

Application for Entrance Permit

1. Property Owner Name: _____
Mailing Address: _____
Phone Number: _____
E-mail Address: _____
Roll Number: 41-02-_____

2. Contractor Name: _____
Phone Number: _____

3. The undersigned hereby applies for access from (road name) _____
for the premises described as (legal description): _____

4. 911 Address _____ 911 Sign Required YES NO
Civic (911) addresses are assigned in conjunction with the entrance permit application process. It is mandatory that every improved property within the Town of South Bruce Peninsula display a 911 address.

5. Proposed Installation

| | | | | |
|----|------------|-------------|-------|------|
| a) | Commercial | Residential | Field | Bush |
|----|------------|-------------|-------|------|

b) Number of Existing Entrances: _____

c) Distance of Visibility : Left _____ Right _____

d) Entrance Details: Culvert NO YES Details _____
Curb Cut: NO YES Details _____
Fill/Bedding/Surface Material _____

6. Proposed Entrance Completion Date: _____

7. **The proposed entrance must be staked or visibly marked prior to the processing of the application.**
The entrance proposal must meet with the approval of the Town prior to any construction of the entrance being commenced.

8. **Sketch of Proposed Entrance** (scale drawing not required). Include width of entrance, dimensions from property line to entrance, culvert length and existing driveways **(Please include on page 3 if drawing yourself, or provide drawing of site plan from your engineer)**

9. The culvert must be set to the approved ditch grade. Granular backfill must be placed around the culvert and used to shape the entrance. Granular "A" type gravel is to be used to top the driveway. The roadside must be left with a maximum 3:1 grade slope, trimmed with topsoil and ground cover. Culvert ends must be open and culvert must be new.

10. A mandatory deposit in the form of certified cheque made payable to the Town of South Bruce Peninsula is required when a curb must be cut to facilitate an entrance. Said deposit will be held by the Town until the specified expiry date of this permit. At that time, the applicant, contractor, owner or any agent thereof forfeits the deposit if it is determined by the Town that the curb, gutter or any portion thereof have not been replaced or repaired to the same or better standards than prior to any commencement of works. The Town reserves the right to use all or any portion of the deposit cheque for the repair and/or replacement of the curb or any portion thereof. If it is deemed by the Town that the works have been completed to a standard satisfactory to the Town, the deposit cheque will be returned to the applicant/owner.

| | |
|---|----------|
| 11. Entrance Permit Application Fee: | \$175.00 |
| Additional Entrance Inspections (as required) | \$60.00 |
| Refundable Certified Deposit for Curb Cut (if required) | \$600.00 |
| 911 Number Blade (Pick Up at Town Hall) | FREE |
| 911 Blade Affixed to Post (Pick Up at Town Hall) | \$15.00 |
| 911 Blade, Post and Installation | \$45.00 |

The application for entrance permit must be accompanied by the application fee, and deposit if required, in order for the application to be processed. Processing of the application includes one site inspection performed by the Town prior to the entrance permit being issued and, upon the written request of the applicant, one inspection performed upon completion of the entrance. Additional inspections may be required and are subject to applicable fee.

12. Placement of any entranceway must be on property belonging to the registered owner. The Town shall not accept liability for any entranceway placed on property or in locations other than those legally owned by the Owner/Applicant as represented herein. It is the sole responsibility of the owner to ensure that property lines are observed when applying for and installing any entranceway.

It is understood that all works will be constructed, altered, maintained or operated at the expense of the undersigned and or the owner and that work must not begin before a permit has been issued by the Town. The issue of a permit by the Town does not relieve the contractor(s), the owner(s), the applicant(s), their heirs, executors, administrators, successors and assigns from any liability and further, the contractor(s), the owner(s), the applicant(s), their heirs, executors, administrators, successors and assigns hereby agree to observe, keep, perform and be subject to the regulations and conditions of the said permit and to indemnify and save harmless the Town of South Bruce Peninsula from and against all loss, cost, charges, damages, expenses, claims and demands whatsoever for which the Town of South Bruce Peninsula may be liable by reason of anything done or omitted to be done in the construction, maintenance, alteration, or operation of the works authorized.

Signature: _____ Date: _____

Office Use Only **Permit Number** _____

Fee Received _____ **Deposit Received** _____

Status of Permit: Approved Denied Permit Expiry Date: _____

A) Initial Inspection Date: _____ Town Signature: _____

Comments: _____

B) Post Construction Inspection Date: _____ Town Signature: _____

Comments: _____

Sketch of Proposed Entrance

Include width of entrance, dimensions from property line to entrance, culvert length and existing driveways
(scale drawing not required but you may provide the drawing of your site plan from your engineer)

