Township of Galway-Cavendish & Harvey
701 County Road #36, Box 820
Bobcaygeon, ON
K0M 1A0
Tel: (705) 738-3800
Fax: (705) 738-3801

APPLICATION FOR ENTRANCE PERMIT

It is understood that all works will be constructed, altered, maintained, or operated at the expense of the undersigned.
It is understood that work must not begin before a permit has been issued by the municipality.
The issuance of a permit by the Municipality does not relieve the holder of the responsibility of complying with relevant municipal by-laws. In consideration of any, permit issued in respect to this application, we, the applicants for ourselves, our heirs, executors, administrators, successors, and assigns, hereby agree to observe, keep and perform and be subject to the regulations and conditions of the said permit and to indemnify and save harmless the Municipality from and against all loss, cost, changes, damages, whatsoever to which may be put or which the Municipality may suffer or sustain or for which the Municipality may be liable by reason of anything done or omitted to be done in the construction, maintenance, alteration or operation of the works authorized.

DATE: _____ **SIGNATURE:** _____

PLEASE MARK THE PROPOSED ENTRANCE CLEARLY WITH STAKES FOR INSPECTION PURPOSES

TO BE FILLED OUT BY APPLICANT (PLEASE PRINT)

NAME: _____

ADDRESS: _____ **ROLL NO.** _____

POSTAL CODE: _____ **PHONE:** _____

Application is hereby made to: (check one or more of the following to indicate proposed work)

- ☐ Construct an unpaved entrance
- ☐ Construct a paved entrance
- ☐ Construct curbs, gutters or other Permanent works related to an entrance
- ☐ Pave an existing entrance
- ☐ Add curbs, gutters or other Permanent works to an existing entrance
- ☐ Change the design of an existing entrance
- ☐ Change the location of an existing entrance
- ☐ Use an existing entrance for other than its original, present or normal use (change of classification from residential to commercial etc.)
- ☐ Construct a temporary entrance or use any part of the right-of-way of a Municipal Road as a means of temporary access to and from a property

DESCRIPTION AND LOCATION OF PROPERTY

NAME OF PROPERTY OWNER: _____

ROAD NAME: _____

LOT NO. _____ **CONC. OR PLAN NO.** _____

CLASSIFICATION, USE, PURPOSE AND DETAIL OF ENTRANCE

Access required for:

☐ Commercial ☐ Residential ☐ Field/Bush ☐ Public Street

NUMBER OF ENTRANCES: _____

MATERIAL PROPOSED FOR USE: _____

AMOUNT RECEIVED: _____

Please draw a sketch of location of proposed entrance. Show entrance in proximity to existing buildings, driveways, roads, etc. North arrow should be shown. Use dark ink.

An application for an entrance permit **MUST BE** accompanied with an application fee of $**50.00** ***plus*** a deposit fee of **$450.00**. The deposit fee will be refunded after the entrance has been installed as follows:

1. The culvert, if required, is set to the approved ditch grade.
2. Granular backfill is placed around the culvert and used to shape the entranceway.
3. Granular "A" type gravel to be used to top driveway.
4. The culvert size and entranceway width are as specified in the permit.
5. The roadside is left in a neat and tidy condition. Slopes must be neatly trimmed with topsoil and not steeper than 2:1. Culvert ends must be clean.
6. An entrance installed on a temporary permit is removed.
7. Only new C.S.P. will be accepted.
8. Entrance must be completed within two (2) years from the date of application, **or deposit funds will be forfeited**.

_____ _____

Signature of Applicant Date

FOR ROAD DEPARTMENT USE ONLY

Length of Pipe/Culvert _____ **Size of Pipe** _____

Width of Entrance _____ **Gauge or Thickness** _____

Approximate distance approaching traffic is visible from the point of entrance to the Municipal Road

From the right _____ **From the left** _____

☐ **APPROVED** ☐ **NOT APPROVED**

_____ _____

Date **Signature of Road Department Employee**