

Applicant to Complete  
Sections A, B, C & D

\$100.00 FEE – Entrance Permit  
 \$50.00 FEE – 911 Address

Roll No. : \_\_\_\_\_

**PERSUANT TO “ENTRANCE BY-LAW #17-055”**  
**SCHEDULE “A”**

**A. APPLICATION IS HEREBY MADE TO:** (check all that apply to proposed work)

- |  |  |
|--|--|
| <input type="checkbox"/> Construct a Permanent Entrance<br>(lot grading plan required) | <input type="checkbox"/> Change use to Residential / Commercial            |
| <input type="checkbox"/> Pave an entrance  | <input type="checkbox"/> Use Existing Entrance                             |
| <input type="checkbox"/> Change design, location, or remove<br>_____<br>_____          | <input type="checkbox"/> Change Temporary Entrance to a Permanent Entrance |
|  | <input type="checkbox"/> Construct a Temporary Entrance                    |

**\*\* Steel track construction equipment/vehicles are NOT permitted on Township property\*\***  
**\*\* Please be sure to stake location of proposed entrance at the road side\*\***

**B. THIS PERMIT IS ISSUED TO:**

Name:		Phone #:
Address:		Cell #:
City:	Postal Code:	Email:

**C. THIS PERMIT IS ISSUED FOR THE PROPERTY OF:**

Lot No.:	Plan:	Concession No.:
Municipal Address: (Road)		

**D. ACKNOWLEDGEMENT:** *Owner has read the indemnity clauses on the following pages:*

Date: \_\_\_\_\_ Signature: \_\_\_\_\_  
Day Month Year (owner)

**E. ENTRANCE PERMIT APPROVAL (office use only):** Curb Stop in Proposed Entrance Location:  YES  NO

Approval Date: \_\_\_\_\_ Signature: \_\_\_\_\_  
Day Month Year (Public Works Inspector)

**F. CULVERT REQUIREMENTS:**

Length: \_\_\_\_\_ Diameter: \_\_\_\_\_ Type: \_\_\_\_\_ Gauge: \_\_\_\_\_  NO CULVERT REQUIRED  
**\*\*Poured concrete end protection for culverts may not be acceptable. Suitable materials must be approved by the Public Works Department\*\***

**G. SPECIAL INSTRUCTIONS TO OWNER:**

**H. FINAL INSPECTION:**

Date: \_\_\_\_\_ Entrance Approved: YES NO  
Day Month Year

Notes: \_\_\_\_\_ Signature: \_\_\_\_\_  
(Public Works Inspector)

**ATTENTION APPLICANTS:**

1. For culvert installation requirements see "Schedule A"
2. This approval is issued under the authority vested in the Township of Tiny Public Works Department by By-Law 17-055 and as amended from time to time and all regulations pursuant thereto.
3. It is understood that all works will be constructed, altered, maintained or operated at the expense of the undersigned and that work must not begin before a permit has been issued by the Township.
4. The issuance of a permit by the Township does not relieve the holder of the responsibility of complying with all other Municipal By-laws.
5. Each entrance must be designed, constructed and maintained in a manner that prevents surface water from the entranceway and/or the adjoining property from being discharged via the entrance on the Township Road.
6. The use or purpose of an entrance must not be changed in a manner that changes the classification of the entrance. Improper use of an entrance may result in cancellation of the Entrance Permit. If the Owner desires to change the classification of an entrance, application to do so must be submitted to the Township for approval.
7. If the Entrance Permit expires and is not renewed for any reason, all work constructed maintained or operated under this permit shall, if the Township requests, be removed without expense to the Township and the Township Road shall be left in as good a condition as it was before the said works were installed or constructed.
8. An Entrance Permit may be cancelled at any time for breach of the regulations or conditions of the permit and/or By-law or for such reasons as the Township, in its discretion deems appropriate.
9. If the Township performs roadwork, either for maintenance or construction purposes, the Township will restore the entrance to its own satisfaction. The property Owner assumes the risk that any alterations to the entrance on the road allowance, such as the placement of asphalt and may not be replaced to the original state.
10. Trees, shrubs etc. on the right of way of a Township road must not be cut or trimmed without permission of the Township and such cutting or trimming may only be done under the direct supervision of the Township or agent. Where it is necessary to cut or trim trees on property adjacent to a Township Road, the applicant must make the necessary arrangements with the property Owners and must bear all expenses in connection therewith, including any damages occasioned as a result of such cutting or trimming.
11. If there is an expiry date named on this permit, and a further term is desired, an application for the renewal of the permit shall be made to the Township before the expiry date named in this permit. A further term may be approved or denied by the Township.
12. The applicant is responsible for the construction, marking and maintenance of the detours required and for maintaining safety measures for the protection of the public during the construction of any works in respect to an entrance.
13. It is the responsibility of the applicant to determine if the proposed entrance is on to a public highway, Unopened Road Allowance, within the limits of a reserve, block or part of a plan so as to not interfere with the installation of the entrance. Entrance Permits will not be issued on an Unopened Road Allowance or Unassumed Road unless the road is upgraded to a Municipal Standard.
14. It is the applicant's responsibility to contact the Public Works Department should they require clarification relative to Entrance By-law 17-055.

In consideration of any permit issued in respect to this application, we, the applicants for ourselves, our heirs, executors, administrators, successors and assigns hereby agree to observe, keep, perform and be subject to the regulations and conditions of the said permit and to indemnify and save harmless the Township of Tiny, represented by the Township Public Works Department and the Township Public Works Superintendent, Director of Public Works and/or Lead Hand from all loss, cost, charges, damages, expenses, claims and demands whatsoever to which we may be put or which the Township of Tiny may suffer or sustain or for which the Township of Tiny may be liable by reason of anything done or omitted to be done in the construction, maintenance, alteration or operation of the works authorized.