

ENTRANCE APPLICATION & PERMIT
Municipality of Bluewater - Public Works Department

Submit the completed form and fee to Public Works for approval. No work may begin until the application is approved.

Please indicate if entrance is: New Modification Not Applicable

APPLICANT INFORMATION: (OWNER/CONTRACTOR)

Name		E-Mail Address	
Street Address	City/Town	Prov.	Postal Code
Phone Number	Contact Person & Phone Number (if different than above)		

ENTRANCE INFORMATION:

Proposed Entrance Type: Residential Agricultural Commercial Industrial Temporary
 Type of Entrance: Hard Surface Gravel

Address of New Entrance

Reason for New Entrance or Modification to Entrance

I HAVE: (To be completed by Applicant)

- Paid the fee of \$250.00 (includes HST) within 7 days of submitting application. (cheque, cash or debit only)
- Attached the Site/Location Plan showing the proposed entrance & marked with a stake onsite. Ensure the 911 address is visible onsite or noted on the plan.

SITE/LOCATION PLAN TO INDICATE:

- Location of existing and/or proposed entrance, buildings, trees, roads, and driveways (include entrance width) & marked with a stake onsite
- Physical characteristics of road within 180 metres of proposed driveway location.
- Existing 911 numbers on adjacent lots.
- The owner must properly backfill the culvert, grade for proper drainage, and stabilize slopes with sod or seed.

ACCESS:

- The access shall have a maximum platform width of **9 metres (29.5 feet)**. The access in village of Bayfield shall have a maximum platform width of **6.7 metres (22 feet)**.
- The maximum number of driveways per property is **2 for AG1 zone** and **1 for all other properties**. (refer to the Municipality of Bluewater's Zoning By-Law 43-2015, Section 3.21.15 Entrances and Exits)
- Minimum distance between a driveway and an interior side property line shall be **1 metre** for residential zones, except for multiple attached units where no minimum may apply and 3 metres for all other zones.
- Minimum distance between a driveway and an intersection of a street is **7.5 metres**.
- The applicant must remove and dispose of all topsoil within the proposed access area, from shoulder edge to the street line
- Minimum compacted granular base within the right-of-way shall be 200 mm (8") of granular "A"
- Fencing, gates, curbs, or similar structures are not permitted on the right-of-way without Municipal approval.
- Culverts** must be new, corrugated 16-gauge galvanized steel spiral, polyethylene, or an approved equivalent. Diameter and length must be shown on the site plan.
- Culverts** shall be backfilled with at least 300 mm (12") of compacted granular 'A'. The remaining access within the right-of-way must have a minimum thickness of 200 mm (8") compacted granular 'A' layer.
- No required parking area shall be located on a septic tank or tile bed area (refer to Zoning By-Law 43-2015, Section 3.21.12 Parking Area Location on a Property)

ENTRANCE PERMIT - GENERAL CONDITIONS:

Permit Term and Extension: Valid for one (1) year from approval date. May be extended once for 1 year before expiry with a \$50.00 fee.

Security Deposit: The applicant may be required to provide a deposit, as determined by the Manager of Public Works, to ensure completion of any required conditions.

Unauthorized Work and Entrances: The Municipality reserves the right to inspect and remove unapproved entrances or non-compliant work at the owner's expense.

Fill & Materials: No fill or other materials may be placed in ditches or on municipal property without written permission.

Seasonal Restriction: Work is not permitted between November 15 & April 15 without written approval from the Municipality.

Utility Locates: The applicant is responsible for obtaining all necessary utility locates before starting work.

Final Inspection: Applicant must notify the Municipality when work is complete for final inspection. If no inspection is requested within 1 year, permit is forfeited. If the final inspection determines the work is unsatisfactory, the Municipality may complete or restore it using the applicant's deposit, without prior notice.

**PERMIT CONDITIONS ARE SUBJECT TO REVISION AS NECESSARY.
ANY REPAIRS MUST RESTORE THE SITE TO ITS ORIGINAL OR BETTER CONDITION.**

I/we, the applicant(s), agree that no work shall begin until this Entrance Permit is issued. All work will be completed at the applicant's expense and in compliance with all applicable municipal and provincial by-laws, standards, and legislation. I/we further agree to abide by all permit conditions and to indemnify and hold harmless the Municipality of Bluewater and its employees from any loss, damage, or claims arising from the construction, maintenance, or use of the entrance.

Application Submitted By: _____ **Date:** _____
(APPLICANT NAME) (MM/DD/YYYY)

Personal information is collected under the Municipal Act and used per the Municipal Freedom of Information and Protection of Privacy Act for issuing Entrance Permits. Contact the Clerk at 519-236-4351 ext. 223.

PERMIT EXTENSION REQUEST

Requesting 1-year extension Paid \$50.00 fee (HST incl.)

Conditions: Submit before expiry; valid for 1 year from original expiry; original conditions apply.

Municipal Approval: _____ **Date:** _____

MUNICIPAL APPROVAL:

Application Approved By: _____ **Date:** _____
(PUBLIC WORKS STAFF NAME) (MM/DD/YYYY)

Culvert Installed By: Owner Municipality **Location:** Approved Not Approved
Culvert: _____ Diameter _____ Length **Pipe:** CSP Polyethylene Other
Sight lines: _____ (m) left _____ (m) right **Surface:** Paved Gravel Concrete Other
 Ditch condition needs to be restored (i.e., cleared out for the entire length of the property)

REMARKS:

FINAL INSPECTION APPROVAL:

Approved By: _____ **Date:** _____
(PUBLIC WORKS STAFF NAME) (MM/DD/YYYY)