



PERMIT #: \_\_\_\_\_ ROLL #: \_\_\_\_\_ DATE: \_\_\_\_\_

### Part A: TO BE COMPLETED BY APPLICANT

Entrance Application (Permit valid for a 12 month period only)

12 month extension required shall be requested by owner: YES NO

Please complete the following required information and submit to the Public Services Department. A **\$75.00** non-refundable fee is to be paid at the time of submission of the application; also an **\$800.00** security deposit fee is required. **This fee will be refunded upon completion of construction of the building and final approval from Public Services. The onus is on the property owner to notify the Technical Supervisor for location approval prior to installing the entrance. A Final inspection is also required prior to deposit release.**

Applicant Name: \_\_\_\_\_ Bus/Res.Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

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

Entrance made to: Lot: \_\_\_\_\_ Conc: \_\_\_\_\_ or Ref Plan: \_\_\_\_\_

As means of access to a \_\_\_\_\_ (Description of Establishment)

And such entrance **shall not** be used as a means of access to any type of establishment other than that described herein, without further approval.

To be: Constructed: \_\_\_\_\_ Altered: \_\_\_\_\_ Temporary: \_\_\_\_\_ Paved: \_\_\_\_\_ Commercial: \_\_\_\_\_

Road Name: \_\_\_\_\_ Side of Road for Entrance: \_\_\_\_\_

**(Complete Plan of Lot and Proposed Entrance on Page 3)**

Non-Commercial Entrance platforms are to be a minimum of 5 meters wide, unless otherwise agreed upon and with a longer pipe, allowing the ends to be exposed by 30 cm. minimum.

**Entrance Material:** 200 mm (8 inches) of **5/8** inch crushed stone, minimum. **Proposed Width:** \_\_\_\_\_

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### MUNICIPALITY USE ONLY

Application Fee: \_\_\_\_\_ Date Paid: \_\_\_\_\_ Pavement Dep: \_\_\_\_\_

Deposit Fee: \_\_\_\_\_ Date Paid: \_\_\_\_\_ (Commercial Only)

### Part B: PUBLIC SERVICES DEPARTMENT USE ONLY- Requirements

Entrance to be constructed to meet the following requirements:

Location Suitability: \_\_\_\_\_ Culvert diameter: \_\_\_\_\_ Length: \_\_\_\_\_

Inspection Comments: \_\_\_\_\_

Entrance Approval Date: \_\_\_\_\_ Authorized Signature: \_\_\_\_\_

Final Approval Date: \_\_\_\_\_ Authorized Signature: \_\_\_\_\_

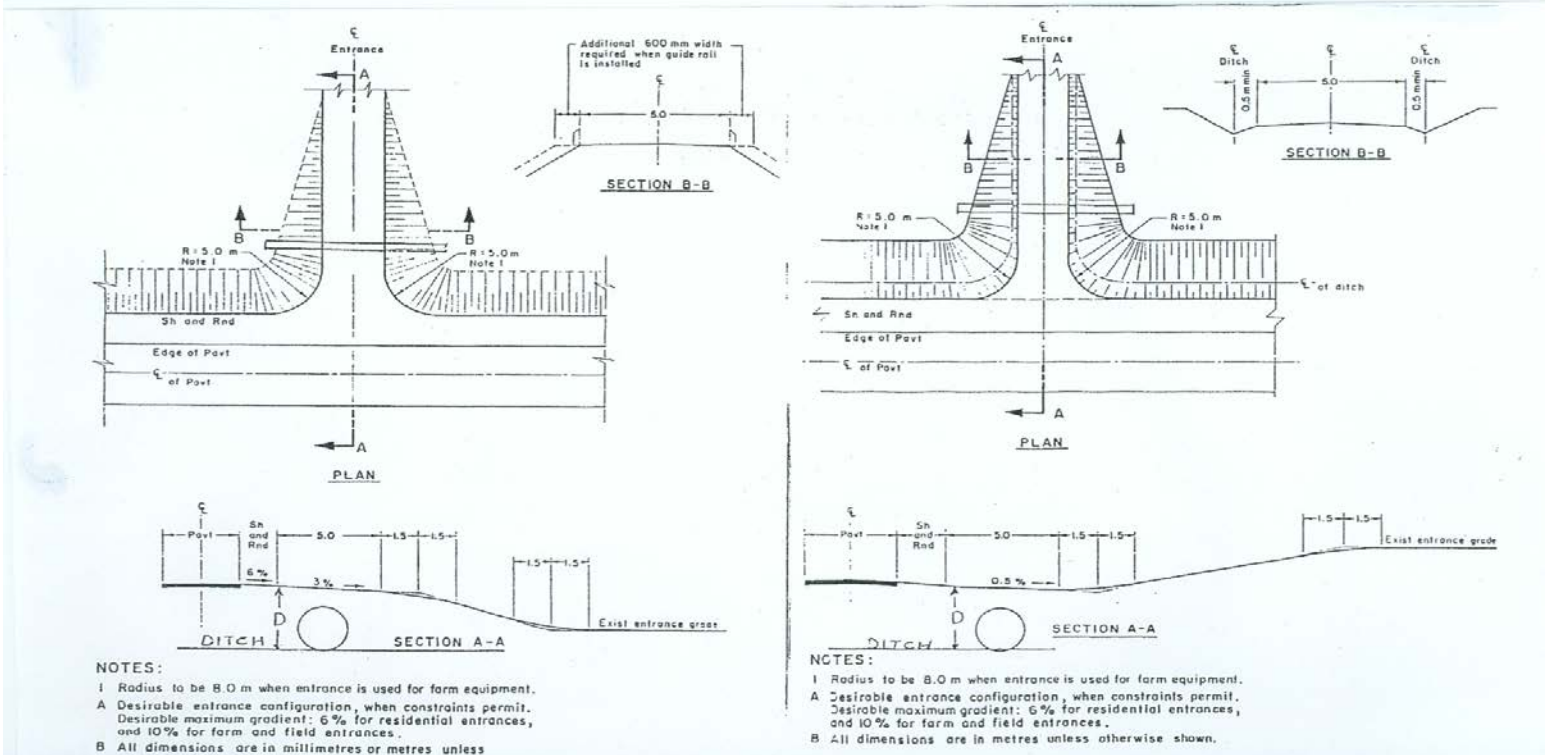
## TOWNSHIP ROADS DEPARTMENT ENTRANCE PERMIT APPLICATION CONDITIONS

1. A permit is required for **each** entrance on a Township public road.
2. Entrances shall not be changed or altered from their original proposed use or construction without a further permit.
3. If an entrance is used, contrary to the condition under which it was approved, the Township will remove the said entrance at the property owner's expense.
4. High volume commercial divided entrances must be clearly signed as exit or entrance.
5. Where accesses are affected by the reconstruction of Township roads, the Township will reinstate, at its cost, any affected entrance.
6. The Township will maintain drainage throughout the culvert and replace at its own cost, worn, damaged or deteriorated culverts.
7. The Township will maintain only that portion of the entrance that lies within the shoulder width on the roadway. The remaining length must be maintained by the property owner at his own expense.
8. A permit will be required to pave any driveway to the pavement edge. This will be issued free of charge provided that the driveway is properly sloped down from the edge of the pavement. If not, the entrance must be resloped to the proper profile.
9. Property owners will be responsible for cleaning shoulder material off any paved driveway.
10. Commercial Entrances will correspond to the latest M.T.O. designs and must be paved to the property line.
11. **Commercial entrances must be completed within six months of the date of issue of the permit or the permit shall be void and cancelled by the Township.**  
**Residential Entrances must be completed within 12 months of the date of issue of the permit or the permit shall be void and cancelled by the Township.**
12. **This permit cannot be assigned or transferred from one owner to another.**
13. If, during the life of this permit, any acts are passed or regulation adopted which affect the rights and privileges herein granted, the said acts or regulations shall be applicable to this permit from the date on which they came into force.
14. Applicant must pay the security deposit prior to construction, and a further deposit of \$2000.00 is required for a paved Commercial entrance.
15. No headwalls are permitted.
16. Construct only to the outside edge of the shoulder.
17. The minimum entrance pipe lengths where D is the distance between the top of the entrance to the bottom of the pipe is:

<b>D Meters</b>	<b>Minimum Length in Meters</b>
Up to 1.0	9
Up to 1.31	11
Up to 1.7	12
1.7	As approved.

**Only new corrugated steel pipe is to be used (C.S.P. meeting O.P.S.S. 1801)**

# STANDARDS FOR ENTRANCE ONTO TOWNSHIP ROADS



## PLAN OF LOT AND PROPOSED ENTRANCE

- Please indicate:
- House location and lot dimensions
  - Driveway entry
  - Lot dimensions including frontage on road allowance
  - Distances from side lot line to entry
  - North arrow
  - Property location identification description i.e. nearest civic numbers property is next to, or other discernible landmarks.

Please make sure the painted stake you received is placed clearly at the location you wish the entrance location to be.