



APPLICATION FOR ENTRANCE PERMIT

Phone 705-436-3710
Fax 705-436-7120

Permit No.	<input type="text"/>
Receipt No.	<input type="text"/>
Fee Amount	<input type="text"/>
Deposit Amount	<input type="text"/>
Roll No.	<input type="text"/>

OWNER

Name

Address

City: Province:

Postal Code: Telephone:

APPLICANT

Name

per

Address

City: Province:

Postal Code: Telephone:

LOCATION

Address:

Lot No. Plan No. Concession No.

Location North Side East Side South Side West Side

Between and

PROPOSED WORKS

Construction Not Applicable Check existing Commercial Residential Gutter Curb

Curb Cut Use of Town R.O.W. Other permanent work Temporary Entrance

Surface Paved Unpaved Not Applicable

Change Existing Not Applicable Entranceway Surface

Affected Items Road Drainage Landscaping Guide Rails Signs Nil

It is understood that all works will be constructed, altered, maintained or operated at the expense of the undersigned, and that work must not begin before a permit has been issued by the Town. The issue of a permit by the Town does not relieve the holder of the responsibility of complying with relevant municipal by-laws. In consideration of any permit issued in respect to this application, I/we the Applicant/s for ourselves our heirs, executors, administrators, successors and assigns hereby agree to conserve, keep and perform and be subject to the regulations and conditions of the said permit and to indemnify and save harmless, the Town of Innisfil and the Manager of Operational Services from and against all loss, cost, charges, damages, expenses, claims, and demands whatsoever to which the Town of Innisfil may suffer or sustain or for which the Town of Innisfil may be liable by reason of anything done in the construction, maintenance, alteration or operation of the works authorized.

DECLARATION: *This approval is issued under the authority of the Town of Innisfil By-law 011-97 and the regulations pursuant thereto and is subject to the attached conditions.*

PLEASE ATTACH A DRAWING INDICATING PROPERTY LOCATION AND WHERE PROPOSED ENTRANCE IS TO BE LOCATED. MARK PROPOSED LOCATION ON SITE WITH STAKES FOR INITIAL INSPECTION. IT IS YOUR RESPONSIBILITY TO CONTACT THE TOWN FOR A FINAL INSPECTION. PROVIDED THE FINAL INSPECTION MEETS WITH THE TOWN'S APPROVAL, THE DEPOSIT WILL BE RELEASED TO YOU.

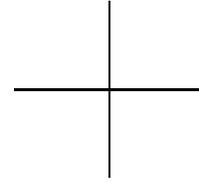
Signature of Applicant _____ Date _____

Cust Serv Rep	<input type="text"/>
Date Entered	<input type="text"/>

PERMIT NUMBER: E _____

MUNICIPAL ADDRESS: _____

PLEASE SHOW
DIRECTION OF NORTH



A large, empty rectangular box with a thin black border, intended for a site plan or drawing.

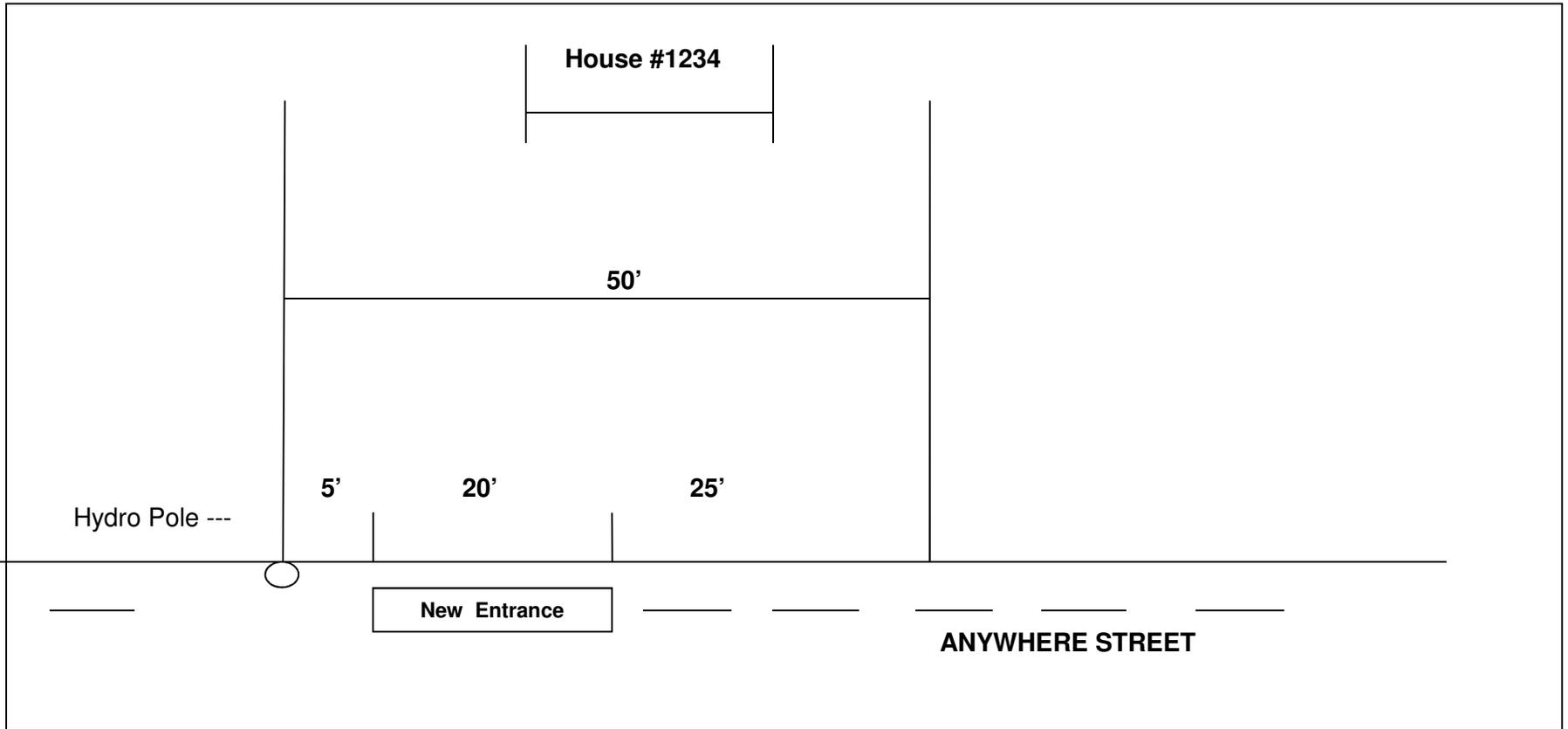
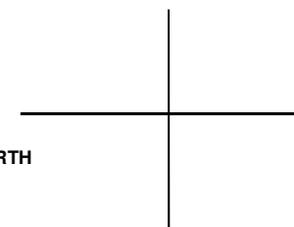
1. Show property boundaries and dimensions.
2. Show location of proposed entrance and any existing entrances and distances from property boundaries.
3. Show width of proposed entrance.
4. Show location of any utilities such as hydro poles, Bell or Cable boxes, hydrants etc.

SAMPLE DRAWING

PERMIT NUMBER: E_2008-xxxx_____

MUNICIPAL ADDRESS: 1234 Anywhere Street, Lot XX, Plan XXXX, Conc. XX

PLEASE SHOW
DIRECTION OF NORTH





TOWN OF INNISFIL ENTRANCE PERMIT CONDITIONS

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

1. The applicant shall be solely responsible to protect all persons that may enter the site in accordance with the Occupational Health and Safety Act, Town of Innisfil Health and Safety Policy and/or all other Provincial or Municipal Acts, By-Laws or Policies.
2. Work on the construction or alteration of an entrance must not be started before an initial inspection is completed by the Town.
3. If an entrance permit is requested, the applicant brings in a completed application, permit fee and entrance deposit to Customer Service where it is allocated a permit application number.
4. Permit fees are set out in the current Fees and Charges By-law.
5. The location of entrance must be staked out and visible for inspection and if it is not, the inspection will be delayed.
6. Initial inspection will be performed by a Town Inspector.
7. 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 Town. Upon cancellation of the permit the applicant forfeits their refundable deposit and the Town will take the necessary steps to rectify the situation at no cost to the Town.
8. Where an expiry date is set out under condition #7 of this permit and an extension is desired a request must be made to the Town prior to the expiry of original said permit. A further term may be approved or denied by the Town under an extension request which may be granted for periods up to but not exceeding 12 months.

9. If this permit expires for any reason and is **not** renewed, all work constructed, maintained or operated under this permit shall, if the Town so desires be rectified at **no** cost to the Town. The Town road shall be left in as good a condition as it was prior to the work being started.
10. 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 Town. The Owner of the property shall bear all expenses related thereto.
11. Trees, shrubs, etc. on the right-of-way of a Town road must **NOT** be cut or trimmed without written permission of the Town and such cutting or trimming may only be done under direct supervision of the Town or its duly authorized agent. Where it is necessary to cut or trim trees on property adjacent to a Town road the applicant must bear all expenses in connection therewith, including any damages occasioned as a result of such cutting or trimming. If trees must be relocated the cost of doing such works will be at the expense of the owner and must be done to the Town's specifications and satisfaction.
12. 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 on the Town road.
13. The applicant is responsible for the construction marking and maintenance of the detours required and for maintaining safety measures for the protection of the public during the construction of any works in respect to an entrance.
14. The design and specifications of an entrance must not be changed without the approval of the Town. If the Owner of a property desires to change the design of an entrance or adds curb gutters etc. an application to do so must be submitted to the Town for approval.
15. 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 an entrance; a separate application to do so must be submitted to the Town for approval.
16. The owner of a property served by an entrance shall maintain each entrance to his property in accordance with the requirements of the Town.
17. Entrance permits will not be inspected during the winter months due to snow (generally December 1st to April 15th). Inspections will be done once **ALL** of the snow has melted.
18. 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.
19. An entrance permit may be cancelled at any time for breach of the regulations or conditions of the permit for such reasons as the Town in its discretion deems proper.

20. The Town sends out a letter to the applicant indicating comments and granting or declining the application, if approved the applicant performs work.
21. If during the life of this permit any By-Laws or regulations adopted which affect the rights and privileges herein granted the said By-Laws or regulations shall be applicable to this permit from the date on which they came into force.
22. Entrances must be approved and cleared by the Town before the issuance of any building permit (if applicable). If an entrance already exists **no deposit** is required for inspection unless they are changing the existing entrance in any way.
23. It is the responsibility of the owner/applicant to determine if the proposed entrance is onto a public highway, or unopened road allowance.
24. 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 owners/applicant's deposit.
25. If any deficiencies are detected, the applicant is notified by letter and is requested to rectify the problem and to call in for another final inspection when the works are completed.
26. If no deficiencies are detected the applicant is notified by letter that the final acceptance is granted.
27. Upon final acceptance Customer Service requests refund of deposit.
28. "U" driveways will require two (2) separate entrance permits and will be treated as two (2) separate entranceways.
29. No entrance permits will be issued on un-assumed roads or unopened road allowances.
30. When describing the proposed work the applicant must identify the works. If said works is to be a commercial property which at the time of application for said permit is only for access to the property then the standard entrance permit may be used. If the permit involves any site works etc the permit must be processed through Planning and Engineering.