



**Application for Entrance Permit
Schedule "A" to By-Law 10-2003**

Permit Information

- **Permit No.:** _____

Applicant Information

- **Name of Applicant:** _____
- **Mailing Address:** _____

- **Telephone:**
 - Home: _____
 - Business: _____

Location of Proposed Entrance

- **Township Road Name:** _____
- **Lot:** _____ **Concession:** _____
- **Township:** _____
- **Property Description:**

Entrance Details

- **Entrance Use:**
Residential Farm Commercial Other:
- **Change to Existing Driveway (Design or Location):**
Yes No
- **Minimum Entrance Width Requirement:**
20 feet

Applicant Acknowledgement

It is understood that all work associated with the entrance shall be constructed, altered, maintained, and operated at the expense of the applicant. No work shall commence until a permit has been issued by the Works Superintendent.

A deposit must be submitted prior to permit issuance as follows:

- **Residential Entrance:** \$650.00
- **Commercial Entrance:** \$850.00

Upon completion of the entrance to the satisfaction of the Works Superintendent, the deposit will be returned.

Failure to complete the entrance within **one (1) year** from the date of permit issuance will result in forfeiture of the deposit. In such cases, the Township reserves the right to complete the entrance works.

Applicant Authorization

- **Applicant Signature:**
- **Date:**
- **Name (Printed):**

Sketch of Proposed Entrance

(Please ensure the proposed entranceway is clearly marked with pickets)

[Space for Sketch]

For Works Superintendent Use Only

Application Review

- **Applicant Interviewed By:**
- **Date:**
- **Entrance Recommended:**
 Yes No
- **Remarks:**

Administrative Details

- **Application No.:**
- **Date Deposit Received:**
- **Amount:**
- **Works Superintendent Signature:**
- **Date of Permit Issue:**

Works Superintendent's Report

- **All Permit Conditions Met:**
 Yes No
- **Deposit Eligible for Return:**
 Yes No
- **Works Superintendent Signature:**
- **Date:**

Deposit Return

- **Date Returned to Applicant:**
- **CAO/Clerk-Treasurer Signature:**
- **Cheque No.:**