



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.**