



Municipality of Huron Shores
Public Works Department
Entrance Permit Application

PO Box 460
Iron Bridge ON
P0R 1H0
705-843-2033
email@huronshores.ca

Owner: _____ Telephone: _____

Mailing Address: _____

Proposed Entrance Details:

Maintained Public Road? (Circle) YES / NO

Address: _____ Roll #: _____

Existing Entrance Width: _____ Proposed Access Width: _____

Property Frontage: _____ Proposed Entrance Staked ☐

Type: ☐ New 911# _____
☐ Alteration to existing
☐ Secondary
☐ Temporary

Use: ☐ Residential
☐ Commercial
☐ Industrial
☐ Agricultural

Other: ☐ Culvert required

Additional Entrance Details (Comments):

Please enclose a sketch drawing with the application indicating the size and location of the proposed entrance, including property frontage and side yard setback details.

Signature of Owner/Agent: _____ **Date:** _____

OFFICE USE ONLY

Receipt #: _____

Notes:

	Culvert: Length (ft) & Diameter (in):	FT: IN:				Owner Supplied?
✓	Item	Item or Unit #	Total hrs.	Cost (\$)/hr	Total (\$)	✓
	Equipment: Backhoe					
	Equipment: Truck					
	Equipment Operator					
	Labourer					
	Materials (Granular):					
	Other Materials:					
Administrative Processing Fee (paid upon submission)					\$25	Paid _____

Entrance Permit Terms & Conditions

1. The Entrance Permit is subject to all Municipal By-Laws. If, during the life of the Entrance Permit, any by-laws or regulations adopted affect the rights and privileges herein granted, the said by-laws and regulations shall be applicable to this permit from the day on which they came into force.
2. Work on the construction or alteration of an entrance will not be started before an Entrance Permit has been issued by the Municipality.
3. Work on the construction or alteration for which an Entrance Permit is granted will commence within six months of the date of issue, excluding any unforeseeable circumstance outside of the control of the Municipality, including but not limited to items such as extreme weather conditions.
4. If the Entrance Permit is nearing cancellation and a further term is desired, an application for the renewal of the permit shall be made to the Municipality before the cancellation of the Permit. A further term may be approved or refused by the Municipality.
5. 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 Municipality in its' discretion deems proper.
6. All works related to or forming a part of an entrance shall be carried out or approved by the Municipality. The Owner of the property shall bear all expense related to installation including materials and labour.
7. Each entrance will 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 Municipal road.
8. Trees, shrubs etc. on the right-of-way of a Municipal road must not be cut or trimmed without the written permission of the Municipality and such cutting or trimming may only be done under the direct supervision of the Municipality or its duly authorized agent. Where it is necessary to cut or trim trees on property adjacent to a Municipal road, the Applicant would bare the expenses in connection with and, including any damages occurring as a result of such cutting or trimming.
9. The Municipality is responsible for the construction, marking and maintenance of any detours required and for maintaining safety measures for the protection of the public during the construction of any works in respect to an entrance.
10. When Public Works installs a new culvert(s) and repairs the area, it will be the owner's responsibility to seed or sod the area and maintain it, if they require it landscaped.
11. If the Owner of a property desires to change the classification of an entrance, an application to do so must be submitted to the Municipality for approval.
12. The Owner of a property served by an entrance shall maintain each entrance to his property in accordance with the requirements of the Municipality.
13. If there is damage caused to a culvert by the Owner, the Municipality will carry out the culvert replacement. It will be the responsibility of the property owner for costs of materials and labour, unless the cause is due to unforeseen circumstances such as weather-related events.

Entrance Permit
Terms & Conditions (continued)

14. The Entrance Permit must not be assigned or transferred from one Owner to another. Each new permit is subject to the applicable conditions at the time of issue.
15. The Entrance must be completed before the issuance of any Building Permit (if applicable).
16. If the Municipality performs roadwork, either for maintenance or construction purposes, the Municipality will restore the entrance to its' own satisfaction. The property owner assumes the risk that any alterations to the entrance on the road allowance, such as the placement of asphalt or paving stones, may not be replaced to the original state.
17. Any applicant may appeal the decision of the Public Works Superintendent in disapproving a permit as required herein, or the conditions of approval imposed. The appeal shall be addressed to the Clerk, and submitted in writing no later than ten (10) days of receiving notice of decision.
18. In the event any fee or charge imposed herein remains unpaid after provision of the service or is otherwise in arrears in excess of 30 days, such fees or charges may be added to the Tax Roll for any real property in the municipality, the owner of which is responsible for paying the fee or charge and shall be collected in like manner as municipal taxes.

Signature of Owner/Agent:

Date:
