

Entrance Permit Fee:	Manager of Public Works: Adam Tobin (705) 292-9507 x225		
Applicant:	Property Owner:		
Mailing Address:			
Phone Number: Email:			
Reason for Entrance:			
□ New Home	□ Second Entrance		
□ New Farm Entrance	□ Improving an Existing Entrance		
Location:			
Roll Number:			
Lot, Concession & Ward:			
Requirements Of Owner:			
<ol> <li>Entrance permit must be submitted to the Township for review by the Public Works Department</li> <li>A Site plan must accompany the application clearly showing the proposed driveway entrance &amp; distances from two side lot lines. It is the owners responsibility to mark or stake the proposed entrance to ensure accuracy of location for purposes of inspection to facilitate the issuance of this permit.</li> <li>(a) Entrance may be subject to the requirement of an Otonabee Region Conservation Authority (ORCA) permit or approval of location by ORCA</li> <li>(b) Owner is required to contact ORCA Regulations staff at <a href="https://www.otonabeeconservation.com/property-inquiry-ticket/">https://www.otonabeeconservation.com/property-inquiry-ticket/</a></li> <li>(c) If an ORCA permit is determined to be required, it must be received by the Township prior to any works being completed.</li> <li>If a culvert is required, it shall be a minimum width of 9 metres (30 feet).</li> <li>Entrance permits related to new dwellings: The building permit for a new dwelling will not be issued until the Public Works Department has approved the entrance permit. If an ORCA permit is required, this document shall also be submitted as part of the building permit package.</li> </ol>			
Applicant Signature:	Date:		

Office Use Only			
Sketch of proposed entrance included:	□ yes □ no		
Permit Fee Received by:	Date:		
Authorities Having Jurisdiction			
Otonabee Region Conservation Authority (ORCA)	Location in a development control area:	□ yes □ no	
ORCA Permit Required:	Letter of Authorization Required:	□ yes □ no	
Date of Contact with ORCA:	Date of final approval:		
Location Approved by Public Works	Ву:	Date:	
Culvert Required:	Diameter of culvert:	Length of current culvert required:	
Special Requirements:			
OPSD # Document Attached:			
Additional Comments:			
Install Approved by Public Works	Ву:	Date:	
		Date:	
Approval Received by Building Department	By:	Date.	