



COUNTY OF LANARK PUBLIC WORKS DEPARTMENT
 99 Christie Lake Road
 Perth, ON K7H 3C6
 Tel: 613-267-1353 Toll Free: 1-888-952-6275
 Fax: 613-267-2793
 Email: roads@lanarkcounty.ca

APPLICATION FOR ENTRANCE PERMIT

Application # Assigned by County

Work must not begin until this application has been approved and an entrance specification issued.

Type of Application (Select one)	
A. <input type="checkbox"/> Entrance Inquiry <input type="checkbox"/> Proposed New Entrance <input type="checkbox"/> Existing Entrance Confirmation	D. <input type="checkbox"/> Alter Existing Entrance <input type="checkbox"/> Pave the Surface of the entrance <input type="checkbox"/> Change the entrance width <input type="checkbox"/> Replace the entrance culvert
B. <input type="checkbox"/> Application for Entrance Permit	
C. <input type="checkbox"/> Application for Temporary Entrance Permit (Maximum 1-year term)	
Are you proposing to sever/subdivide land?	
<input type="checkbox"/> Severance/Subdivision Related Severance/Subdivision File Number: _____ <input type="checkbox"/> NOT Severance/Subdivision Related	

1. OWNER AND APPLICANT INFORMATION

CONFIDENTIAL INFORMATION	
Name of Owner(s) - as shown on Deed	Name of Applicant <input type="checkbox"/> Same as Owner
Contact Information:	Contact Information:
Phone1: _____	Phone1: _____
Phone2: _____	Phone2: _____
Fax: _____	Fax: _____
Email: _____	Email: _____
Address: _____	Address: _____
Town: _____	Town: _____
Postal Code: _____	Postal Code: _____
Do you wish to receive all communications? Yes <input type="checkbox"/> No <input type="checkbox"/>	Do you wish to receive all communications? Yes <input type="checkbox"/> No <input type="checkbox"/>

2. AUTHORIZED AGENT / SOLICITOR'S INFORMATION

Name of the person who is to be contacted about the application, if different than owner. This may be a person or firm acting on behalf of the owner. Complete Section 9 – Authorization of Owner for Agent.

Name(s): _____

Address: _____

City /Province: _____ Postal Code: _____

Phone: (H) _____ (B) _____ (C) _____

E-mail: _____

Do you wish to receive all communications? Yes No

3. LOCATION OF PROPOSED ENTRANCE

County Road Number: _____ Side of Road: North South East West

P.I.N. at property: _____ (complete if applicable)

P.I.N. #'s on both sides of proposed entrance: _____ North South East West

AND _____ North South East West

Lot: _____ Concession: _____ Geographic (Former) Municipality: _____

Registered Plan: _____ Part Number(s): _____

Assessment Roll Number: _____

4. DESCRIPTION OF THE PROPERTY THAT THE ENTRANCE WILL PROVIDE ACCESS TO

Indicate if your measurements are Feet Metres

Lot Frontage: _____ Lot Depth: _____ Lot Area: _____

Use of Property: Existing: _____ Proposed: _____

List Buildings or Structures: Existing: _____ Proposed: _____

If this entrance is related to a severance will it provide access to:

Proposed Severed Lot Retained Lands

5. TYPE OF PROPOSED ENTRANCE

Check type of entrance required. If your selection is a Type 1 Entrance you MUST complete the applicable portion of Section 7 of this application. For explanations of Common Residential entrance options refer to page 9.

Type 1 Entrances

Common Residential (Select applicable option below)

OPTIONS

A Common within County road allowance only

B Common with County road allowance AND continues common on private property

C Common use by 2 properties, but entrance completed situated on one property owners land

Multi Residential

Commercial/Industrial/Institutional

Temporary – Specify: _____

Type 2 Entrances

Single Residential

Field

Farm

Other – Specify: _____

Type 3 Entrances

Private Road Entrance

Is there an existing entrance: Yes No

If yes, what is the existing entrance surface type: Grass Gravel/Stone Paved

Do you plan to pave the surface of the entrance in the future: Yes No

6. ENTRANCE WIDTH

The standard width specification for entrances is as follows:

- Single Residential & Agricultural type entrances is 5M (16.4ft)
- Common Residential is 8M (26.5ft)
- Multi residential, Commercial, Industrial and Institutional entrance widths are determined in consultation with the developer during site plan approval

If you wish a wider entrance than the standard width, please specify the width below. Entrances wider than the standard widths are subject to approval by the County.

Finished Entrance Width Requested: Standard Wider _____ Metres

Indicate reason for non-standard width: _____

7. ADDITIONAL ENTRANCE INFORMATION (Complete the applicable section)

COMMON ENTRANCES

- Owner, as identified in Section 1, is the owner of both lots to be accessed from this entrance
(Completion of the remainder of this section is not required)
- Owner, as identified in Section 1, is the owner of only one lot to be accessed from this entrance
(Completion of the Agreement of Common Entrance below, is required)

Agreement of Common Entrance

I/We, _____ am/are

Print Owner(s) Name(s)

the legal property owner(s) of the property adjacent to the property that is subject of this application. I/We am/are in agreement that my/our entrance will become a common entrance as per the intent of this application. I/We understand that any and all agreements between property owners relating to installation, works, maintenance, costs, etc., are between the property owners and that the County of Lanark is in no way responsible or liable.

Contact phone number for owner(s): _____

Signature of Owner Signature of Witness Date

Signature of Owner Signature of Witness Date
All legal owners of the adjacent property must sign this agreement and signatures must be witnessed by someone other than a co-owner or the person making this application.

COMMERCIAL / INDUSTRIAL / INSTITUTIONAL / MULTI-RESIDENTIAL ENTRANCES

Type of Commercial Activity: _____

Proposed Hours of Operation: From: _____ To: _____

Specify: Year-Round Operation
 Seasonal - Specify Season: _____

Anticipated daily traffic volume in and out of the proposed entrance: _____ vehicles/day

What percentage of the daily traffic volume will be heavy truck traffic: _____ %

If Multi-Residential Entrance specify the number of residential dwellings: _____

TEMPORARY ENTRANCES (maximum term is one year)

State the purpose of the Temporary Entrance: _____

When do you require the temporary entrance - indicate dates:

From: _____ To: _____

8. STAKING THE PROPOSED ENTRANCE LOCATION

You are required to stake the proposed entrance location by posting the yellow marker card, which will be provided when you submit your application. Indicate the date that the marker card will be posted: _____

9. AUTHORIZATION OF OWNER FOR AGENT

If the applicant is not the owner(s) of the land that is subject of this application, the owner(s) must complete the following authorization.

Authorization of Owner for Agent to make the Application and to provide Personal Information

I/We _____ being the registered owner(s) of the lands subject of this application for entrance hereby authorize _____ to prepare and submit this application on my/our behalf and, for the purposes of the *Freedom of Information and Protection of Privacy Act*, to provide any of my/our personal information that will be included in this application or collected during the process of the application.

Signature of Owner

Date

Signature of Owner

10. WAIVER – CONFIDENTIAL INFORMATION

The applicant / owner hereby acknowledges that this application is a public document and all information provided in the application and with the application will be available for public review and scrutiny except for that portion of the application identified as confidential.

Acknowledged

11. WAIVER – ACCESS TO PROPERTY

The owner hereby authorizes representatives or employees of the Corporation of the County of Lanark to enter onto the lands that are subject to this application during business hours of the County of Lanark for the purpose of inspecting, evaluating and recording information about the site, relevant to the application.

Acknowledged

12. APPLICANT'S / OWNER'S DECLARATION

I/We declare that all the statements contained in this application are true, and that the information contained in the documents that accompany this application are true. We acknowledge and consent as outlined in Section 10 – Waiver Confidential Information and Section 11 – Waiver Access to Property.

Signature of Owner /Agent

Date

Signature of Owner / Agent

SUBMIT YOUR APPLICATION TO:

Lanark County Public Works Department
Business Office - Public Works Building
99 Christie Lake Road
Perth ON K7H 3C6

Email: roads@lanarkcounty.ca

Phone: 613.267.1353

Toll Free: 1.888.952.6275

SKETCH

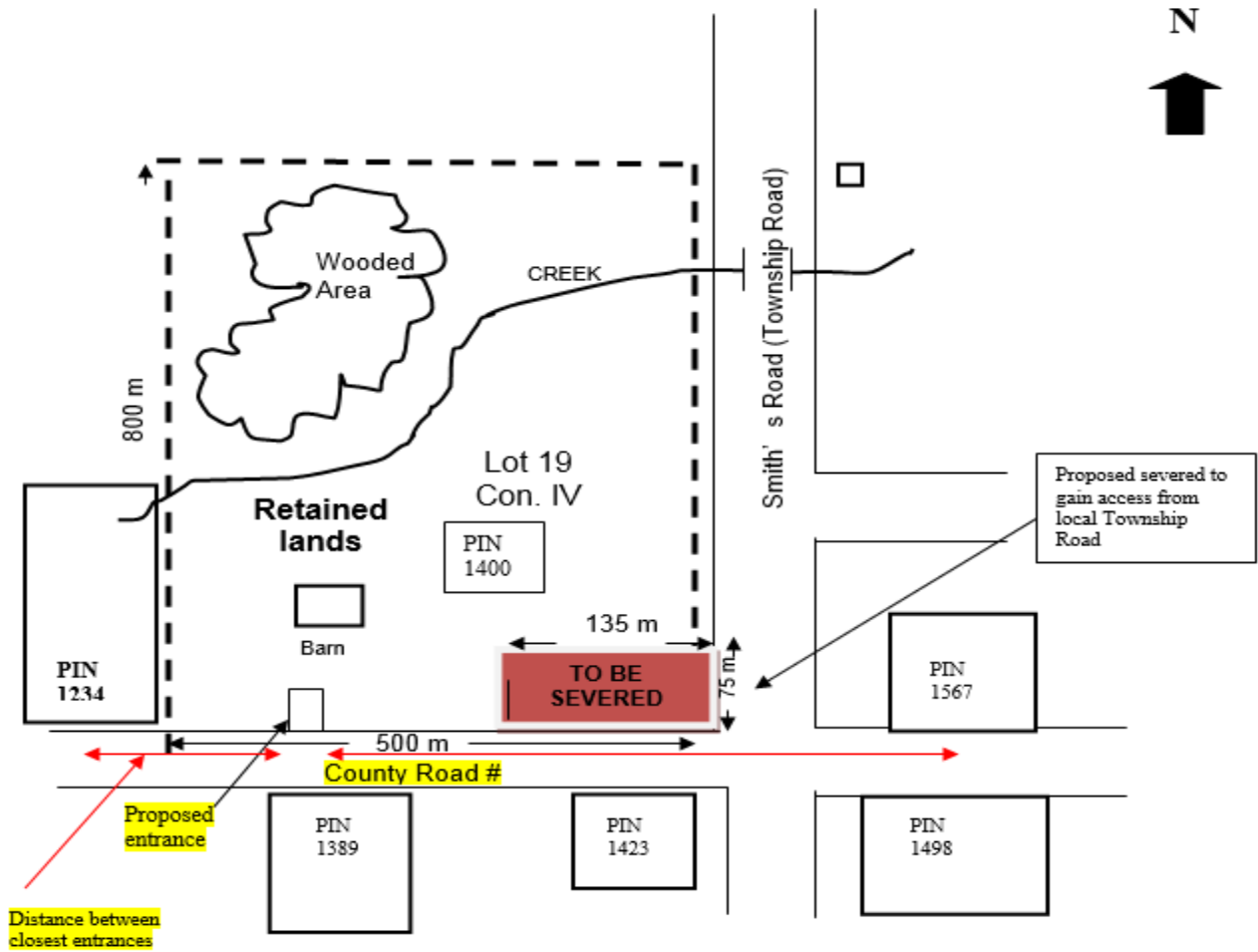
Your application must be accompanied by a sketch. You may use the page in the application to draw your sketch or attach any sketch you have and add the required information. If your application is severance related, the sketch used for your severance may be acceptable with minor additions to ensure all information below is included. A sample sketch is shown on page 8.

- Sketch your property showing any adjacent roads
- Indicate approximate total length of road frontage across your property
- Show any buildings on the property (specify)
- Show any existing entrances to your property or adjacent properties
- Indicate distances between existing and proposed entrances (on your property and nearby)
- Indicate the PIN numbers (blue civic number) for your property or neighboring properties
- Indicate the County road number and or road name
- Indicate where you propose the new entrance

SKETCH ACCOMPANYING APPLICATION



Sample Sketch



COMMON RESIDENTIAL ENTRANCE OPTIONS

Please review the drawings below to determine which "option" you should select for your proposed entrance type in Section 5 of this application.

