



## Application for Entrance Permit

Fee: \$ \_\_\_\_\_ Permit Number \_\_\_\_\_  
Deposit: \$ \_\_\_\_\_

### SECTION ONE - GENERAL

OWNER _____	PROPERTY DESCRIPTION (IF DIFFERENT THAN OWNER) _____
ADDRESS _____	ROLL# _____
PHONE ( ) _____	LOT# _____ PLAN# _____ CONC.# _____
APPLICANT _____	PROPOSED NEW LOCATION
ADDRESS _____	HOUSE# _____ STREET _____
PHONE ( ) _____	ON THE (N/S/E/W) SIDE _____
	BETWEEN _____
	AND _____

### SECTION TWO - DESCRIPTION OF WORK

Application is hereby made to: (check one or more of the following to indicate proposed works)

Construct an entrance  
 Commercial  Paved  
 Residential  Unpaved

Construct curbs, gutters, or other permanent works related to an entrance

Pave an existing entrance

Change location of entrance

Change the design/classification of an existing entrance

Construct a temporary entrance or use any part of the Right-of-way of a Municipal road as a means of temporary access to and from a property

Other \_\_\_\_\_

WORK TO BE COMPLETED BY:  MUNICIPALITY OF CENTRAL ELGIN  CONTRACTOR \_\_\_\_\_

PLAN ATTACHED

PLEASE MARK PROPOSED LOCATION ON SITE CLEARLY WITH STAKES AND/OR PAINT FOR INITIAL INSPECTION

**REMEMBER IT IS YOUR RESPONSIBILITY TO CONTACT THE MUNICIPALITY FOR FINAL INSPECTION TO RELEASE YOUR DEPOSIT**

APPLICATION DATE: \_\_\_\_\_ APPLICANT SIGNATURE: \_\_\_\_\_

### SECTION THREE - INITIAL INSPECTION

PROOF OF INSURANCE:  YES  NO

TRAFFIC CONTROL:  YES  NO

LOCATES OBTAINED:  YES  NO

COMMENTS \_\_\_\_\_

DATE: \_\_\_\_\_ INSPECTOR: \_\_\_\_\_

### SECTION FOUR - FINAL INSPECTION

DEFICIENCIES \_\_\_\_\_

DATE: \_\_\_\_\_ INSPECTOR: \_\_\_\_\_

### SECTION FIVE - FINAL ACCEPTANCE

DATE: \_\_\_\_\_ INSPECTOR: \_\_\_\_\_



## CONDITIONS

This permit is subject to the following conditions, regulations and to any supplementary conditions, specifications and engineering standards in effect at the time of issuance of this permit as approved by the Municipality of Central Elgin.

1. The applicant shall be solely responsible to protect all persons that may enter the site in accordance with the Occupational Health & Safety Act, Municipality of Central Elgin Health & Safety Policy and/or all other Provincial or Municipal Acts, Bylaws or Policies.
2. Work on the construction or alteration of an entrance must not be started before an initial inspection is completed by the Municipality.
3. Work on an installation for which the permit is granted must be completed within twelve (12) months of the application date listed on the permit. If said works are not completed in that time period the permit becomes void and will be cancelled by the Municipality. Upon cancellation of the permit the applicant forfeits their refundable deposit and the Municipality will take the necessary steps to rectify the situation at no cost to the Municipality.
4. All works related to or forming a part of an entrance shall be carried out in accordance with the approved plans and specifications and subject to the approval of the Municipality. The Owner of the property shall bear all expenses related thereto.
5. Trees, shrubs, etc. on the right-of-way of a Municipal road must not be cut or trimmed without the written permission of the Municipality and such cutting or trimming may only be done under the direct supervision of the Municipality or its duly authorized agent. Where it is necessary to cut or trim trees on property adjacent to a Municipal road the applicant must bear all expenses in connection therewith, including any damages occasioned as a result of such cutting or trimming.
6. Each entrance must be designed, constructed and maintained in a manner that prevents surface water from the entranceway and/or the adjoining property from being discharged via the entrance of the Municipal road.
7. The applicant is responsible for the construction, marking, and maintenance of the detours required and for maintaining safety measures for the protection of public during the construction of any works in respect to an entrance.
8. The design and specifications of an entrance must not be changed without the approval of the Municipality. If the Owner of the property desires to change the design of the entrance or add curbs, gutters, etc., on an application to do so must be submitted to the Municipality for approval.
9. The use or purpose of an entrance must not be changed in a manner that changes the classification of the entrance. Improper use of an entrance may result in cancellation of the permit therefor. If the owner of a property desires to change the classification of an entrance, an application to do so must be submitted to the Municipality for approval.
10. The owner of a property served by an entrance shall maintain each entrance to their property in accordance with the requirements of the Municipality.
11. Where an expiry date is set out under condition #3 of this permit and an extension is desired, a request must be made to the Municipality prior to the expiry of said permit. A further term may be approved or denied by the Municipality.
12. If this permit expires for any reason and is not renewed, all work constructed, maintained or operated under this permit shall, if the Municipality so desires be rectified at no cost to the Municipality. The Municipal road shall be left in as good a condition as it was prior to work being started.
13. This permit must not be assigned or transferred from one owner to another. Each new permit is subject to the conditions applying at the time of issue.
14. An entrance permit may be cancelled at any time for breach of the regulations or conditions of the permit or for such reasons as the Municipality in its discretion deems proper.
15. If during the life of this permit any Bylaws or regulations adopted which affect the rights and privileges herein granted, the said Bylaws or regulations shall be applicable to this permit from the date on which they came into force.
16. Entrances must be approved and cleared by the Physical Services Department before the issuance of any building permit (if applicable).
17. It is the responsibility of the owner/applicant to determine if the proposed entrance is onto a public highway, or unopened road allowance.
18. It is the responsibility of the owner/applicant to arrange for a final inspection for the release of their deposit. Failure to have a final inspection completed prior to the expiry of the permit will result in the forfeiture of the owner's/ applicant's deposit.