



# ENTRANCE PERMIT APPLICATION AND PROCESS

555 Courthouse Road Cobourg, ON K9A 5J6  
 Phone (905)372-3329 or (800) 354-7050  
[transportationdept@northumberland.ca](mailto:transportationdept@northumberland.ca)

For Office Use:	
Permit # _____	Fee: _____
Date Permit was issued: _____	Issued by: _____

**Process Information:**

- The owner of the property (Applicant) shall take out a permit for any entrance installation, adjustment, improvement or removal.
- The Applicant shall mark the center of the preferred location of the entrance with stakes/paint. Northumberland County staff will review the preferred location based on existing conditions, sightlines, road safety, drainage, etc. and if it meets these requirements will approve the preferred location, otherwise Northumberland County staff will recommend an alternative location for approval.
- Northumberland County staff will determine the diameter, the length and the type of culvert required. Northumberland County staff will install or arrange the installation of the entrance by a County approved contractor.
- A copy of the approved permit will be provided to the Applicant (within 10 business days) of receiving a complete application with payment.

**Special Notes:**

- All associated costs such as labour, materials, and machinery to complete the entrance installation, adjustment or improvement will be billed to the property owner and/or the person named in the permit.
- If the property is within Conservation Regulated Lands, a copy of the approved Conservation Permit or Clearance Letter is required prior to the issuance of the approved Entrance Permit.
- Any improvements to the entrance such as paving of the area or other hard surfaces (inter-locking stone, concrete, etc.) from the edge of pavement to the property line, must be approved by Northumberland County staff and are the responsibility of the property owner. An approved Permission to Enter Permit is required by the property owner’s contractor prior to any work commencing on County property.

**Fee Schedule**

Condition	Fee	Deposit	Total
Entrance permit	\$250	N/A	\$250 + Cost of Entrance Installation
Entrance & Setback permit	\$300	\$750	\$1050 + Cost of Entrance Installation



# ENTRANCE PERMIT APPLICATION AND PROCESS

555 Courthouse Road Cobourg, ON K9A 5J6  
Phone (905)372-3329 or (800) 354-7050  
[transportationdept@northumberland.ca](mailto:transportationdept@northumberland.ca)

### Please Print – Applicant Information

Registered Owner(s): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone Numbers: Home: \_\_\_\_\_ Cell: \_\_\_\_\_ Fax: \_\_\_\_\_

Email Address: \_\_\_\_\_

How would you like to receive your approved Entrance Permit:

Email     Fax     Pick-Up     Mail

I hereby make application to:     Construct / New                       Alter / Improve

A \_\_\_\_\_ (Ex: house, garage, deck, fence, pool, etc.) at: Lot \_\_\_\_\_

Concession \_\_\_\_\_ in the Township/Town/village of \_\_\_\_\_ on the

(North / East / South / West) \_\_\_\_\_ side of County Road number \_\_\_\_\_

Civic # (if applicable): \_\_\_\_\_ Property Roll #: \_\_\_\_\_

Could the entrance be made via another road?     Yes                       No

Access from the County Road will not be provided to properties that are adjacent to a Township/Town Road as well as a County Road.

Is a Conservation Permit required?     Yes                       No

Contact your local Conservation Authority to see if you require a Permit or Clearance Letter.

Is a Building Permit required?     Yes                       No

Contact your local Township / Town / Municipality Building Department to determine if a Building Permit is required.

Is a Setback Permit required?     Yes                       No

A Setback Permit is required if you are planning to build any structures on this property. A Setback Permit is necessary to establish minimum setback requirements from the centreline of the County Road to the closest point of any proposed structure and to retain a deposit during construction.

Has the center of the preferred entrance location been staked?     Yes                       No



## ENTRANCE PERMIT APPLICATION AND PROCESS

555 Courthouse Road Cobourg, ON K9A 5J6  
Phone (905)372-3329 or (800) 354-7050  
[transportationdept@northumberland.ca](mailto:transportationdept@northumberland.ca)

For this application to be reviewed, the following items **must** be submitted with this application. Applications that are missing information will **not** be processed.

**Indicate by check mark that all documents are included:**

- A copy of the legal registered plan/survey (R-Plan). Preferred in CAD or PDF Format.
- A copy of proof of ownership (deed of transfer, recent tax bill, etc.)
- A site plan / sketch showing the location of the structure and other landmarks on the property. **Please show Measurements.**
- A copy of your Conservation Permit or Clearance Letter (if applicable)
- A copy of your Authorized Agent Letter (if you are applying for a permit on behalf of the registered owner(s))
- A fee and deposit as set in the **Fee Schedule**, paid by cheque, debit, credit card (MasterCard or Visa) or cash. Cheque made payable to "Treasurer, Northumberland County."

\*To obtain an Emergency Access number for an agricultural access or Civic Address (911) number, please contact your local Municipality to complete a separate application form.

I / we understand that this is only an application, and the entrance will not be installed, adjusted, or improved until the permit has been paid for and issued by Northumberland County Staff. The driveway entrance will be installed by Northumberland County staff or arranged to be installed by a County approved contractor.

I have submitted all documents required to process this application.

\_\_\_\_\_  
Date of Application

\_\_\_\_\_  
Signature of Applicant