



Norfolk County, Operations
Roads Department
8 Schellburg Avenue
Simcoe, Ontario N3Y 2J4
519-426-5870
norfolkcounty.ca

APPLICATION FOR ENTRANCE FREQUENTLY ASKED QUESTIONS

Why is an Entrance Permit required?

Entrances to private property require work to be completed within County road allowances (i.e. on County property). Norfolk County By-law 2016-32 has been enacted to regulate the construction of new entrances and modifications to existing entrances. It provides standards and specifications, and will ensure consistent response to property owner requests.

When is an Entrance Permit required?

- Creation of a new entrance to private property from the municipal road allowance
- Modification or relocation of an existing entrance (ie. Widening, new location, removal, etc.)
- Creation of a temporary entrance (for construction projects as an example)
- Paving or resurfacing an existing entrance

What is a modification?

A modification to an existing entrance includes, but is not limited to:

- Widening of an existing entrance
- Alterations to existing grade or drainage
- Alterations to the base or sub-base of an existing driveway

How much does an Entrance Permit cost?

Fees are established by Norfolk County's User Fees and Service Charges By-Law, as amended.

The application fee for an entrance permit is required for the following:

- Creation of a new entrance
- Modification or relocation of an existing entrance
- Creation of a temporary entrance (for construction projects as an example)

Additionally, a refundable deposit is required before any work can proceed.

An application must be completed, but there is no charge for:

- Paving or resurfacing an existing entrance

Why is a deposit required?

This deposit is to ensure that the work is completed to the standards and specifications detailed in the By-Law and the approved permit. The deposit is refunded upon Norfolk County inspection and approval of the work completed.

For Contractors who install multiple entrances each year, this deposit will be held as a 'rolling deposit' rather than being required to provide separate deposits for each entrance permit issued.

How long does the process take before I get my permit?

Generally speaking, it can take approximately ten (10) business days before you receive your permit in the mail.

How do I obtain a permit?

You must complete an Entrance Permit Application. You can obtain the application in any of the following ways:

- downloaded from the County's website, www.norfolkcounty.ca
- call 519-426-5870
- email askus@norfolkcounty.ca
- in person at Service Norfolk
 - o 185 Robinson Street, Suite 100, Simcoe

Does the County install the entrance/culvert?

No. It is the responsibility of the applicant to have the entrance/culvert installed.

May I install the entrance myself?

Yes you may, but you must supply the County with a Certificate of Insurance in the minimum amount of \$2 million in General Liability and that the Certificate names "The Corporation of Norfolk County as an Additional Insured".

Do I need to obtain a permit if I am having my gravel driveway paved?

Yes.

Can I install a concrete or interlocking brick driveway?

Yes. However should any portion of the driveway within the road allowance need to be repaired or replaced by the County, it will only be restored with asphalt at the County's cost. Replacement with concrete or interlocking brick shall be by the property owner. Norfolk County may provide a monetary contribution equal to the cost of an asphalt installation.

I want to widen my existing driveway, can I do this?

Yes, it is a 'modification' permit where the County takes the information and forwards it to the appropriate Area Supervisor who will complete an on-site inspection to determine if the work can be completed. Once approval has been granted, the permit will then be mailed out to you.

Does the county do curb cutting?

No. It is the applicant's responsibility to hire a qualified contractor to do this work.

Are underground infrastructure locates required?

Yes. Provincial legislation requires infrastructure locates to be completed any time you are breaking ground. Whomever is completing the work is responsible for calling Ontario One Call (ON1Call) for no charge infrastructure locates. Allow 5 to 10 business days for locates to be completed.

Any Further Questions?

Should you have any questions that may not have been addressed, please feel free to contact a Service Norfolk agent either by phone or email at the contact numbers and addresses listed below:

- Call 519-582-2100 or 519-426-5870
- Email askus@norfolkcounty.ca
- in person at
 - o 85 Robinson Street, Suite 100, Simcoe