



## APPLICATION FOR ENTRANCE PERMIT

**Permit Fee - \$500.00** (\$200.00 refundable upon final approval)

I/we the undersigned, hereby make application for a \_\_\_\_\_  
(Residence, Field, Commercial Classification) entrance onto Township Road  
\_\_\_\_\_.

I/we agree to the following regulations:

1. The Township of Melancthon Public Works Superintendent, or his/her designate, shall specify the exact location of the entrance.
2. The Public Works Superintendent, or his/her designate, shall specify the size, type and length of the culvert to be used.
3. All materials and labour will be supplied by the applicant to the satisfaction of the Township of Melancthon Public Works Superintendent or his/her designate.
4. The proposed location of the entrance shall be clearly marked with a stake.
5. Any faults shall be corrected within a 10 day period after inspection by the Public Works Superintendent or his/her designate.
6. Entrance culverts are the responsibility of the property owner to install, maintain and replace when required. Existing entrance culverts may be replaced by the Municipality during major capital road upgrades.
7. If the Township, in its sole discretion determines that the condition of the subject Entrance, including any culvert forming a part thereof, adversely compromises the safety or integrity of the traveled portion of the municipal highway, the Township may require the Owner of the lot served by the Entrance to make such repairs or improvements as deemed necessary at the Owner's expense. If such repair or improvements are not made, the Public Works Superintendent, acting responsibly, shall make such necessary repairs and the costs of such repairs shall be recovered from the Owner.
8. The Entrance **must** be installed within one year from the date of the preliminary approval from the Public Works Superintendent (\*on reverse side of this Application Form). If the Entrance is not installed within the above time period, the deposit **will not** be refunded and the applicant will have to re-apply with a new application and fee.

I/we hereby agree not to commence work on the proposed entrance until preliminary approval has been issued by the Township of Melancthon Public Works Department.

**Name of Applicant:**

\_\_\_\_\_  
**Last Name**

\_\_\_\_\_  
**First Name**

Date: \_\_\_\_\_  
Day                      Month                      Year                      Applicant's Signature

**Mailing Address:**

\_\_\_\_\_  
Road Number and Name                      Municipality                      Province                      Postal Code

Civic Address: \_\_\_\_\_  
Civic #                      Street Name                      Email Address

Legal Address: \_\_\_\_\_  
Lot                      Concession                      Part                      Telephone Number:

Required Culvert Size: \_\_\_\_\_

Conservation Authority Approval Required \_\_\_\_\_

**Public Work Superintendent's Signature (Preliminary Approval):**

\_\_\_\_\_  
Date: \_\_\_\_\_ \*

**Craig Micks**

Please include a drawing of the proposed entrance in the box below

**For Office Use:**

Fee Received                      \$ \_\_\_\_\_                      Cheque/ Cash/ Debit/ Online Banking  
Fee Paid By                      \_\_\_\_\_  
Release Deposit                      \$ \_\_\_\_\_                      Date: \_\_\_\_\_

**Public Works Superintendent's Signature (Final Approval):**

\_\_\_\_\_  
**Craig Micks**