

APPLICATION FOR ENTRANCE APPROVAL

Name of Applicant _____ **Date of Application** _____

Address of Application _____ **Phone #** _____

Postal Code _____ **Road Name** _____ **Lot** _____ **Con** _____

Property Roll# _____

Refund To:

- Applicant as above**
- Contractor** _____

Draw sketch showing location of lot entrance & distance of entrance from nearest boundary and stake location

FOR OFFICE USE ONLY

Deposit:\$225.00**Rcpt#** _____ **Admin Fee \$75.00 Rcpt#** _____ **Rec'by** _____

CULVERT REQUIRED YES NO

Diameter _____ **Type** _____ **Min Length** _____

Comments _____

SUPERINTENDENT CERTIFICATION

APPROVED FOR INSTALLATION AS SPECIFIED _____ **DATE** _____

FINAL INSPECTION OF INSTALLATION _____ **DATE** _____

**INSTRUCTION FOR COMPLETING
ENTRANCE APPROVAL APPLICATIONS**

1 NAME, ADDRESS, AND TELEPHONE NUMBERS

Print your name, present mailing address and telephone number.

2 ROAD NAME

Print the local road name at the processed entranceway with the Lots, Concession number, and Plan number if any.

3 SKETCH

Please draw a sketch in the area provided showing the location of the processed entranceway to assist the Roads Superintendent in locating the site. Stake and tag the desired location with the tag provided.

Being Regulations governing the size area and mode of construction of entrance ways, culverts, and bridges over drains, ditches, and watercourses on Township road allowances, and fees for permits and other charges pursuant to the Township of Perry.

1 The fee for an Entranceway Permit is \$75.00 and will be in effect for six months. If a second Permit is required, the fee is \$75.00 and is valid for a six month period.

2 A security deposit in the sum of \$ 225.00 is required, which will be returned upon final approval by the Roads Superintendent.

3 The minimum size of culverts -fifteen inches (15") or thirty-eight centimetres (38 cm) and the length is twenty-eight feet (28') or eight and on-half metres (8.5m).

4 DEPOSIT

Entrance Approval applications require a payment in the amount of \$300.00 made payable to The Township of Perry (Fee- \$75.00, Security-\$225.00)

Upon completion of the application form, return it to the Township of Perry Office. The payment must accompany the application.

The location approval will require from one to two weeks after which you will receive a notification that you may proceed to install the entrance. Work on the entrance must not begin unless you have received approval.

5 **FINAL APPROVAL**

If the work has been properly completed your Deposit (\$225.00) will be returned to you (Please allow two weeks for Final Approval)

NOTE: The Property Owner shall be responsible for culvert replacement should the culvert be damaged during construction associated with an active Building Permit.

6 **CIVIC ADDRESS**

If desired, you may apply to have a civic address number assigned and posted once your entranceway has been completed and a building permit application has been completed. This is extremely useful for contractors if you plan to have construction work done. The application form is attached, and the fee of \$60.00 must be submitted with the application, separate from the entrance approval application.



Building Services Department

1695 Emsdale Rd PO Box 70, Emsdale, ON P0A 1J0
Phone: 705-636-5941 Fax: 705-636-5759

REQUEST FOR CIVIC ADDRESS

Name: _____

Phone Number: _____

Property Roll #: _____

Lot: _____ Concession: _____

Street / Access: _____

Fee Schedule:

New Application: \$60
Replacement Blade & Post: \$50
Replacement Post Only: \$20
Replacement Blade Only: \$25

All fees are payable at time of application.
Can be paid by cheque, cash, debit or credit card (2% surcharge applies for credit card payment)

Please ensure proper placement of signs to avoid possible damage.

Office Use Only

Date: _____

Receipt Number: _____

Received By: _____

Civic Number Assigned: _____

Notes: