



**SOUTH
FRONTENAC**

Public Services
2490 Keeley Road
Sydenham, ON K0H 2T0
613-376-3027

pwsupport@southfrontenac.net

Permit #: _____ Roll #: _____ Date: _____

Access to Public Roads - Entrance Permit Application

Part A: To Be Completed by Applicant:

Please complete the following required information and submit the completed form to the Public Services Department. A **\$75.00** non-refundable fee is to be paid at the time of submission of the application, along with a **\$800.00** security deposit. The security deposit fee will be refunded upon completion of construction of the building and final approval of the entrance from Public Services. **The property owner shall apply for the entrance permit and receive a marking stake at the Public Services office. The proposed entrance location must be marked, then reviewed and approved by Public Services before the entrance is installed.**

12-Month Residential Permit Extension Requested by Applicant? YES ☐ NO ☐

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 from the Township's Entrance Permit administrator.

Entrance Type: New Access: ☐ Existing Access: ☐ Temporary Access: ☐ Commercial Access: ☐

Road Name: _____ Side of Road for Entrance: _____

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

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

Entrance Material: 5/8" Crushed Stone: ☐ Paved: ☐ **Proposed Platform Width:** _____

Applicant Signature: _____ Date: _____

Part B: To Be Completed by Public Services Department:

Application Fee: _____ Date Paid: _____ Authorized Signature: _____

Deposit Fee: _____ Date Paid: _____ (Commercial Entrance Deposit = \$2000.00)

Part C: Public Services Site Review:

Location Suitability: _____ Culvert diameter: _____ Length: _____

Inspection Comments: _____

Entrance Approval Date: _____ Authorized Signature: _____

Final Approval Date: _____ Authorized Signature: _____

This permit is issued under the authority of the by-laws of the predecessor municipalities of South Frontenac as amended, and is subject to the conditions on the reverse side and to any supplementary condition established by the Township at the time of issue. Rev: 06/2026

Entrance Permit Application Conditions

1. A permit is required for **each** entrance onto a Township public road.
2. Permit applicants must submit applications in person to receive an entrance marking stake.
3. Entrances shall not be changed or altered from their original proposed use without an additional permit. If an entrance is modified for use contrary to the condition under which it was approved, the Township may choose to remove or repair the entrance **at the property owner's expense**.
4. Sight Distance (Visibility): Residential entrances shall have a minimum sight distance of **120 m in both directions where the posted speed limit is less than 70 km/h**, and a minimum sight distance of **180 m in both directions where the posted speed limit is greater than 70 km/h**.
5. **Commercial Entrances:**
 - a. Shall follow the latest OPSD design and must be paved to the property line.
 - b. Require a case-specific sightline visibility assessment, based on the posted speed limit.
 - c. A security deposit of \$2000.00 is required for a Commercial entrance.
 - d. Divided commercial entrances must be clearly signed as an exit or entrance.
 - e. **Must be completed within 6 months** of the date of issue of the permit.
6. Where accesses are affected by the reconstruction of Township roads, the Township will reinstate, at its own cost, any affected entrance.
7. The Township will replace at its own cost, worn or deteriorated culverts.
8. Property owners will be responsible for cleaning shoulder material off any paved driveway.
9. **Residential Entrances must be completed within 12 months** of the date of issue of the permit. Applicant shall notify the Township when the entrance is complete and ready for final inspection.
10. **This permit cannot be assigned or transferred from one owner to another.** Applicant shall ensure that the **entrance is granted final approval by the Township prior to selling the parcel**.
11. If, during the tenure of this permit, any acts are passed or regulations 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.
12. No headwalls are permitted. Headwalls are a safety hazard for drivers.
13. To prevent the over-densification of entrances on public roads, secondary entrances shall not be permitted unless suitable and sufficient frontage is available, as evaluated by the Township.
14. Culvert material shall be galvanized CSP or HDPE (**HPDE requires a minimum of 0.3 m cover**)
15. The minimum entrance culvert length shall be determined by the depth of cover, as follows:

Depth of Culvert Pipe Cover (m)	Minimum Culvert Length (m)
Up to 1.0	9
1.0 – 1.3	11
1.3 – 1.7	12
More than 1.7	Site specific

Plan of Lot and Proposed Entrance

Provide Sketch of Entrance Including Details Below:

1. House location and lot dimensions	2. Driveway entry location
3. Lot dimensions including road frontage	4. Distances from side lot line to entry
5. North arrow and property location identification description (i.e. nearest civic numbers the property is next to, or other discernible landmarks)	

