

**APPLICATION FOR ENTRANCE PERMIT**

Application is hereby made to:

- Construct  Unpaved Entrance  Paved Entrance
- Pave an Existing Entrance
- Construct Curbs, Gutters or Other Permanent Works Related to an Entrance
- Change the Design of an Existing Entrance
- Relocate an Existing Entrance
- Use an Existing Entrance for Other than its Original, Present or Normal Use, Change of Classification from Residential to Commercial, etc.
- Construct a Temporary Entrance or use of any part of the Municipality's Right-of-Way as a means of Temporary Access to and from a Property
- FARM ENTRANCE ONLY (No deposit required only inspection fee)

**DESCRIPTION AND LOCATION OF PROPERTY:**

Name of Applicant: \_\_\_\_\_

Home Address: \_\_\_\_\_

Phone No.: \_\_\_\_\_ Bus.: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Access Required For \_\_\_\_\_

\_\_\_\_\_ (detailed description of type of establishment served by entrance)  
on the \_\_\_\_\_ side of the Municipal Road

Name of Road: \_\_\_\_\_

on Lot No. \_\_\_\_\_ Concession \_\_\_\_\_ Part(s) \_\_\_\_\_ on Plan No. \_\_\_\_\_

**Deed and Plan of Property for which this entrance is required must be received with this application.**

I, the owner/applicant, do covenant and agree, as witness by my signature below, that, if the entrance does not comply with the attached stipulations, the Municipality may remove the entrance at the owner's expense.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

**Each Application must be accompanied by a sketch showing:**

1. Lands owned by the grantor showing the boundaries and dimensions.
2. The distance between the applicant's land the nearest Municipal lot line or appropriate landmark (e.g. road, bridge, railway crossing, etc.).
3. The location of the entrance that is the subject of the application showing the boundaries and dimensions of the parcel that is to be serviced.
4. The approximate location of all natural and proposed features on the subject land (e.g. buildings, railways, highways, watercourses, drainage ditches, wells and septic tanks).
5. **Entrance Application Fee and Deposit Required with Application:**
  - Administration Fee: \$100.00 (Non-Refundable)
  - Deposit: \$500.00 deposit for residential entrances which will be refunded upon final inspection and approval of the completed entrance by the Public Works Supervisor.
  - \$1,000.00 deposit for commercial entrances which will be refunded upon final inspection and approval of the completed entrance by the Public Works Supervisor.

**PLEASE ATTACH A SKETCH TO ILLUSTRATE ENTRANCE LOCATION**

(Please indicate North on sketch)

<b><u>OFFICE USE ONLY:</u></b>	
Fees Paid - _____	Entrance Permit No. - _____