

# Entrance Permit Application

**Township of Guelph/  
Eramosa Public  
Works Department**  
8348 Wellington Rd  
124, Rockwood, ON  
519-856-9596 x120  
adennis@get.on.ca

Date:

Roll File #

Personal information on this form is collected under the authority of sections 11 of the Municipal Act, 2001, SO 2001, c. 25, and will be used for the purpose of administration.

## Entrance Details (must be completed)

Site Plan No. (if applicable)  Building Permit No. (if applicable)

Location of Property Requiring Entrance      Lot:       Concession:       Division:

Civic Address:       Name of Road:

Type of Entrance (to be installed):

## Property Owner (must be completed)

Name

Address

City       Postal Code

Phone Number (Bus.)       Phone Number (Res.)

Email

## Company/Contractor (acting on behalf of the Property Owner)

Buisness Name

Address

Contact       City

Phone Number (office)       Phone Number (cell)

Email

- Complete drawing on page two with existing and proposed measurements in metres.
- Please return this form with a security deposit in the amount of \$1000.00 plus \$160.00 application fee (Residential, Agricultural) or security deposit in the amount of \$2000.00 plus \$267.25 application fee (Industrial, Commercial)

I have read, understood, and will comply to the attached General Terms & Conditions which form part of this permit application

\_\_\_\_\_  
Signature (Property Owner)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature (Contractor)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Township Approval

\_\_\_\_\_  
Approval Date

Security \_\_\_\_\_ Paid  
Application Fee \_\_\_\_\_ Paid  
Additional Inspection(s) \_\_\_\_\_ Paid

## Urban Residential Entrance

**ENTER ALL DIMENSIONS IN METERS**

### I - Curb Cut Details

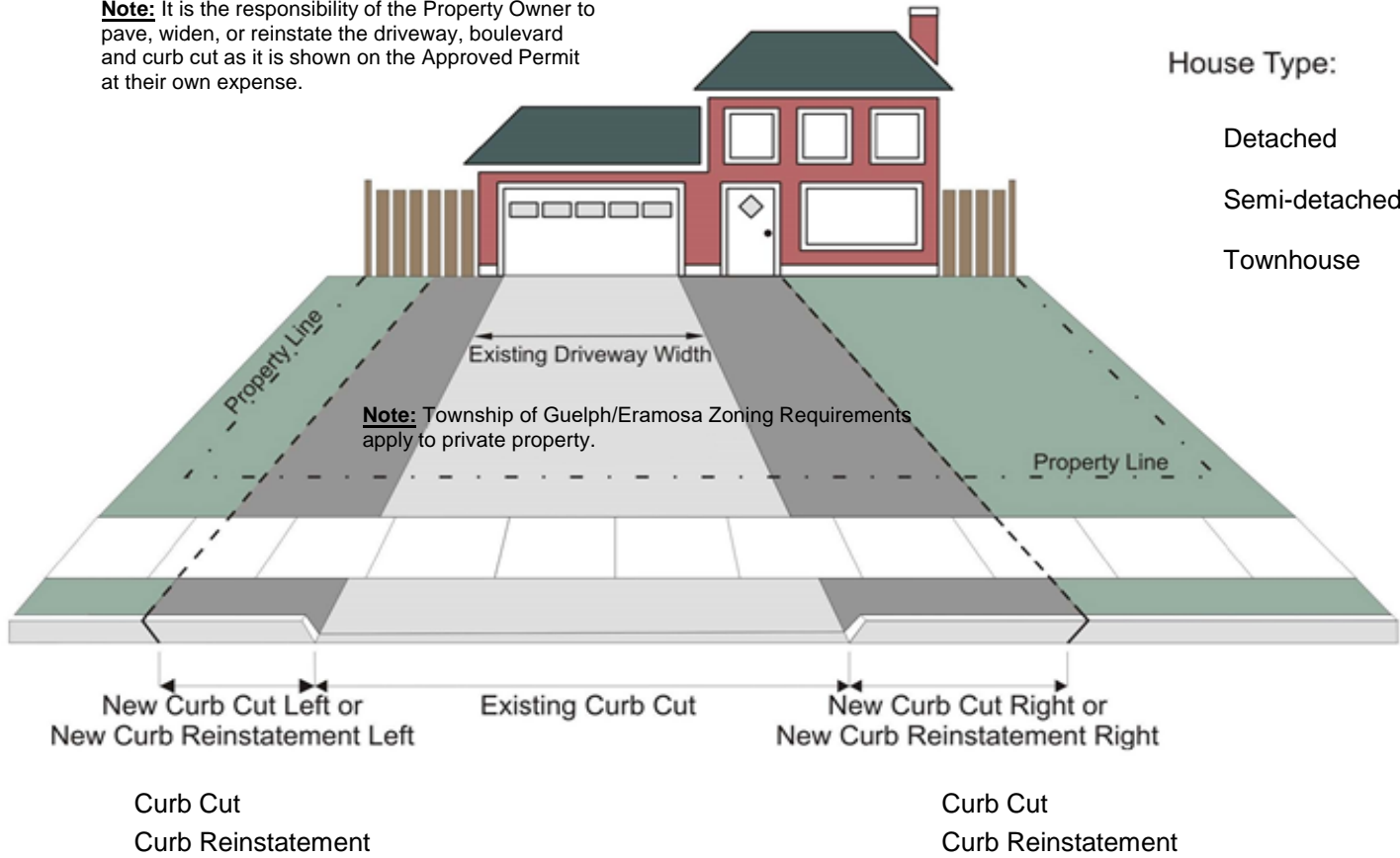
**Note:** It is the responsibility of the Property Owner to pave, widen, or reinstate the driveway, boulevard and curb cut as it is shown on the Approved Permit at their own expense.

House Type:

Detached

Semi-detached

Townhouse



**Total New Entrance Width =**

**Note: Maximum** 7.5 m or 50% of lot width, whichever is less. Calculated as per Township of Guelph/Eramosa Zoning By-law

## Rural Entrance

- All Rural Entrance Permits must be submitted with a drawing showing all existing and proposed entrances.
- A copy of the property survey may be used to create a drawing when the Entrance Permit is not related to a Development application.
- The drawing must show all existing and proposed driveway widths in meters including measurements to adjacent property lines.
- The drawing must show any existing culvert locations including their length and size.
- Entrance location shall be staked out prior to permit application.

### **New Culvert Recommendations:**

- Culverts may be CSP (Corrugated Steel Pipe) , Boss 2000 dual-wall corrugated HDPE drainage pipe (at Township's discretion) or approved equivalent.
- Culverts shall be backfilled with a minimum compacted cover of 6 inches (152 mm) of coverage surrounding the culvert along with the top 6 inches of surface coverage must be "A" gravel.
- The approved culvert specifications will be advised of after the completion of the initial inspection and included in the Entrance Permit approval letter.

## General Terms & Conditions

1. No curb cut, access, or access modification works shall be carried out without an approved and issued Entrance Permit.
2. All work within the Municipal Right of Way or other Township property will be carried out by the Township of Guelph/Eramosa or the Township's contractor, at the sole cost of the applicant, as determined by the Director.
3. The permit shall expire three (3) months after the date of issuance, if the work which is the subject of the Permit, has not commenced within that time. After expiration of the three (3) month term, a new Permit must be obtained before proceeding with such work.
4. Any Entrance to a commercial or industrial property shall conform to the Township's Site Plan Approval process and the Township Standards, as per By-Law No. 18-2021.
5. Works approved by the Township of Guelph/Eramosa under an issued Entrance Permit will be performed between April 1 and October 31. Works requested outside of those dates will be deferred.
6. Urban Entrances shall be paved with an asphalt surface or other approved material within 30 days of the entrance widening by the applicant at their sole expense.
7. Should Applicant(s) proceed with work which has not been approved by the Township and for which an Entrance Permit has not been issued; among taking legal action, the Applicant(s) will also be held responsible for any repair of damages and/or restoration of non-approved works back to the original condition at the Applicant(s) own expense. All costs incurred by the Township related to construction or rectification will be recovered by direct invoicing to the applicant. A 20% surcharge will be applied to cover the Township's overhead and administration costs.
8. Should Permit Holder(s) decide not to proceed with work for which an Entrance Permit has been issued and paid; the Application Fee will not be refunded.
9. Should a Permit Holder(s) begin constructing an Entrance and has not completed the Entrance within the specified time frame, the Township reserves the right to hold all Securities until the Entrance is completed and approved by the Township.
10. The Township of Guelph/Eramosa will not guarantee the completion of an Entrance Permit works by a specific date as requested by the Permit Holder(s).
11. Please note that any additional or repeat inspections will be at a cost of \$50.00 and will be deducted from the Securities.

## Township Standards and Zoning Requirements

(Please read the section that pertains to your type of Entrance proposal thoroughly)

### Urban Residential Entrances

- The minimum distance at the Curb Line between Entrances on the same property frontage shall be a minimum of 12 meters for urban residential lots;
- The following provisions shall apply to driveways and driveway widenings:
  1. A driveway shall be located so as to lead directly from a street or lane to a required parking space, either within a garage or outside, through the front yard or exterior side yard;
  2. Driveway width shall be measured along the lot line, and the entrance radii shall be in accordance with Township By-laws.
    - a. Notwithstanding the following regulations of this Section, a driveway shall have a minimum width of 3.5 m;
    - b. A driveway may be a maximum width of 50% of the lot width or 7.5 m, whichever is less; and shall be located no closer than 0.6 m to the side lot line;
    - c. In the case of a semi-detached dwelling with an attached garage the driveway may extend beyond the width of the attached garage to a maximum width of 5.2 m and shall be located no closer than 0.6 m to the side lot line which is not located along the common wall of the same dwelling;
    - d. In the case of a street fronting townhouse or cluster townhouse each driveway shall be separated by a minimum width of 0.6 m.

## **Township Standards and Zoning Requirements**

3. A maximum of one driveway with one access point shall be permitted for each dwelling, except in the case of:
  - a. a corner lot where a maximum of one driveway may be permitted from each street;
  - b. on a lot having a minimum lot width of 30 m, where a maximum of two driveways may be permitted; or
  - c. a semi-detached dwelling, where each semi-detached dwelling may have one driveway.
4. The minimum distance between a driveway and an intersection of street lines measured along the street line intersected by such driveway shall be 7.5 m.

### **Urban Residential Entrances (Noble Ridge Subdivision)**

- Driveways used for parking of motor vehicles are permitted in all Zones Subject to the following provisions:
  1. Maximum width - the lesser of 6.0 m or 50% of the lot frontage.
  2. Minimum setback from interior side lot line of 1.0 m.
  3. Minimum setback from exterior side lot line of 3.0 m.

### **Rural Residential Entrances (Agricultural & Industrial)**

- Ingress and egress, to and from the required parking spaces and parking areas shall be provided by means of unobstructed driveways or passageways as specified below:
  1. Any driveway used for one-way traffic shall have a minimum width of at least 3.5 m but not more than 7.5 m.
  2. Any driveway used for two-way traffic shall have a minimum width of at least 6 m but not more than 12 m.
  3. Driveway width shall be measured along the lot line, and the entrance radii shall be in accordance with Township By-laws. The driveway shall be setback 0.3 m from a side lot line, not including the exterior lot line when it serves as the point of access.
  4. The minimum distance between a driveway and an intersection of street lines measured along the street line intersected by such driveway shall be 7.5 m.
  5. The minimum angle of intersection between a driveway and a street line shall be 60 degrees.
  6. Every lot shall be limited to the following number of driveways: one driveway for every 15 m of frontage for the first 30 m of frontage, and one driveway for each additional 30 m of frontage. The location of such driveways will be approved by the relevant road authority

### **Commercial Entrances**

- Ingress and egress, to and from the required parking spaces and parking areas shall be provided by means of unobstructed driveways or passageways as specified below:
  1. Any driveway used for one-way traffic shall have a minimum width of at least 3.5 m but not more than 7.5 m.
  2. Any driveway used for two-way traffic shall have a minimum width of at least 6 m but not more than 10 m.
  3. Driveway width shall be measured along the lot line, and the entrance radii shall be in accordance with Township By-laws. The driveway shall be setback 0.3 m from a side lot line, not including the exterior lot line when it serves as the point of access.
  4. The minimum distance between a driveway and an intersection of street lines measured along the street line intersected by such driveway shall be 7.5 m.
  5. The minimum angle of intersection between a driveway and a street line shall be 60 degrees.
  6. Every lot shall be limited to the following number of driveways: one driveway for every 15 m of frontage for the first 30 m of frontage, and one driveway for each additional 30 m of frontage. The location of such driveways will be approved by the relevant road authority.

1. **The Applicant agrees to:** 1) Accept full responsibility for the protection of all utilities, private property and persons affected by his/her operations; 2) Indemnify and save harmless the Township of Guelph/Eramosa and all assets and personnel it is in law responsible for.
2. All works carried out under this permit must be completed in accordance to the **Township of Guelph/Eramosa Restoration Standards** and to the satisfaction of the Township of Guelph/Eramosa.
3. The Applicant assumes **all responsibility of existing site conditions** within the location of the proposed works. Any pre-existing conditions may be field verified/noted by the Township's Roads Foreman at least 24 hrs prior to commencement of works.
4. Prior to commencing work, stakeouts must be obtained from all utilities in the Township of Guelph/Eramosa.
5. When working, a copy of this permit and stakeouts must be on site at all times.
6. **A copy of the permit or written notification of completion of work must be provided to the Township of Guelph/Eramosa for final approval and warranty.**
7. Positive drainage shall be maintained during the course of the work.
8. **No work is to be done during rush hour period (7:00 a.m. to 9:00 a.m., or 4:00 p.m. to 7:00 p.m.) (Saturday, Sunday and Holidays excluded) on the traveled portion of the roadway.**
9. All signs and equipment must be off the traveled portion of the roadway before 9:00a.m., or after 4:00 p.m.
10. **Lane(s)** of traffic must be maintained during working hours as per OTM Book 7.
11. All lanes of traffic must be maintained when not working.
12. All utilities shall be protected and supported, to the satisfaction of the affected utility.
13. The road surface and sidewalks shall be kept clear of obstructions or debris, to avoid hazard or inconvenience to the public.
14. Mud tracking or dust nuisance shall not be allowed. Any accumulation must be cleaned from the road and/or shoulders immediately. Failure to do so could result in the Township causing the cleaning to be carried out at the Applicant's expense and/ or charges under the Township's Boulevard Maintenance and Highway Obstruction By-law (XX-2021) as amended.
15. The Applicant shall not cut, trim or interfere with any trees (including roots) in the right-of-way without Township of Guelph/Eramosa approval.
16. All changes and/or deviations from the approved plans and/or location shall be subject to re-approval by the Township of Guelph/Eramosa.
17. The road shall not be closed without the consent in writing of the Director of Public Works.
18. The applicant agrees and accepts full responsibility to supply, maintain, clean and place all barricades, warning signs, delineators, and flashing lights, necessary for the protection of the public and the safe operation of the installation, at the applicant's own expense, as per the Ontario Traffic Manual (OTM), Book 7, Temporary Conditions latest revision. (Note: This manual depicts minimum standards, additional signing may be required)
19. All disturbed or affected areas to be maintained and guaranteed for **two years** after completion and acceptance of the work by the Township, at the applicant's expense.
20. The applicant accepts the Township's right to perform any necessary remedial work caused by the applicant's operation, subject to the following conditions:
  - a. The Director of Public Works will give the applicant not less than twenty-four (24) hours notice of any remedial work required, except for emergency work.
  - b. If at the expiration of the time allowed, the applicant or his/her contractor has not commenced remedial work to the Director's satisfaction, the Township of Guelph/Eramosa may undertake to have this work done by whatever means it deems necessary.
  - c. The applicant agrees to reimburse the Township of Guelph/Eramosa for all costs incurred under 20a) and/or 20b) and/ or to supply the Township with a Security Deposit, for a specified amount, where applicable as noted in the Township's Entrance Permit By-law.
21. Access for emergency vehicles and driveways must be maintained at all times.