

The Corporation of the Township of Hamilton

8285 Majestic Hills Drive
P.O. Box 1060, Cobourg, ON K9A 4W5
Tel: 905-342-2810 Fax:905-342-2818
Email: info@hamiltontownship.ca
Web: www.hamiltontownship.ca



ENTRANCE PERMIT GENERAL REQUIREMENTS

INSTALLATION

All entrances must be constructed by the owner at his/her cost and shall be installed to the following specifications:

CULVERTS – ENTRANCE

- 18 Inch (450 mm) C.S.P. diameter minimum and minimum of 30 feet
- New material only
- Culvert material thickness = 16 gauge
- Culvert material = steel
- Must be installed to warrant the drainage flow

SURFACE

- Granular "A" gravel.
- 8 – 12 Inch (200mm – 300mm) deep over top of culvert.

NOTES

- Larger diameter culverts to be used if the drainage flow warrants and as direct by the Township. Length of culvert as determined by the Township as per attached permit. Culvert design is subject to the approval of the Township of Hamilton and/or representatives.
- All culvert gauges shall conform to the current OPS specifications.

DEPOSIT REFUND

Any entrance that is a part of a building permit, must have the **FINAL BUILDING INSPECTION** completed and approved before the deposit is refunded.

Field Entrance that has been installed and completed, contact the Manager of Public Works for Final Inspection.

Refunds and Entrance Inspections are completed between the months of April 1st and November 1st (weather dependent).

If the Road and Entrance Deposits are not claimed within three years of the date of issuance of the permit, the deposits will revert to the Township.

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

1. 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 Township. All works must be issued by the Township.
2. 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.
3. If this permit expires and is not renewed for any reason, all work constructed, maintained, or operated under this permit shall, if the Township requests, be removed without expense to the Township and the roadway shall be left in as good condition as it was before.
4. 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 Township. The owner of the property shall bear all expenses.
5. Trees, shrubs, etc., on the right-of-way of a roadway must not be cut or trimmed without the permission of the Township, and such cutting or trimming may only be done under the direct supervision of the Township. Where it is necessary to cut or trim trees on property adjacent to a roadway, 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.
6. The owner of a property served by an entrance shall maintain each entrance to their property.
7. 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 roadway.
8. The design and specifications of an entrance must not be changed without the approval of the Township. 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 Township for approval.
9. 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 Township for approval.

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ENTRANCE PERMIT APPLICATION FORM

Fees

Entrance Deposit	\$1250.00
Road Damage Deposit	\$1250.00
Entrance Permit Fee	\$60.00
Entrance Inspection Fee	\$125.00
Tax	\$16.25
Total	\$2701.25

* Mandatory Fields (Incomplete applications will be returned)

Residential Entrance _____ Existing Entrance _____
 Commercial/Industrial Entrance _____ Field Entrance _____

1. Ownership Information

*Registered Owner/s: _____

(deed may be required as proof of ownership)

*Owner/s address: _____

*Phone Number: _____

Cell Phone: _____

*Email: _____

Application Information (if different from owner – letter of authorization will be required from all registered owners and must be signed by all)

Applicant: _____

Applicant address: _____

Phone Number: _____

Cell Phone: _____

Email: _____

2. Description of Subject Property (refer to tax bill or deed for legal description)

*Municipal Address: _____, _____ side of street
north/south/east/west

*Is the road municipally maintained: _____ or privately maintained: _____

If the road is not municipally maintained, please specify the nearest municipally maintained road: _____

Permit No: 2025-_____

*Lot: _____ *Concession: _____ *Tax Roll Number: 1419-000-_____ - _____ -0000

Subdivision Plan No.: _____ Subdivision Lot No.: _____

Reference Plan No.: RP-39R-_____ Part No (s): _____

3. *Please explain in detail the purpose of this application

Date proposed location to be staked: _____

***Attach a sketch showing proposed entrance, property line boundaries, dimensions, objects, buildings, neighbours, intersections, etc. North arrow must be included.**

Applicant Signature: _____

Applicant Signature: _____

4. Site Plan Requirements

Office Use Only

Permit Details

Culvert Required: Yes_____ No_____ Size:_____ inches x _____ feet
Deposits Required: Yes_____ No_____ Special Condition Fee: \$_____

Terms and Conditions:

Municipal Civic Address: _____

Application: Deferred: _____ (Date) Denied: _____ (Date)

Approved: _____ (Date) Other: _____

Public Works Authorization

Date

Applicants Signature

Date

5. Fees and Charges

Office Use Only
Fees and Charges

Deposits:

ROAD	\$ 1250.00
ENTRANCE	\$ 1250.00
SPECIAL CONDITION FEE	\$ _____

Inspection Fee	\$ 125.00
H.S.T.	\$ 16.25
Permit Fee	\$ 60.00

TOTAL FEES PAID /OWED	\$ _____
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Receipt No. _____

NOTE:

1. DEPOSIT REFUND – Structure (house, etc.) must have the FINAL BUILDING INSPECTION.
2. DEPOSITS MUST BE APPLIED FOR BETWEEN THE MONTHS OF APRIL 1st and NOVEMBER 30th.
3. If the Road and Entrance Deposits are not claimed within three years of the date of issuance of the permit, the deposits will revert to the Township.

Office Signature

Date

Applicants Signature

Date

6. Refund Request

Office Use Only
Refund Request

1. DEPOSITS MUST BE APPLIED FOR BETWEEN THE MONTHS OF APRIL 1st and NOVEMBER 30th.

2. If the Road and Entrance Deposits are not claimed within three years of the date of issuance of the permit, the deposits will revert to the Township.

Date of Final Building Inspection: _____

Date Refund Request was Made: _____

Date of Public Works Site Visit: _____

Date Request was Summited to Reception: _____

Date Cheque Requisition was Submitted to Accounts Payable: _____

Date Cheque was Mailed: _____