

TOWNSHIP OF CENTRAL FRONTENAC ENTRANCE PERMIT / CIVIC ADDRESS APPLICATION

Submit completed application to: 1084 Elizabeth Street, Sharbot Lake (Public Works Department)

W/O #: _____ ROLL #: _____ DATE: _____
(To be completed by Public Works Department)

PART A: ENTRANCE PERMIT – to be completed by applicant

Entrance Application (Permit valid for a 12 month period only)

12 month extension required shall be request by owner: **Approved** **Not Approved**

Please completed the following required information.

A \$100.00 non-refundable fee is to be paid at the time of submission of the entrance permit application; plus a \$400.00 security deposit for the entrance permit and an additional \$100.00 non-refundable fee is to be paid if applying for a Civic Address.

The security deposit will be refunded upon completion and final approval of the constructed entrance within 12 months.

The applicant will receive notification by phone and/or email with entrance permits requirements. The applicant is then responsible for contacting the PWD (Public Works Department) once the construction is complete and ready for final inspection. **NOTE:** The final inspection must be approved before the security deposit is released.

PART A: (1) CONTACT AND PROPERTY INFORMATION

Applicant Name: _____ Contact Number: _____
Mailing Address: _____
Email: _____ Preferred Communication: Email Phone
Entrance onto: Lot: _____ Con: _____ Part: _____ Reference Plan #: _____
As means of access to: _____ (Description of establishment)

And such entrance **shall not** be used as means of access to any type of establishment other than that described herein, without further approval.

TO BE: Constructed: Altered: Temporary: Paved: Commercial: Farm Entrance

Road Name: _____ Side of Road: North South East West

Non-commercial entrance platforms are to be a minimum of 5 meters wide, unless otherwise agreed upon and with a longer culvert, allowing the ends to be exposed by 30cm. minimum.

Entrance Material: 200 mm (8 inches) of 5/8 inch crushed stone, minimum. **Proposed Width:** 5 Meters Other: _____

Surface Material: Granular (5/8 crushed stone Asphalt

PART B: CIVIC ADDRESS REQUEST INFORMATION – to be completed by applicant

Reason's for obtaining a civic address? Check all that apply:

Future Build Building Permit Replacement Subdivision Severance Site Plan

Please ensure payment of \$100.00 for a new civic address blade and installation is attached. (Replacement \$75.00)

Is the Civic Address Requested for: Shoreline Island Road Private Lane

Lake: _____

Applicant Signature: _____ Date: _____

PART C: PUBLIC WORKS DEPARTMENT – to be completed by the PWD

Received: _____ Date Paid: _____ Receipt #: _____

As permit issuer I hereby authorize the refund of \$400.00 of the permit fee, on this ____ day of _____, 20__.

PART C: PUBLIC WORKS DEPARTMENT USE ONLY – Entrance to be constructed to meet the following requirements:

Location is Suitable: YES NO Culvert diameter: _____ Length: _____

Inspection Comments: _____

Entrance Approval Date: _____ Authorized Signature: _____

Final Approval Date: _____ Authorized Signature: _____

Proper sloping away from roadway was approved: YES NO

Assigned Civic Address # _____ Approved by County on: _____

This permit is issued under the authority of the by-laws of the predecessor Municipality of Central Frontenac as amended, and is subject to the conditions on the reverse side and to any supplementary condition established by the Municipality at the time of issue.

PUBLIC WORKS DEPARTMENT – ENTRANCE PERMIT APPLICATION CONDITIONS

1. A permit is required for each entrance on a Township public road.
2. Entrances shall not be changed or altered from their original proposed use or construction without a further permit.
3. If an entrance is used, contrary to the condition under which it was approved, the Township will remove the said entrance at the property owner’s expense.
4. High volume commercial divided entrances must be clearly signed as exit or entrance.
5. Where accesses are affected by the reconstruction of Township roads, the Township will reinstall, at its cost, any affected entrance.
The Township will maintain drainage throughout the culvert and replace at its own cost, worn, damaged or deteriorated culverts.
6. The Township will maintain only that portion of the entrance that lies within the shoulder width on the roadway. The remaining length must be maintained by the property owner at his or her own expense.
7. A permit will be required to pave any driveway to the highways edge. This will be issued free of charge provided that the driveway is properly sloped down from the edge of the pavement. If not, the entrance must be re-sloped to the proper profile.
8. Property owners will be responsible for clearing shoulder material off any paved driveway.
9. Commercial entrances must be completed within twelve (12) months of the date of issue of the permit or the permit shall be void and cancelled by the Township.
10. Residential entrances must be completed within twelve (12) months of the date of issue of the permit or the permit shall be void and cancelled by the Township. (unless an extension has been previously approved by the PWD)
11. A permit in process cannot be assigned or transferred from one owner to another.
12. If, during the life of this permit, any acts are passed or regulation 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 came into force.
13. The applicant must pay the security deposit prior to construction.
14. No headwalls are permitted – unless previously approved by Municipality.
15. A new entrance must be constructed only to the outside edge of the shoulder.
16. Entrance must not have a gradient above 6% unless otherwise approved by the Public Works Department.

PLAN OF LOT AND PROPOSED ENTRANCE



Please indicate in the above sketch:

- House location and lot dimensions
- Roadway entry
- Property location i.e. nearest civic
- Lot dimensions including frontage on road allowance
- Distance from side lot line to entry

Please make sure to accurately place stakes to clearly indicate the location you wish the entrance to be located

