
Entrance Permit Application and Approval Pursuant to Entrance By-law 2026-066

Complete top two sections of form
Section 1

Item	Fill In Area Below
Roll Number:	4341-
Building Permit Number (if applicable):	
Owner Name:	
Phone:	
Mailing Address:	
City/Town/Village:	
Postal Code:	
Email:	
Civic Address for Entrance	
Entrance location to be:	☐ Same as civic address above ☐ Other, please specify and provide sketch

Section 2

Use will be:

- ☐ Residential ☐ Commercial ☐ Agricultural ☐ Recreational
☐ Change to (please specify):

☐ **To Construct** a:

- ☐ New Entrance ☐ Temporary Entrance ☐ Additional Entrance

☐ **To Alter** existing entrance e.g:

- ☐ Change Location ☐ Remove or Replace ☐ Repair ☐ Widen

Surface of Entrance Will Be:

- ☐ Asphalt ☐ Concrete ☐ Unistone/Interlock ☐ Gravel
☐ Other (specify):

Notes:

1. Proposed entrances to be staked at roadside.
2. Fee applies to all **new** entrances as per By-law 2026-066
3. **Poured concrete end protection for culverts is not acceptable. Poured concrete driveways will not be replaced by Township if culvert needs to be replaced or reset.**
4. Work to be started within 6 months of issue date (See Item 3 under Conditions).
5. Contractors will require Temporary Road Occupancy Permits.

Acknowledgement:

I have read the notes above, the indemnity clause (on page 4), will construct to Township Standards STD-D1, and obtain any associated permits that may be required (e.g. Temporary Road Allowance).

 Owner/Authorized Applicant Signature

 Date: (MM-DD-YY)

For Office Use Only

Entrance Permit: ☐ Inspected ☐ On Site

Item	Fill In Area Below
Inspected By (Print):	
Inspector Signature:	
Date:	

Culvert Required: ☐ Yes ☐ No

If yes, complete the following:

Item	Fill In the Area Below
Length (in meters):	
Diameter (in millimeters):	
Type:	☐ Galvanized Metal ☐ Other
Gauge:	☐ 16 (1.6mm) ☐ 14 (2.0mm)

Special Instruction to Owner:

☐ Construct in accordance with approved Site/Lot Grade Plan as attached.

Name of Site Plan/Lot Grade Consultant:

Date approved by Consultant:

Permit Approval

☐ Permit approved as proposed

☐ Permit approved **with changes listed below**

☐ Not approved – see below

Comment:

This approval is issued under the authority vested in the Township of Springwater, Director of Public Works or Designate by By-law 2005-038 and regulations thereto.

Director of Public Works or Designate

Date: (MM-DD-YY)

Note: Culvert installation requirements Engineering Standard Drawing No. STD-D1 and No. STD-D2 can be found in the Township of Springwater Engineering Standards Manual. A link to the manual can be found on our [Roads and Sidewalks](#) page.

Entrance Permit Application and Approval Pursuant to Entrance By-law 2005-38, Schedule B

Entrance Permit Conditions

1. This 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 for the work has been issued by the Township.
3. Work on an installation or development for which a permit is granted must start within six months of the date of issue of the permit 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, 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 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 arrangement with the property Owners and must bear all expenses in connection therewith, including any damages occasioned 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 entrance way and/or the adjoining property from being discharged via the entrance onto 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 or the Owner if a property desires to change the design on an entrance, curb, gutter etc., an application to do so must be submitted to the Township for approval.
9. The use or 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 permit thereof. 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 the 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 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 named in this permit. A further term may be approved or refused by the Township.

12. If this 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. This 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 this 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 the Director of Public Works or designate 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. No Entrance Permits will be issued on an unopened road allowance, or an unassumed road unless contained within a plan of subdivision under the Planning Act.
18. No entrance shall be constructed along a channelization land, acceleration lane, deceleration lane or any other lane designated for traffic movement.
19. All entrances to be designed and installed to Township Standards STD-D1 and STD-D2. Township Standards STD-D1 and STD-D2 can be found in the Engineering Design Standards and Specifications Manual which is available on the Township website on the [Roads and Sidewalks](#) page.