



Permit #: _____

Entrance Permit Application

Required Information

Roll #: _____ Recent Severance: Yes No
Property Owner Name: _____ Telephone: _____
Mailing Address: _____ Postal Code: _____
E-Mail: _____ Fax: _____
Permit to be: Mailed Faxed E-Mailed

Proposed Entrance

Road Name: _____ Civic No. (or close to): _____
Lot No: _____ Conc. No: _____ Plan No: _____
Type of Establishment: Residential Seasonal Residential
Commercial Temporary (logging)

Office Use Only

Culvert Required: Yes No Type: _____
Culvert Diameter: _____ Length Min: _____ Max: _____
Signs Required: Yes No Type: _____

Note: Additional costs for traffic signs (Hidden Driveway Sign) are the responsibility of the applicant.

Comments: _____

- * **Approval is based on information and locations as provided by the Applicant.**
- * **The Applicant is required to comply with all other applicable Federal, Provincial and Municipal Statutes.**
- * **Owner to ensure drainage from roads or adjacent properties is directed away from the buildings**
- * **The Municipality is not responsible for any surface or road drainage onto the subject property.**

Inspections

Approved for installation: _____ Final Inspection: _____
Signed by: _____ Signed by: _____
Date: _____ Date: _____

THIS PERMIT EXPIRES TWO YEARS AFTER APPROVAL

Permit #: _____

Instructions for Completing the Application

- 1) Roll number, name, address and phone number - fill in name and present address for mailing. Roll numbers can be found on your tax bill.
- 2) Road name & civic number - give a road name and civic number at the proposed entrance, filling in Lot No., Concession No., Lot and Plan No., etc.
- 3) Please draw a sketch on the reverse side of the Permit to assist in locating the proposed entrance. Failure to provide an easy to follow map could result in a delay in approving the entrance. Provide a copy of the survey showing owner's property lines as well as the neighbouring property lines.
- 4) The entrance approval will require approximately 1 to 3 days (depending on weather), after which you will receive notification by telephone/email that you may proceed to install the entrance.
- 5) Upon completion of the entrance installation, please notify our office in order for the FINAL INSPECTION to be completed. Please allow 1 week for final approval. **Please note**, final approvals submitted in the winter may require a spring inspection.

PLEASE NOTE: Entrance permits will not be processed without the roll number or survey and payment

ENTRANCE PERMIT FEE: \$50.00

_____ Payment Received

_____ Payment Not Received – Must Be Paid **Before** Approval of Entrance