

**THE CORPORATION OF THE TOWNSHIP OF EAST HAWKESBURY**  
**Schedule "A" to By-Law No. 2008-29**

I hereby apply to the Corporation of the Township of East Hawkesbury for permission to construct the entranceway as described below.

**APPLICATION FOR ENTRANCEWAY PERMIT**

1. Owner \_\_\_\_\_ Address \_\_\_\_\_ Phone \_\_\_\_\_
2. Applicant \_\_\_\_\_ Address \_\_\_\_\_ Phone \_\_\_\_\_
3. Contractor \_\_\_\_\_ Address \_\_\_\_\_ Phone \_\_\_\_\_
4. Type of entranceway : Permanent \_\_\_\_\_ Temporary \_\_\_\_\_
5. Street name and civic address \_\_\_\_\_
6. Lot: \_\_\_\_\_ Concession: \_\_\_\_\_ Roll Number: 02-01-000- \_\_\_\_\_
7. Plan Number: \_\_\_\_\_ Part \_\_\_\_\_
8. To construct an entranceway on the \_\_\_\_\_ side of township road \_\_\_\_\_
9. This entranceway will be used for the following purpose:  
\_\_\_\_\_ Farm \_\_\_\_\_ Residential \_\_\_\_\_ Field \_\_\_\_\_ Commercial
10. Proposed size of culvert D \_\_\_\_\_ L \_\_\_\_\_ Entranceway: W \_\_\_\_\_
11. Proposed culvert - type \_\_\_\_\_ corrugated galvanized steel \_\_\_\_\_ plastic

All the statements and representations contained in the attached documents filed in support of this application shall be deemed part of this application for all purposes. Sufficient information shall be submitted with each application to enable the Road Superintendent to determine whether or not the proposed work will conform with the Standards as set by the Council of the Corporation and any other applicable law.

**ABANDONMENT AND CANCELLATION OF APPLICATION** - An application for a permit may be deemed to have been abandoned and cancelled six months after the date of filing, unless such application is being seriously proceeded with.

**DECLARATION**

I, the undersigned, \_\_\_\_\_, am the authorized owner/agent of the owner named in the above application and I certify the truth of all the statements or representations contained therein.

Where the applicant proposes to carry out the construction or an entranceway himself or to have a qualified contractor perform the work, the following special provisions shall apply: (1) The applicant will "save the Municipality harmless" and thus assume all risk and liability when granted the permit. (2) The applicant is responsible for any damages to person and property caused by the work and shall obtain appropriate Public Liability and Property Damage Insurance. (3) The applicant will, at all times, carry out the work in such a manner as to create a minimum of interference with normal road traffic. It is required to use proper precautions such as barricades, lights and flag persons to safeguard the traveling public. The applicant shall take precautions at all time to protect pedestrians. (4) The entranceway shall be constructed in accordance with **Schedule "B"** to Township By-Law. (5) The applicant is required to construct the entrance within (6) months of the date of the permit.

I, understand that the issuance of a permit shall not be deemed a waiver of any of the provisions of any by-law or regulations, notwithstanding anything included in or omitted from the plans or other material filed in support of or in connection with the above application.

I further acknowledge that in the event the permit is revoked for any cause or irregularity or nonconformity with by-laws or regulations, there shall be no right of claim whatsoever against the municipal corporation or any official thereof and any such claim is hereby expressly waived.

I further acknowledge that the cost of the entranceway is the responsibility of the applicant.

I have read and thoroughly understand the conditions, specifications and regulations relating to this application.

\_\_\_\_\_, Ontario, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
Signature of Owner or Agent

Payment received: \$ \_\_\_\_\_ by \_\_\_\_\_ cheque \_\_\_\_\_ cash \_\_\_\_\_ interac

Date received: \_\_\_\_\_

Signature: \_\_\_\_\_

THE CORPORATION OF THE TOWNSHIP OF EAST HAWKESBURY  
Schedule "B" to By-Law No. 2008-29

TO BE COMPLETED BY OFFICE ONLY

TOWNSHIP OF EAST HAWKESBURY

Road Department

**PERMIT FOR ENTRANCEWAY**

PERMIT# \_\_\_\_\_

FEE: \$50.00 (Non-refundable)

Length of culvert: \_\_\_\_\_ metres Diameter of culvert: \_\_\_\_\_ mm

Type : \_\_\_\_\_ New plain galvanized corrugated helical steel pipe, thickness 1.6mm min.

\_\_\_\_\_ New double wall polyethylene pipe having a strength of 300 KPA Min.  
stiffness.

CONDITIONS: \_\_\_\_\_  
\_\_\_\_\_

Date issued: \_\_\_\_\_, 20\_\_ Approved by: \_\_\_\_\_

**Road Superintendent**

1. No headwalls or other obstructions are to be constructed at the entrance.
2. Approximately 10cm of ground shall be remove from the ditch bottom before installing new pipe.
3. Bedding and backfill of pipe material shall be crushed granular gravel from ditch bottom to top of entranceway driving surface. Stone size shall not exceed 75mm (3")
4. Each entrance must be design, constructed and maintained in such a manner as to prevent the discharge of surface water from the entranceway or from private property onto the shoulder of the road.
5. Maximum downgrade or upgrade from projected ditch centre line on entranceway to existing ground elevation on property shall be six (6) percent only.
6. Cut and fill side of slopes shall have a minimum fall of one vertical to two horizontal.
7. Concrete surface or structures are not permitted on the road allowance as part of any entranceway.
8. The maintenance of the driving surfaces and side slopes of all entranceway shall be the responsibility of the owner.
9. Culvert ends shall not be rip-rapped above the top of the pipe except under a special permission issued by the Road Superintendent.
10. Utility companies (Bell, Hydro, Cable, TV) shall be contacted before any excavation is carried out along a municipal road or ditch.