

**Corporation of the  
Township of Southgate  
185667 Grey Road 9  
Dundalk, Ontario  
N0C 1B0**



**Phone 519-923-2110  
Toll Free 1-888-560-6607  
Fax 519-923-9262  
[info@southgate.ca](mailto:info@southgate.ca)**

### **Application for Entrance Permit**

**Permit Number:** \_\_\_\_\_

**\*Please mark the proposed entrance clearly with stakes for inspection purposes\***

#### **To Be Filled Out By Applicant (Please Print)**

Name: \_\_\_\_\_

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

Postal code: \_\_\_\_\_ Phone: \_\_\_\_\_

Roll number: \_\_\_\_\_

#### **Land Severance Information**

Is the application in conjunction with a land severance  Yes  No

If "Yes", give Severance Application No.

Application is hereby made to:  
(Check one or more of the following to indicate proposed work)

- |   |  |
|---|--|
| <input type="checkbox"/> construct an entrance  | <input type="checkbox"/> change the design of an existing entrance   |
| <input type="checkbox"/> pave an existing entrance  | <input type="checkbox"/> change the location of an existing entrance   |
| <input type="checkbox"/> construct curbs, gutters or other permanent works related to an entrance | <input type="checkbox"/> use an existing entrance for other than its original present or normal use (change of classification from residential to commercial, etc.)  |
| <input type="checkbox"/> add curbs, gutters or other permanent works to an existing entrance      | <input type="checkbox"/> construct a temporary entrance or use any part of the right-of-way of a Township Road as a means of temporary access to and from a property |

#### **Description and Location of Property**

Name of property owner: \_\_\_\_\_

Lot no. \_\_\_\_\_ Concession or Plan no: \_\_\_\_\_

Previous Township \_\_\_\_\_ Township of Southgate

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

**Classification, Use, Purpose and Detail of Entrance**

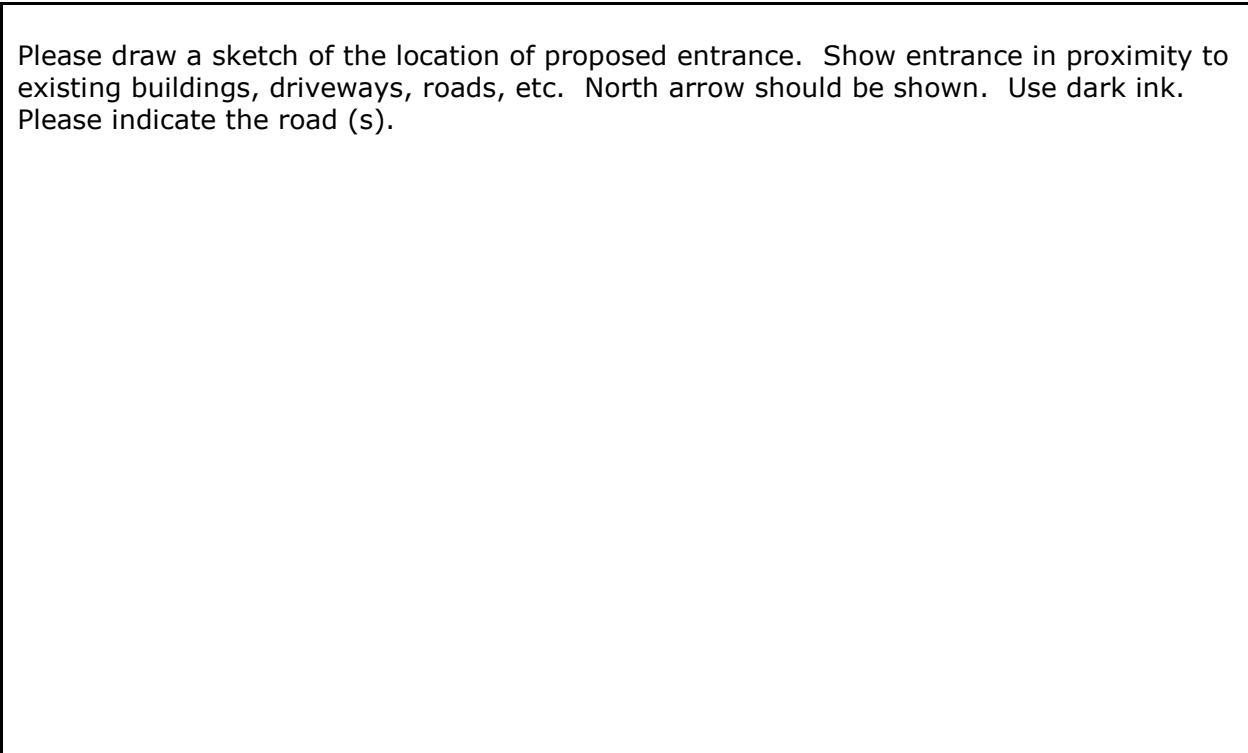
**Access required for:**

Temporary \_\_\_\_ Commercial \_\_\_\_ Residential \_\_\_\_ Farm/field \_\_\_\_ Public street \_\_\_\_\_

Number of existing entrances: \_\_\_\_\_

Material proposed for use granular backfill: \_\_\_\_\_

Please draw a sketch of the location of proposed entrance. Show entrance in proximity to existing buildings, driveways, roads, etc. North arrow should be shown. Use dark ink. Please indicate the road (s).



An application for an entrance permit must be accompanied with an application fee:  
**Residential** \$650.00 including refundable deposit of \$400.00.  
**Field** \$850.00 including refundable deposit of \$600.00.  
**Industrial / Commercial / Institutional** less than 8 metres \$1050.00 including refundable deposit of \$800.00.  
**Industrial / Commercial / Institutional** more than 8 metres \$5275.00 including refundable deposit of \$4000.00.

The deposit fee will be refunded after the entrance has been installed as follows:

It is understood that all works will be constructed, altered, maintained or operated at the expense of the undersigned. That work **must not** begin before a permit has been issued by the Township. The issue of a permit by the Township does not relieve the holder of the responsibility of complying with relevant municipal by-laws. In consideration of any permit issued in respect to this application, we, the applicants for ourselves, our heirs, executors, administrators, successors and assigns, hereby agree to observe, keep and perform and be subject to the regulations and conditions of the said permit and to indemnify and save harmless, the Township of Southgate represented by the **Public Works Manager**, from and against all loss, cost, changes, damages whatsoever to which may be put or which the Township of Southgate may suffer or sustain or for which the Township of Southgate may be liable by reason of anything done or omitted to be done in the construction, maintenance, alteration or operation of the works authorized.

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

## Entrance Permit Conditions

(Other than controlled access)

This permit is subject to the following conditions and to any supplementary conditions established by the department at the time of issue.

Supplementary conditions applying to this permit ( ) have ( ) have not been established by the department.

1. This entrance permit is subject to all municipal by-laws.
2. Work on the construction or alteration of an entrance must not be started before an entrance permit for the work has been issued by the Corporation.
3. Work on an installation or development for which a permit is granted must be completed within **twelve** months of the date of issue of the permit or the permit shall be void and shall be cancelled by the Corporation.
4. 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 Corporation. The owner of the property shall bear all expense related thereto.
5. Trees, shrubs, etc, on the right-of-way of a highway must not be cut or trimmed without the written permission of the Corporation and such cutting or trimming may only be done under the direct supervision of the Corporation or its duly authorized agent. Where it is necessary to cut or trim trees on property adjacent to a highway, the applicant must make the necessary arrangements with the property owners and must bear all expenses in connection therewith, including any damages occasioned as a result of such cutting or trimming.
6. 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 highway.
7. The applicant is responsible for the construction, marking and maintenance of the detours required and for maintaining safety measures for the protection of the public during the construction of any works in respect to an entrance.
8. The design and specifications of an entrance must not be changed without the approval of the Corporation. If the owner of a property desires to change the design of an entrance or add curbs, gutters, etc. an application to do so must be submitted to the Corporation for approval.
9. 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 therefore. If the owner of a property desires to change the classification of an entrance, an application to do so must be submitted to the Corporation for approval.
10. The owner of a property served by an entrance shall maintain each entrance to his property in accordance with the requirements of the Corporation.
11. The **12 month** expiry date named on this permit and a further term is desired, an application for renewal of the permit shall be made to the Corporation before

the expiry date named in this permit **in writing**. A further term may be approved or refused by the Corporation.

12. If this permit expires and is not renewed for any reason, all work constructed, maintained or operated under this permit shall, if the Corporation so requests, be removed without expense to the Corporation and the highway shall be left in as good as condition as it was before the said work was installed or constructed.
13. This permit must not be assigned or transferred from one owner to another. Each new permit is subject to the conditions applying at time of issue.
14. An entrance permit may be cancelled at any time for breach of the regulations or conditions of the permit or for such reasons as the **Public Works Manager** in his discretion deems proper.
15. 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 on which they come into force.
16. **Time Limits** - Approved entrance permits, not constructed within **twelve months, become null and void and cancelled by the Township. Deposits will not be refunded and will be retained to cover administration and site inspection monitoring costs.**
17. Landowner is responsible for all service locates.
18. Site line must be 120 meters.
19. Minimum size shall be not less than 400 mm and not less than 10 metres in length.
20. Ditch line must be re-graded at a length each direction equal to the entrance culvert.

### **Culvert Installation Conditions**

1. The culvert, if required, is to be set to the approved ditch grade.
2. Granular backfill is to be placed around the culvert and used to shape the entrance way, minimum depth over pipe is to be 300 mm or 12".
3. Granular "A" type gravel is to be used to top driveway.
4. The culvert size and entrance way width are to be as specified in the permit.
5. The roadside is to be left in a neat and tidy condition. Slopes must be neatly trimmed with topsoil and not steeper than 2:1. Culvert ends must be clean where possible.
6.
  - a) An entrance installed on a temporary permit is removed.
  - b) Where a permit is granted for entrance relocation, the original entrance must be re-ditched.
7. Only new C.S.P. will be accepted.

## Entrance Permit Inspection Report

Entrance Permit: \_\_\_\_\_

### For Township Use Only

Length of pipe/culvert: \_\_\_\_\_ Size of pipe \_\_\_\_\_

Width of entrance: \_\_\_\_\_ Gauge or thickness \_\_\_\_\_

Approximate distance approaching traffic is visible from the point of entrance to the township road:

From the right: \_\_\_\_\_ From the left: \_\_\_\_\_

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

\_\_\_\_ Road Drainage \_\_\_\_ Trees, shrubs \_\_\_\_ Signs \_\_\_\_ Guide rail \_\_\_\_ Nil

Signature of Foreman: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_ approval recommended

\_\_\_\_ approval not recommended

\_\_\_\_ referred to Public Works Manager

Classification of entrance \_\_\_\_\_ Township standard.

### Final Acceptance

Completion date: \_\_\_\_\_ Inspection date: \_\_\_\_\_

Was work in compliance [ ] Yes [ ] No

Deficiencies: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

[ ] Work was completed in accordance with entrance agreement.

[ ] The **Public Works Department** is recommending release of deposit.

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

Title: \_\_\_\_\_

### Public Works Manager

\_\_\_\_ approved \_\_\_\_ not approved

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

**Date of 1 year expiry:** \_\_\_\_\_