



Permit #: _____

Entrance Permit Application Form

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

Fee: \$180.00 Code RDS01. **Deposit: \$2000.00** (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 package and attached appropriate sketch

Application Date: _____ Applicant Signature: _____

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.

Notes for Applicant

- Approval is based on information and locations as provided by the Applicant.
- Entrance Permit **expires one year after install approval**. Extension May be granted. (See Page 2 of Application Instructions.
- Applicant is required to comply with all applicable Town Policies and Standards.
- 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.
- **Occupancy Permit does not include Entrance Permit Final.**

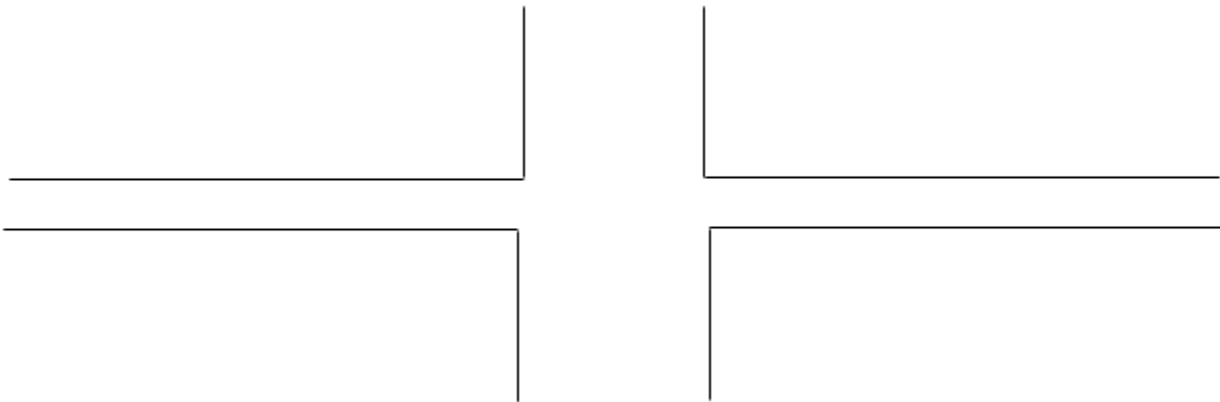
Maintenance of Entrances

Property owners having access to a Town road are fully responsible for the maintenance of the access including the removal of snow and ice and keeping the portion of the access within the right-of-way in a safe condition for vehicular traffic. Each entrance to a Town road must be designed, constructed and maintained in a manner that will prevent surface water from the entrance-way or from the adjoining property being discharged via the entrance onto the travelled portion of the highway. In the event that Town forces are required to perform maintenance to an entranceway, the Town will only replace the surface with gravel or hot mix asphalt, as appropriate. The Town will not install concrete, brick etc. Maintenance activities may include and not limited to, culvert replacement or construction activities on the Town roadway.

Sketch and Entrance Specifications

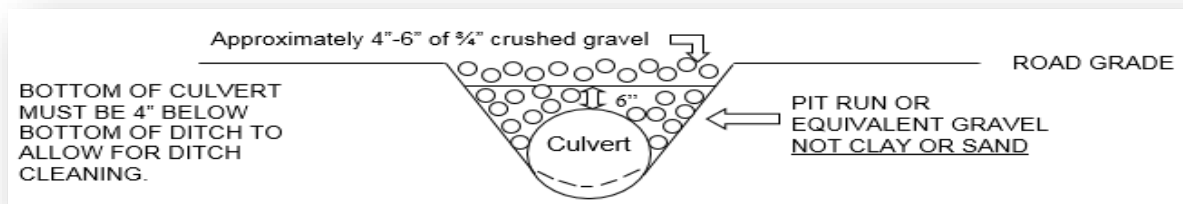
Sketch

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 must have 8-10 inches of Pit Run gravel and 3 inches of $\frac{3}{4}$ " crushed "A"- 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 is for granting of approval to install an entrance on Town of Huntsville maintained road (contact District of Muskoka if located on a District road).

Requirements

- Fill out all fields on application form. If there is no civic address 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 boundaries.
- 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 granted.
- Orange Placard must be installed at proposed center of the entrance; card can be picked up at Town hall.

Refundable Deposit & Permit Fee

The refundable deposit and permit fee shall be collected prior to issuance of the Entrance Permit. The deposit shall be refunded to the applicant upon acceptance of the entrance by the Town's Roads Division Staff, less any amounts expended to bring the entrance up to Standard.

Installation of the Entrance

The entrance shall be installed by the applicant, at the applicant's expense, to the specifications outlined on the permit and in accordance with Town's standards. In the event an installation does not meet the Standard and the applicant refuses to make necessary repairs, the Town reserves the right to repair or remove the improper entrance at the applicant's expense.



Inspection of the Entrance

The installation of the entrance will be inspected by the Town after completion by the applicant. **It shall be the applicant's responsibility to call the Town for an inspection of the entrance installation, once it has been completed. Contact 705-789-1751 Ext. 3821.**

Cancellation of Permit

Where the entrance has not been constructed and accepted by the Town within one year of the date of the permit, then the permit shall be cancelled and the refundable deposit shall be forfeited. Where the applicant has decided to withdraw their entrance application, only the refundable deposit will be refunded.

Renewal/Extension of Permit

An entrance permit may be renewed for an additional (6) six-month period. However, notice shall be given in writing for the renewal and an additional fee of \$180 will be charged.