



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: _____

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: _____



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.



**SOUTH
FRONTENAC**

Public Services
2490 Keeley Road, Box 100
Sydenham ON, K0H 2T0
613-376-3027 Ext 4331
pwsupport@southfrontenac.net

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.

Print Name

Authorized Signature

Date of Application



South Frontenac Road and Lane Standard Cross Section Specifications

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)	

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