



## ENTRANCE PERMIT APPLICATION

Entrance Permit Fee: **\$108.20**

Director of Public Works: **Craig Brooks (705) 745-3595**

**APPLICANT'S NAME:**

**ADDRESS:**

**PHONE NUMBER:**

**EMAIL:**

**REASON FOR ENTRANCE:**

**New Home**

Note: Building permit will not be issued until entrance approved by public works. Entrance to be approved by public works prior to final inspection being granted.

**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 Director of Public Works.
2. **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 ORCA permit or approval of location by ORCA.  
(b) Owner is required to contact ORCA Regulations Staff at [otonabeeca@otonabeeconservation.com](mailto:otonabeeca@otonabeeconservation.com)  
(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 culvert 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 Director of Public Works has approved the entrance permit.  
If an ORCA permit is required this document shall also be submitted as part of the building permit package.

**APPLICANTS SIGNATURE:**

**DATE:**

**OFFICE USE ONLY**

Sketch of proposed entrance included:	<input type="checkbox"/> Yes <input type="checkbox"/> No	
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Permit Fee Received	By:	Date:
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**AUTHORITIES HAVING JURISDICTION**

<b>ORCA</b>	Location in a develop control area: <input type="checkbox"/> Yes <input type="checkbox"/> No
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ORCA Permit Required: <input type="checkbox"/> Yes <input type="checkbox"/> No	Letter of Authorization Required: <input type="checkbox"/> Yes <input type="checkbox"/> No
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Date of contact to ORCA:	Date of final approval:
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<b>MTO</b> Within 800m of Highway: <input type="checkbox"/> Yes <input type="checkbox"/> No	Requirement of permit from MTO: <input type="checkbox"/> Yes <input type="checkbox"/> No
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Location Approved by Public Works <input type="checkbox"/> Yes <input type="checkbox"/> No	By:	Date:
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Culvert Required: <input type="checkbox"/> Yes <input type="checkbox"/> No	Diameter of culvert:	Length of current culvert required:
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Special Requirements:

OPSD # _____ Document Attached:	<input type="checkbox"/> Yes <input type="checkbox"/> No
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Additional Comments:

Install Approved by Public Works	By:	Date:
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Approval Received by Building Department	By:	Date:
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