

The Corporation of the Township of Minden Hills

Policy No. 32 (as amended)

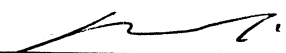
A policy to establish the fees and procedures for an application to construct an access road on a portion of an original allowance for road.

Where an application is received for permission to construct an access road on part of an original allowance for road, the following procedure shall apply:

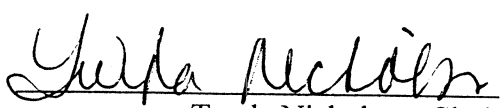
1. An application shall be submitted to the Planning Department accompanied by a non-refundable fee of \$500.00 to cover administration and inspection costs.
2. The Road Superintendent shall be directed to conduct a preliminary inspection of the proposal and shall submit his recommendations to the Planning Administrator who in turn shall report to Council in writing for consideration.
3. The Planning Administrator shall notify all abutting landowners of the proposal, and shall request that any objection to the said proposal be filed in writing in the office of the Planning Administrator within thirty (30) days.
4. Council will consider the application and, if deemed advisable, will grant approval to the proposal by resolution on the condition that the applicant enters into a written Agreement, with the municipality, as per Schedule "A", attached hereto and forming part of this policy, and complies with the following terms and conditions PRIOR TO THE COMMENCEMENT OF ANY WORK:
 - 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 a final inspection may be conducted by the Road Superintendent.
- 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 Council's approving resolution.

Passed by Council this 28th day of April, 2005.



Ross Rigney, Reeve



Twyla Nicholson, Clerk

**CORPORATION OF THE
TOWNSHIP OF MINDEN HILLS**

TO: The Reeve and Members of Council
Township of Minden Hills
P.O. Box 359, 7 Milne Street
Minden, ON K0M 2K0

Date Received: _____
File Number: _____
Receipt Number _____

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

Application To Construct An Access Road On Original Road Allowance

Name of Applicant: _____

Mailing Address: _____

Home Telephone: _____ Work Telephone: _____

Property Description: Lot No. _____ Conc. No. _____ Sub Lot No. _____ Plan No.: _____

Geographic Township _____ Roll No. 46-16-0____-000-_____-0000

I/We, _____, being the applicant, enclose my/our fee, in the amount of \$500.00, which is non-refundable, and 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.

Township of Minden Hills
P.O. Box 359, 7 Milne Street
Minden, ON K0M 2K0

- 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 be 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.

Dated this ____ day of _____, 20__

Signature of Applicant

Signature of Applicant

For office use only:

I, having reviewed the application, hereby grant approval to the applicant to commence construction of the access road on the aforementioned original allowance for road on _____ to be completed on _____.

Date of Approval: _____

Planning Administrator

15/04/2005

TOWNSHIP OF MINDEN HILLS

Application To Construct An Access Road On Original Road Allowance

Name of Applicant: _____

Mailing Address: _____

Property Description: Lot No. _____ Conc. No. _____ Sub Lot No. _____

Geographic Township Name: _____ Plan No.: _____

Fee: \$500.00 Date Paid: _____

Road Superintendent's Preliminary Comments: _____

Comments from abutting land owners: _____

Council Resolution No.: _____ Council's Comments: _____

I, _____, being the applicant, 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. _____, 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 CAO/Clerk.
- 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 CAO/Clerk 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.