

## Town of Parry Sound ENTRANCE PERMIT PROCESS

(In accordance with the Ontario Provincial Standards for Roads and Public Works)

In accordance with the Ontario Provincial Standards for Roads and Public Works, all new entrances being constructed require a permit. Modifications or improvements to entrances in urban areas also require application and approval. The only body exempt from this requirement is the Corporation of the Town of Parry Sound. All costs associated with the entrance construction are solely the responsibility of the property owner.

The process for obtaining an Entrance Permit follows. Any disputes encountered within the process are presented to the Chief Administrative Officer. If no resolution is reached, the situation is escalated to the Municipal Council.

1. The Property Owner submits a letter of request for an entrance permit. If the Property Owner desires a contractor to complete the process on their behalf, they must provide verbal or written consent. At the discretion of the Director of Operations, the Property Owner may also be required to:
  - i. Supply a site plan if the proposed construction entails removing Municipal Infrastructure
  - ii. Submit a damage deposit of \$5,000 if the proposed construction entails removing Municipal Infrastructure
2. The Director or Manager of Operations contacts the applicant to arrange an Initial Site Inspection.
3. The Director or Manager of Operations conducts an Initial Site Inspection consisting of:
  - i. An examination of sight lines. If the proposed entrance does not meet the Minimum Sight Stopping Distances as outlined in the Ontario Provincial Standards for Roads and Public Works, the application can be denied or the property owner may be required to pay for appropriate signage and their installation.
  - ii. A decision of whether or not a culvert is required. If required the diameter and length of the culvert are determined.
4. The Director or Manager of Operations verbally notifies the applicant of the approved location and culvert requirements.
5. Construction begins and is completed.
6. The applicant notifies the Municipality of construction completion and a final inspection is scheduled.
7. The Director or Manager of Operations conducts the Final Inspection to ensure that:
  - i. If required, culvert size is in accordance with the dictated length and diameter.

- ii. Instillation is in accordance with the standards outlined in the Ontario Provincial Standards for Roads and Public Works.
- iii. No damage has been done to the Municipal Infrastructure

If the site requires modifications, the applicant is required to complete them to the Director or Manager of Operation's satisfaction.

8. If construction required the submission of a damage deposit, the property owner contacts the Municipality to request the damage deposit release. If the Final Inspection revealed that no damage to Municipal Infrastructure, the deposit is mailed to the property owner. If damage was done, the applicant will make the repairs or the Municipality will have the repairs done and deduct it from the deposit. Where the deposit is not sufficient to cover the cost, the property owner will be invoiced for the difference.

9. The Municipality assumes responsibility for the culvert following the completion of the Final Inspection.

*Last Updated: May 2, 2008*