

ENTRANCE PERMIT APPLICATION AND PROCESS



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

FOR OFFICE USE

Permit # _____

Received By _____

Date _____

Process Information:

- The Owner of the property (Applicant) shall take out a permit for any entrance installation, adjustment, improvement or removal. Insurance requirements must be met, and fees & deposits paid in full.
- The Applicant shall mark the proposed location of the entrance with stakes/paint or if the municipality provides a sign, please use the sign to mark the location.
- The Applicant shall contact the Road Operations to arrange for an onsite meeting with the Contractor representative completing the work (minimum 48 hours' notice is required).
- Road Operations staff will determine the diameter, the length and the type of culvert required. This information will be recorded on the Permit. Only new culverts will be approved.
- Road Operations staff will determine the need for additional work required (i.e. ditching, grading, catch basin, sidewalk replacement, curb replacement, etc.).
- Road Operations staff will approve the location of the proposed entrance, based on existing conditions; sightlines etc. or recommend an alternative location.
- A copy of the approved permit will be provided to the Applicant (within 10 business days) and no work shall commence prior to receiving the approved permit.
- If a Contractor is doing the work, the permit must also be signed by the Contractor acknowledging the specifications as required by Road Operations staff.
- The Applicant shall contact Road Operations to arrange for a final inspection, within 24 hours of completion.
- If the entrance passes inspection the Applicant is required to complete the Application for Refund of Deposit.*Note: If this application is tied to a Building Permit, you must provide a copy of your Final Inspection.
- If the entrance does not pass inspection, the Owner will have ten business days from notification date, to make corrections.
- If corrections are not completed within ten business days, Road Operations staff shall arrange for the necessary work to be completed, deducting actual costs from the deposit, and invoicing the Owner for any additional costs.

Special Notes:

- If an entrance location is not approved, or if the applicant/contractor is not proceeding with the entrance the deposit will be returned however, the administrative fee will not.
- All costs such as labour, materials, and machinery to perform the work are the responsibility and borne by the property owner and/ or the person named in the permit.
- The Owner is required to maintain the existing drainage patterns during installation of the entrance, to be approved subject to final inspection by Road Operations staff.
- If the property is within Conservation Regulated Lands, a copy of the approved Conservation Permit is required prior to the issuance of the approved Entrance Permit
- The Applicant is responsible to arrange for all utility locates in the area of the works.
- Side slope shall be no less than 2:1 measured from the driving surface to the end of pipe.
- Paving of the area from the edge of pavement to the property line, must be approved by Road Operation staff and the cost borne by the property owner.
- Expiry date of the permit is generally one (1) calendar year from the date on the permit. The Applicant may apply for an extension of the permit, and carry over the deposit; providing Road Operations is notified prior to the expiration date on the permit. Should the permit expire prior to work being started, the security deposit shall be returned to the permit holder, and a new application will be required for the work. The fee is non-refundable.
- Each entrance must be designed, constructed and maintained in a manner that prevents surface water from the entranceway and/or the adjoining property from being discharged via the entrance onto the roadway.
- The applicant/contractor must ensure that all other applicable permits (road occupancy, permission to enter etc.) and underground locates are obtained prior to any work taking place.

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Please Print

Registered Owner(s): _____

Mailing Address: _____

Telephone Numbers: Home: _____ Cell: _____ Fax: _____

Email Address: _____

Copy of approved Entrance Permit to be received by: Email Fax Pick-Up Mail

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

a: Residential Commercial *Agricultural entrance at:

Lot _____ Concession _____ in the Town/Township of _____

On the _____ side of _____ Road/Street etc.

Property Roll # _____ Civic# (if applicable) _____

Is a Building Permit required? Yes No Is a Conservation Permit Required? Yes No

Could the entrance be made via another road? Yes No

I understand that this is only an application and the entrance is not to be installed until the permit has been paid for and issued by Road Operations. Entrance deposit refund must be applied for between the months of April - November and within 2 years of the date of application. Failure to do so will result in forfeiture of the deposit.

Date of Application: _____ Signature: _____

Name of Contractor: _____ Signature: _____

The following items must be submitted with this application:

1. A copy of a legal survey and/or site plan.
2. A copy of the deed.
3. A sketch showing the location of the proposed entrance and other landmarks. Please provide measurements.
4. Payment (\$250.00 Application Fee + \$1,250 Refundable Deposit, if applicable) \$1,500.00 paid by cheque, debit, credit card or cash.

*To obtain an Emergency Access number for an Agricultural entrance, please contact your local municipality to complete a separate application form.

Additional Requirements _____

Prepared By _____ Date _____

Ontario Provincial Standard Drawing attached: OPSD - 301.010 MOD.____ OPSD - 301.020 MOD.____
OPSD - 350.010 MOD.____ OPSD - 351.010 MOD.____

Site Inspection:

Correct Culvert size Yes____ No ____ Proper Coverage Yes ____ No ____ 2:1 Side slopes Yes____ No ____

Comments: _____

Inspected By: _____ Date Inspected: _____

Inspection Passed _____ **Inspection Failed** _____

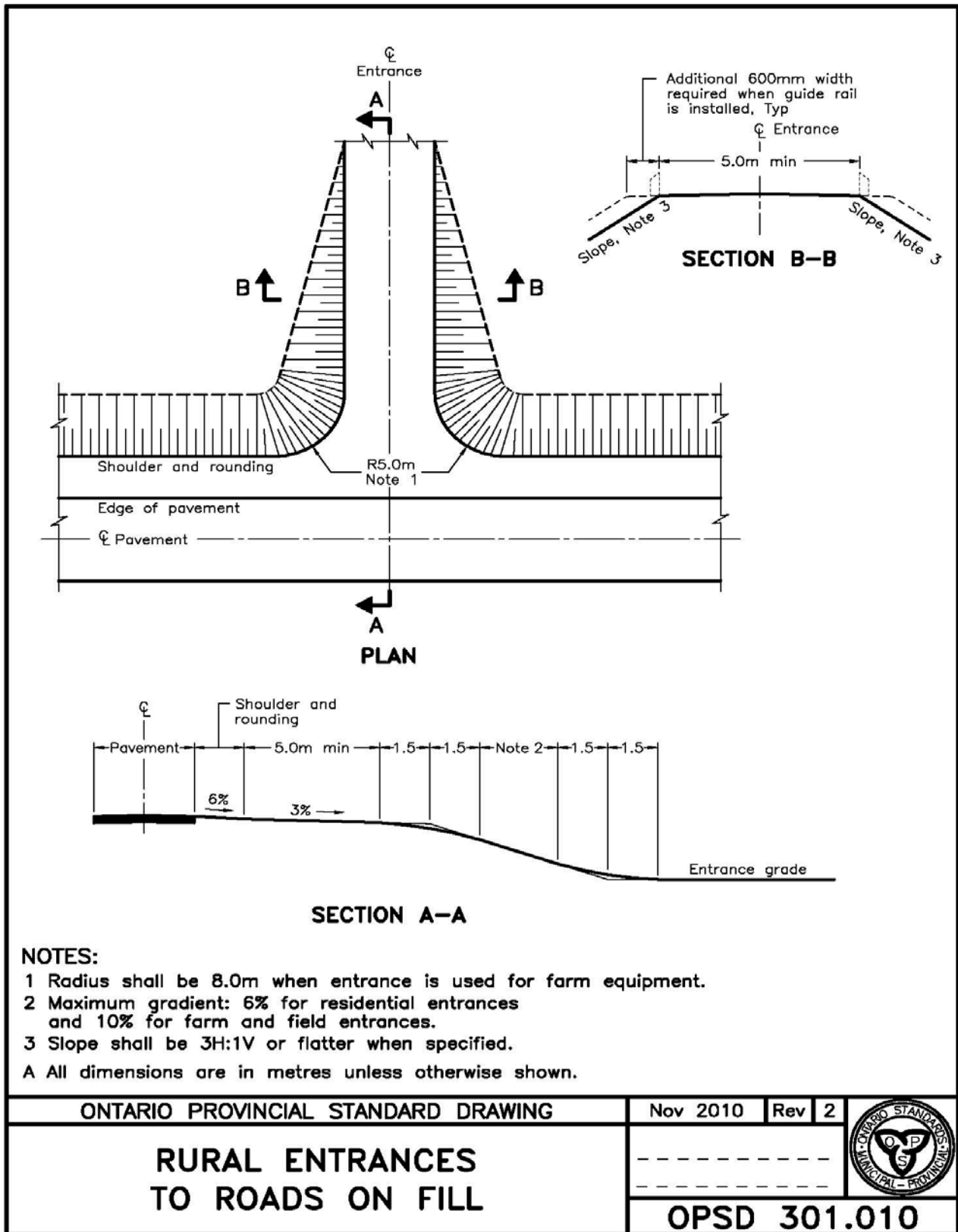
Follow-up Inspection By: _____ Date: _____

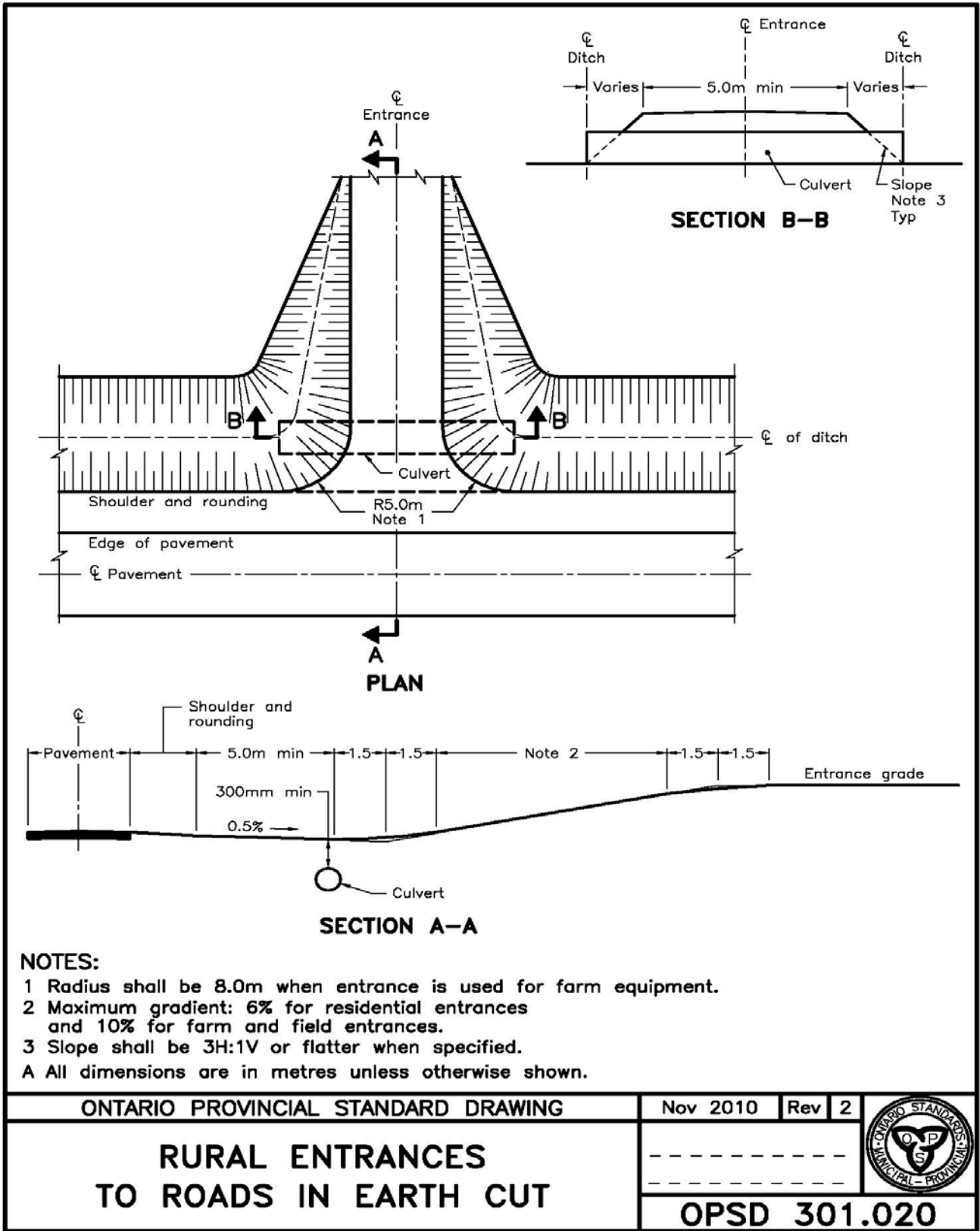
Building Department Approval:

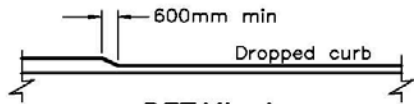
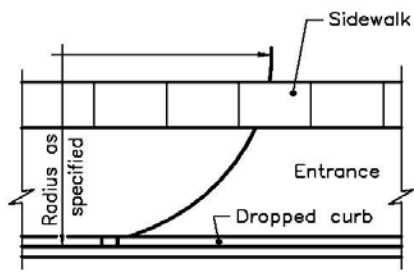
Comments: _____

Building Inspector Signature _____

Date _____

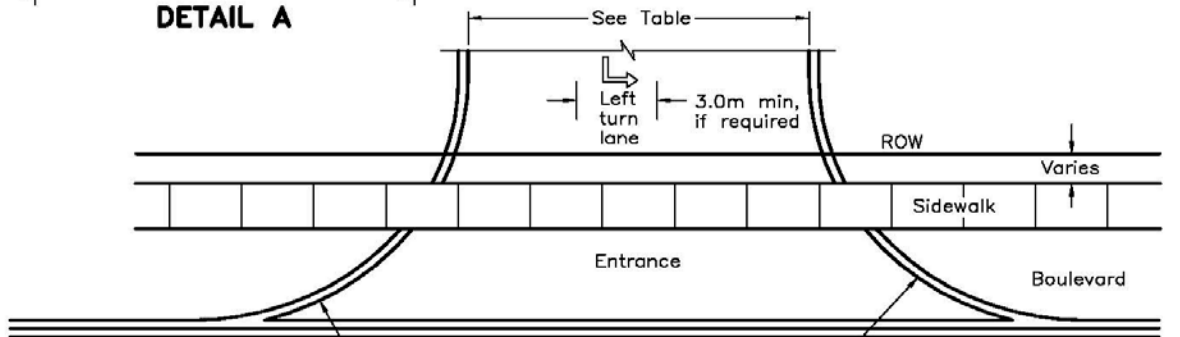






DETAIL A

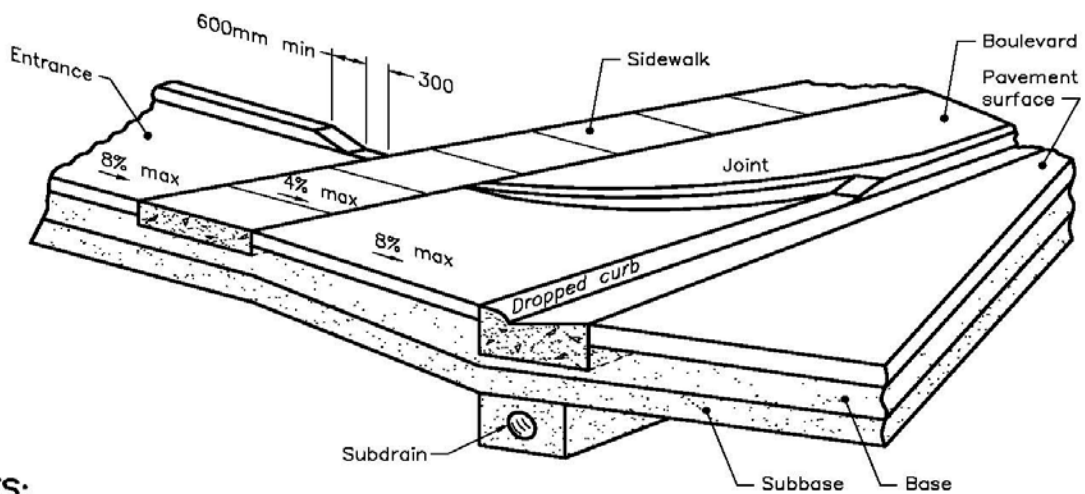
LAND USE	WIDTH m				RADIUS m	
	One-Way		Two-Way		min	max
	min	max	min	max		
Light Industrial, Commercial, and Apartment	4.5	7.5	7.2	12.0	4.5	12.0
Heavy Industrial	5.0	9.0	9.0	15.0	9.0	15.0



PLAN

Concrete curb or curb with gutter. For entrance without curb or curb with gutter see Detail A

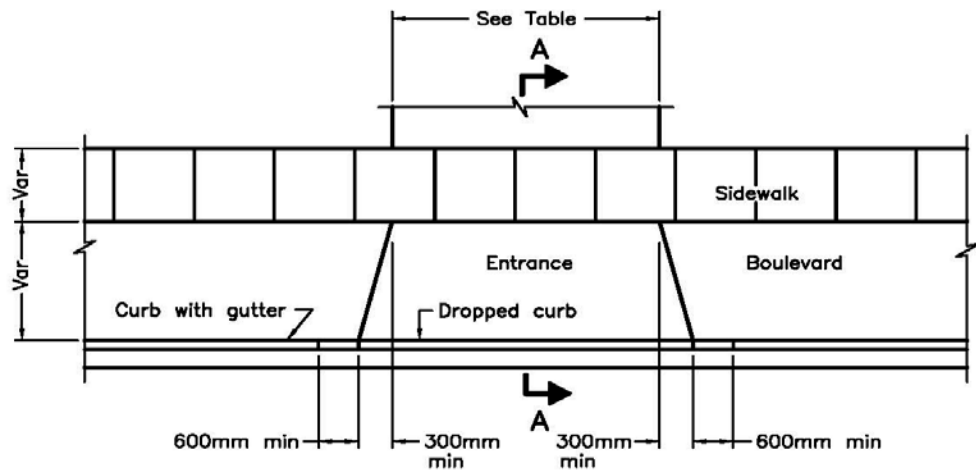
See table for driveway radius



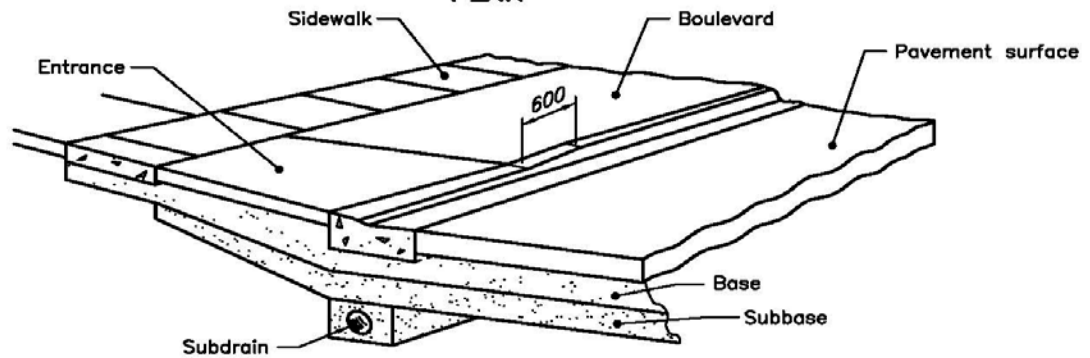
NOTES:

A All dimensions are in millimetres unless otherwise shown.

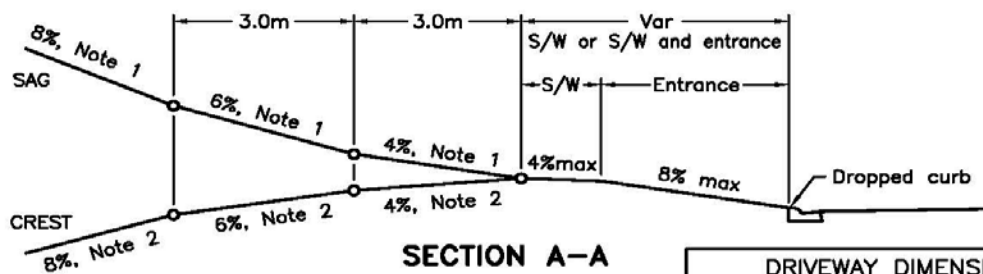
ONTARIO PROVINCIAL STANDARD DRAWING URBAN INDUSTRIAL, COMMERCIAL, AND APARTMENT ENTRANCES	Nov 2009 Rev 1 ----- ----- OPSD 350.010	
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PLAN



ISOMETRIC VIEW



SECTION A-A

NOTES:

- 1 Maximum upgrade shall be 10%.
- 2 Maximum downgrade shall be 8%.

A All dimensions are in millimetres unless otherwise shown.

DRIVEWAY DIMENSIONS				
LAND USE	WIDTH m			
	Single		Double	
	min	max	min	max
Residential	3.0	4.3	6.0	7.3

ONTARIO PROVINCIAL STANDARD DRAWING

Nov 2009 Rev 1

URBAN RESIDENTIAL
ENTRANCE



OPSD 351.010