

FARM 911 - EMILY PROJECT ACCESS POINT (EPAP) POLICY/PROCEDURES

PART A: Definition

Farm 911: Emily Project Access Point (EPAP) is a program to assign civic addresses to existing access points on both agricultural and vacant rural lands. The EPAP signs assist EMS with locating rural properties during an emergency.

PART B: EPAP Application Eligibility

- B.1. The EPAP policy provides property owners with a civic address that will allow EMS to respond to an emergency via an **existing** field access point that does not currently have a civic address assigned to it.
- B.2. The municipality acknowledges that some field access points currently being utilized for farming operations were constructed prior to the County's formal entrance permitting process, per 2008. The issuance of a civic address through the EPAP process **does not** constitute municipal approval of the physical entrance including the construction, location or condition.
- B.3. Field access points that are eligible for EPAP civic addresses **shall only** apply to existing access points used for agricultural or vacant rural lands that were constructed prior to the formal entrance permitting process, pre 2008.
- B.4. New field access points must be approved through the Entrance Permit process.

PART C: Submitting an EPAP Application

- C.1. All applicants requesting an EPAP sign shall submit an *APPLICATION FOR EPAP (FARM 911: EMILY PROJECT ACCESS POINT)* form to the Operations Department. All applications shall be accompanied with the associated fee payable to the County of Prince Edward in the amount of **\$60.00**, all of which is non-refundable (administrative and material costs).
- C.2. A sketch or site plan of the property, identifying the existing access point location(s) with distance to and in context with property line(s), shall be included with the EPAP application form.
- C.3. The applicant shall be the property owner or must otherwise include a letter from the property owner designating the applicant as the property owners acting agent.

PART D: Reviewing the EPAP Application

- D.1. The Operations Department shall review the location of the existing access point using the GIS Viewer. If the access point cannot be found using the GIS Viewer a site visit maybe required to determine the location of the access point.

PART E: Assign Civic Address Number to EPAP

- E.1. A civic address number will be determined for the access point location using the roads odd/even configuration and the civic address calculation for rural areas. The same civic address number shall not be used at more than one (1) access point location.
- E.2. All EPAP locations will be identified internally to differentiate themselves from formal entrances that have been assigned and approved through the Entrance Permit process.
- E.3. EPAP sign blades will be red double sided blades with white reflective numbers.

PART F: Pick-up Approved EPAP Permit with Sign and Post

- F.1 The applicant will be notified when their EPAP permit has been approved and their sign, post and accessories are ready for pick-up.
- F.2 The applicant is responsible for the installation of the sign and post combination. Display and placement guidelines will be provided with the approved permit and the applicant is responsible for ensuring the sign has been installed as per the provided guidelines.
- F.3 As per the display and placement guidelines, the post shall be installed on the left side of the access point (as viewed from the road) and shall be no closer to the road than the property line. The sign blade shall be attached to the post a minimum of 1.2 meters (48 inches) above the existing ground level.

PART G: Acknowledgements and Limitations

- G.1. The EPAP address shall only be used to identify the location of the field access point and shall not be used as a mailing address.
- G.2. As noted in Part E, the applicant shall be responsible for the installation of the address post and sign combination and shall follow the installation guidelines provided. The applicant may engage a contractor to complete the work. The applicant is responsible to ensure signage remains visible and is maintained. The Applicant or contractor must contact Ontario One Call at least five (5) days prior to post installation. <https://www.ontarioonecall.ca/> or call **1-800-400-2255**
- G.3. The EPAP does not provide the applicant with an approved entrance; only a civic address for an access point. If the applicant wishes to make future upgrades, improvements, or designation changes to the access point they must apply for an Entrance Permit.
- G.4. The assigned address through the EPAP shall only be used for agricultural or vacant rural properties and will not be acceptable for residential building applications. In these cases, a change to the access point classification would be required through an Entrance Permit Application.
- G.5. An EPAP address assigned to an access point which has frontage on a seasonally maintained road will be recognized as limited access based on the classification of the road, and the limitations on access to the property will not change. As per the classification on the road, the access point may not be accessible during portions of the year.
- G.6. The applicant is responsible to maintain and keep the access point in good repair and ensure address signage remains visible and well maintained. Should the EPAP sign be damaged, knocked down or removed, the applicant shall contact the Operations Department for a replacement sign and/or post.
- C.7. The EPAP address assignment does not permit further use of or development of the property without the appropriate approvals;
- C.8. The approval of the EPAP application does not deem the access point safe for use or that it meets the Municipality's entrance standards.
- C.9. The approval of the EPAP application does not guarantee that the access point is adequate for EMS vehicles and where access is not adequate EMS vehicles may not be able to enter the property.