



Application # \_\_\_\_\_

## Entrance Permit Application

Name: \_\_\_\_\_

Telephone: \_\_\_\_\_

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

E-Mail: \_\_\_\_\_

Fax: \_\_\_\_\_

Date of Application: \_\_\_\_\_

**ENTRANCE FEE \$80.00**

Name of Road: \_\_\_\_\_

Lot: \_\_\_\_\_ Concession: \_\_\_\_\_ Ward: \_\_\_\_\_

\* All proposed entrance way locations will be staked by the Owner prior to inspection.

In making this application I, \_\_\_\_\_ acknowledge and agree to the terms as contained in the By-Law on reverse side.

Signed: \_\_\_\_\_

Dated: \_\_\_\_\_

**For Office Use Only:**

Payment Received By: \_\_\_\_\_

Date: \_\_\_\_\_

Entrance Location Approved subject to materials and conditions

Materials Required: \_\_\_\_\_

Conditions: \_\_\_\_\_

This entrance is hereby approved subject to any specified conditions stated above.

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_

Roads Superintendent

Final Inspection Approved  Signed: \_\_\_\_\_ Dated: \_\_\_\_\_

Roads Superintendent

### As per By-Law 04-081:

1. All persons requiring access to their property from a Township Road, shall obtain written permission from the superintendent through application of an Entrance Permit.
2. All persons requiring access to their property will be required to pay an inspection fee of \$80.00. This fee will be referred to as an entrance fee and no work shall commence until the fee is paid. Only one entrance per residential lot shall be permitted.
3. The location of an entrance must be approved by a Road Department Official and shall have regard to visibility along the Township road and the topography of the area. A Roads Department Official shall determine if a culvert is required. Where the minimum required sight distances cannot be met without the removal of brush, rock cuts or other obstructions, the applicant may request permission to remove the obstructions, at no cost to the Township. A contractor retained by the owner will normally accomplish such removals.
4. Where an application for consent has been made under the Planning Act, a Roads Department Official shall examine the proposed entrances for both the newly created lot and the retained lot. If in his/her opinion, a satisfactory entrance cannot be attained, the Council shall withhold their recommendation for approval of the application for consent.
5. No work shall commence until the owner has received a location approval. The property owner shall be responsible for the construction of the entrance and any works associated with it, including the necessary traffic safety measures during construction. The owner may engage a contractor to complete the work. The entrance way must be installed to a Road Department Official's satisfaction and all final approvals are subject to approval of the Superintendent.
6. If, in the opinion of a Road Department Official, the proposed entrance requires a culvert, the size of culvert shall be determined by the Township and shall be installed as follows: for a single entrance the culvert shall not be less than 7 m in length and when a common entrance is deemed necessary, the length of the culvert must be a minimum of 14 m to provide an equal amount of access to both adjoining lots. The culvert shall be made of corrugated metal or of an approved type. The culvert must be new. When a culvert in excess of 12 m in length is required, the applicant is required to pay the entire cost of construction of as many catch basins, inlet or outlet structure as may be necessary, in the opinion of the Superintendent, to facilitate surface drainage from or along the side of the roadway. The culvert used shall be subject to a Road Department Official's approval..
7. Any alterations to an entrance, including tiling and covering of a roadside ditch for landscaping or for any other purpose, shall not be undertaken without written permission by the superintendent. Residents having access to a Township road are fully responsible for the maintenance of the entrance to their property. Maintenance includes but is not limited to the removal of snow and ice, shoulder gravel and winter sand. During the winter the Township will not clear entrance culverts that have become blocked as a result of improper snow disposal by the resident. The property owner at their own expense is required to replace culverts that collapse, deteriorate or become unsuitable for proper drainage. The Township will reinstate existing entrances that are affected by the reconstruction/rehabilitation of a Township road. Any construction materials that are salvaged shall remain the property of the Township.
8. If any entrance whether governed by previous or current By-Laws is obstructing a ditch or watercourse on a Township road, the owner shall make the necessary improvements. The property owner shall be responsible for the improvements and any associated costs.
9. If the owner does not comply with the provisions of the Entrance Way By-Law, the Township shall reconstruct or replace the entrance way and the expense incurred in so doing shall be recovered from the owner by appropriate action.
10. Entrance applications **will not be approved** between November 15<sup>th</sup> and March 15<sup>th</sup> as winter conditions make site inspections impossible.