



COUNTY OF LANARK PUBLIC WORKS DEPARTMENT

99 Christie Lake Road
Perth, ON K7H 3C6

Tel: 613-267-1353 Toll Free: 1-888-952-6275 Fax: 613-267-2793

Email: roads@lanarkcounty.ca

Application # Assigned by County

APPLICATION FOR ENTRANCE PERMIT

NOTE: WORK MUST NOT BEGIN UNTIL THIS APPLICATION HAS BEEN APPROVED

TYPE OF APPLICATION (Select one)

A. **ENTRANCE INQUIRY**

- Proposed New Entrance
- Existing Entrance Confirmation

B. **APPLICATION FOR ENTRANCE PERMIT**

C. **TEMPORARY ENTRANCE**
(Maximum 1 year term)

D. **ALTER EXISTING ENTRANCE**

- Pave the Surface of the entrance
- Change the entrance width
- Replace the entrance culvert

Are you proposing to sever/subdivide land:

- Severance/Subdivision Related
- NOT** Severance/Subdivision Related

Severance File Number: B_____

CONFIDENTIAL INFORMATION

1. APPLICATION INFORMATION

Name of Applicant

Same as Owner

Name of Owner (as shown on Deed)

Telephone Numbers

Home _____ Work _____

Fax _____ Cell _____

Email _____

Address _____

Postal Code _____

Do you wish to receive all communications? Yes [] No []

Telephone Numbers

Home _____ Work _____

Fax _____ Cell _____

Email _____

Address _____

Postal Code _____

Do you wish to receive all communications? Yes [] No []

2. AUTHORIZED AGENT / SOLICITOR'S INFORMATION

Name of the person who is to be contacted about the application, **if different than owner**. This may be a person or firm acting on behalf of the owner. Complete Section 9 – Authorization of Owner for Agent if the applicant is not the owner.

Name(s): _____ Address: _____

City /Province: _____ Postal Code: _____

Phone: (H) _____ (B) _____ Fax or E-mail: _____

Do you wish to receive all communications? Yes No

3. LOCATION OF PROPOSED ENTRANCE

County Road Number: _____ Side of Road: North South East West

P.I.N. at property: _____ (complete if applicable)

P.I.N. #'s on both sides of proposed entrance: _____ North South East West

AND _____ North South East West

Lot: _____ Concession: _____ Geographic (Former) Municipality: _____

Reference Plan: _____ Part Number(s): _____

Assessment Roll Number: _____

4. DESCRIPTION OF THE PROPERTY THAT THE ENTRANCE WILL PROVIDE ACCESS TO

Indicate if your measurements are Feet Metres

Lot Frontage: _____ Lot Depth: _____ Lot Area: _____

Use of Property: Existing: _____ Proposed: _____

List Buildings or Structures: Existing: _____ Proposed: _____

If this entrance is related to a severance will it provide access to: Proposed Severed Lot Retained Lands

5. TYPE OF PROPOSED ENTRANCE

Check **ONE** option below

If your selection is in Column 1, you **MUST** complete the applicable portion of section 7 of the application. For Common Residential Entrances, refer to page 6 of this application for examples of the different Options.

Column 1

- Common Residential
 - OPTION A - Common within County Road Allowance Only
 - OPTION B - Common within County Road Allowance AND continues common on Private Property
 - OPTION C - Common Use by 2 properties, but entrance completely situated on one property owners lands
- Multi Residential
- Commercial/Industrial/Institutional
- Temporary – Specify: _____

Column 2

- Single Residential
- Field
- Farm
- Other – Specify: _____

Is there an existing entrance? Yes No

If yes, what is the existing entrance surface type? Grass Gravel / Stone Paved

Do you plan to pave the surface of the entrance in the future? Yes No

6. ENTRANCE WIDTH

The standard width specification for entrances is as follows:

- Single Residential & Agricultural type entrances is 5M (16.4ft)
- Common Residential is 8M (26.5ft)
- Multi residential, Commercial, Industrial and Institutional entrance widths are determined in consultation with the developer during site plan approval

If you wish a wider entrance than the standard width please specify the width below. Entrances wider than the standard widths are subject to approval by the County.

Finished Entrance Width Requested:

- Standard
 _____ Metres

Indicate reason for non-standard width: _____

7. ADDITIONAL ENTRANCE INFORMATION

Complete the applicable section

COMMON ENTRANCES

- Owner, as identified in Section 1, is the owner of both lots to be accessed from this entrance

(Completion of the remainder of this section is not required)

- Owner, as identified in Section 1, is the owner of only one lot to be accessed from this entrance

(Completion of the Agreement of Common Entrance Section, below, is required)

Agreement of Common Entrance

I/We, _____ am/are the legal

Print Owner(s) Name(s)

property owner(s) of the property adjacent to the property that is subject of this application. I/We am/are in agreement that my/our entrance will become a common entrance as per the intent of this application. I/We understand that any and all agreements between property owners relating to installation, works, maintenance, costs, etc., are between the property owners and that the County of Lanark is in no way responsible or liable.

Contact phone number for owner(s): _____

Signature of Owner

Signature of Witness

Date

Signature of Owner

Signature of Witness

Date

ALL LEGAL OWNERS OF THE ADJACENT PROPERTY MUST SIGN THIS ACKNOWLEDGEMENT AND ALL OWNERS SIGNATURES MUST BE WITNESSED BY SOMEONE OTHER THAN A CO-OWNER OR THE PERSON MAKING THE APPLICATION.

COMMERCIAL / INDUSTRIAL / INSTITUTIONAL / MULTI-RESIDENTIAL ENTRANCES

Type of Commercial Activity: _____

Proposed Hours of Operation: From: _____ To: _____

Specify: Year Round Operation
 Seasonal -> Specify Season: _____

What is the anticipated daily traffic volume in and out of the proposed entrance? _____ vehicles/day

What percentage of the daily traffic volume will be heavy truck traffic? _____ percentage

If Multi-Residential Entrance specify the number of residential dwellings: _____

TEMPORARY ENTRANCES

State the purpose of the Temporary Entrance: _____

When do you require the temporary entrance; indicate dates: From: _____ To: _____

PLEASE NOTE THE MAXIMUM TERM FOR A TEMPORARY ENTRANCE IS ONE YEAR.

8. STAKING THE PROPOSED ENTRANCE LOCATION

The County requires that you stake the proposed entrance location by posting the yellow marker card, which will be provided when you submit your application. Please indicate the date that the marker card will be posted: _____

9. AUTHORIZATION OF OWNER FOR AGENT

If the applicant is not the owner(s) of the land that is subject of this application, the owner(s) must complete the following or a similar authorization attached to the entrance application.

Authorization of Owner for Agent to make the Application and to provide Personal Information

I/We _____ being the registered owner(s) of the lands subject of this application for entrance hereby authorize _____ to prepare and submit this application on my/our behalf and, for the purposes of the *Freedom of Information and Protection of Privacy Act*, to provide any of my/our personal information that will be included in this application or collected during the process of the application.

Date _____

Signature of Owner

Signature of Owner

10. WAIVER – CONFIDENTIAL INFORMATION

The applicant / owner hereby acknowledges that this application is a public document and all information provided in the application and information submitted with the application will be available for public review and scrutiny save for that portion of the application identified as confidential.

Signature of Owner or Agent

Signature of Owner or Agent

Owner's Name (Please PRINT)

Agent's Name (Please PRINT)

11. WAIVER – ACCESS TO PROPERTY

The owner hereby authorizes Public Works Staff or employees of the Corporation of the County of Lanark Public Works to enter onto the lands that are subject to this application during business hours of the County of Lanark for the purpose of inspecting, evaluating and recording information about the site, relevant to the application.

Signature of Owner or Agent

Signature of Owner or Agent

Owner's Name (Please PRINT)

Agent's Name (Please PRINT)

12. APPLICANT'S / OWNER'S DECLARATION

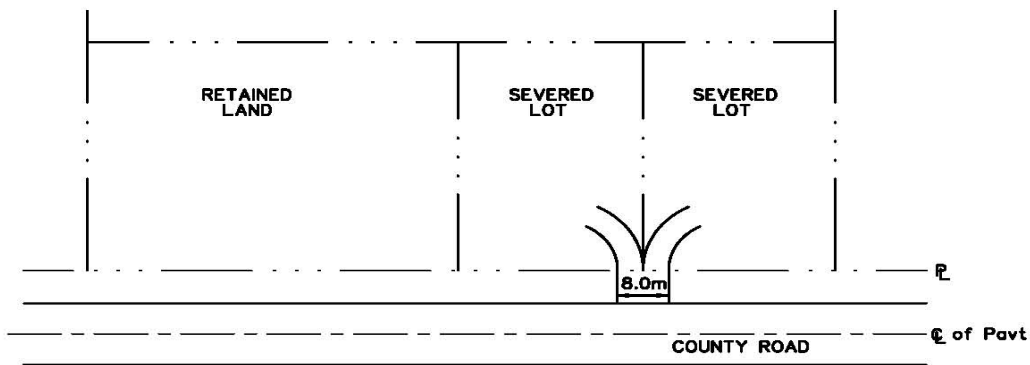
I/WE, _____ declare that all the statements contained in this application are true and that the information contained in the documents that accompany this application is true.

Signature of Owner or Agent

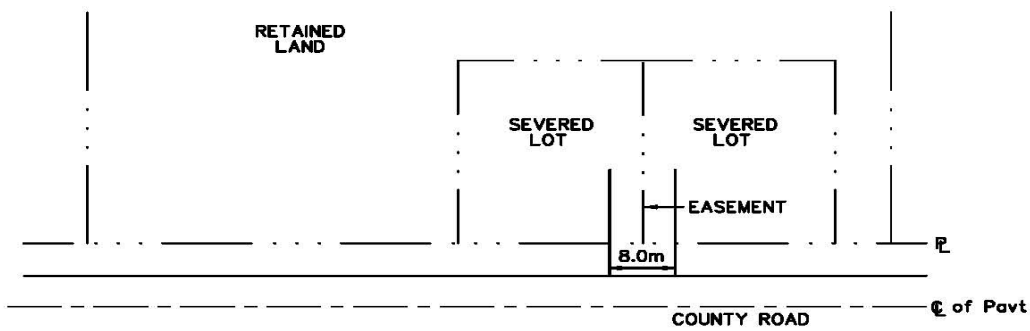
Signature of Owner or Agent

COMMON RESIDENTIAL ENTRANCE OPTIONS

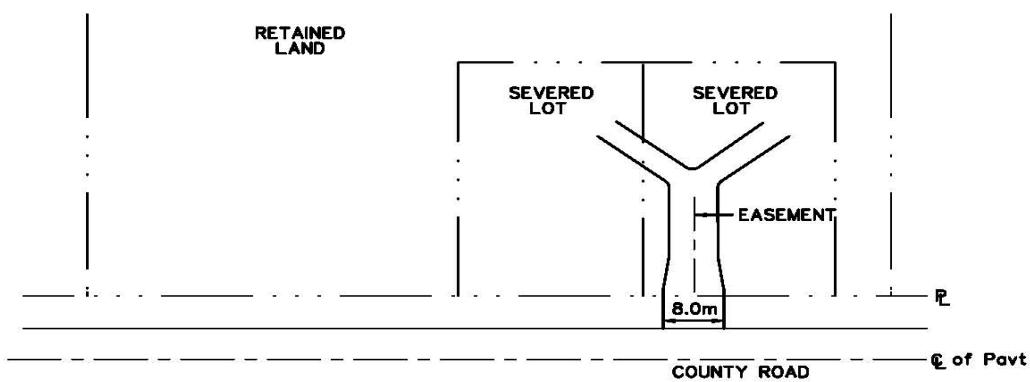
Please review the drawings below to determine which "option" you should select for your proposed entrance type in Section 5 of this application.



OPTION A - COMMON WITHIN COUNTY ROAD ALLOWANCE ONLY



OPTION B - COMMON WITHIN COUNTY ROAD ALLOWANCE AND CONTINUES COMMON ON PRIVATE PROPERTY



OPTION C - COMMON USE BY 2 PROPERTIES, BUT ENTRANCE COMPLETELY SITUATED ON ONE PROPERTY OWNER'S LANDS

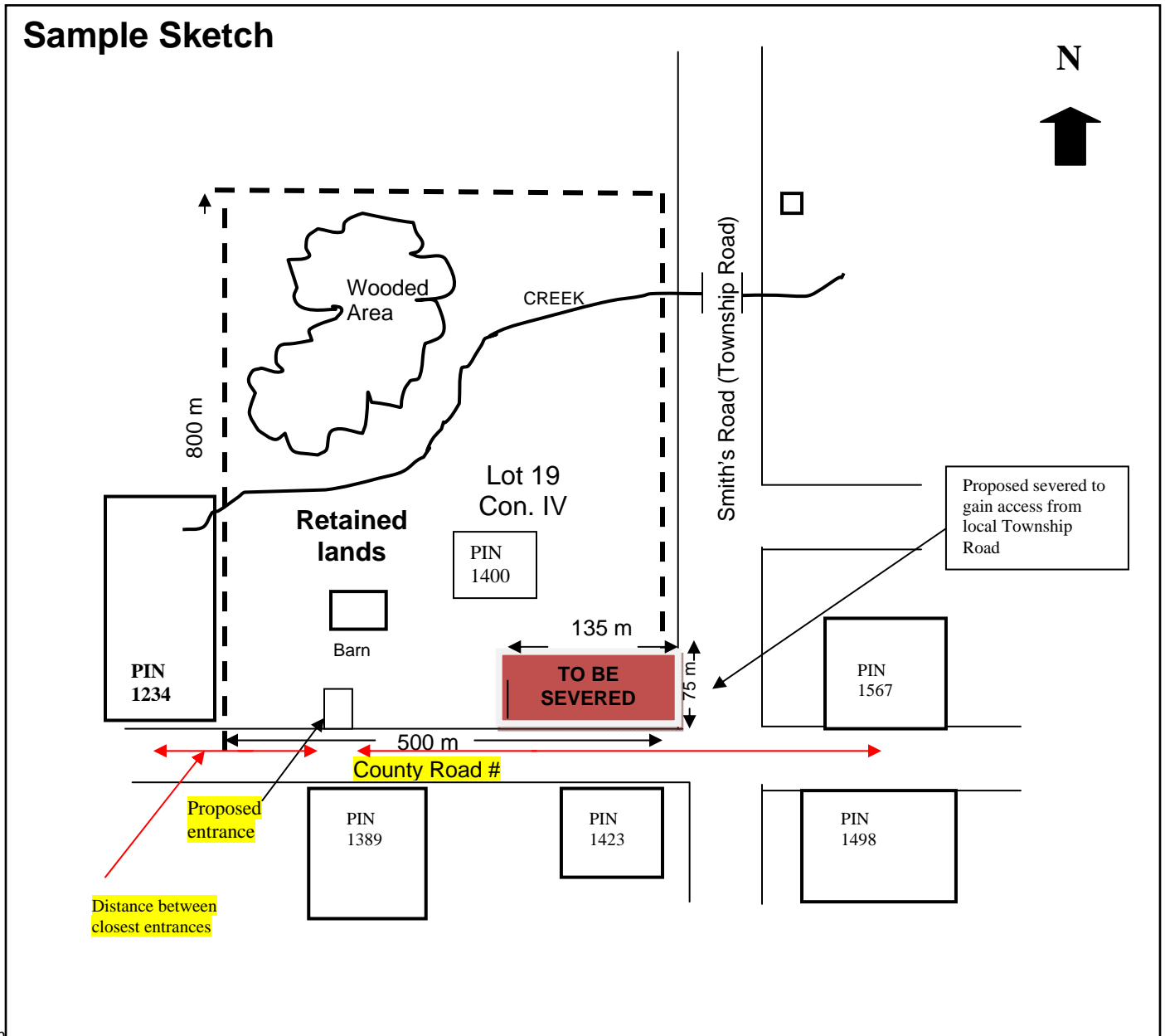
SUBMIT YOUR APPLICATION TO:

Lanark County Public Works Department
Business Office - Public Works Building
99 Christie Lake Road
Perth ON K7H 3C6

SKETCH CHECKLIST

(If your application is severance related, the sketch used for your severance will be acceptable with minor additions, as required, to ensure all information below is included)

- Approximate total length of road frontage across your property
- Any buildings on property (please specify)
- Any other entrances to your property or adjacent properties
- Distances between existing and proposed entrances (including any nearby entrances on other properties)
- PIN numbers for any entrances or properties
- Indicate the County Road #



SKETCH ACCOMPANYING APPLICATION

