



Entrance Permit Application

This form is authorized under By-law 2014-65

TOWN OF THE BLUE MOUNTAINS

32 Mill Street, P.O. Box 310

Thornbury, ON N0H 2P0

Submit Applications to: build@thebluemountains.ca

Permit number (Office Use Only):	Roll # (Office Use Only):
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1. Owner/Property Information

Surname	First Name	Corporation or Company	
Municipal Address		Plan number	Lot #
Mailing Address		Province	Postal Code
Primary Telephone number		Email	

2. Class of Permit

Construction

Maintenance

3. Description of proposed work

4. Applicant

Owner

Authorized Agent of Owner (4)

Surname	First name	Corporation or Company	
Street Address			Unit #
Municipality	Postal Code	Province	Email
Telephone number			Cell

5. Declaration of Applicant

I _____ hereby understand and certify that:

(Print Name)

- The information contained in this application and supporting documentation is true and in compliance with Town By-laws and relevant Development Agreements.
- The current Fee's are as noted on the Entrance Permit Guide.
- Deposits are collected in accordance with the provisions of Land Use Permit By-law No. 2014-65, and that I will comply with the provisions of the By-law. I understand that the deposit funds will be released to the original payor.
- All construction shall adhere to the requirements outlined within the By-law No. 2014-65, within Town standards and following legislative safety requirements as applicable, and I will comply with all Permit Conditions.
- If the owner is a corporation or partnership, the undersigned has the authority to bind the corporation or partnership. The Owner may appoint an Agent/Contractor to act on their behalf for all communications related to this application. In such cases, the Town requires that a letter of authorization from the owner is submitted with this application.
- 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.
- This agreement may be delivered by email in PDF format and such delivery shall constitute a duly executed original.

Signature of Owner or Agent
(Owner's Authorization required if Agent acting for Owner)

Date:

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6. Site Plan

The Town has Engineering Standards and a Municipal Land Use Permit Guidelines document to provide an understanding of requirements for the Site Plan. The works shall be constructed to the satisfaction of the Town in compliance with these documents and the requirements of the Permit.

The Site Plan shall be a detailed, scaled plan that describes the existing conditions the drainage patterns and the proposed works. The site plan must show sufficient detail of the subject lot and surrounding land as appropriate for the complexity of the work. Typically, the required site plans are produced by an engineer or land surveyor, however the plans may be produced by the landowner if they meet the requirements outlined here in. The legal plan for the property is a good reference, the lot fabric (legal survey bars) should be located in the field to confirm the lot line.

The site plan shall be an electronic document, PDF with the original drawing based on an 11"x17" drawing sheet is preferred. The site plan shall include the following information:

- North Arrow, street name(s) and municipal address;
- Drawing Title Block with municipal address, and legal description (Plan and Lot numbers), drawing number, revision number and date, author;
- Existing street furniture such as hydrants, streetlights, utility pedestals, transformers, sidewalks, street trees, maintenance holes, catch basins; municipal services, utility services etc. as well as proposed street furniture such as future sidewalks, street lights street trees etc. that will be constructed/installed when the subdivision works are completed;
- Width of entrance (match requirements of maximum driveway width from the Town Zoning Bylaw 2018-65, shall be equal to the greater of: the garage door(s) width plus 1.5m; or 6.1m. No landscaping other than grass or wood chip ground cover is permitted on Town Land;
- Entrance grades shall be consistent with Ontario Provincial Standard Drawings OPSD 301.010, 301.020, 301.030, 351.010. For rural entrances a low point in the entrance is required over the culvert to direct water from the road and the lot into the ditch;
- Proposed entrance material (i.e. concrete, asphalt, unit pavers where road is hard surface; gravel permitted where road is gravel);
- Culvert: Length (maximum 9m), Diameter (minimum 500mm), Gauge/wall thickness (min 2.0mm/14 gauge), Galvanized Z610 ASTM A929, End protection shall not be higher than the entrance elevation (no curbs, boulders, retaining walls, guards, handrails etc. shall be higher than the entrance surface);
- Proposed ditch grades, drainage inverts of entrance culverts, catch basins, ditch inlets, etc., both upstream and downstream of subject entrance;
- Location of the entrance and entrance clearance from the following:
 - Projection of side property lines (min setback is 1.0m)
 - regulatory signage (i.e. parking sign, stop sign, speed limit sign, etc. setback is 1.5m)
 - guiderails, also known as guardrails (min required setback is 2.0m)
 - fire hydrants (min required setback is 1.5m entrance flush with grade, 3.0m setback anything above grade)
 - streetlights (min required setback is 1.5m)
 - street trees (min required setback is 1.5m)
 - municipal drainage (min clearance between culverts is 2.0m);

Please refer to: [Municipal Land Use Permit Guidelines](#); Rural Culvert and Entrance Detail Drawings.

Drawing Name and Revision Date:

Comments: