



Entrance Permit Application Instructions

Township of Perry
PO Box 70
1695 Emsdale Rd
Emsdale, ON
POA 1J0
705-636-5941

1. Please complete the required information and proposed entrance details on the application. Include your name and current address for mailing. Roll numbers can be found on your tax bill.
2. Please complete the Proposed Entrance details and provide the road name at the proposed entrance, Lot, Concession, Lot and Plan No., etc.
3. Please provide a full detailed sketch to assist in locating the proposed entrance. Failure to provide an easy to follow sketch will result in a delay in approving the entrance. **Providing a copy of the survey showing owner's property lines as well as neighbouring property lines is preferable. Clearly identify property stakes on site if available. If property stakes cannot be located, the Owner must provide proof that the proposed entrance is wholly within his/her property.**
4. The Orange Lot Identification Card included in the application, must be filled out with black marker and placed on a stake or tree at the desired location where you wish to construct the entrance. Be sure to secure this card and cover it with a clear wrap (plastic wrap or Ziploc bag) to protect it from water.
5. Entrance approval applications must include an administration fee of \$250.00 and a deposit of \$350.00 (to be returned to the applicant upon approval of Final Inspection). Payment can be made by cheque, cash, debit or credit (credit card surcharge applies). The entrance approval may take up to one (1) week after the Township is notified of property stake locations and marker installation (depending on weather). The applicant will be notified for pick-up of permit at the Township Office to proceed to install the entrance.
6. An approved entrance approval is a pre-requisite to the issuance of a building permit by the CBO.
7. Utility locates must be obtained prior to any work being done.
8. An Entrance Permit is required if you want to:
 - a. Construct a new entrance to your property that fronts on a Township Road; or
 - b. Make changes to an existing entrance that fronts on a Township Road.

9. Upon completion of the entrance installation, please notify our Office for the **final inspection** to be completed. This may take up to one (1) week for final approval. Note, final approval requests submitted in the winter may require a spring inspection. Once the final inspection has been approved, the deposit will be returned to the applicant. If there are deficiencies noted, the applicant will have two (2) weeks to correct the deficiencies and request a new inspection.

If damage is done to the municipal road during installation, the property owner will make repairs to the satisfaction of the Township within fifteen (15) days, or the Township will make the repairs and deduct the cost from the deposit.

Please allow up to two (2) weeks for the deposit of \$350.00 to be returned. Deposits will be returned by cheque in the mail.

Work must start within six (6) months of issuance of the entrance permit or the permit shall be void and cancelled by the Township. The entrance is to be completed within two (2) years from date of issue of entrance approval. 1 six (6) month extension may be granted by the Working Roads Supervisor.

Note: The deposit is refunded only upon satisfactory final inspection by the Township. The permit and deposit will be forfeited if no request for final inspection is received by the Township within two (2) years of the date of issuance of the entrance approval.



Entrance Permit Application

Fee: \$250.00 (cash, cheque, debit or credit)

Deposit: \$350.00 (returned upon final inspection approval)

Date: _____

Required Information:

Roll #: _____ Recent Severance: Yes: _____ No: _____

Name: _____

Subdivision Agreement Conditions: Yes: _____ No: _____

Mailing Address: _____

E-Mail: _____ Telephone: _____

Proposed Entrance: Side: N _____ S _____ E _____ W _____

Road Name: _____ Civic No. (if applicable): _____

Lot No.: _____ Con No.: _____

Lot and Plan No.: _____

Type of Establishment: _____

Residential: _____ Seasonal Residential: _____

Commercial: _____ Temporary (logging): _____

Detailed Site Sketch: Must be provided with this application

Office Use Only:

Planning Approval: Yes _____ No _____ Zoning: _____

Culvert Required: Yes _____ No _____ Type: _____

Culvert Diameter: _____ Length Min: _____ Max: _____

Cut: _____ Fill: _____

Comments: _____

- **Approval is based on information and location as provided by the Applicant**
- **The Applicant is required to comply with all other applicable Federal, Provincial and Municipal Statutes.**
- **Owner to ensure drainage from roads or adjacent properties is directed away from buildings.**
- **The Township is not responsible for any surface or road drainage onto the subject property.**

Approved for Installation as specified

By: _____

Date: _____

Final Inspection Installation Approved

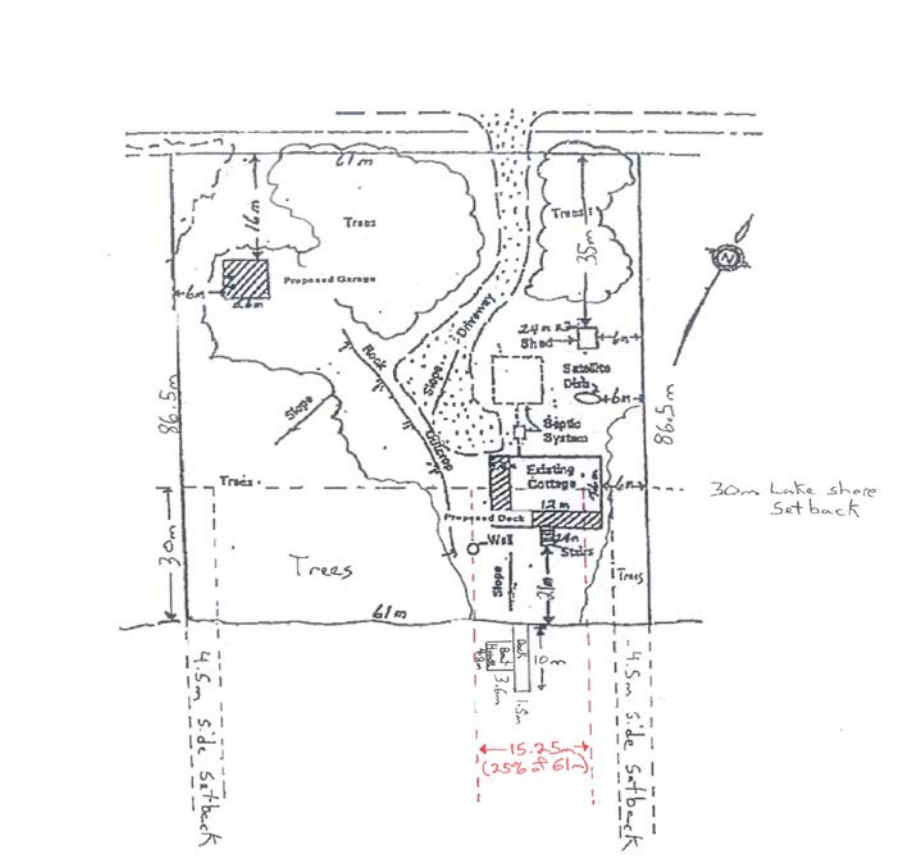
By: _____

Date: _____

Sketch & Entrance Specifications

Sketch

1. Indicate main intersection.
2. Indicate neighbours or landmarks.
3. Indicate location of property on road.
4. Indicate distance of property from main intersections.



Entrance Specifications

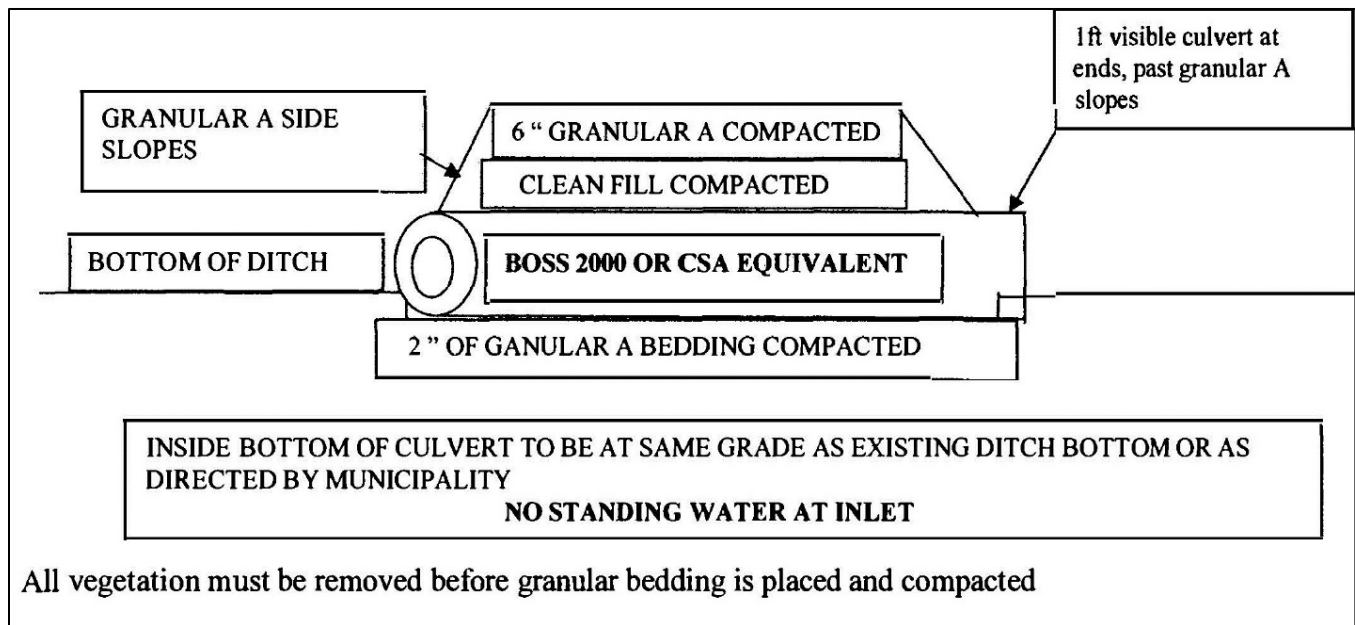
1. Entrances not requiring a culvert must have 200-250 mm of pit run gravel and 150mm of 19mm crushed gravel on top, within the Township Road Allowance.
2. Residential Entrances shall be no wider than 6 metres; and Commercial Entrances shall be no wider than 9 metres, unless authorized by the Working Roads Supervisor.
3. Entrances must have a minimal 5 metres level approach onto the Township Road.
4. The ditch shall not be filled to gain access to property before culvert is installed.
5. The entrance shall be installed at least 3 metres from the neighbouring property lines.
6. Where a culvert is required, ditch cleanout is required 5 metres on either side of culvert.
7. Grass seed must be on hand and applied to all exposed earth along ditches and drainage courses at time of excavation.
8. Entrance must be installed at 90° angle to the road unless otherwise specified.
9. The Contractor is required to give 48 hours' notice to the Township prior to work commencing.
10. Construction must be completed in compliance with the attached site plan sketch.

Culvert & Stopping Distance Guidelines

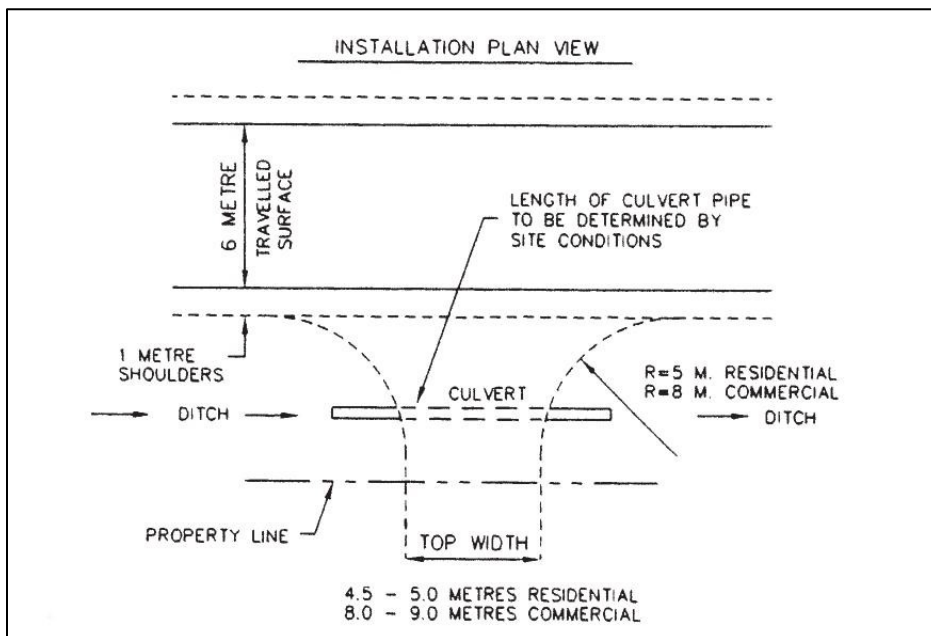
Minimum Stopping Sight Distances as set out in the Geometric Guidelines for Municipal Roads (OGRA 1998)		
Posted speed or Regulatory Speed Km/h	Stopping Sight Distance m/ft	Stopping Time (seconds)
80	95/330	4.2
70	82/275	4.3
60	80/260	5.0
50	60/195	4.2
40	45/145	4.1

Entrances that do not meet the site line requirements will be required to pay for hidden entrance signs and their placement

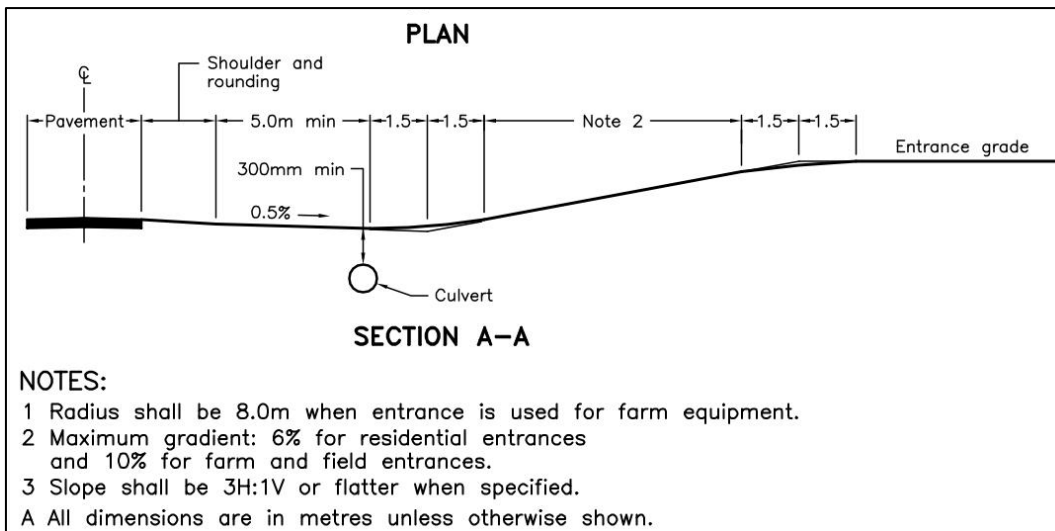
Culvert Installation Guideline



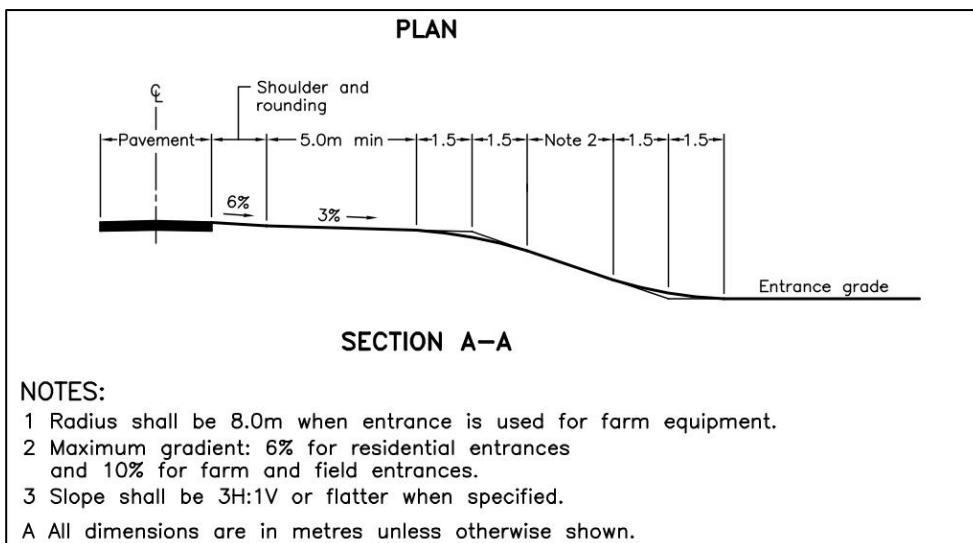
Entrance Installation Guidelines



Cut



Fill



Detailed Site Sketch