



TO BE RETAINED BY:  
THE TOWNSHIP

## APPLICATION FOR ENTRANCE PERMIT

### PART A – TO BE FILLED OUT BY THE APPLICANT

NAME: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

POSTAL CODE: \_\_\_\_\_ TELEPHONE (HOME): \_\_\_\_\_ (WORK): \_\_\_\_\_

### LOCATION OF PROPOSED ENTRANCE

GEOGRAPHIC TOWNSHIP OF: \_\_\_\_\_ LOT: \_\_\_\_\_ CONCESSION: \_\_\_\_\_

TOWNSHIP ROAD NAME: \_\_\_\_\_ SIDE OF ROAD: **N** **W** **S** **E**

PROPERTY ROLL NUMBER: \_\_\_\_\_

WAS THE PROPERTY RECENTLY SEVERED? YES  NO

IF YES, FROM ROLL NUMBER: \_\_\_\_\_

**TYPE OF ENTRANCE:** (Please check one)

SINGLE FAMILY RESIDENTIAL  AGRICULTURAL  COMMERCIAL/INDUSTRIAL

OTHER  (PLEASE SPECIFY) \_\_\_\_\_

### PROVIDE ACCURATE DETAILED DIRECTIONS/MAP TO THE PROPERTY/PROPOSED ENTRANCE

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**NOTE:** It is the Owner's responsibility to ensure a final inspection of the entrance by the Township's Department of Public Works. It is the Owner's responsibility to ensure entrance width and height clearance sufficient for the passage of emergency vehicles (15 feet wide and 15 feet overhead clearance.)

**DATE WHEN MARKER CARD WILL BE POSTED IN ENTRANCE LOCATION:** \_\_\_\_\_

“I enclose the permit fee of \$100.00 with this application. I will post the Entrance Location Marker and I agree to pay the total cost for the proposed entrance prior to installation based on the fee schedule or the Road Superintendent’s estimated cost for special circumstances.”

**NOTE:** *If the Township Crew arrives on site and the above criteria have **NOT** been met – they will **NOT APPROVE** your Entrance. There will be an **ADDITIONAL \$50** charge for them to return and complete the process.*

I hereby certify that the above is understood and that the following payment has been made in full (\$\_\_\_\_\_).

PERMIT NUMBER: \_\_\_\_\_

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

\_\_\_\_\_  
Signature (Property Owner)

\_\_\_\_\_  
Township Representative

**FOR OFFICE USE ONLY**

**PART B – TO BE FILLED OUT BY ROAD SUPERINTENDENT (Copy to Applicant)**

INSPECTED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

LOCATION APPROVED: YES  NO  SITE MEETING REQUIRED: YES  NO

CULVERT REQUIRED: YES  NO

DIAMETER: \_\_\_\_\_ LENGTH: \_\_\_\_\_

OTHER COMMENTS: \_\_\_\_\_

**PART C – FINAL APPROVAL**

APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

ENTRANCE APPROVED: YES  NO

**FEE SCHEDULE**

\$100 if no culvert is required

\$200 for application and inspection if culvert is installed by the applicant.

\$1000 total fee for installation including pipe up to 400mm x 9m, excavation, 3 loads of gravel and labor.

**NOTE:** It is the Owner’s responsibility to ensure a final inspection of the entrance by the Township’s Department of Public Works. It is the Owner’s responsibility to ensure entrance width and height clearance sufficient for the passage of emergency vehicles (15 feet wide and 15 feet overhead clearance.)