



Application for Entrance Permit

Permit Number _____

Fee: \$ _____

Deposit: \$ _____

SECTION ONE - GENERAL

OWNER _____	PROPERTY DESCRIPTION (IF DIFFERENT THAN OWNER) _____		
ADDRESS _____	ROLL# _____		
EMAIL _____	LOT# _____	PLAN# _____	CONC.# _____
PHONE () _____			
PROPOSED NEW LOCATION			
APPLICANT _____	HOUSE# _____	STREET _____	
ADDRESS _____	ON THE (N/S/E/W) SIDE _____		
EMAIL _____	BETWEEN _____		
PHONE () _____	AND _____		

SECTION TWO - DESCRIPTION OF WORK

Application is hereby made to: (check one or more of the following to indicate proposed works)

- | | |
|------------------------------------------------------------------|---------------------------------------------------------------------------------------------|
| <input type="checkbox"/> Construct an entrance | <input type="checkbox"/> Change location of entrance |
| <input type="checkbox"/> Residential | <input type="checkbox"/> Change the design/classification of an existing entrance |
| <input type="checkbox"/> Small Scale Farm | <input type="checkbox"/> Construct a temporary entrance or use any part of the Right-of-way |
| <input type="checkbox"/> Large Scale Farm | of a Township road as a means of temporary access to and from a |
| <input type="checkbox"/> Field Entrance | property |
| <input type="checkbox"/> Small Scale Commercial | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Large Scale Commercial/Industrial/Other | _____ |

WORK TO BE COMPLETED BY: ☐ Township of Malahide ☐ Contractor: _____

☐ PLAN ATTACHED

PLEASE MARK PROPOSED LOCATION ON SITE CLEARLY WITH STAKES AND/OR PAINT FOR INITIAL INSPECTION
REMEMBER IT IS YOUR RESPONSIBILITY TO CONTACT THE TOWNSHIP FOR FINAL INSPECTION TO RELEASE YOUR DEPOSIT

APPLICATION DATE: _____ APPLICANT SIGNATURE: _____

SECTION THREE - INITIAL INSPECTION

PROOF OF INSURANCE: ☐ YES ☐ NO TRAFFIC CONTROL: ☐ YES ☐ NO LOCATES OBTAINED: ☐ YES ☐ NO
COMMENTS _____

DATE: _____ INSPECTOR: _____

SECTION FOUR - FINAL INSPECTION

DEFICIENCIES _____

DATE: _____ INSPECTOR: _____

SECTION FIVE - FINAL ACCEPTANCE

DATE: _____ INSPECTOR: _____

GENERAL CONDITIONS & DESIGN GUIDELINES

This permit is subject to the following conditions, regulations and to any supplementary conditions, specifications and engineering standards in effect at the time of issuance of this permit as approved by the Township of Malahide.

1. The applicant shall be solely responsible to protect all persons that may enter the site in accordance with the Occupational Health & Safety Act, Township of Malahide Health & Safety Policy and/or all other Provincial or Township Acts, Bylaws or Policies.
_____ (Initial)

2. Work on the construction or alteration of an entrance must not be started before an initial inspection is completed by the Township.
_____ (Initial)

3. Work on an installation for which the permit is granted must be completed within twelve (12) months of the application date listed on the permit. If said works are not completed in that time period the permit becomes void and will be cancelled by the Township. Upon cancellation of the permit the applicant forfeits their refundable deposit and the Township will take the necessary steps to rectify the situation at no cost to the Township.
_____ (Initial)

4. All works related to or forming a part of an entrance shall be carried out in accordance with the approved plans and specifications and subject to the approval of the Township. The Owner of the property shall bear all expenses related thereto.
_____ (Initial)

5. Trees, shrubs, etc. on the right-of-way of a Township road must not be cut or trimmed without the written permission of the Township and such cutting or trimming may only be done under the direct supervision of the Township or its duly authorized agent. Where it is necessary to cut or trim trees on property adjacent to a Township road the applicant must bear all expenses in connection therewith, including any damages occasioned as a result of such cutting or trimming.
_____ (Initial)

6. 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 of the Township road.
_____ (Initial)

7. The applicant is responsible for the construction, marking, and maintenance of the detours required and for maintaining safety measures for the protection of public during the construction of any works in respect to an entrance.
_____ (Initial)

8. The design and specifications of an entrance must not be changed without the approval of the Township. If the Owner of the property desires to change the design of the entrance or add curbs, gutters, etc., on an application to do so must be submitted to the Township for approval.
_____ (Initial)

9. The use or purpose of an entrance must not be changed in a manner that changes the classification of the entrance. Improper use of an entrance may result in cancellation of the permit therefor. If the owner of a property desires to change the classification of an entrance, an application to do so must be submitted to the Township for approval.
_____ (Initial)

10. The owner of a property served by an entrance shall maintain each entrance to their property in accordance with the requirements of the Township.
_____ (Initial)

11. Where an expiry date is set out under condition #3 of this permit and an extension is desired, a request must be made to the Township prior to the expiry of said permit. A further term may be approved or denied by the Township.
_____ (Initial)

12. If this permit expires for any reason and is not renewed, all work constructed, maintained or operated under this permit shall, if the Township so desires be rectified at no cost to the Township. The Township road shall be left in as good a condition as it was prior to work being started.
_____ (Initial)

13. This permit must not be assigned or transferred from one owner to another. Each new permit is subject to the conditions applying at the time of issue.
_____ (Initial)

14. An entrance permit may be cancelled at any time for breach of the regulations or conditions of the permit or for such reasons as the Township in its discretion deems proper.
_____ (Initial)

15. If during the life of this permit any Bylaws or regulations adopted which affect the rights and privileges herein granted, the said Bylaws or regulations shall be applicable to this permit from the date on which they came into force.
_____ (Initial)

16. Entrances must be approved and cleared by the Physical Services Department before the issuance of any building permit (if applicable).
_____ (Initial)

17. It is the responsibility of the owner/applicant to determine if the proposed entrance is onto a public highway, or unopened road allowance.
_____ (Initial)

18. It is the responsibility of the owner/applicant to arrange for a final inspection for the release of their deposit. Failure to have a final inspection completed prior to the expiry of the permit will result in the forfeiture of the owner's/applicant's deposit.
_____ (Initial)

19. The Applicant shall follow all construction guidelines for the specific entrance type as specified in the Municipal Entrance Policy.
_____ (Initial)

<u>2023 Schedule of Fees</u>	
Permit Application for New Entrance	\$200.00
Permit Application for Existing Entrance Alteration	\$200.00
Permit Application for Temporary Entrance	\$200.00
Permit Application for Change of Surface Type Only	FREE
Security Deposit - Rural Entrances - no culvert*	Min. \$1,000.00
Security Deposit - Rural Entrances - with culvert*	Min. \$2,400.00
Security Deposit - Urban Entrances*	Min. \$1,500.00

(*minimum security deposit for entrances constructed by others. Additional deposit may be required on direction of the Director of Public Works or his/her designate).