

Please return this form to:  
Township of Puslinch Road Supervisor  
Mr. Don Creed  
7404 Wellington Rd. #34  
Guelph, ON N1H 6H9  
Phone (519) 763-1470 / (519) 763-5846



township of puslinch

PERMIT \_\_\_\_\_

FEE RECEIVED \_\_\_\_\_

## **APPLICATION FOR ENTRANCE PERMIT**

It is understood that all works will be constructed, altered, maintained, or operated at the expense of the undersigned. It is understood that work must not begin before the Municipality has issued a permit. The issuance of a permit by the Municipality does not relieve the holder of the responsibility of complying with relevant municipal by-laws. In consideration of any permit issued in respect to this application, we, the applicants for ourselves, our heirs, executors, administrators, successors, and assigns, hereby agree to observe, keep and perform and be subject to the regulations and conditions of the said permit and to indemnify and save harmless the Municipality from and against all loss, cost, changes, damages, whatsoever to which may be put or which the Municipality may suffer or sustain or for which the Municipality may be liable by reason of anything done or omitted to be done in construction, maintenance, alteration or operation of the works authorized.

DATE: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

**\*\* PLEASE MARK THE PROPOSED ENTRANCE CLEARLY WITH STAKES FOR INSPECTION PURPOSES \*\***

### **TO BE FILLED OUT BY APPLICANT (Please print)**

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

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

**POSTAL CODE:** \_\_\_\_\_ **PHONE:** \_\_\_\_\_

Application is hereby made to: (Check One or More of the following to indicate proposed work)

<input type="checkbox"/>	construct an unpaved entrance	<input type="checkbox"/>	change the design of an existing entrance
<input type="checkbox"/>	construct a paved entrance	<input type="checkbox"/>	change the location of an existing entrance
<input type="checkbox"/>	construct curbs, gutters, or other permanent works related to an entrance	<input type="checkbox"/>	use an existing entrance for other than its original, present, or normal use (change of classification from residential to commercial, etc.)
<input type="checkbox"/>	pave an existing entrance	<input type="checkbox"/>	Construct a temporary entrance or use any part of the right-of-way of a Municipal Road as a means of temporary access to and from a property
<input type="checkbox"/>	Add curbs, gutters, or other permanent works to an existing entrance		

### **DESCRIPTION AND LOCATION OF PROPERTY**

NAME OF PROPERTY OWNER: \_\_\_\_\_

ROAD NAME: \_\_\_\_\_

LOT NO.: \_\_\_\_\_ CONCESSION OR PLAN NO.: \_\_\_\_\_

### **CLASSIFICATION, USE, PURPOSE AND DETAIL OF ENTRANCE**

Access required for:

COMMERCIAL     RESIDENTIAL     FIELD/BUSH     PUBLIC STREET

NUMBER OF ENTRANCES: \_\_\_\_\_

MATERIAL PROPOSED FOR USE: \_\_\_\_\_

Please draw a sketch of location of proposed entrance. Show entrance in proximity to existing buildings, driveways, roads, etc. North arrow should be shown. Use dark ink.

An application for an entrance permit **MUST BE** accompanied with an application fee of \$200.00

1. The culvert, if required, is set to the approved ditch grade.
2. Granular backfill is placed around the culvert, and used to shape the entranceway.
3. Granular 'A' type gravel to be used to top driveway.
4. The culvert size and entranceway width are as specified in the permit.
5. The roadside is left in a neat and tidy condition. Slopes must be neatly trimmed with topsoil and not steeper than 2:1. Culvert ends must be clean.
6. An entrance installed on a temporary permit is removed.
7. Only new C.S.P. will be accepted.

**FOR ROAD DEPARTMENT USE ONLY**

Length of Pipe/Culvert \_\_\_\_\_ Size of Pipe \_\_\_\_\_

Width of Entrance \_\_\_\_\_ Gauge or Thickness \_\_\_\_\_

Approximate distance approaching traffic is visible from the point of entrance to the Municipal Road.

From the right \_\_\_\_\_ From the Left \_\_\_\_\_

**APPROVED**

**NOT APPROVED**

\_\_\_\_\_  
Signature of Road Department Employee

\_\_\_\_\_  
Date

## **CLASSIFICATION OF ENTRANCES**

Motoring-Service Entrance (Commercial): A motoring-service entrance is an entrance opening onto a Township Road from a commercial undertaking established to provide the motoring public with fuel, food, minor repairs or overnight accommodation.

Business Entrance (Commercial): A business entrance is an entrance opening onto a Township Road from a business enterprise or undertaking not covered by Category 1, ie. Motoring-Service Entrance.

Residential Entrance: A residential entrance is an entrance opening onto a Township Road from a business residence or from a multi-family dwelling containing not more than five separate self-contained dwelling units.

Farm Entrance: A farm entrance is an entrance opening onto a Township Road from a farm. It may be used for access to barns, out buildings or farm residences.

Farm: A farm is defined as a holding of arable land of more than 10 acres.

Field Entrance: A field entrance is an entrance opening onto a Township Road from a field forming a part of a farm. It shall be used only for the passage of animals and crops, and for other agricultural purposes but not for access to buildings of any type. Generally, a maximum of one entrance per field fronting the Township will be granted.

Pedestrian Entrance: A pedestrian entrance is an entrance opening onto a Township Road for the sole use of pedestrians.

Public Entrance: A public entrance is an entrance opening onto a Township Road from a registered subdivision, public road or street.

## **RESTRICTIONS REGARDING ENTRANCES**

A permit is required for each entrance onto a Township Road that is constructed by parties other than the Township.

The design and construction of a Public Entrance to a Township Road from a registered plan of subdivision is subject to the approval of the Township.

The owner of the subdivision planning to construct a public entrance from a subdivision to a Township Road must obtain a permit from the Township before work commences within the limits of the road allowance of a Township Road on the entrance of any works related thereto.

Residential or Commercial access to a Township Road from properties adjoining a traffic channelization is prohibited.

All Entrances shall be constructed in accordance with the standards of the Township.

A Permit **will not** be issued for any entrance that would open upon or cross a day lighting area.

All entrances shall be restricted as follows:

- (a) An entrance is prohibited in any location where the clear vision is less than 500 feet in each direction from which traffic may approach on a Township Road or at the discretion of the Township Road Superintendent.

## **ENTRANCE AT APPROACH TO BRIDGE**

An entrance adjacent to a bridge or other structure, which may interfere with the clear vision of traffic using the entrance, must be located as follows:

- (1) A Commercial Entrance in an area where the speed limit is 50 miles per hour must be located at least 475 feet from the end of the deck of the bridge or from the nearest part of the structure, which actually interferes with the clear vision of traffic using that entrance.
- (2) A residential, farm or field entrance in an area where the speed limit is 50 miles per hour must be located at least 100 feet from the end of the deck of the bridge or from the nearest part of the structure, which actually interferes with the clear vision of traffic using that entrance.

In areas where the speed limit is less than 50 miles per hour, the Township may restrict the location of an entrance to that distance from the bridge or other structure, which it deems advisable.