



Planning Department
7 Milne Street, PO Box 359
Minden, ON KOM 2K0

Application to Construct an Access Road on Original Road Allowance

Date Received: _____
File Number: _____
Receipt Number: _____

****ALL INFORMATION MUST BE COMPLETED IN FULL PRIOR TO THE PROCESSING OF THIS APPLICATION****

Name of Applicant: _____
Mailing Address: _____
Telephone: _____ E-mail: _____

Name of Agent: _____
Mailing Address: _____
Telephone: _____ E-mail: _____

911 Number & Street Name: _____

Property Description: Lot No. _____ Conc. No. _____ Sub Lot No. _____
Plan No.: _____ Geographic Township _____
Roll No. 46-16-____-000-____-0000

A cost deposit in the amount of One Thousand (\$1,000.00) Dollars, which includes a non-refundable administration fee, in the amount of Five Hundred (\$500.00) Dollars, payable to the Township of Minden Hills, MUST accompany this request form for each application submitted.

I/we am requesting permission to construct an access road on a portion of the original allowance for road located at Lot _____, Concession _____, in the geographic Township of _____ hereby agree to the following terms and conditions pursuant to **Municipal Policy No. 32, as amended**, a policy to establish the fees and procedures for an application to construct an access road on a portion of an original allowance for road.

- a) The applicant agrees to obtain an entrance permit from the proper authority, and further agrees to file a copy of same in the office of the Planning Administrator.
- b) The applicant agrees to survey and bar the property line of the portion of the original allowance for road to be used, and agrees to visibly stake the outer limits of the said allowance with 5 cm. x 5 cm. stakes a minimum of one hundred (100) metres or as the Road Superintendent may direct.
- c) The applicant agrees that no work will commence until the Planning Administrator has issued written confirmation that all conditions have been fulfilled.
- d) The applicant agrees to construct an access road to a width of no greater than six (6) metres, and at a distance of no less than three (3) metres from the boundaries of the said allowance, and further agrees that no clearing or cutting will be conducted closer than three (3) metres from the boundaries of the said allowance.
- e) The applicant acknowledges that the access road is not for his or her exclusive use, and agrees that the access road will not be closed off in anyway.
- f) The applicant acknowledges that the municipality will not be responsible for the maintenance of any portion of the original allowance for road.
- g) The applicant acknowledges the municipal recommendation that this location be included on his or her premises liability insurance policy, and proof furnished immediately, in writing, to the Township Office in the amount of \$1,000,000.00.
- h) The applicant agrees to dispose of all slash and other debris within ninety (90) days of cutting.
- i) The applicant agrees to erect in a visible location at the entrance to the roadway, and to maintain, a sign stating "NOT A MAINTAINED TOWNSHIP ROAD".
- j) The applicant agrees to notify the Planning Administrator when construction has been completed in order that the Road Superintendent is directed to conduct a final inspection.
- k) The applicant acknowledges that if the work has not commenced within one (1) year from the date of Council's approving resolution, or is abandoned for a period of more than one (1) year, the approval

shall be considered null and void, and a new application must be filed with the municipality in order to permit work to be recommenced.

- l) The applicant agrees that all work must be completed within two (2) years from the date of Councils' approving resolution.

(Date)

(Signature of owner)

(Date)

(Signature of owner)

If the applicant is not the owner of the land that is subject of this application, the owner must complete the following or a similar authorization attached to the application:

Authorization of Owner for Agent to Make the Application, Provide Personal Information

I/We, _____, being the registered owner(s) of the lands subject of this application and I/we hereby authorize _____ to prepare and submit this application on my/our behalf.

(Date)

(Signature of owner)

(Date)

(Signature of owner)

Authorization of Owner for Agent to Provide Personal Information

I/We, _____, being the registered owner(s) of the lands subject of this application, and for the purposes of the **Freedom of Information and Protection of Privacy Act**, I/we authorize _____, as my agent for this application, to provide any of my personal information that will be included in this application or collected during the processing of the application.

(Date)

(Signature of owner)

(Date)

(Signature of owner)

Consent of the Owner to the Use and Disclosure of Personal Information and to Allow Site Visits to be Conducted

I/We, _____, being the registered owner(s) of the lands subject of this application and, for the purposes of the Freedom of Information and Protection of Privacy Act, I/we hereby authorize and consent to the use by or the disclosure to any person or public body of any personal information that is collected under the authority of the Planning Act for the purposes of processing this application. I/we also authorize and consent to representatives of the Township of Minden Hills and the persons and public bodies conferred with under Section 53(10) of the Planning Act entering upon the lands subject of this application for the purpose of conducting any site inspections as may be necessary to assist in the evaluation of this application.

For the purposes of the **Freedom of Information and Protection of Privacy Act**, I further authorize and consent to the use of my name in any Notices required under the authority of the Planning Act for the purpose of processing this application.

(Date)

(Signature of owner)

(Date)

(Signature of owner)