



Township of Douro-Dummer

Public Works Department

894 South Street
PO Box 92
Warsaw ON K0L 3A0

www.dourodummer.on.ca

Application for Entrance Permit

Description and Location of Property

Name of Property Owner: _____
Address of Property: _____ Telephone #: _____
Roll Number: 1522- _____ - _____ - _____ Lot No. _____ Concession or Plan No. _____
Street Address (include 911 Number): _____

Application is hereby made to: (please check one of the following)

- Construct an unpaved entrance
- Construct a paved entrance
- Use an existing entrance for other than its original, present or normal use (change of classification)
- Construct a temporary entrance or use any part of the right-of-way of a road as a means of temporary access to and from a property
- Contractor to construct entrance (Proof of Liability Insurance and WSIB needed)
Name of Contractor: _____
- Township to construct entrance
- Change the design of an existing entrance
- Change the location of an existing entrance

Classification, Use, Purpose and Detail of Entrance

Is the property subject to **Source Water Protection Plan**?

Access required for: (detailed description) _____

No. of entrances: _____ Width of entrance(s): _____ Feet

Approximate distance approaching traffic is visible from the point of entrance to the road
From the right: _____ Feet From the left: _____ Feet

Indicate which, if any of the following will be affected:

Road drainage **Trees, shrubs, plantings** **Signs** **Guide Rail** **Nil**

It is the responsibility of the applicant to ensure that all permits that may be required from other authorities (ie: Otonabee Region Conservation Authority) have been obtained and that by signing this permit you acknowledge that you have contacted the other authorities and have completed any process they require.

It is understood that work must not be begun before a permit has been issued by the Manager of Public Works. The issue of a permit by the Manager of Public Works 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, her Majesty may be put or which she may suffer or sustain or for which she may be liable by reason of anything done or omitted to be done in the construction, maintenance, alteration or operation of the works authorized.

Dated at _____ this _____ Day of _____, _____

Signature of Applicant or Representative Firm

Phone Number

Owners Requested Installation Date

mmm

dd

yyyy

Owners Estimated Installation Date

(Only required for residents installing own driveway pipe)

mmm

dd

yyyy

Landowner to Install Entrance

Fee Schedule

(refer to User Fees and Charges By-Law)

<input type="checkbox"/>	Application fee to install own driveway pipe	\$250.00 + \$32.50 (HST)	\$ 282.50
<input type="checkbox"/>	**Deposit (only required if resident putting in own culvert)		\$ 1000.00
Total Cost for Landowner to Install Entrance			\$1282.50

**Deposit will only be refunded on approval of Manager of Public Works
 **Deductions from deposit could be used for additional site visits, road damage, and improper installation of an entrance pipe or if additional costs to the Township should occur.

Township to Install Entrance

<input type="checkbox"/>	Application fee for Township to install driveway pipe (entrance permit only)	\$125.00 + \$16.25 (HST)	\$ 141.25
<input type="checkbox"/>	Entrance (culvert not required)		To be invoiced
<input type="checkbox"/>	Entrance (culvert required)		To be invoiced

Labour Time **Hourly Rate** To be invoiced

Machine Time – type of machine is dependent on the extent of work needed (cost is based on hourly rate and shall be invoiced)

Backhoe	Dump Truck	Excavator	Loader
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<input type="checkbox"/>	Replacement Culvert		To be invoiced
<input type="checkbox"/>	Resetting Culvert		To be invoiced

Material Pricing

Culvert – pricing shall be set to current year cost from manufacturer and invoiced to landowner
 Size of culvert required shall be determined by the Manager of Public Works or designated representative

<input type="checkbox"/> 400mm x 9m	<input type="checkbox"/> 500mm x 9m
<input type="checkbox"/> 450mm x 9m	<input type="checkbox"/> 600mm x 9m

Gravel – pricing shall be set to current year cost from company supplying material.
 The total quantity of gravel used for installation shall be determined after completion of work and invoiced to landowner.

***Total cost of entrance shall be determined after completion of work and at the satisfaction of the Manager of Public Works or designated representative.**

Township to Install Green 911 Sign	
<input type="checkbox"/> This fee includes material and labour costs	To be invoiced

Office Use Only	Customer ID#: _____
<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved <input type="checkbox"/> Referred for further study	
Culvert Required: <input type="checkbox"/> Yes <input type="checkbox"/> No	Approved Size of Culvert _____
Remarks:	<input type="checkbox"/> For Building Permit
	<input type="checkbox"/> To Property File
_____ Signature of Manager of Public Works or Designated Representative	_____ Date
Roads Estimated Installation Date	_____ mmm _____ dd _____ yyyy

If there are any changes to your application or installation date, please contact the Manager of Public Works, as soon as possible at (705) 652-8402 or by email: publicworks@dourodummer.on.ca