



The Corporation of the Township of Tay  
Public Works Department

450 Park Street  
Victoria Harbour, ON  
L0K 2A0  
Tel: 705-534-7248  
Fax: 705-534-4493

**Entrance Permit Application**

Owner: \_\_\_\_\_ Telephone: \_\_\_\_\_

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

**Proposed Entrance Details:**

Address: \_\_\_\_\_ Roll No.: \_\_\_\_\_

Existing Entrance Width: \_\_\_\_\_ Proposed Access Width: \_\_\_\_\_

Property Frontage: \_\_\_\_\_ Proposed Entrance Staked

- Type:  New                                      Use:  Residential      Other:  Culvert required  
 Alteration to existing                       Commercial                       Curb cut required  
 Pave existing                                       Industrial  
 Temporary     Agricultural

**Additional Entrance Details:** \_\_\_\_\_

Please enclose a sketch drawing with the application indicating the size and location of the proposed entrance, including property frontage and side yard setback details.

**Signature of Owner/Agent:** \_\_\_\_\_ **Date:** \_\_\_\_\_

<b>OFFICE USE ONLY</b>	
Comments: _____	
_____	
_____	
_____	
_____	
Culvert Length: _____	Length of Curb Cut: _____
Culvert Diameter: _____	Length of Curb to be Formed: _____
Other Materials: _____	_____
<b>Inspector's Signature</b>	<b>Date</b>

1. The 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 has been issued by the Township.
3. Work on an installation of development for which an Entrance Permit is granted must start within six months of the date of issue or the permit shall be void and shall be cancelled by The Township.
4. All works related to or forming a part of an entrance shall be carried out in accordance with the approved plans and specifications and subject to the approval of the Township. The Owner of the property shall bear all expense related thereto.
5. Trees, shrubs etc. on the right-of-way of a Township road must not be cut or trimmed without the written permission of the Township and such cutting or trimming may only be done under the direct supervision of the Township or its duly authorized agent; where it is necessary to cut or trim trees on property adjacent to a Township road, the Applicant must make the necessary arrangements with the property Owner and must bear all expenses in connection therewith, including any damages occurring 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 entranceway and/or the adjoining property from being discharged via the entrance on the Township road.
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 Township. 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 Township for approval.
9. The use of purpose of an entrance must not be changed in a manner that changes the classification of the entrance. Improper use of an entrance may result in cancellation of the Entrance Permit therefor. If the Owner of a property desires to change the classification of an entrance, an application to do so must be submitted to the Township 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 Township.
11. If there is an expiry date named on this Entrance Permit and a further term is desired, an application for the renewal of the permit shall be made to the Township before the expiry date in this Permit. A further term may be approved or refused by the Township.
12. If the Entrance Permit expires and is not renewed for any reason, all work constructed, maintained or operated under this permit shall, if the Township so requests, be removed without expense to the Township and the Township road shall be left in as good a condition as it was before the said works were installed or constructed.
13. The Entrance Permit must not be assigned or transferred from one Owner to another. Each new permit is subject to the conditions applying at the 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 Township in its' discretion deems proper.
15. If during the life of the Entrance Permit any By-Laws or regulations adopted which affect the rights and privileges herein granted, the said By-Laws or regulations shall be applicable to this permit from the date on which they came into force.
16. Entrance must be approved and cleared by Manager of Roads and Fleet before the issuance of any Building Permit (if applicable).
17. It is the responsibility of the applicant to determine if the proposed entrance is on to a public highway, or unopened road allowance.
18. If the Township performs roadwork, either for maintenance or construction purposes, the Township will restore the entrance to its' own satisfaction. The property Owner assumes the risk that any alterations to the entrance on the road allowance, such as the placement of asphalt or paving stones, may not be replaced to the original state.