

## 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](mailto:info@hamiltontownship.ca)  
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## **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 1<sup>st</sup> and November 1<sup>st</sup> (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
<b>Total</b>	<b>\$2701.25</b>

### \* 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: \_\_\_\_\_

\*Lot: \_\_\_\_\_ \*Concession: \_\_\_\_\_ \*Tax Roll Number: 1419-000-\_\_\_\_\_ - \_\_\_\_\_ -0000

Subdivision Plan No.: \_\_\_\_\_ Subdivision Lot No.: \_\_\_\_\_

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

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

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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 1<sup>st</sup> and NOVEMBER 30<sup>th</sup>.**
- 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 1<sup>st</sup> and NOVEMBER 30<sup>th</sup>.**

**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: \_\_\_\_\_