



### Municipal Lands Use Permit Application

## Entrance Permit and Frontage Deposit

**Owner/Property Information** (please print)

Registered Owner: \_\_\_\_\_ Roll # \_\_\_\_\_

Plan Number: \_\_\_\_\_ Lot # \_\_\_\_\_

Municipal Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

**Property fronts on Open Municipal Road:** \_\_\_ Yes (continue) \_\_\_ No (go to Section 4)

**Agent Contact Information** (please print)

Agent, for the Registered Owner: \_\_\_\_\_ (Authorization Form required)

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

**Zoning:** Former Town of Thornbury \_\_\_\_\_ (Zoning By-law 10-77) Former Township of Collingwood \_\_\_\_\_ (Zoning by-law 83-40)

Property Zone \_\_\_\_\_ Required driveway set-back \_\_\_\_\_ m

**Section 1: Entrance Permit**

(Required for entrance construction on Town land. If this section doesn't apply continue to Section 2.)

Entrance Permit is a condition of a Town Land Severance Consent Application: # \_\_\_\_\_

Describe Works (Please Check those that apply)

- Construct new entrance as described
- Temporary Entrance Permitted Only:  
From: \_\_\_\_\_ To: \_\_\_\_\_
- Modify existing entrance (change surface, change size or location, change entrance elements: curbs, sidewalks etc.) as described
- Change use of an existing Entrance (i.e. Residential to Commercial Use)
- Other \_\_\_\_\_

**Description of work (for Entrance Permit and/or Frontage Deposit)**

Attach a Site Plan of proposed Works (include: north arrow, existing buildings, structures, driveways, street furniture, utilities, landscaping etc. to describe the existing site and proposed work).

Describe material proposed for construction (culvert size and wall thickness, granular pipe embedment, curb modification, sidewalk modification, drainage work, boulevard work, entrance surface, landscaping features and staging details).

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**If applicable, attach the following permits:**

GSCA (Grey Sauble Conservation Authority) permit obtained: Yes \_\_\_ N/A \_\_\_  
 NEC (Niagara Escarpment Commission) Development permit obtained: Yes \_\_\_ N/A \_\_\_  
 NVCA (Nottawasaga Valley Conservation Authority) permit obtained: Yes \_\_\_ N/A \_\_\_

**Section 2: Requirement for Frontage Deposit**

(Complete this section if you are applying for a Building Permit.)

- Please answer the following: (check as applicable)
- 2.1 Will lot grading changes, landscaping with a value greater than \$25,000, or excavation be included in the Work (post holes exempted)? Yes \_\_\_ No \_\_\_
  - 2.2 Will construction vehicles / equipment (i.e. excavators, dump trucks, concrete trucks) be required for the Work? Yes \_\_\_ No \_\_\_
  - 2.3 Is the value of the Construction Work greater than \$25,000? Yes \_\_\_ No \_\_\_
  - 2.4 Is an Entrance Permit (Section 1) required? Yes \_\_\_ No \_\_\_
  - 2.5 Placing equipment, storing materials or working on/from Town Land? Yes \_\_\_ No \_\_\_

If all the above are "No", a Frontage Fee and Deposit is not required, proceed to Section 4. If not, proceed to Section 3.

**Section 3: Fee and Deposit Calculation**

Permit Fee    Permit Deposit

If **Section 1: Entrance Permit** applies:

Add \$150.00 Fee (\$75 to hard surface existing entrance)    \$ \_\_\_\_\_  
 Add \$400.00 Deposit    \$ \_\_\_\_\_

If **Section 2: Frontage Deposit** applies:

Is the property size more than 5000m<sup>2</sup> (approx. 1.25ac)? Yes \_\_\_ No \_\_\_

If Yes, a Frontage Fee and Deposit is not required. Go to Fee and Deposit Summary.

If No, continue to calculate Frontage Fee and Deposit.

Add \$250.00 Fee    \$ \_\_\_\_\_

Calculate Frontage Deposit (includes side yard frontage for corner lots to **maximum of 30m**)

For that infrastructure which fronts property;

\_\_\_m Add \$105.00 per m of sidewalk    \$ \_\_\_\_\_  
 \_\_\_m Add \$115.00 per m of curb    \$ \_\_\_\_\_  
 \_\_\_m Add \$32.00 per m of asphalt or surface treatment    \$ \_\_\_\_\_  
 \_\_\_m Add \$25.00 per m if open ditch (no curb)    \$ \_\_\_\_\_  
 \_\_\_ea Add \$700 per culvert (any size)    \$ \_\_\_\_\_  
 \_\_\_m Add \$25 per m of grass boulevard    \$ \_\_\_\_\_

**Subtotal of Section 1 and 2**    \$ \_\_\_\_\_    \$ \_\_\_\_\_

**Fee and Deposit Summary to be paid**    \$ \_\_\_\_\_    \$ \_\_\_\_\_  
(max \$300)    (max \$5000)

**Total to be paid (Sum of Permit Fee and Deposit)**    \$ \_\_\_\_\_

**Section 4: Declaration of Applicant**

I \_\_\_\_\_ certify that:  
 (print name)

1. The information contained in this application, attached schedules, attached plans and specifications, and other attached documentation is true and in compliance with Town By-laws and relevant Development Agreements.
2. The Entrance Permit and Frontage Deposit is enacted under Land Use Permit By-law No.2014-65, and I will comply with same.
3. I will comply with the Permit Conditions.
4. If the owner is a corporation or partnership, I have the authority to bind the corporation or partnership.
5. Town lands (i.e. boulevard, open space, etc.) will not be utilized for material storage or staging, or for parking construction vehicles or equipment not in conformance with the Highway Traffic Act or Town By-Laws.
6. I understand that the deposit funds will be released to the Registered Owner who is ultimately the Applicant.
7. This agreement may be delivered by facsimile or by email in PDF format and such delivery shall constitute a duly executed original.

\_\_\_\_\_  
 Signature of Owner or Agent  
 (Release Form required if not Owner)

\_\_\_\_\_  
 Date:

Personal Information contained on this form is collected pursuant to the Municipal Freedom of Information and Protection of Privacy Act and will be used for the purpose of responding to your request. Questions about this collection should be directed to the Town Clerk, Town of The Blue Mountains, 32 Mill Street, P.O. Box 310, Thornbury, Ontario N0H 2P0 (519)599-3131.

**For Town Office Use Only**

Length of Culvert \_\_\_\_\_ m                      Size of Culvert \_\_\_\_\_ mm  
Width of Driveway \_\_\_\_\_ m                      Culvert gauge / thickness \_\_\_\_\_  
Sight Line Distances (facing the roadway) Left \_\_\_\_\_ m    Right \_\_\_\_\_ m

Clearance requirement from existing elements:

   m Property Line                      3.0m Fire Hydrants                      1.5m Streetlights  
2.0m Guiderail                              1.5m Regulatory Signage                      1.5m Street Trees  
2.0m Municipal Drainage                      Other \_\_\_\_\_

Notes, conditions of approval (show on permit):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Sewer Inspection Port Visible: YES \_\_\_\_\_ NO \_\_\_\_\_ N/A \_\_\_\_\_

Water Service Valve Box Visible: YES \_\_\_\_\_ NO \_\_\_\_\_ N/A \_\_\_\_\_

Application Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Application Refused by: \_\_\_\_\_ Date: \_\_\_\_\_

Reason for refusal \_\_\_\_\_

Final Inspection Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Final Inspection Refused by: \_\_\_\_\_ Date: \_\_\_\_\_

Final Inspection Reason for refusal \_\_\_\_\_

Permit, Frontage Deposit Amount:                      \$ \_\_\_\_\_

Additional Site Visit Fee:                                      \$ \_\_\_\_\_

Works done without a valid Permit:                      \$ \_\_\_\_\_

Permit Deposit Withheld:                                      \$ \_\_\_\_\_

Permit Deposit Refund:    \$ \_\_\_\_\_

Permit Deposit Refund approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Application Fee Receipt # \_\_\_\_\_ Date: \_\_\_\_\_

Application Deposit Fee Receipt # \_\_\_\_\_ Date: \_\_\_\_\_

Deposit Refund Cheque # \_\_\_\_\_ Date: \_\_\_\_\_

## **Permit Conditions**

### **General**

1. All works will be completed at the expense of the Owner.
2. No works shall proceed prior to issuance of a Permit.
3. A pre-construction inspection must be made prior to any Works being initiated by calling 519-599-3131 x 276 or email at ipwinfo@thebluemountains.ca
4. The issuance of a Permit does not relieve the applicant from the responsibility of compliance with other Town By-laws and relevant legislation, where applicable.
5. The Owner, successors and assigns will indemnify and save harmless the Town of The Blue Mountains, its employees and agents against all loss, cost, changes, damages whatsoever to which the Town may be put or suffer or sustain or for which the Town may be liable by reason of anything done or omitted to be done in the construction, maintenance, alteration or operation of the works authorized by the Town.
6. The fee is nonrefundable once the Application is made and pre-construction site visit has been made.
7. The deposit will be returned to the registered Owner upon acceptance by the Town.
8. If works are not completed within two years of the "Approved by" date, the Municipal Lands Use Permit expires. Re-application is required.
9. The Permit Fee is for two site visits (initial and final). Additional site visits to rectify deficiencies will be assessed at \$100 per visit.
10. If there is an insufficient Permit Deposit, the Treasurer is authorized to add those costs in excess of the available Permit Deposit to the property owner responsible for the damage and for it to be collected in a manner like property taxes.
11. A 25% Management Fee will be added to any expenditure of the Permit Deposit to correct deficiencies.
12. The Municipal Lands Use Permit is non-transferrable.

### **Entrance Permit**

1. Driveways and Culverts to be installed in accordance with the Town Drawing "Standard Culvert Placement for Driveways", OPSD 301.010, 301.020, 301.030 and 351.010. Ontario Provincial Standards documents can be found by Internet search (i.e. OPSD 301.010).
2. The roadside must be left in a neat and clean condition, and landscaping repaired.
3. If roadside ditches are present, slopes must be neatly trimmed with topsoil and not steeper than 2:1.
4. If a culvert has been placed, culvert ends must be clean, and culvert must not be damaged.
5. If a culvert has been placed, ditches to be cleaned out to prevent ponding at culvert ends.
6. Landscaping features must not interfere with or block existing drainage and cannot extend past edge of the shoulders of the road.
7. Headwalls, if permitted, must not be higher than edge of the driveway and a sketch is to be provided for approval.
8. Water shut off and sewer clean outs must always remain accessible. To arrange locates on your property for these services, please call ONE CALL 1-800-400-2255

### **Frontage Deposit**

1. The owner and their agents shall take all precautions to ensure that damage is not caused to Town works or lands.
2. The determination of damage caused and cost thereof is at the sole discretion of the Director, or designate, acting reasonable.
3. The decision to either require the repair of damaged works by the Owner or to take all or a portion of the Frontage Deposit is at the sole discretion of the Director.
4. The Frontage Deposit will not be returned until the final grading and ground cover is completed.
5. Deposit Refund is returned to the Registered Owner.