

APPLICATION FOR ENTRANCE PERMIT

(FOR ROADS/HIGHWAYS UNDER MUNICIPAL JURISDICTION)

APPLICANT & PROPERTY INFORMATION

Applicant 1. Name(s)
2. Mailing Address.....
3. Phone No.(s)
4. Email

PUBLIC WORKS DEPARTMENT

6544 New Dublin Rd
Ph: (613)345-7480
Email: rmetcalfe@ektwp.ca

Property Owner ☐ Same as above OR ☐ Name (s).....
Subject Property 1. Is this a Corner Lot? ☐ Y ☐ N
2. Are Surveyors Stakes Visible? ☐ Y ☐ N
3. Lot Location - Con; Lot; Reg Plan; Lot
- Street.....
- Lot is on the ☐ North ☐ South ☐ East ☐ West side of the road
4. Total Lot Frontage meters (m).

ENTRANCE LOCATION / INFORMATION (see Appendix A for Entrance Requirements)

1. Distance entrance to be from: Right Side Lot Line m. Left Side Lot Line m. (viewed from rd)
2. Proposed: Entrance width: m. Culvert Diameter: mm
Depth of Fill: ☐ mm ☐ m. Surface Type: ☐ Gravel ☐ Paved
3. Use of Entrance:
(main residential access, secondary residential access, circular driveway, farm access, commercial or industrial access, etc.)
4. ☐ I request the Township to install the entrance and agree to pay all costs related to this service (to be separately invoiced);

OR

☐ The Entrance will be installed by: Name:
Phone No: (day)
Email:

Please correspond with the ☐ **Applicant on all matters relating to this application.**
☐ **Contractor**

Work must start within six (6) months of issuance of the entrance permit or the permit shall be void and canceled by the Township. The entrance is to be completed and approved within two (2) years from date of issue. One (1) six (6) month extension may be granted by the Public Works Department.

DECLARATION

I, the undersigned, am the authorized owner/agent of the owner named above and I certify the truth of all statements /representations made. I understand that the issuance of a permit shall not be deemed a waiver of any provisions of any other by-laws or provincial/federal requirements. I acknowledge that the entrance will be installed in accordance with the requirements of the Entrance By-law and/or the requirements requested by the Township Director of Public Works and I agree to pay the total cost of the proposed entrance. In the event a permit is issued, any departure from required/provided specifications is prohibited and such could result in the permit being revoked. I further acknowledge that in the event the permit is revoked for any cause or irregularity or non-conformity with by-laws or other requirements, there shall be no right of claim whatsoever against the municipal corporation or any official thereof and any such claim is hereby expressly waived. I agree that any damage caused to the entrance due to negligence shall be repaired at my cost.

Date

Signature of Owner or Authorized Agent

FOR OFFICE USE ONLY: Roll Number (if assigned)

Planning Department: - Entrance width: ☐ O.K. as Proposed ☐ Required to bemax (.....min)
- Setbacks to lot line: ☐ O.K. as Proposed ☐ Required to bemax (.....min)

Road's Department: Date of Site Visit: Recommended: ☐ Y ☐ N

Entrance Requirements.....

Approved Permit ☐ Owner Advised (date):

Public Works Manager

Application Fee of \$100.00 Paid by

Appendix A

Driveway/Entrance Requirements Under Zoning By-law 13-21, as amended:

Field Entrance/Residential Driveways:

Driveway Widths:

- Minimum width of 3 m (10 ft.) (at the front property line/street line) for a one-way driveway or;
- Minimum width of 6 m (20 ft.) (at the front property line/street line) for a two-way driveway and;
- Maximum width of 9 m (29.5 ft.) (at the front property line/street line) for any driveway.

Driveway Locations:

- For a corner lot, a driveway is to be located a minimum of 7.5 m (25 ft.) from the corner.
- For other lots, a driveway is to be located a minimum of 1.2 m (4 ft.) from a side property line.

Maximum Number of Driveways:

- Maximum of 2 Driveways on lots with frontage of 60m (196.85 ft.) or less*
- Maximum of 3 Driveways on lots with frontage greater than 60m (196.85 ft.)*

*The combined width of all driveways (measured at street line) is NOT to exceed 30% of the lot frontage

Commercial and Industrial Entrances/Driveways:

The same/above Driveway Widths and Driveway Location criteria applies, however there is no limit on the number of driveways permitted.

Also, please contact the Planning and Development Department as noted below, for other commercial and industrial parking area requirements, such as the number of required parking spaces, accessible spaces, stall sizes, driveway parking area access requirements, etc. **For further information or clarification, please contact the Planning Department by phone at 613-345-7480 ex. 219 or via email to planning@ektwp.ca**

TEMPORARY ENTRANCE PERMITS PROCEDURES:

A temporary construction entrance permit may be issued with a new building permit. Construction entrances would not require culverts unless under extreme wet conditions and if deemed necessary by Public Works. It is the responsibility of the applicant to bear all costs of installation.

A temporary field entrance for agricultural use may be issued to accommodate farmers to access their lands for farm use. Upon receiving the application, the Public Works Supervisor will inspect the area for safe ingress to the described property. It is the responsibility of the applicant to bear all costs of installation.

Duration of Temporary Entrance Permits:

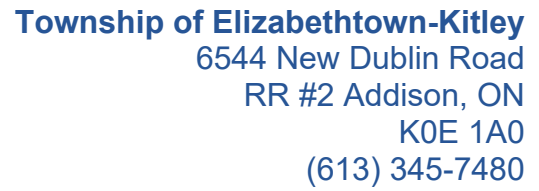
When a temporary construction or agricultural application has been approved, a temporary permit will be issued by the Public Works Department. This permit will allow access off the township road allowance for a time not to exceed 120 days from the date of permit issuance.

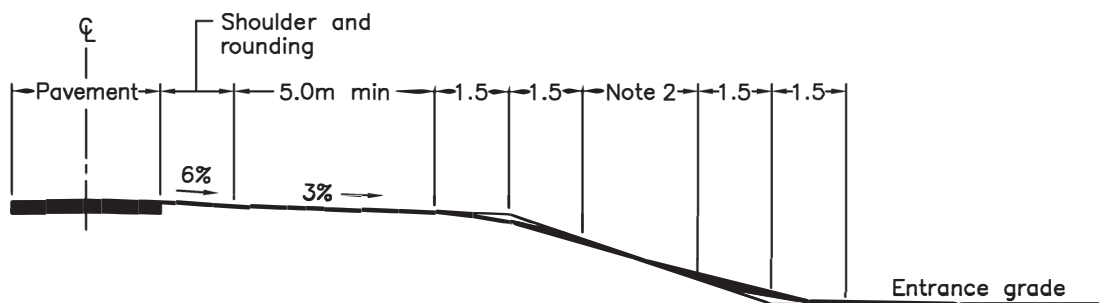
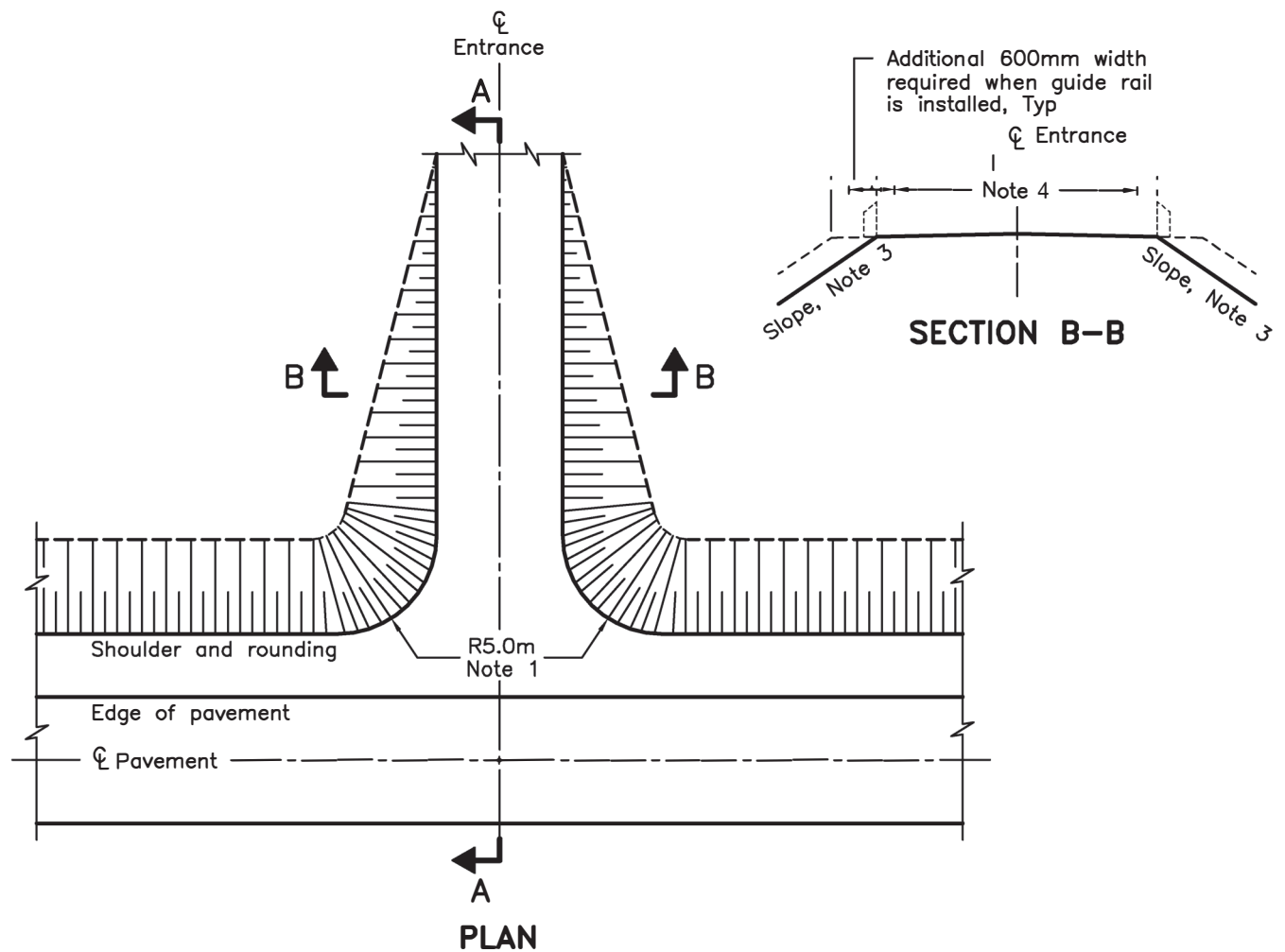
At the end of the 120-day period, temporary entrance must be removed. There will be no extension of the temporary permit without reapplying, stating reason for extension.

If the temporary entrance is not removed after 120 days or if a new permit has not been issued, the entrance will be removed by the township forces. All costs thereof will be collected in accordance to section 6 of By-law 11-35.

PERMANENT ENTRANCE PROCEDURE:

Upon completion of construction, a permanent entrance with culvert where required must be installed. The Public Works Department must be notified upon completion of construction and arrangements will be made for installation and/or inspection. This must be done before the end of the 120-day period.

[illegible]



NOTES:

- 1 Radius shall be 8.0m when entrance is used for farm equipment.
- 2 Maximum gradient: 6% for residential entrances and 10% for farm and field entrances.
- 3 Slope shall be 3H:1V or flatter when specified.
- 4 All dimensions as per Zoning By-law 13-21, as amended.

All dimensions are in metres unless otherwise shown

ELIZABETHTOWN-KITLEY STANDARD DRAWING

Feb 2025

Rev

RURAL ENTRANCES
TO ROADS ON FILL



EKSD 301.010

