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ENTRANCE APPLICATION and APPROVAL

Application Information and Procedure

The attached application should be completed and submitted to the Manager of Operational Services at the above noted address. Payment of the appropriate fee and performance bond shall be submitted with the application.

Cheques are to be made payable to: *The Township of The Archipelago*.

Residential Fees:

Inspection Fee	\$ 150.00
Performance Bond	\$ 1,500.00

Commercial Fees:

Inspection Fee	\$ 300.00
Performance Bond	\$ 3,000.00

Please note that if the entrance location is not properly identified on site to allow Township staff to conduct an initial inspection, then a re-inspection fee shall be charged as follows:

Residential Re-inspection fee	\$ 100.00
Commercial Re-inspection fee	\$ 200.00

Inspection fees are non-refundable.

Approximately two weeks should be allowed for the Township to perform an inspection and give initial approval. The owner or his/her agent will be given a copy of the Initial Approval authorizing the work to proceed, including the installation of a culvert if required.

Where the construction of an authorized entrance has not been completed within six months of the date of the initial approval, the permit shall be deemed to have lapsed and the owner or his/her agent shall be required to reapply. The performance bond will be returned to the owner or agent less any Township expenses incurred for the restoration of the entrance area where partial construction and/or damage has occurred. Consideration may be given for extensions beyond six months at the discretion of the Manager of Operational Services or designate.

Upon completion of the work, please notify the Manager of Operational Services to arrange a final inspection. The performance bond will be released to the owner or his/her agent within 30 days following the final inspection and entrance approval.



ENTRANCE APPLICATION and APPROVAL

DATE RECEIVED	RESIDENTIAL APPLICATION	COMMERCIAL APPLICATION	APPLICATION No.
___/___/___ mo day year	<input type="checkbox"/> \$ 1,500.00 Performance Bond <input type="checkbox"/> \$ 150.00 Inspection Fee <input type="checkbox"/> \$ 100.00 Re-inspection Fee	<input type="checkbox"/> \$ 3,000.00 Performance Bond <input type="checkbox"/> \$ 300.00 Inspection Fee <input type="checkbox"/> \$ 200.00 Re-inspection Fee	EN _____ - ____ (e.g. ENyear-xx)

1. AGENT INFORMATION

Name of Agent	Home Telephone No.	Business / Cell Telephone
Address		
Email		

2. OWNER(S) INFORMATION

Name of Owner(s)	Home Telephone No.	Business / Cell Telephone
Address		
Email		

3. PROPOSED ENTRANCE LOCATION

911# _____	Municipal Road Name _____			
Assessment Roll Number: 4905 - _____ - _____ - _____ - 0000				
Lot _____	Concession _____	Plan No. _____	Part/Lot No. _____	Parcel No. _____

4. DESCRIPTION OF PROJECT

<input type="checkbox"/> new entrance <input type="checkbox"/> modification of an existing entrance	
Length of proposed driveway: _____	Width of proposed driveway: _____

5. SKETCH OF PROJECT

Please draw a sketch below showing the location and length of the proposed entrance and the distance from the nearest lot lines. To facilitate inspection, the proposed entrance must be marked on the property with flags or painted stakes. The proposed location of the culvert, if necessary, must also be marked.

Note: If the entrance location is not properly identified on site and staff is unable to do an initial inspection, a re-inspection fee will be charged as noted above.

A large, empty rectangular box with a thin black border, intended for the applicant to draw a sketch of the proposed entrance and its location relative to lot lines. The box is currently blank.

6. AUTHORIZATION OF OWNER(S) FOR AGENT TO MAKE THE APPLICATION

If the applicant is not the owner of the land that is the subject of this application, authorization for the agent to make this application, as set out below, must be given. Alternatively, written authorization can be provided on a separate form and submitted with this application. Authorization must be provided by all registered owners of the subject property.

I/We, _____, am/are the owner(s) of the land that is the subject of this application and I/we authorize _____ to make this application on my/our behalf and for the purposes of the *Freedom of Information and Protection and Privacy Act*, to provide any of my/our personal information that will be included in this application or collected during the process of the application.

Date

Signature of Owner

Date

Signature of Owner

7. DECLARATION OF OWNER(S) / AGENT

- The information contained in this application is true to the best of my knowledge.
- I certify that the entrance being requested will service the single property described in this application, and will not be used to access any other abutting or adjoining properties, including Crown land.
- I understand and agree that if the entrance is used to service other properties, this permit will be revoked, and the Township may take steps to remove the entrance at my expense.
- I understand that all works will be constructed, altered, maintained or operated at the expense of the undersigned. I agree that work will not begin before a permit has been issued by the Township of The Archipelago. I hereby acknowledge that I am responsible for any damages, direct or consequential, arising from any work authorized by this application whether performed directly by the owner or his/her contractor, employee, agent or otherwise and agree to indemnify and save harmless the Township of The Archipelago from any and all losses, costs or damages in connection with the work being performed.
- I have the authority to bind the corporation or partnership (if applicable).

Date

Signature of Owner

Date

Signature of Owner

Date

Signature of Agent

Personal information contained in this form is collected pursuant to the Municipal Act, 2001, S.O. 2001, c.25, as amended, and will be used for the purpose of an Entrance Application and Permit and for no other purpose. Owners and /or their agent are advised that the Township of The Archipelago may be required to disclose information in this form under the Municipal Freedom of Information and Protection of Privacy Act. Questions regarding this collection of personal information should be directed to the Clerk of the Corporation of the Township of The Archipelago.

8. **INITIAL APPROVAL** (to be completed by the Township prior to construction)

Initial Inspection performed by: _____ Date: _____

Culvert Required? Yes No Size of Culvert: _____

Remarks / Instructions to Owner(s) / Agent: _____

Initial Approval to Proceed Given? Yes No _____
Signature

THE OWNER/AGENT SHALL CONTACT THE PUBLIC WORKS DEPARTMENT FOLLOWING COMPLETION OF THE ENTRANCE TO ARRANGE FOR A FINAL INSPECTION

9. **FINAL APPROVAL** (to be completed by the Township following completion of the entrance)

Final Inspection performed by: _____ Date: _____

Remarks / Instructions to Owner(s) / Agent: _____

Entrance Approved? Yes No

Release Performance Bond? Yes No _____
Signature

Copied to Finance Department with requisition for release of Performance Bond
Date: _____

Final Letter and Cheque to Owner / Agent
Date: _____

**DEPARTMENTAL REVIEW
ENTRANCE APPLICATION and APPROVAL**

Planning: _____

Building: _____

Corporate Services: _____
