



Application for Entrance Permit

Schedule B – By-Law No. 18-2014

Date: _____ Payment \$ _____ Receipt # _____

Roll Number	
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Permit Number (For Office Use)	
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Applicant Contact Information (Applicant Must Be The Property Owner):

Name of Owner	
If Numbered Company, Please provide name of Principal Contact Person	
Address (Including Postal Code)	
Telephone/Cell Number	
Fax Number	
E-mail	

Contractor Contact Information (If Applicable):

Company Name	
Address (Including Postal Code)	
Telephone/Cell Number	
Fax Number	
E-mail	

Application For:

New Entrance (Residential)		Entrance (Multi-Unit Residential)	
New Entrance (Farm)		Change of Design	
New Entrance (Commercial)		Change of Usage	
New Entrance (Institutional)		Temporary	
New Entrance (Industrial)		Alteration	
New Entrance (Field)		Other _____	

Land Severance	<input type="checkbox"/> Yes <input type="checkbox"/> No	Severance Application	No. _____
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Description of Entrance Location:

Amalgamated Municipality		Former Township	
Lot Number		Concession Number	
Civic Address Number		Road or Street Name	
Lot Frontage		Located on Which Side of Road (N/S/E/W)	

Please enclose a sketch of the proposed entrance including, width, depth to bottom of ditch, material to be used, culvert type, size and length.

Link to OPSD Standards: (<http://www.grey.ca/services/taps/permit-forms-information/process-turnaround-time/>)

Location Details

- West Grey Road/Street Number
- North Arrow
- Closest Civic Address
- Closest Side Road or Street

Entrance Details

- Entrance Width
 - 10 m residential or field
 - 15 m farm
 - 20 m commercial, institutional or industrial
- Radius Size – 5 m residential
- Ontario Provincial Standards for Roads & Public Works (OPSD) Standard Drawing / Residential Farm
- Surface Type

Culvert Details

- Diameter Size – 400 mm
- Length – 9 m minimum
- Material – High Density Polyethylene (HDPE) only

Application Requirements

- The required fee of \$_____ is enclosed.
Please make cheque payable to the Municipality of West Grey
- The required security deposit of \$_____ is enclosed.
Please make cheque payable to the Municipality of West Grey
- The required sketch is enclosed.
- Location has been marked with wooden stake/marker.
- The required insurance documentation is enclosed.

The applicant understands that:

1. Each entrance permit application shall be subject to the payment of a fee and a security deposit. Both shall be submitted with the application. Both the fee and the security deposit amounts are set by the Municipality of West Grey from time to time and are available for viewing at the Municipality of West Grey Public Works office or on the website. Upon receipt of the application, both the fee and the security deposit shall be processed. The security deposit will be returned only after an approved final inspection has been completed by West Grey Public Works staff.
2. Failure to pay the prescribed fee and/or the security deposit shall result in the cancellation of the permit.
3. The entrance for which this permit is issued must be installed within six (6) months of the date that the permit is issued of the permit shall be void and cancelled by the Municipality of West Grey.
4. An extension of the expiry date may be approved; approved with additional conditions; or denied by the Municipality of West Grey.
5. If this permit expires and is not renewed, all works constructed, maintained or operated under this permit, if the Municipality of West Grey so requests, shall be removed at no cost to the Municipality of West Grey.
6. In addition to the conditions of this permit, the permit holder must meet all of the requirements of the County of Grey and any other agency having jurisdiction.
7. An entrance permit may be cancelled at any time for breach of the regulations or conditions of this permit or for such other reasons as the Municipality of West Grey at its sole discretion deems proper.
8. All work related to the installation authorized by this permit shall be carried out in accordance with approved plans, specifications and any relevant agreement(s), and subject to the approval of the Municipality of West Grey. The permit holder must bear all expenses related thereto.
9. All lane closures shall conform to Ontario Traffic Manual Book 7. Prior to the approved works beginning, the layout shall be provided in writing to the Municipality of West Grey.
- 10. The Applicant shall complete and provide Notification of Field Work Form to the Municipality of West Grey's Public Work Services Department, 48 hours in advance of the commencement of the approved works.**
11. Vegetation on the right-of-way must not be cut or trimmed without the written permission of the Municipality of West Grey. Any cutting or trimming permitted must be done in compliance with regulations specified by the Municipality of West Grey or its authorized agent and at the expense of the permit holder.
12. During construction of the entrance, the permit holder shall ensure that the operation of the Municipal road is not interfered with and that the right-of-way remains free of debris, earth or other material.

13. All work shall conform to the Occupational Health & Safety Act.
14. At all times, both during construction and throughout the entire period of existence of the approved entrance, the permit holder is at all times responsible for any and all maintenance and repairs necessary to be made to the entrance and all parts thereof.
15. If during the life of this permit any Acts are passed or regulations adopted which affect the rights herein granted, the said Acts and regulations shall be applicable to this permit from the date on which they come into force.
16. The Applicant shall indemnify and hold harmless the Municipality of West Grey, its officers, members of Council, agents, servants, employees, invitees or licensees from and against any liabilities, claims, expenses, demands, loss, cost, damages, actions, suits or other proceedings by whomsoever made, directly or indirectly arising out of this permit attributable to bodily injury, sickness, disease or death or to damage to or destructions of tangible property including loss of revenue or incurred expense resulting from disruption of service; and/or caused by any acts or omissions of the permit holder, its officer, agents, employees, with respect to activities undertaken arising out of this permit and/or by the existence of the approved entrance.
17. The Applicant shall, at its expense, obtain and keep in force insurance coverage in amounts acceptable to the Municipality. Specific requirements shall be determined by the Municipality on a case by case basis, based on Municipal policy and procedures. No work shall commence without providing the appropriate proof of coverage to the Municipality of West Grey.
18. The Applicant shall be responsible for all damage caused to Municipality of West Grey property.
19. Throughout the installation period, the permit holder shall immediately notify the Municipality of West Grey of any occurrence, incident or event which may reasonably be expected to expose either party to material liability of any kind in relation to the road and/or the entrance.
20. The permit holder agrees to protect all survey markers and monuments in the vicinity of the work and agrees to replace all markers and monuments if damaged.

I hereby acknowledge that I have read and understand the Municipality of West Grey Entrance Permit Policy and Procedure, the terms of this Entrance Permit Application and further wish to apply for an entrance permit based on these terms, by which I will abide. I have the authority to bind this permit.

Applicant's Name

Date

Applicant's Signature

Office Use Only:

Classification of Municipal Road (Road Classification Map)	
Designation of Entrance (Section 1 of Procedure)	
Distance to Nearest Civic Address	(N'S'E'W') _____ From Address No. _____
Existing Sight Distance (Section 1 of Procedure)	Left _____ Right _____
Grade of Road From Entrance (3% and Greater)	Left _____ Right _____
Required Increase or Decrease of Sight Distance (Table 2 of Procedure) (Only Complete if Above Grade is Greater Than 3%)	Left _____ Right _____
Minimum Required Sight Distance Factor For Grade (Only Complete if Above Grade is Greater Than 3%)	Left _____ Right _____
Separation From Nearest Entrance on Same Side of Road (Section 2.5 and 3.2 of Procedure)	Left _____ Right _____
Number of Entrances (Including Proposed) Within 1 km Same Side of Road	Left _____ Right _____ Best Case _____
If Near Intersection Give Separation Distance (Section 2.8 of Procedure)	Left _____ Right _____
OPSD Standard	
Lot Frontage	
Speed Limit (Zone)	
Required Entrance (OPSD)	Width _____ Radii _____
Required Culvert HDPE 201 kpa minimum (Section 3.1.5.3 of Procedure)	Size _____ Length _____
Culvert Size	Up Stream _____ Down Stream _____
Indicate which, if any, of the following will be affected	<input type="checkbox"/> Road <input type="checkbox"/> Drainage <input type="checkbox"/> Trees/Shrubs <input type="checkbox"/> Signs <input type="checkbox"/> Guiderail <input type="checkbox"/> Nil
Patrol	<input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D
Supervisors' Recommendations	<input type="checkbox"/> Approval Recommended <input type="checkbox"/> Approval Not Recommended <input type="checkbox"/> Referred to Director
Name of Supervisor	
Signature of Supervisor	
Date	
Comments	

Office Use Only:

- Approved

This entrance permit application has been approved. The permit will expire six (6) months from the date of the execution by the Director of Infrastructure & Public Works as indicated below. Please submit a completed Notification of Field Work Form to the office 48 hours prior to initiating work.

- Not Approved (If not approved, please see comments below)

This entrance permit application does not confirm to Municipality of West Grey requirements and therefore will not receive approval. The following outlines the issues preventing approval:

Public Works Supervisor

Date

Director of Infrastructure & Public Works

Date

6 Months Expiry Date	
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Upon completion of the works as noted in the entrance permit application, the permit holder shall submit a Final Inspection Request Form and Declaration for Holdback Release to the Municipality of West Grey Public Works Services Office.



Permit Fee Schedule

All Permit fees for entrance applications must be accompanied with the payment identified as per the below fee schedule. The payment includes an administration fee and a holdback. The administrative fee is non-refundable. If the permit is approved, the holdback will be returned once the applicant has submitted a declaration that the work has been completed as per the requirements and West Grey Public Works staff has inspected the work site and agree that the work has been completed properly. If the work is not approved, the holdback will be retained.

Type of Permit	Application Fee	Holdback Fee	Payment Required
New Entrance Residential	\$200.00	\$400.00	\$600.00
New Entrance Farm	\$200.00	\$400.00	\$600.00
New Entrance Commercial	\$200.00	\$400.00	\$600.00
New Entrance Institutional	\$200.00	\$400.00	\$600.00
New Entrance Industrial	\$200.00	\$400.00	\$600.00
New Entrance (Field)	\$200.00	\$400.00	\$600.00
Entrance (Multi-Unit Residential)	\$200.00	\$400.00	\$600.00
Change of Design	\$200.00	\$400.00	\$600.00
Change of Usage	\$200.00	\$400.00	\$600.00
Temporary	\$200.00	\$400.00	\$600.00
Alteration	\$200.00	\$400.00	\$600.00
Other _____	\$200.00	\$400.00	\$600.00



Entrance Permit Declaration for Holdback Release

Director of Infrastructure & Public Works
Municipality of West Grey
402813 Grey Road 4, RR#2
Durham, ON N0G 1R0

Re: Declaration of Completion of Entrance Permit No. _____

I, _____, declare that Entrance Permit No. _____ has been:

1. Fully constructed as per the conditions of the permit.
2. There is no damage to Municipality of West Grey property that was a result of this work.
3. There are not outstanding claims regarding this work.
4. All labour, material services and otherwise incurred or suffered have been paid in full.
5. There are no liens as a result of this work.

As a result, I am requesting the Municipality of West Grey to inspect the work and return my holdback payment.

Print Name

Signature

Date



Entrance Permit Final Inspection Request Form

Permit Number	
Property Owner/Permit Holder Name	
Civic Address Number	
Road or Street Name	
Former Township/Municipality	

I hereby request a final inspection on my entrance, located at the above-noted address, as per the permit number indicated. All requirements have been met as per the applicable Municipality of West Grey Policy, and all related work has been completed.

Signature of Permit Holder

Date

Office Use Only:

Signature of Public Works Supervisor

Date

Approved

This entrance permit has been inspected and deemed satisfactory by the Municipality of West Grey Staff. Approval to return the security deposit to the permit holder in the amount of \$ _____ is hereby given.

Not Approved (If not approved, please see comments below)

This entrance permit has been inspected and does not conform to the Municipality of West grey requirements at this time. Further work is required. The following outlines the issues preventing approval:

Director of Infrastructure & Public Works

Date



Entrance Permit No.

Roll Number:

Severance Application No.:

Permit Issued To:

Classification of Entrance:

Entrance Location:

Length of Culvert:

Size of Culvert:

Width of Entrance:

Distance approaching traffic is visible from the point of entrance to the Municipal road as per classification of entrance.

From the Right:

From the Left:

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

Road Drainage Trees, Shrubs, Plantings Signs Guiderail Nil

Approved

Not Approved

Comments:

Dated at the Municipality of West Grey

This _____ day of _____, 20____

Municipality of West Grey
Director of Infrastructure & Public Works

Final Inspection of Entrance:

Date of Approval

Approved by Public Works Supervisor

This entrance permit has been inspected and deemed satisfactory by the Director of Infrastructure & Public Works. Approval to return the security deposit to the permit holder in the amount of \$ _____ is hereby given.

this _____ day of _____, 20____

Municipality of West Grey
Director of Infrastructure & Public Works