



Application for Entrance Permit

Date: _____ Fee \$ _____ Deposit \$ _____

Roll Number	
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Permit Number (For Office Use)	
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- **Applications MUST be accompanied by a detailed sketch of the proposed entrance location and design specifications and the location MUST be identified by a stake in the field.**
- **Applications are subject to a Fee and Refundable Deposit in accordance with the Municipal Fees and Charges By-Law.**

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	
E-mail	

Contractor Contact Information (If Applicable):

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

Application For:

New Entrance (Residential)	☐
New Entrance (Field and/or Farm)	☐
New Entrance (Commercial)	☐

Description of Entrance Location:

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

The applicant understands that:

1. Each entrance permit application shall be subject to the payment of a fee and a deposit in accordance with the Municipality's Fees and Charges By-Law and shall be submitted with the application. The deposit will be returned only after an approved final inspection has been completed by Arran-Elderslie Public Works staff.
2. Failure to pay the prescribed fee and/or the deposit shall result in the cancellation of the permit.
3. 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 Arran-Elderslie at its sole discretion deems proper.
4. 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 Arran-Elderslie. The permit holder must bear all expenses related thereto.
5. All lane closures shall conform to Ontario Traffic Manual Book 7 and the Applicant shall be responsible obtain all locates and approvals from applicable utilities prior to the commencement of work.
6. 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. 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.
7. All work shall conform to the Occupational Health & Safety Act.
8. 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 Arran-Elderslie.
9. The Applicant shall be responsible for all damage caused to Municipality of Arran-Elderslie property.
10. 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 Arran-Elderslie Entrance Permit Policy and 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

FOR OFFICE USE ONLY

Applicant Name: _____

Entrance Location: _____

Road Visibility:					
Road Surface Type:					
Road Speed Limit					
Required Culvert	Size _____ Length _____				
1 st Review – Prior to Work Commencing	<table><tr><td>☐</td><td>Approved to Proceed</td></tr><tr><td>☐</td><td>Not Approved to Proceed</td></tr></table>	☐	Approved to Proceed	☐	Not Approved to Proceed
☐	Approved to Proceed				
☐	Not Approved to Proceed				
Name of Foreperson					
Date					
Comments					

Final Inspection – Date Completed	
Final Inspection	Entrance Approved Entrance Not Approved – See Remedial Comments below
Name of Foreperson	
Remedial Comments	
Remediation – Date Completed	

Date Deposit Returned	
Deposit Returned By	