



Permit #: _____

Entrance Permit Application Form

To process this entrance permit request, a roll number and survey must be provided.

Fee: \$120.00 Code RDS01. **Deposit: \$120.00** (returned after final approval) Code RDS17.

Proposed Entrance Required Information

Roll #: _____ Recent Severance: Yes No

Civic #: _____ Road Name: _____ Side (N, E, S, W): _____

Lot: _____ Con.: _____ Plan: _____ Part: _____ Ward: _____

Type of Establishment: Residential: Commercial:

Contact Information

Applicant Name: _____

Mailing Address: _____

Email: _____ Fax: _____

Telephone: _____

Approval Communication

Permit approvals to be communicated by: Email Fax Mail

Authorization

I have read the information on page two (2) of this form and attached appropriate sketch

Application Date: _____ Applicant Signature: _____

Notes for Applicant

- Approval is based on information and locations as provided by the Applicant.
- Entrance Permit **expires one year after install approval.**
- Applicant is required to comply with all applicable Federal, Provincial and Municipal Statutes.
- Applicant to ensure drainage from roads or adjacent properties is directed away from buildings.
- The Town is not responsible for any surface or road drainage onto the subject property.
- 911 Municipal Civic Number sign must be posted.

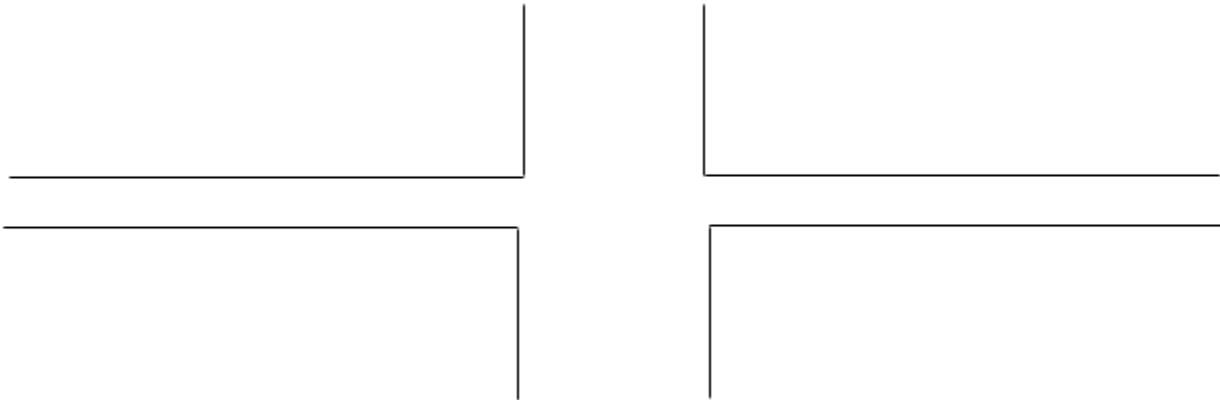
Collection of Information

Personal information on this application form is collected under the legal authority of the Municipal Act, S.O. 2001, c.25, as amended. The information is collected for the purpose of gathering applicant contact details and is pursuant to Section 27 of the Municipal Freedom of Information and Protection of Privacy Act. For questions about how this information is collected please contact the Town of Huntsville Roads Department.

Sketch and Entrance Specifications

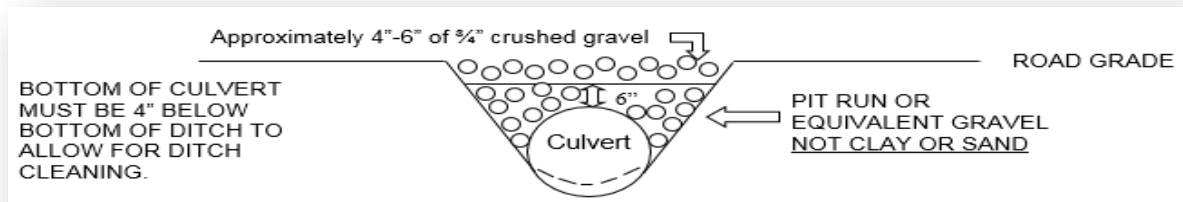
Sketch

1. Indicate main intersection
2. Indicate neighbours or landmarks.
3. Indicate location of property on road.
4. Indicate distance of property from main intersections.



Entrance Specifications

- Driveways not requiring a culvert must have 8-10 inches of Pit Run gravel and 3 inches of $\frac{3}{4}$ " crushed gravel on top, within the Town road allowance.
- **Driveways should be a minimum of 14 feet wide.**
- Driveway must have a **minimal 25'** level approach onto Town roads or streets.
- Ditch must not be filled to gain access to property before culvert is installed.
- The entrance shall be installed at least 10 feet from the neighbouring property lines.



911 Municipal Civic Number sign must be posted.

This Permit Expires One Year After Install Approval



Entrance Permit Application Instructions

An Entrance Permit approval gives the permission to install a driveway at a proposed location on Town of Huntsville maintained road (contact District of Muskoka if on a District road).

Requirements

- Fill out all fields on application form. If there is no civic number, it may need to be assigned.
- A **roll number** is required and can be found on the tax bill.
- You must be the property owner or have written consent from current property owner.
- A **survey** must be attached showing the owner's and neighbouring property lines.
- Draw a **sketch** on the application form to assist staff in locating the proposed entrance.
- A Building Permit can be issued only after entrance approvals have been given.

Fees and First Inspection

- Entrance permit **application fee** is \$120.00 (includes two inspections) and a **deposit fee** of \$120.00 which will be returned to the applicant upon approval of Final Inspection. Fees are set as per the Fees and Charges By-law. Make cheques payable to Town of Huntsville.
- Bring completed application form, attachments and payment to Town Hall customer service. Applications can be sent by email or fax but fees must be paid in full before processing.
- Town staff will issue orange **Lot Identification card**. Place at desired entrance location.
- 911 Municipal Civic Number sign must be posted on location for ease of inspection access.
- Inspection will take approximately 3 to 5 days depending on weather. Roads staff will contact the applicant after inspection. **Please do not proceed with entrance install until approval is received.**

Installation and Final Inspection

- Once entrance is installed, notify customer service to request **Final Inspection**. Allow one week for final inspection. Requests submitted in the winter may require a spring inspection.
- After final inspection approval, the deposit will be returned to the applicant (work must be completed within one year following first approval to receive deposit). Allow up to two weeks for the deposit to be returned either by cheque in mail or Electronic Funds Transfer.