

APPLICATION FOR ENTRANCE PERMIT

Permit Number (For Office Use):

Work must not begin until this application has been approved and an entrance specification issued.

APPLICANT CONTACT INFORMATION:

Name of Property Owner:	
Name of Authorized Agent/Solicitor representing Property Owner (if applicable):	
If Commercial Business, Please Provide Name of Principal Contact Person:	
Mailing Address (Including Postal Code):	
Telephone Number:	
Fax Number:	
Email:	

APPLICATION FOR:

- | | |
|---|---|
| <input type="checkbox"/> Construction of New Entrance | <input type="checkbox"/> Construction of Secondary Entrance |
| <input type="checkbox"/> Changing Design of Existing Entrance | <input type="checkbox"/> Changing Location of Existing Entrance |
| <input type="checkbox"/> Changing the Use of Existing Entrance (Classification) | <input type="checkbox"/> Construction of Temporary Entrance |
| <input type="checkbox"/> Paving of Existing Entrance | |

Are you proposing to sever/subdivide land?

- | | |
|--|--|
| <input type="checkbox"/> Severance/Subdivision Related | <input type="checkbox"/> NOT Severance/Subdivision Related |
|--|--|

Reason for Entrance Permit Application:

TYPE OF PROPOSED ENTRANCE:

Please check the classification of entrance required.

<input type="checkbox"/> Residential Entrance	<input type="checkbox"/> Field Entrance	<input type="checkbox"/> Farm Entrance	<input type="checkbox"/> Temporary Entrance
<input type="checkbox"/> Commercial Entrance	<input type="checkbox"/> Industrial Entrance	<input type="checkbox"/> Institutional Entrance	<input type="checkbox"/> Emergency Entrance
<input type="checkbox"/> Public Entrance	<input type="checkbox"/> Private Road		

If there is an existing entrance, please choose the current surface type:

<input type="checkbox"/> Grass	<input type="checkbox"/> Gravel/Stone	<input type="checkbox"/> Paved
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Do you plan to pave the surface of the entrance in the future? Yes No

LOCATION OF PROPOSED ENTRANCE:

Street Name:	
Side of Road:	<input type="checkbox"/> North <input type="checkbox"/> South <input type="checkbox"/> East <input type="checkbox"/> West
Civic Address # (if already assigned):	
Civic Address of Properties on Either Side of Proposed Entrance:	
Assessment Roll Number:	
Lot #: _____	Concession: _____
Registered Plan: _____	Part Number(s): _____

DESCRIPTION OF PROPERTY THAT ENTRANCE WILL PROVIDE ACCESS TO:

Measurements Are in: Metres Feet | Lot Frontage: _____ Lot Depth: _____ Lot Area: _____

Existing Use of Property: _____

Proposed Use of Property: _____

Existing Buildings/Structures: _____

Proposed Buildings/Structures: _____

If this entrance is related to a severance, will it provide access to: Proposed Severed Lot Retained Lands

ENTRANCE WIDTH:

Minimum allowable entrance widths for Residential, Field and Farm Entrances is 6.0 metres; all others are site specific. Any requests for an Entrance wider than standard are subject to approval by the Municipality.

Finished Entrance Width:

Standard Wider _____ Metres

Indicate Reason for Non-Standard Width: _____

TRAFFIC SIGHT LINES:

The Municipality has the authority to reduce the Sight Distance, including grade corrections, if they deem necessary to ensure the safety of residents, following the guidelines of the Transportation Association of Canada.

Approximate Distance Approaching Traffic is Visible from the Point of Entrance to the Roadway/Highway (Feet):

COMMERCIAL/INDUSTRIAL/INSTITUTIONAL/MULTI-RESIDENTIAL ENTRANCES:

Type of Commercial Activity: _____

Proposed Hours of Operation: From _____ To _____

Year-Round Operation Seasonal – Please specify season _____

Anticipated Daily Traffic Volume of Proposed Entrance: _____ vehicles per day

What Percentage of Daily Traffic Volume Will Be Heavy Truck Traffic: _____%

If Multi-Residential Entrance Specify the Number of Residential Dwellings: _____

TEMPORARY ENTRANCES (Maximum term is one year):

State the Purpose of the Temporary Entrance: _____

Dates Entrance is Required: From _____ To _____

CULVERTS:

If a culvert is deemed necessary:

Length of Culvert: _____ Size of Culvert: _____

Indicate which, if any, of the following will be affected:

- | | |
|--|-------------------------------------|
| <input type="checkbox"/> Highway/road drainage | <input type="checkbox"/> Signs |
| <input type="checkbox"/> Trees, Shrubs, Planting | <input type="checkbox"/> Guide Rail |

STAKING THE PROPOSED ENTRANCE LOCATION:

The proposed entrance location MUST be staked in a way that makes it clear to Municipal staff where the entrance is being requested. Stakes MUST be put on either side of the proposed entrance, in a way that does not hinder sight lines, traffic or pedestrians.

AUTHORIZATION OF OWNER FOR AGENT:

If the applicant is not the owner(s) of the land that is subject of this application, the owner(s) MUST complete the following authorization:

Authorization of Owner for Agent to make the Application and to provide Personal Information

I/We _____ being the registered owner(s) of the lands subject of this application for entrance hereby authorizes _____ to prepare and submit this application on my/our behalf and, for the purposes of the Freedom of Information and Protection of Privacy Act, to provide any of my/our personal information that will be included in this application or collected during the process of the application.

Signature of Owner Date

Signature of Owner Date

WAIVER – CONFIDENTIAL INFORMATION:

The applicant/owner hereby acknowledges that this application is a public document and all information provided in the application and with the application will be available for public review and scrutiny except for that portion of the application identified as confidential.

Acknowledged

WAIVER – ACCESS TO PROPERTY:

The owner hereby authorizes representatives or employees of the Corporation of the Municipality of Powassan to enter onto the lands that are subject to this application during business hours of the Municipality of Powassan for the purpose of inspecting, evaluating, and recording information about the site, relevant to the application.

Acknowledged

SUBMIT APPLICATION TO:

Municipality of Powassan
Attn: Public Works Supervisor or Designate
PO Box 175
250 Clark Street, Powassan ON P0H 1Z0
publicworks@powassan.net

SUBMIT PAYMENT TO:

Fees can be paid by cash, debit or
cheque payable to the Municipality
of Powassan.

FINAL INSPECTION – PUBLIC WORKS AND ENGINEERING DEPARTMENT TO COMPLETE

FINAL INSPECTION APPROVAL

Approved By:

Print Name : _____ Date : _____

Signature : _____

PERMIT APPROVAL

Approved

Not Approved

Referred to Council

Foreman's Signature: _____ Date: _____

SKETCH

The Entrance Permit MUST be accompanied by a sketch. This page may be used for the sketch, or one can be attached with the application. Be sure all information required is included.

- Sketch property showing any adjacent roads
- Indicate approximate total length of road frontage across the property
- Show any buildings on the property (specify)
- Show any existing entrances to the property or adjacent properties
- Indicate distances between existing and proposed entrances (on the property and nearby)
- Indicate the 911 address numbers (green civic number) for the property or neighbouring properties
- Indicate where the proposed new entrance



Entrance Permits are subject to the following conditions and to any supplementary conditions established by the Municipality at the time of issue:

1. This entrance is subject to all municipal By-Laws. If during the life of this permit, any acts are passed or regulations adopted which affect the rights and privileges herein granted, the said acts or regulations shall be applicable to this permit from the date in which they come into force.
2. Work on the construction or alteration of an entrance must not be started before an entrance permit inspection has taken place and you have received written documentation of approval from the Municipality.
3. 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.
4. If the entrance has not been constructed and accepted by the Municipality within six (6) months of the date of the initial inspection, the permit shall be null and void with the permit fee being retained for administrative costs.
5. If the entrance permit is not submitted for final inspection within one (1) year of the initial inspection, then the permit fee will be retained by the Municipality.
6. If this permit expires and is not renewed for any reason, all work constructed, maintained, or operated under this permit shall, if the Municipality so requests, be removed without expense to the Municipality and the Municipal Road shall be left in as good condition as it was before the said work was installed.
7. All works related to or forming a part of an entrance shall be carried out in accordance with the approved plans and specifications, subject to the approval of the Municipality. The owner of the property shall bear all expenses related thereto.
8. 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 supervision of the Municipality or its authorized agent.
9. The owner of a property served by an entrance shall maintain each entrance to their property in accordance with the requirements of the Municipality.
10. Each entrance must be designed, constructed, and maintained in a manner that prevents surface water from the entrance way and/or the adjoining property from being discharged via the entrance onto the roadway.
11. The owner is responsible for the construction, marking and maintenance of any detours required, and for maintaining safety measures for the protection of the public during the construction of any works in respect to an entrance.
12. The design and specifications of an entrance must not be changed without the approval of the Municipality. If the owner of a property desires to change the design of an entrance, notice to the Municipality must be submitted for approval.
13. The use or purpose of an entrance must not be changed in a manner that changes the classification of an entrance. Improper use of an entrance may result in cancellation of the permit. If the owner of a property desires to change the classification of an entrance, a written notice to do so must be submitted to the Municipality for approval.
14. An entrance permit may be cancelled at any time for breach of the regulations or conditions of the permit or for such reason the Public Works Foreman or Designate sees fit.
15. Approval of this entrance permit does not guarantee approval of any other permit, including Municipal Building Permits.