

Municipality of Meaford

Transportation & Fleet Services



Entrance Permit Application

For Office Use: Entrance Permit # _____ Receipt Number: _____

Inspection Fee: \$225.00 (non-refundable)

Deposit Fee: \$400.00 (refundable upon final inspection)

TO BE COMPLETED BY APPLICANT

New Entrance ___ Modify Existing ___ Field Entrance ___ Temp Entrance ___

Applicant Name:
Property Roll Number:
Mailing Address:
E-mail:
Contact Person & Phone Number (if different than above):

WORK LOCATION

Please draw a sketch of the location of the proposed entrance. Show entrance in proximity to existing buildings, driveways, roads etc. North arrow must be shown.

Nearest existing civic address to your proposed entrance:

PROPOSED ENTRANCE LOCATION MUST CLEARLY BE MARKED WITH STAKES FOR AN INSPECTION TO OCCUR.

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Initial Inspection – Transportation & Fleet Services to Complete

Pipe Size:

Diameter(mm) _____ **Length(m)** _____ **Gauge** _____

Comments:

Date: _____ **For person Signature:** _____

Entrance permit is subject to the following conditions and to any supplementary conditions established by the department at the time of issue.

- 1.** This entrance is subject to all municipal by-laws. If during the life of this permit, any acts are passed or regulations adopted which affect the rights and privileges herein granted, the said acts or regulations shall be applicable to this permit from the date in which they come into force.
- 2.** Work on the construction or alteration of an entrance must **not** be started before an entrance permit inspection has taken place and you have received written documentation from the Municipality. All works must be issued by the Municipality.
- 3.** This permit must not be assigned or transferred from one owner to another. Each new permit is subject to the conditions applying at the time of issue.
- 4.** If the entrance has not been constructed and accepted by the Municipality within **six months** of the date of the initial inspection, the permit shall be null and void with the administrative fees being held by the Municipality and the deposit fee refunded.
- 5.** If this permit expires and is not renewed for any reason, all work constructed, maintained, or operated under this permit shall, if the Municipality of Meaford so requests, be removed without expense to the Municipality and the highway shall be left in as good condition as it was before the said work was installed constructed.
- 6.** All works related to or forming a part of an entrance shall be carried out in accordance with the approved plans and specifications, subject to the approval of the Municipality of Meaford. The owner of the property shall bear all expenses related thereto.



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7. Trees, shrubs, etc., on the right-of-way of a highway must not be cut or trimmed without the written permission of the Municipality of Meaford and such cutting or trimming may only be done under the direct supervision of the Municipality or its duly authorized agent. Where it is necessary to cut or trim trees on property adjacent to a highway, the applicant must make the necessary arrangements with the property owners and must bear all expenses in connection therewith, including any damages occasioned as a result of such cutting or trimming.
8. The owner of a property served by an entrance shall maintain each entrance to their property in accordance with the requirements of the Municipality of Meaford.
9. Each entrance must be designed, constructed and maintained in a manner that prevents surface water from the entrance way and/or the adjoining property from being discharged via the entrance onto the highway.
10. The owner is responsible for the construction, marking and maintenance of the detours required, and for maintaining safety measures for the protection of the public during the constriction of any works in respect to an entrance.
11. The design and specifications of an entrance must not be changed without the approval of the Municipality. If the owner of a property desires to change the design of an entrance, or add curbs, gutters etc., a written notice to do so must be submitted to the Municipality for approval.
12. The use or purpose of an entrance must not be changed in a manner that changes the classification of an entrance. Improper use of an entrance may result in cancellation of the permit. If the owner of a property desires to change the classification of an entrance, a written notice to do so must be submitted to the Municipality of Meaford for approval.
13. An entrance permit may be cancelled at any time for breach of the regulations or conditions of the permit or for such reasons the Foreperson, Transportation & Fleet Services in his/her discretion deems proper.

Final Inspection – Transportation & Fleet Services to Complete

Final Inspection Approval

Foreperson Signature: _____ **Date:** _____

Paperwork Submitted to Accounts Payable for Refund _____