



ENTRANCE PERMIT APPLICATION AND APPROVAL
PURSUANT TO ENTRANCE BY-LAW 38-1999

OWNER/APPLICANT TO COMPLETE TOP TWO SECTIONS OF FORM

Owner Name: _____	
Address: _____	
Roll No: _____	Phone: _____
Entranceway Location: _____	Side of Road (N,S,E,W) _____
Lot No: _____ Con/Plan No. _____ Specifically _____ meters _____ (N,S,E,W) of _____	

Purpose of entrance is: <input type="checkbox"/> Residential <input type="checkbox"/> Commercial <input type="checkbox"/> Agricultural <input type="checkbox"/> Recreational
<input type="checkbox"/> To CONSTRUCT a <input type="checkbox"/> New Entrance <input type="checkbox"/> Temporary Entrance <input type="checkbox"/> Additional Entrance
<input type="checkbox"/> To ALTER existing entrance eg: <input type="checkbox"/> Change location <input type="checkbox"/> Remove <input type="checkbox"/> Replace Culvert <input type="checkbox"/> Culvert Extension
Surface of entrance will be: <input type="checkbox"/> Asphalt <input type="checkbox"/> Concrete or Stamped Concrete <input type="checkbox"/> Unistone/Interlock <input type="checkbox"/> Other (specify)
Notes: 1. Proposed entrances to be staked at roadside. 2. Length of culvert to be a minimum of 6 meters and a maximum of 9 meters 3. Applicant is responsible for the purchase of the galvanized corrugated steel pipe and all installation costs. Specifications will be determined by the Township. 4. Proof of adequate insurance may be requested. 5. Fees as per current Fees/Charges By-law. 6. Proponent is responsible for contacting the Township and booking a final inspection upon completion of the work.
Acknowledgement: I/We hereby apply to the Corporation of the Township of South Stormont for permission to construct, alter or change the use of the entranceway described above and do hereby agree to conform to the Township conditions, standards and specifications governing entrances in accordance with By-law 38-1999.
_____ Owner/Authorized Applicant Signature
_____ Date (MM-DD-YY)

FOR OFFICE USE ONLY

ENTRANCE PERMIT		Print Name	Inspector Signature	Date: (MM-DD-YY)
Inspected <input type="checkbox"/> On Desk <input type="checkbox"/> On site	BY: _____			
Culvert Required <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, complete the following:				
Length:	m	Type: <input type="checkbox"/> Aluminized Type 2	Gauge: <input type="checkbox"/> 16 (1.6mm)	
Diameter:	mm	<input type="checkbox"/> Other	<input type="checkbox"/>	

PERMIT APPROVAL

<input type="checkbox"/> Permit approved as proposed	<input type="checkbox"/> Permit approved with changes noted below	<input type="checkbox"/> Not approved – see below
Cost: _____	Charged to Building Permit? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Comment: _____		
_____ Date (MM-DD-YY)	_____ Township of South Stormont Public Works Manager or Designate	



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ENTRANCE PERMIT CONDITIONS

1. This Entrance Permit is subject to all Municipal By-laws.
2. Work on the construction or alteration of an entrance must not be started before an Entrance Permit has been issued by the Township.
3. All entranceway permits shall be pre-paid.
4. The applicant is responsible for the construction, marking and maintenance of the detours required and for maintaining safety measures for the protection of the public during the construction of any works in respect to an entrance.
5. All work related to, or forming part of an entrance, shall be carried out in accordance with the approved plans and specifications subject to the approval of the Township. The owner of the property shall bear all expenses related thereto.
6. The locations and modes of construction of all entranceways shall be in accordance with standards and specifications established by the Public Works Manager, and approved by Council.
7. It is prohibited to obstruct any drain or water course, either situated on a Township road allowance or providing an outlet for water discharged from a Township road allowance.
8. An entranceway will not be permitted in a location that, in the opinion of the Public Works Manager or Foreman, would cause a traffic hazard.
9. Each entranceway onto a Township Road must be designed, constructed and maintained in a manner that will prevent surface water from adjoining property being discharged via the entranceway onto the travelled portion of the Township road.
10. Pillars/columns of any description are not permitted on a Township road allowance.
11. Culvert headwalls of any material are not permitted.
12. Curbing will be permitted for commercial entrances, provided it conforms to the Ontario Provincial Standard Drawings and Specifications.
13. Cutting or re-shaping the concrete curb for a new or existing entranceway will be permitted provided it conforms to the specifications determined by the Public Works Manager, and will be at the expense of the applicant.
14. Failure to comply with the provisions of By-law 38-1999 or the standards and specifications established in accordance with the provisions may be prosecuted to the full extent of the law.