

Bylaw 2025 –29
Schedule "B" – Application Form

Entranceway Permit Application

ENTRANCEWAY APPLICATION:

Please note that a \$100.00 administration fee applies to all entranceway applications. In addition, a standard entranceway installation is \$1,100.00 (26' long X 18" diameter culvert). Additional costs may apply for non-standard culvert dimensions. Special or commercial entranceway installations are all material and labour cost. The price to submit this application is \$1,200.00.

All proposed entranceway locations are subject to inspection and approval by the Road Superintendent prior to installation. The applicant shall provide a sketch with this application and place a stake on the site clearly marking the center of the proposed entranceway. The wooden stake shall be flagged or painted orange/red at the top, and identified by the words "ENTRANCE LOCATION" on the side of the stake facing the road. Absence of a stake may result in delays to project implementation. Scheduling of the entranceway installation is contingent upon departmental work priorities in progress at the time of application.

Do you agree to these terms and conditions? (required)

I agree ☐

Please complete the following fields.

Which of the following best describes the changes you would like to make to your entranceway? *

New entrance ☐ Extension ☐ Repair/replacement ☐

*If new entrance please provide the following:

Permit # _____ Building permit # _____

Entranceway Location

If known, please provide the address of the location you are looking to have culvert work done. If not known, please provide a description of the area.

Street address 1 _____
Street address 2 _____
Road name _____
Town _____
Postal code _____
Lot _____

Please describe the location of the property. For example, 'directly north of 18 Centre Street.' If you are requesting a repair or replacement of an entranceway, just include your civic address.

Please include a sketch of entranceway location:

Are there any notes you would like to add?

Please complete the following fields.

Applicant information

First and last name: _____

Phone number: _____

Email address: _____

* Which of the following best describes you? *

☐

I am the property owner.

☐

I am an authorized agent of the property owner.

Signature: _____

Date: _____

Where the applicant wishes to hire a private contractor to perform the culvert installation, a two thousand dollar (\$2,000) refundable deposit shall be provided to the Township. Such deposit to be refunded once the Manager of Public Works or their designate has approved the final construction of the entrance way. Where the work is found to be non-conforming or substandard in any way, the deposit will be used in whole or in part to ensure full conformity with approved design standards. Any remaining amount in the deposit shall be reimbursed to the applicant.

Scheduling of the entranceway installation is contingent upon departmental work priorities in progress at the time of application. Applications are not deemed complete until payment is received in full.

Please remember to put a wooden stake flagged or painted orange/red at the top, and identified by the words "ENTRANCE LOCATION" on the side of the stake facing the road at the location you would like the entranceway. Absence of a stake may result in delays to project implementation.