



Township of Melancthon

Application for Entrance Permit

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

I/We the owner agree to the following regulations:

- 1) The Township of Melancthon Public Works Superintendent, or his/her designate, shall give final approval to staked out location by owner (The owner confirms that the entrance is installed exclusively on their property and has taken all necessary steps to verify its proper location).
- 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 stakes.
- 5) Any faults shall be corrected within ten (10) days 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.
- 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. 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.

Owner/Applicant:	Roll #:
Mailing Address:	Entrance Location (if different from mailing address):
Legal Description:	
Email:	Phone #:

Entrance Classification:	<input type="checkbox"/> Residential	<input type="checkbox"/> Field	<input type="checkbox"/> Commercial
<input type="checkbox"/> New Entrance Installation	<input type="checkbox"/> Relocation of Existing Entrance	<input type="checkbox"/> Upgrade Existing Entrance	
<p>Please attach a sketch or drawing showing the location and size of your property and the proposed location of the entrance. The proposed location must be clearly marked/staked at time of application.</p> <p>If your property is regulated by any Conservation Authority you will need to attach a copy of the permit obtained from them or written authorization at the time of application submission.</p> <p>The owner shall construct and maintain a private entrance to their property at their own expense and risk. This entrance includes a portion that extends into the municipal road allowance. The owner confirms that the entrance is installed exclusively on their property and has taken all necessary steps to verify its proper location.</p>			
Signature of Owner:	Date:		

Office Use Only

Payment Amount: \$500.00	Payment Method and Date:
Entrance Proposed in Conservation Regulation: <input type="checkbox"/> Yes <input type="checkbox"/> No Permit #:	

Culvert Specifications

Location Approved by Public Works Superintendent (Preliminary Approval):	
Culvert Diameter:	Culvert Length:
Signature of Public Works Superintendent: _____	
Date: _____	
<p>Comments: Culvert to be kept free from any debris and Entrance should be level with roadway – Minimum length of driveway to be 20 feet.</p> <p>Additional Comments: _____</p> <p>_____</p>	

Final Inspection by Public Works Superintendent

Signature of Public Works Superintendent: _____	
Date: _____	

Refund Date:	Cheque Number:
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