



Section A: Contact Information

Property Owner Information:

Name: _____

Tel. No.: _____

Mailing Address: _____

Tel. No.: _____

Email: _____

Contractor Information (if Applicable):

Name: _____

Tel. No.: _____

Mailing Address: _____

Tel. No.: _____

Email: _____

Section B: Property Access Location Information

The undersigned hereby applies for property access from the Municipal Road: _____

at: Legal Property Description

Municipal Street Number	Urban Area	Side of Street	Lot Number	Concession	Plan Number

Details of Work Area:

Installation Alteration Type (Circle One)	*Proposed Use	Length (Office Use Only)	Diameter (Office Use Only)	Cost (Office Use Only)	Zoning Approval (Office Use Only)	Inspected By (Office Use Only)
Culvert						
Curb Cut						

*Proposed Use: (R) Residential, (A) Agricultural, (C) Commercial, (I) Industrial, (T) Temporary, (AE) Alteration to Existing

Section C: Sketch of Property Show measurements of existing/proposed access(es), surface materials, garage face



The Corporation of the Town of New Tecumseth
Public Works Department
Application/Permit for Property Access

PERMIT NO:

Please provide responses to the prompts below:

Width of Existing Entrance: _____

Length Proposed Culvert or Curb Cut: _____

Width of Proposed Entrance: _____

Proposed Entrance Material: _____

Width of Garage Face: _____

*Date Proposed Entrance was Marked: _____

Number of Entrances Currently: _____

*Please use survey stakes and fluorescent paint to mark the location of the proposed entrance.

I/We hereby agree to the conditions set forth on the reverse side of this application and agree to assume all costs for works or damage incurred as a result of this application. As a result of making this application, the undersigned acknowledges, covenant and agrees to adhere to all Provincial Public Health Restrictions as of the date of this application and indemnify and save harmless the Town of New Tecumseth from any liability for medical issues arising from the process of issuing the said License howsoever arising.

Property Owner Signature

Date

Form of Payment

Processing Fee

Section D: Approvals – Office Use Only

This application for Property Access as detailed above is hereby approved:

Signature: _____

Date: _____

Completion of all works required in respect of this Permit have been inspected and accepted by Access as detailed above is hereby approved:

Signature: _____

Date: _____

Property Access Specifications

All work shall be conducted and conform to The Town of New Tecumseth By-Law 91-176 Property Access Licence By-Law, the Town of New Tecumseth Engineering Design Criteria and Standards, and the specifications outlined below.

Specifications:

a) Slope:

- i. All entrances shall conform to the Town of New Tecumseth Engineering Design Criteria and Standards Section 2.5.8 Driveways and Entrances. Unless otherwise approved, driveway grades shall be minimum of 2.0% and maximum 7.0%.

b) Culverts:

- i. Culverts are to be constructed as per Town of New Tecumseth Engineering Design Criteria and Standards Section 2.5.

- ii. Culverts must have a minimum of 15 centimeters of cover, a minimum length of 7 metres, and a minimum diameter of 400 millimetres. Changes are at the discretion of the Director of Public Works.
 - iii. Any ditching required to accommodate the above shall be the responsibility of the applicant unless otherwise indicated and shall exceed 7 metres each way from end of culvert to provide an unimpeded flow of water through the pipe.
 - iv. All culverts and entrances must not have raised concrete head walls, stone, or wooden ends, unless approved and if approved may not be higher than the level of the road shoulder. Any approved head walls shall be the responsibility of the applicant/owner at all times.
- c) Curb Costs:
Costs will be determined through quotations received by the Town from approved contractors and the sum must be paid to the Town prior to commencement of the works.

Visibility Requirements:

- a) Entranceways in areas where the speed limit is 80 kilometres per hour must be located a minimum of 91 metres (300 feet) from the end of a bridge deck or from its nearest part of the structure which interferes with the clear vision of traffic using the entrance.
- b) In areas where the speed limit is less than 80 kilometres per hour, the location of an entrance to that distance from the bridge or other structure may be less as deemed by the Director.
- c) Entranceways will not be permitted where favourable vision and grade alignment conditions are not adequate as per sight distance schedule.
- d) Minimum Sight Distances:
Speed Limit of Road: 50 kilometres per hour (30 mph) Sight Distance Required: 120 metres (400 feet)
Speed Limit of Road: 60 kilometres per hour (35 mph) Sight Distance Required: 140 metres (465 feet)
Speed Limit of Road: 70 kilometres per hour (40 mph) Sight Distance Required: 160 metres (530 feet)
Speed Limit of Road: 80 kilometres per hour (50 mph) Sight Distance Required: 180 metres (600 feet)

The distance is measured from the point of the entrance onto the travelled portion of the road at a height of 1.05 metres (3.44 feet) above ground which represents the driver's eye level and 3.0 metres (10 feet) from the edge of pavement and a height of object (roof of vehicle) measured 1.3 metres (4.26 feet) above the road.

Entranceway Licence and Installation:

All costs associated with an entrance access licence shall be the responsibility of the applicant. These costs include all costs for the construction and alteration of an entrance such as labour and materials for the entrance itself, alteration to the roadway, legal costs, etc.

Inspection:

A field inspection will be carried out upon completion of a culvert installation. The Director reserves the right to carry out any adjustments including the removal if the installation does not conform to the entrance licence, at the applicant's cost.

Maintenance:

Upon approval of a culvert installation the culvert shall become the property of the Town and all future maintenance, repairs, etc. shall be the responsibility of the Town. The property owner served by an entrance shall be responsible for maintaining the surface of each entrance for a distance extending from the property line to the shoulder of the road. The Town shall only maintain that portion of the entrance from the travelled portion of the road to the outer edge of the shoulder.



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PERMIT NO:

Restrictions:

No person shall apply an asphalt or concrete surface to that portion of an entrance on the road allowance of a Town road until a licence is issued by the Director.

Snow Removal:

No snow is to be deposited on or across the road. It is the responsibility of the property owner to maintain their own mailbox and clear the snow back from the mailbox. Any fencing which may be an obstruction causing snow drifting on the road is prohibited.

Obstruction Removal:

Any obstruction of property access built without a licence will be removed by the Public Works Department.

SPECIAL NOTE:

- a) This permit in no way is to be taken as an indication of the municipality's recognition of or approval to the status of the subject property being an approved severed lot or building site.
- b) This Property Access Permit is only valid if approvals, agreements, and/or permits are received from all other agencies having jurisdiction.
- c) All work must be completed six (6) months of permit issue date.
- d) Upon completion, please contact the Public Works Department to arrange for a final inspection.