



**THE CORPORATION OF THE TOWNSHIP OF TAY**  
**ENTRANCE PERMIT APPLICATION**  
**450 Park St., P.O. Box 100 Victoria Harbour, ON L0K 2A0**

Owner: _____	Telephone: _____
Mailing Address: _____	
Email Address: _____	

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.

**(Applications submitted without drawings and measurements WILL NOT be reviewed)**

Minimum driveway grade shall be 2% and shall not exceed a maximum 8%, measured from the garage or dwelling face to edge of roadway pavement.

**Entrance Permit Applications Which Violate Our Zoning By-Law  
No. 2000-57 Will Automatically Be Denied:**

- 4.10.3 - The maximum width of any driveway for ingress and egress measured along the street line shall be 6.0 metres or 35 percent
- 4.10.6 - Every lot shall be limited to the following number of driveways:
- (a) Up to the first 30 metres of frontage, no more than (2) driveways with a combined width not exceeding thirty (30) percent of the lot frontage; and
  - (b) For each additional 30 metres of frontage, not more than one (1) additional driveway.
  - (c) When a lot is permitted to have more than one driveway, each driveway ingress and egress shall be separated by a minimum 3 metres landscaped open space, which is to be measured along the front or exterior lot lines.

**I, the undersigned below, have reviewed the requirements outlined in this document. I understand failure to comply with the zoning by-law will result in an automatic denial of my application, and/or failure to complete this application in full will result in the application not being processed.**

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

**Personal information contained on this application is collected pursuant to the *Municipal Freedom of Information and Protection of Privacy* legislation and will be used for the purpose for which it was collected. Questions about this collection should be directed to the Clerk of the Township of Tay.**

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.

**OFFICE USE ONLY**

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Approved Entrance Width: \_\_\_\_\_

Culvert Length: \_\_\_\_\_ Length of Curb Cut: \_\_\_\_\_

Culvert Diameter: \_\_\_\_\_ Length of Curb to be formed: \_\_\_\_\_

Other Materials: \_\_\_\_\_

\_\_\_\_\_

**Inspector's Signature**

**Date**