

The Corporation of the Township of Selwyn
Application for an Entrance Permit
Or for an Alteration to an Existing Entrance

Name of Applicant _____

Address _____

Postal Code _____ Phone _____

Application is hereby made to: (check to indicate proposed work)

- construct an unpaved entrance
- pave an existing entrance
- add curbs, gutters or other permanent works to existing entrance
- change the design of an existing entrance
- change the location of an existing entrance
- use an existing entrance for other than its original, present, or normal use (change of classification from residential to commercial, etc.)
- construct a temporary entrance or use any part of the right of way of a road as a means of temporary access to and from a property

Owner _____

Property Address _____

Number of Entrance(s) Requested _____

Approximate Width of Entrance(s) Requested _____

Note: The Manager of Public Works or his representative shall make the final decision of the approval of the entrance and of the need for, and details of a culvert. The Township supplies and installs the entrance at the expense of the applicant and/or owner. If it is determined that a culvert is not required, any payment for the same which was received will be refunded.

I hereby agree to pay by cheque, made payable to the Township of Selwyn, the amount of the installation as estimated by the Township before my entrance is installed. I further agree to pay the additional costs associated with the culvert installation should the original amount collected prove to be insufficient.

Applicant
Signature _____ **Date** _____

Office Use:

Property Roll # _____

- Referred for further information
 Not Approved
 Approved

Township _____
 Representative _____ Date _____

Size	Payment Amount Received	Date

New entrance

- Applicant to attach a copy of building Site Plan showing approximate location of proposed driveway. This can be done with the building Permit application or prior.
- The applicant will be required to contact the Public Works Roads Department to determine the appropriate culvert size, and approximate entrance location

Culvert information

- General culvert size is 450 mm x 8 m
- Included with a culvert are two loads of granular material spread over the culvert for access to the lot. One additional load of gravel can be purchased for \$166.15
- Any further ditching required will be done by the Township at the same time.

Filling in ditch temporarily

- Applicant is required to seek approval from Manager of Public Works as to whether filling in the ditch is acceptable and to ensure that is not interfering with the present flow of water or causing any damming.

Notifying Public Works for culvert installation

- Applicant is required to contact Public Works when area is ready for installation. Please note installation may be postponed after November 15th due to frost.

Culvert installation fees to be confirmed with the Public Works Department

Public Works Contact – publicworks@selwynthship.ca