# Private Lane Upgrade Assistance Program

The main objective of this municipal grant program is to improve access for emergency service vehicles. The Road and Lane Standards Policy outlines the minimum requirements for private lanes and public roads.

## Application Guidelines

* Initial applications must be received by May 17, 2024. Grant application requests will be considered by Township Council on or before June 4, 2024.
* Work must be completed and receipts submitted by November 1, 2024.
* Private lane associations are the preferred vehicle used for approaching the Township of South Frontenac. If a lane association does not exist, please indicate an individual who will be held accountable for payment of the work.
* Please refer to the Road and Lane Standards Policy for guidelines on how the lane standards should be applied (see page 6).
* Private lanes may be inspected by the Township before and after completion of work.
* This funding assistance will not be retroactive and will apply only to applications received for work completed in 2024. See section 3 of the program policy for more on extenuating circumstances. **Receipts must be supplied breaking out all work and related unit costs and paid in full. A consolidated or lump sum invoice will not be accepted.**
* The amount of subsidy funding will only apply to **capital lane upgrades** and will be limited to a maximum of 50% of any one application, with a $7,000 upset subsidy limit. Priority will be given to lanes that have not previously been given assistance.
* **Eligible Works** - horizontal and vertical improvements, road base improvements, ditching, cross culverts (and permits), road widening and erosion control measures.
* **Ineligible Works** - regular maintenance items such as gravel resurfacing, grading and/or brushing. Any work that is completed prior to the approval of an application will also be considered ineligible.
* Should you have any questions or concerns, please contact the Public Services Department at 613-376-3027 ext. 4331 or via email at pwsupport@southfrontenac.net.

# PRIVATE LANE UPGRADING ASSISTANCE APPLICATION

## Applicant Information

Name of Applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

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

Name Payment Should Be Issued To:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mailing Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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## Lane Information

Name of Private Lane: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Private Lane Association and/or Individual who is Accountable for Authorizing Work: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Number of Households on the Lane:

Seasonal: \_\_\_\_\_\_\_\_\_\_\_\_\_ Year-Round: \_\_\_\_\_\_\_\_\_\_\_\_\_

## Existing Lane Conditions

Surface width (m): \_\_\_\_\_\_\_\_\_\_ Maximum grade (%): \_\_\_\_\_\_\_\_\_ (max. Allowable 12%)

Flooded areas (Yes or No): \_\_\_\_\_\_\_\_ Sharp bends in road (Yes or No): \_\_\_\_\_\_\_\_\_

Width of clearing (m): \_\_\_\_\_\_\_\_\_(standard 6m x 6m) Length of Lane (m or km): \_\_\_\_\_\_\_\_

Other information you think is important: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Summary of Project**

Briefly describe the proposed capital lane improvements you plan to complete in 2024?

What are the main **objectives** of this project? List the expected **outcomes**/**results**.

How much funding is requested? (Note: Amount must be supported with quotations.)

When will the project start and end, if applicable?

Start: End:

## Supporting Information

Please attached the following items to your application upon initial submission.

* **Before photos that show the existing condition of the elements listed above,**
* **Quotes for services, labour, and/or supplies costs, and**
* **A sketch that shows the location and limits of the improvements relative to landmarks (addresses, intersections, driveways etc..).**

**IMPORTANT** - Applications that do not include the above details will be deemed incomplete. Please ensure that emails do not exceed 5MB in size.

Upon receipt of this application, there may be a requirement to conduct an initial inspection to confirm conditions are as indicated above. Applications will be prioritized based upon the number and severity of deficiencies as well as the number of residents served. Applications will be accepted until **May 17, 2024.** Final inspection will be undertaken upon notification of completion of work. Receipts for completed work must be submitted by **November 1, 2024.**

Note: The Applicant signing below confirms that they have taken all reasonable steps to notify benefitting landowners on the private lane of the details of the application. The Applicant further confirms that they have the consent of legal landowner(s) with respect to the works described in the application submitted.

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| Print Name | Authorized Signature |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |
| Date of Application |  |

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| South Frontenac Road and Lane Standard Cross Section Specifications |
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| The following dimensions should be adhered to when conducting private road or lane upgrades. Should you have additional questions about these guidelines, please contact the Public Services Department ext. 4331. |
|  | **Public Road Standard**  | **Private Lane Standard**  |
| **Right of Way Width** | 20.0 m (66 feet) | 20.0 m (66 feet) |
| **Height of Clearing** | 5.0 m (16 feet) | 5.0 m (16 feet) |
| **Width of Clearing** | 11.0 m (36 feet) | 6.0 m (20 feet) |
| **Surface Width** | 6.7 m (22 feet) | 4.5 m (15 feet) |
| **Surface Material** | Per Table Below | Crushed Stone |
| **Depth of Material, Minimum** | (150 mm) 6” of Granular A (300 mm) 12” of Granular B | (100 mm) 4” of Granular A(150 mm) 6” of Granular B |
| **Shoulder, including Rounding** | 1.0  m (3 feet) | Nil |
| **Crown, Minimum** | 2% | 1% |
| **Cross Culvert, Minimum** | 400 mm (16 inches) | 300 mm (12 inches) |
| **Culvert Material** | CSP/HDPE | CSP/HDPE |
| **Maximum Grade** | 10% (1 in 10) | 12% (1 in 8) |
| **Geometrics** | TAC Standards | Safe Passage of Emergency Vehicles |
| **Ditches, Minimum Depth from Crown to Bottom of Ditch** | 0.6 m (2 feet) | 0.3 m (1 foot)  |
| **Embankment Protection (edge of surface drop off):** | Required for side slopes greater than 3:1 and depths of fill greater than 3 m (MTO Roadside Safety Manual) |

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| --- | --- | --- |
| **Traffic Volume** | **Surface Type** | **Minimum Depth** |
| <200 | Crushed Gravel | 375 mm (15 inches) |
| 200-1000 | Double Surface Treatment | N/A |
| >1000 | Asphalt | As per Development Guidelines |
|  |  |  |

## Definitions

* CSP: Corrugated Steel Pipe
* HDPE: High Density Polyethylene (Double Wall)
* TAC: Transportation Association of Canada