prepare the necessary documentation associated with the provision of Road Widening and/or Daylighting.

When is this required?



The County would recommend that an applicant reach out to a Lawyer and Land Surveyor shortly after receiving provisional approval on a Planning Act Application, in anticipation of any delays or backlogs. A draft R-Plan should generally be prepared and sent to the County's Transportation Services or Clerks Department at least **2 months prior to the lapsing date** of the provisional approval, to ensure adequate time for processing.

How should this be prepared?



There are several steps that would need to be taken to formalize the transfer of land to the County, for road-widening purposes. The County would encourage landowners to work with legal professionals to navigate this process. For any questions, please reach out to Lacey Thompson, Contract and Real Estate Coordinator, by phone: at +1 519-372-0219 ext. 1390, or by email at lacey.thompson@grey.ca

Step 1: Following provisional approval of select Planning Act applications, the landowner or applicant should work with a **Land Surveyor** to develop a Draft R-Plan that shows road widening barred at all required lot lines / intersections, per the County's comments. This should be sent to the County's Transportation Services (roads@grey.ca) and Clerks Staff (lacey.thompson@grey.ca).

Step 2: Provided there are no discrepancies with the Draft R-Plan, County staff will request that the applicant's Lawyer forward:

- A finalized Registered Plan;
- Draft Acknowledgement and Direction and draft Transfer/Deed;
- Copy of recent parcel register;
- Mortgage discharge statement and Solicitor's Undertaking regarding payout of the mortgage, if applicable.

The transfer shall be prepared substantially in form of the linked [Draft Template for Road Widening Acquisition](#). The draft transfer should also be messaged to Lacey Lee-Anne Thompson via Teraview.

Step 3: Once all information has been received and approved by County Staff, the County will return the signed Acknowledgement and Direction to the applicant's Lawyer.

Step 4: The Applicant's lawyer should then arrange and pay for registering the transfer documents and forward the registered transfer with a clear execution certificate for the Transferor's and Certificate of Title, substantially in the form linked [here](#) to Clerks staff: lacey.thompson@grey.ca

Step 5: County staff will then send a final letter to the Applicant's lawyer with carbon copy to the relevant local municipality, stating that conditions of severance have been met. This is the final approval that the municipality needs from Grey County to stamp the Severing Deed.

Step 6: The local municipality grants the severance (stamps the Deed).

Step 7: The Applicant's lawyer finalizes the severance and sends confirmation of discharge of Charge / Mortgage to the County, if applicable to lacey.thompson@grey.ca

2. Entrance Permits

What is the purpose of this?



When a Site Plan Application is launched under Section 41 of the Planning Act, the County's Transportation Services Department is circulated if the property abuts a County Road.

Where a change of use is proposed (for example – where a residential property adds a commercial use), the County's Transportation Services Department will undertake a site visit to determine if upgrading of the driveway entrance would be required to accommodate the proposed use. The County could require that an applicant apply for a driveway entrance permit, as a condition of a Site Plan Application.

If a consent application is undertaken to create a new lot, an entrance permit will likely be required to create access to the new lot, or to upgrade any existing entrance, if necessary. On many County Roads, there are limitations regarding the number of entrances that would be permitted per kilometer of road, as well as minimum distance separations between each entrance. These limits are established to ensure that traffic can move freely along the road and to avoid accidents involving motorists moving in and out of driveways. In instances where there is excellent sight-line visibility, there may be consideration for an **exemption** to these limits. To apply for an exemption, a letter (including written justification) would be required, which articulates why an exemption should be considered to permit an additional driveway. Once completed, this letter can be emailed to the Director of Transportation Services at roads@grey.ca, and should include reference to the property roll number, Planning Act application (if relevant), and all owner contact information.

While entrance permits may be noted in comments on Consent, Zoning and Niagara Escarpment Commission (NEC) applications, an entrance permit is not typically included as a requirement of provisional approval. Instead, the future landowner would be required to apply for an entrance permit after the application is finalized, possibly at a building permit stage.

Who should prepare this?



The landowner may apply for the relevant entrance permit but might be required to engage the work of an **Engineer** to prepare drawings (plans and profile) including related grading and drainage details. **Contractors** may also be required to undertake any physical upgrading of the entrance.



When is this required?

A request for a landowner to apply for an entrance permit is usually presented as a condition of approval for a Site Plan Application. The landowner should seek to

apply for the relevant permit as soon as possible after receiving conditional approval of an application. Entrance permits will expire one (1) year following the date of issue if the entrance is not completed.

**How should
this be
prepared?**



For additional information about how to apply for a driveway permit, please contact roads@grey.ca or visit the County's website at <https://www.grey.ca/roads/permit-forms> for the relevant application forms and a detailed overview of the process.

3. Centreline Setbacks

What is the purpose of this?



The County's Transportation Services Department has established development setbacks, which are measured from the centre line of a County Road. These setbacks are generally standardized across County roads. Setbacks are established and enforced to ensure adequate traffic sightlines, the safety and integrity of new and existing structures, and to take account of the potential for future road works and widening.

It should be noted that these setbacks might differ from building line setbacks established through Municipal Zoning By-Laws. Generally, whichever setback is most restrictive would prevail. (For instance, if a County's centreline setback is 10 meters, and the Municipality's lot line setback is 20 meters, the Municipality's setback would likely prevail).

In some instances (for example – within existing settlement areas with established building setbacks and smaller lot sizes), the minimum centreline setback may not be achievable. In this case, a Centreline Setback Exemption may be required from the County. In order to apply for an exemption, a letter (including written justification) would be required, which articulates why an exemption should be considered to permit a reduction to the minimum centreline setback distance. Once completed, this letter can be emailed to the Director of Transportation Services at roads@grey.ca, and should include reference to the property roll number, Planning Act application (if relevant), and all ownership contact information.

4. 0.3 m Reserve

A 0.3 m Reserve (previously referred to as a 1-foot reserve), is a strip of land that may run across a County street frontage of a property. It may be requested as a condition within a Plan of Subdivision or Condominium application. The reserve would generally work to prevent property owners from creating new access routes or driveways onto a County Road in future.

Similar to the process outlined above regarding road allowances, a 0.3m reserve would have to be surveyed by a **Land Surveyor** and deeded to the County. Generally, these reserves remain in the County’s ownership on a permanent basis.

What is the purpose of this?

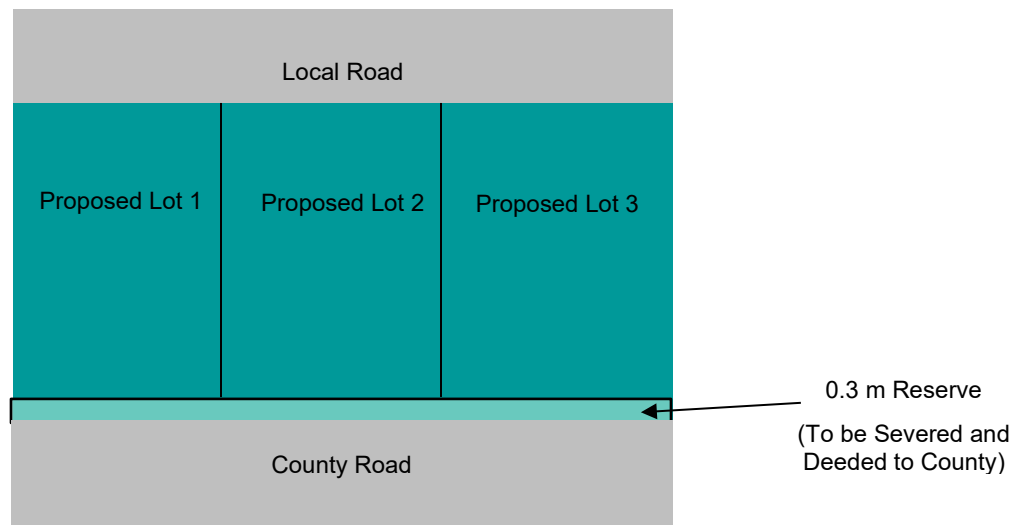


Figure 3: Example of a 0.3 m Reserve in a new subdivision, to prevent new entrances on to a County Road

What is the purpose of this?



5. Drainage Considerations

The County has a general policy that any post-development drainage flows should be equal to or less than pre-development drainage flows onto County roads and ditches. Therefore, when development is proposed in proximity to County roads, the County may request that a drainage study be undertaken in relation to the County roads, often as part of a larger Storm Water Management study/plan for the development. Site-specific factors to be considered within such a study would be provided at the time of reviewing a Planning Act application, and/or at a formal pre-consultation stage.

6. Forms & Templates

- [Certificate of Title template](#)
- [Draft Template for Road Widening Acquisition form](#)
- [Entrance / Signage Permit Forms and Additional Policies](#)

7. Additional Resources

- [Grey County Public GIS](#)
- [Grey County Official Plan](#)
- [Grey County Transportation Master Plan](#)
- [Planning Act, R.S.O. 1990, c. P.13](#)