

Municipality of McDougall
ENTRANCE PERMIT PROCESS

(In accordance with By-law No. 79-14 and Resolution 2008/19)

All new entrances being constructed to any Municipal Road require an Entrance Permit. The only bodies exempt from this by-law are the Ontario Ministry of Transportation, Canadian National Railway, Canadian Pacific Railway and Hydroelectric Companies (for maintenance purposes only). All costs associated with the entrance construction are solely the responsibility of the owner.

The process for obtaining an Entrance Permit follows. Any disputes encountered within the process are brought before the Committee of Whole where all positions are presented and a resolution is reached.

1. The property owner completes and submits an *Entrance Permit Application* to the Municipal Office. In doing so, the property owner must:
 - i. Supply a plot plan which includes the proposed location of the entrance and set back distances from all property lines.
 - ii. Flag the proposed entrance for inspection. Flags are provided at the Municipal Office.
 - iii. Submit a Damage Deposit of \$750
 - iv. ONLY if the property owner so desires, provide verbal consent for a specified contractor to act on their behalf.
2. The Public Works Manager or Forman contacts the applicant within approximately 48 hours of application submission, and arranges an initial site inspection.
3. The Public Works Manager or Forman conducts the initial site inspection consisting of:
 - i. An examination of sight lines. If the entrance does not meet the Minimum Stopping Sight Distances as set out in the Geometric Guidelines for Municipal Roads (OGRA 1998), the applicant will be required to pay for Hidden Entrance Signs and their instillation.
 - ii. A dictation of the length and diameter of the culvert to be installed.
 - iii. A review of Municipality's Culvert Instillation Standards.
4. The applicant is verbally notified verbally of the approved location and required culvert. The Entrance Permit expires one year after this approval of location.
5. Construction begins and is completed.
6. The applicant notifies the Municipality of construction completion and a final inspection is scheduled.
7. The Public Works Manager or Forman conducts a final inspection to ensure that:

- i. Culvert size is in accordance with the dictated length and diameter.
- ii. Instillation is in accordance with the Municipality's Culvert Instillation Standards.
- iii. No damage has been done to the Municipal road

If the site requires modifications, the applicant is required to complete them to the Public Works Manager's or Forman's satisfaction.

8. The applicant contacts the Municipality to request the release of the Damage Deposit. If no damage was done to the Municipal road, the deposit is mailed to the property owner. If damage was done, the applicant will make repairs to the satisfaction of the Municipality within 15 days 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. If desired, the property owner can carry forward the deposit to become the damage deposit for a Building Permit.

9. The Municipality's Culvert Replacement Policy dictates that the Municipality assumes responsibility for the culvert following the completion of the Entrance Permit Process.

Last Updated: May 9th, 2008