



Entrance Permit Application

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:

1. Entrance permit must be submitted to the Township for review by the Public Works Department
2. **A Site plan must accompany the application clearly showing the proposed driveway entrance & 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.**
3. (a) Entrance may be subject to the requirement of an Otonabee Region Conservation Authority (ORCA) permit or approval of location by ORCA
(b) Owner is required to contact ORCA Regulations staff at <https://www.otonabeeconservation.com/property-inquiry-ticket/>
(c) If an ORCA permit is determined to be required, it must be received by the Township prior to any works being completed.
4. If a culvert is required, it shall be a minimum width of 9 metres (30 feet).
5. 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.

Applicant Signature:

Date:

