

**TOWNSHIP OF McKELLAR**  
**APPLICATION FOR ENTRANCE TO PRIVATE LANDS**  
**IN ACCORDANCE WITH BY-LAW No. 2008-27**

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

Address: \_\_\_\_\_

Property Location: Lot \_\_\_\_\_, Conc. \_\_\_\_\_, Sublot \_\_\_\_\_, Plan \_\_\_\_\_

Land Use: Commercial \_\_\_\_\_, Residential \_\_\_\_\_, Vacant \_\_\_\_\_, Civic Address \_\_\_\_\_

A sketch of the lot showing all buildings and location and dimensions of proposed entrance must be attached

Applicant must clearly mark the location of the proposed entrance at the site.

**Do not** install any entrance without contacting the Public Works Superintendent for an inspection of the proposed location. Installation of all entrances **must be inspected and approved** by the Public Works Superintendent upon completion.

In the event that the Public Works Superintendent is of the opinion that proper drainage of a Township road may be interfered with, then such entrance may not be constructed unless a culvert having a minimum diameter of 400 mm and a minimum length of 7 metres is installed with a 150 mm cover of gravel, crushed stone or crushed rock placed over the culvert in such a manner **so as not to raise the elevation of the entrance above the publicly travelled portion of the roadway. Culvert sizing shall be at the discretion of the Public Works Superintendent.**

Regardless of whether or not a culvert is required in the construction of the driveway entrance, **all driveway entrances shall be a minimum width of 8 metres where the entrance adjoins the shoulder of the travelled roadway. Entrances shall have a minimum 2% crossfall from the centreline of the entrance and shall be constructed to the satisfaction of the Township Public Works Superintendent.**

The property owner is responsible for all costs associated with an entrance to private lands.

By-law No. 2008-27 as amended may be viewed at the Township Office.

Signature of Owner: \_\_\_\_\_

THE FOLLOWING TO BE COMPLETED BY THE TOWNSHIP Public Works Superintendent:

Culvert Required: YES \_\_\_\_\_ SIZE \_\_\_\_\_ NO \_\_\_\_\_

Site Approved: \_\_\_\_\_ Date \_\_\_\_\_  
Works Superintendent \_\_\_\_\_ Public

Installation Approved: \_\_\_\_\_ Date \_\_\_\_\_  
Public Works Superintendent \_\_\_\_\_

\$50.00 application fee received \_\_\_\_\_

\$750.00 Damage Deposit received \_\_\_\_\_

Damage Deposit Returned \_\_\_\_\_ Amount returned \_\_\_\_\_

**THE CORPORATION OF THE TOWNSHIP OF McKELLAR  
ROAD DAMAGE SECURITY DEPOSIT**

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Name of Owner(s): \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number Home: \_\_\_\_\_ Work: \_\_\_\_\_ Cottage: \_\_\_\_\_

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Authorized Agent (if any): \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number Home: \_\_\_\_\_ Work: \_\_\_\_\_ Cottage: \_\_\_\_\_

(Letter of authorization from owner to be attached.)

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Location of Land:

Lot Number: \_\_\_\_\_ Concession: \_\_\_\_\_

Plan of Subdivision Number: \_\_\_\_\_ Lot(s) on Plan: \_\_\_\_\_

Civic / 911 Address: \_\_\_\_\_

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I/We hereby agree to be responsible for any and all damage incurred to any municipal sidewalk, curbing, paved or unpaved highway resulting from the project to be undertaken by our application for an Entrance Permit. I/We hereby agree that the \$750.00 road damage security deposit shall be used by the municipality to repair any damages incurred on area roads due to the construction of the applied for project. In the event that the cost to repair damages exceeds the deposit, I/We agree to be responsible for the full amount of the damages so incurred to any municipal roadway.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

\_\_\_\_\_  
Signature of Owner(s) or  
Authorized Agent

Personal information contained on this form is collected under the authority of the Building Code Act and will be used to collect a road damage deposit. Questions about this collection should be directed to: the Clerk, Township of McKellar, P.O. Box 69, McKellar, Ontario, P0G 1C0, Telephone: (705) 389-2842, Fax: (705) 389-1244

<p><b>FOR OFFICE USE ONLY:</b></p> <p>Roll Number: _____ Receipt Number _____</p> <p>Deposit Amount Paid: _____ Date Returned: _____</p>
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## **FEES AND DEPOSITS**

1. An application fee of \$50.00 is payable upon submission of an entrance permit application.
2.
  - (a) A Road Damage Deposit fee of \$750.00 is payable upon submission of an entrance permit application to cover the costs of repairing any damage to a municipal highway caused by the installation of an entrance. The deposit shall be processed immediately by the Municipality and held without interest.
  - (b) Prior to the refund of any portion of the deposit, an inspection shall be completed by the Public Works Superintendent or his designate certifying that the condition of the municipal highway and entrance is satisfactory or recommending that certain work be carried out at the expense of the applicant.
  - (c) The Municipality shall be the sole judge of damages and for determining the cost of repairs to be charged against the deposit.
  - (d) In the event the amount of the deposit fails to cover the amount of the damages, the person who paid the initial deposit shall be issued an invoice for the balance of the costs.