



Office Use Only:  
Application: \_\_\_\_\_  
Fee \$650.00 (\$150.00 Application Fee plus \$500.00 Deposit)  
Date Paid: \_\_\_\_\_  
Receipt Number: \_\_\_\_\_

### APPLICATION FOR ENTRANCE PERMIT

Name of Applicant: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_ Postal Code: \_\_\_\_\_

Daytime Telephone No: \_\_\_\_\_

Email Address: \_\_\_\_\_

Name of Owner (If different from Applicant): \_\_\_\_\_

Property Description: Roll Number: 4616- -000- -0000

Lot No. \_\_\_\_\_ Concession: \_\_\_\_\_ Township \_\_\_\_\_

1. I hereby request that an inspection be made of my proposed entrance onto the Township Road known as: \_\_\_\_\_

**NOTE: It is the owner's responsibility to ensure that the proposed entrance is onto a Township road – if it is later determined that the entrance is not on a Township road, the Application fee will NOT be refunded.**

Date permit is required: \_\_\_\_\_ **A minimum of three weeks' notice is required.**

2. A survey or sketch of my property showing the proposed location of the entrance, is shown below.

3. I confirm that I have placed markers – 2 stakes wrapped in red plastic tape – at the proposed entrance site.

4. My contractor will be \_\_\_\_\_. "Contractor" shall mean a hired contractor or person(s), including the owner, with appropriate Contractor Liability Insurance, (minimum of \$2,000,000.00) and WSIB coverage as required by Provincial Legislation, as well as an understanding of appropriate construction techniques and construction safety in accordance with the Occupational Health and Safety Act.

5. I understand and agree that my proposed entrance will not be installed until I am in receipt of specifications from the Director of Public Works, or his/her designate, and that the installation will conform to the specifications as detailed below.

6. I further understand and agree that I, or my Contractor, will notify the Director of Public Works, or designate, via the Municipal Office at 705-286-3144, ext. 500 or 7 Milne Street, PO Box 359, Minden, Ontario K0M 2K0, and request a final inspection prior to backfilling my entrance, and that I will rectify immediately any deficiencies revealed by a final inspection of which I am notified.

7. I understand that the above fee includes a deposit of \$500.00 to be released to the Applicant after final approval of the entrance.

8. I also understand that this permit will expire six (6) months from date of approval if not completed.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

Site Sketch by Owner

**Pursuant to Policy No. 22 a detailed sketch, that includes the distances from the nearest civic addresses and/or landmarks, is required.**

**Site Visit Remarks & Material Specifications**

Size of Culvert Required:

\_\_\_\_\_

Conditions: \_\_\_\_\_

\_\_\_\_\_

Signature Of Township Staff: \_\_\_\_\_

Date Of Inspection \_\_\_\_\_  
For Requirements

NOTE: Applicant to phone for Final Inspection

**Final Inspection**

Entrance Approved: Yes \_\_\_ No \_\_\_

Deposit to be refunded: Yes \_\_\_ No \_\_\_

Notes: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_

Signature Of Staff:

\_\_\_\_\_