

**INSTRUCTION FOR COMPLETING  
ENTRANCE APPROVAL APPLICATIONS**

**1     NAME, ADDRESS, AND TELEPHONE NUMBERS**

**Print your name, present mailing address and telephone number.**

**2     ROAD NAME**

**Print the local road name at the processed entranceway with the Lots, Concession number, and Plan number if any.**

**3     SKETCH**

**Please draw a sketch in the area provided showing the location of the processed entranceway to assist the Roads Superintendent in locating the site. Stake and tag the desired location with the tag provided.**

**Being Regulations governing the size area and mode of construction of entrance ways, culverts, and bridges over drains, ditches, and watercourses on Township road allowances, and fees for permits and other charges pursuant to the Township of Perry.**

**1       The fee for an Entranceway Permit is \$75.00 and will be in effect for six months. If a second Permit is required, the fee is \$75.00 and is valid for a six month period.**

**2       A security deposit in the sum of \$ 225.00 is required, which will be returned upon final approval by the Roads Superintendent.**

**3       The minimum size of culverts -fifteen inches (15") or thirty-eight centimetres (38 cm) and the length is twenty-eight feet (28') or eight and on-half metres (8.5m).**

**4     DEPOSIT**

**Entrance Approval applications require a payment in the amount of \$300.00 made payable to The Township of Perry (Fee- \$75.00, Security-\$225.00)**

**Upon completion of the application form, return it to the Township of Perry Office. The payment must accompany the application.**

**The location approval will require from one to two weeks after which you will receive a notification that you may proceed to install the entrance. Work on the entrance must not begin unless you have received approval.**

**5 FINAL APPROVAL**

**If the work has been properly completed your Deposit (\$225.00) will be returned to you (Please allow two weeks for Final Approval)**

**NOTE: The Property Owner shall be responsible for culvert replacement should the culvert be damaged during construction associated with an active Building Permit.**

**6 CIVIC ADDRESS**

**If desired, you may apply to have a civic address number assigned and posted once your entranceway has been completed. This is extremely useful for contractors if you plan to have construction work done. The application form is attached, and the fee of \$55.00 must be submitted with the application, separate from the entrance approval application.**

**APPLICATION FOR ENTRANCE APPROVAL**

Name of Applicant \_\_\_\_\_ Date of Application \_\_\_\_\_

Address of Application \_\_\_\_\_ Phone # \_\_\_\_\_

Postal Code \_\_\_\_\_ Road Name \_\_\_\_\_ Lot \_\_\_\_\_ Con \_\_\_\_\_

Property Roll# \_\_\_\_\_

**Refund To:**

- Applicant as above
- Contractor \_\_\_\_\_

Draw sketch showing location of lot entrance & distance of entrance from nearest boundary and stake location


FOR OFFICE USE ONLY

Deposit: \$225.00 Rept# \_\_\_\_\_ Admin Fee \$75.00 Rept# \_\_\_\_\_ Rec'by \_\_\_\_\_

CULVERT REQUIRED YES  NO

Diameter \_\_\_\_\_ Type \_\_\_\_\_ Min Length \_\_\_\_\_

Comments \_\_\_\_\_

SUPERINTENDENT CERTIFICATION

APPROVED FOR INSTALLATION AS SPECIFIED \_\_\_\_\_ DATE \_\_\_\_\_

FINAL INSPECTION OF INSTALLATION \_\_\_\_\_ DATE \_\_\_\_\_



# Township of Perry

PO Box 70, Emsdale, ON P0A 1J0

PHONE: (705)636-5941

FAX: (705)636-5759

[www.townshipofperry.ca](http://www.townshipofperry.ca)

## REQUEST FOR 911 SIGN

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Phone: \_\_\_\_\_

Property Roll No: \_\_\_\_\_ Lot: \_\_\_\_\_ Con. \_\_\_\_\_

Address/Street Access: \_\_\_\_\_

Please remit \$55.00 fee with this application.

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For Office Use Only:

Date: \_\_\_\_\_ Payment Rec'd By: \_\_\_\_\_ Receipt No. \_\_\_\_\_

Civic Address Assigned: \_\_\_\_\_

Notes: