



Entrance Application

Norfolk County Operations

Roads Department
8 Schellburg Avenue,
Simcoe, ON N3Y 2J4
Phone: 519-426-5870

Accessible formats and communication
supports available upon request

Part A – General Information – to be completed by Applicant

Owner Information

Name: _____ Telephone: _____
Address: _____ Email: _____
City: _____ Signature: _____
Postal Code: _____ Date: _____

Contractor Information (if known)

Name: _____ Telephone: _____
Address: _____ Email: _____
City: _____ Signature: _____
Postal Code: _____ Date: _____

Part B – Work Location – to be completed by Applicant

Municipal Number: _____ Street Name: _____

Former Township _____

On the _____ side of _____
North/South/East/West Road Name

about _____ km(s) _____ of _____
Distance North/South/East/West Road Name

Property Use: Residential Commercial Industrial Agricultural
 Institutional Other _____

Is the property subject to a planning application/approval with the County: Yes No

If Yes, provide:

Planning Application Number: _____

Planning Application Type: _____

Planning Application Date: _____

Part C – Proposed Entrance Information – to be completed by Applicant

New Entrance Modification Resurfacing (No application fee required)

Temporary Entrance: Purpose _____

Duration (1 year maximum) _____

Proposed installation date: _____

Is location of entrance staked out? Yes No

Meeting Required: Yes No If yes, with Owner Contractor

Finished Material: Gravel Asphalt Concrete Other: _____

Comments:

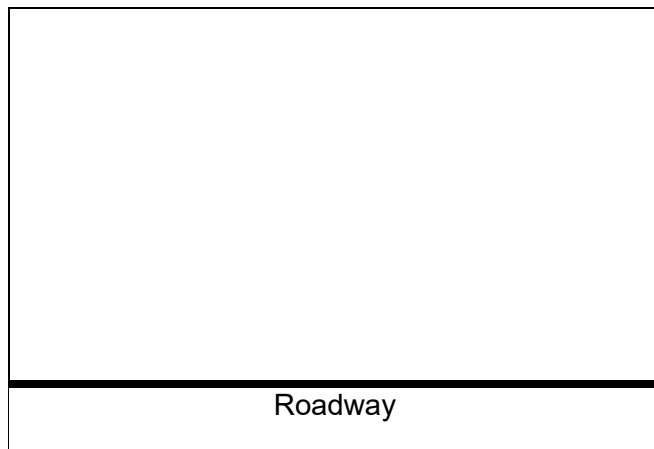
Sketch: Indicate where entrance will be located (include any buildings or other relevant features, such as houses, garages, barns, ditches, watercourses, etc.)



See attached sketch

Nearest 911#

Nearest 911#



Roadway

I/We the applicant(s) attest that the information provided on this application form is true and accurate to the best of my/our knowledge. I/We have read, understood and agree to the terms and conditions contained within Norfolk County By-Law 2016-32 and this permit.

Signature _____ Date _____

Part D – Entrance Information (to be completed by County staff)

Entrance width: _____ m Finished Entrance Surface Material: _____

Culvert Details: Diameter: _____ mm Length: _____ m Material: _____

Not required

Sight Line Verification: Acceptable Not acceptable

Sight line distance to _____ is _____ m
N/E/S/W

Sight line distance to _____ is _____ m
N/E/S/W

General requirements

- Approval granted for new entrance to property as per sketch/comments
- Resurfacing – Remove existing asphalt, relay new asphalt to existing grade

If culvert is required

- Culvert inverts to be installed _____ mm below existing ditch grade

If curb cut required

- Approval granted to cut curb ___ m wide
- Approval granted to cut curb ___ m wide to the _____ of the existing entrance

Additional Requirements and Comments:

APPROVED NOT APPROVED (see Terms & Conditions)

Signature

Date

Part E – Additional Construction Specifications

Grading Requirements:

All entrances shall be designed, constructed and maintained in a manner that will prevent the surface water from the entrance from being discharged onto the travelled portion of the highway.

The minimum grade for all driveways shall be 2%.

The maximum grade for all entrances shall be 8%. This maximum grade is not recommended and shall only be used in exceptional cases where physical conditions prohibit the use of lesser grades.

Minimum Consolidated Depth Requirements:

Urban Residential

- 50 mm HL3 asphalt surface
- 150 mm of Granular 'A' base

Rural Residential

- 150 mm of Granular 'A' surface

Commercial, Light Industrial and Apartments

- 40 mm HL3 asphalt surface
- 50 mm HL8 asphalt base
- 150 mm of Granular 'A' base
- 225 mm of Granular 'B' base

Heavy Industrial

- 50 mm HL3 asphalt surface
- 75 mm HL8 asphalt base
- 150 mm of Granular 'A' base
- 300 mm of Granular 'B' base

Additional Requirements:

- All culverts shall have a minimum of 300 mm cover where possible.
- The property owner shall ensure that proper cover and/or separation distances are maintained from all existing utilities, including overhead wires.
- All entrances shall be 3.0 m from any utility poles or boxes.
- All entrances shall be 1.2 m from any side yard property line.
- All curb cuts shall be completed by a qualified curb cutting contractor, as determined by the Director, Roads, or designate.

Part F – Terms & Conditions

Refer to ***By-Law 2016-32, To Regulate Entrances onto Municipal Roads and Highways***, as amended, for additional procedures, guidelines, specifications and terms and conditions.

This is only an application for an entrance permit and does not constitute final approval by Norfolk County staff until it has been approved and signed by the appropriate staff.

This application will not be reviewed until the permit application fee has been processed. Fees are established in Norfolk County's most current User Fees and Service Charges By-Law.

As part of this agreement, the following are the insurance requirements that must be shown on a Certificate of Insurance:

- a. Commercial General Liability
 - \$2M Liability limit per occurrence
 - \$2M Products and Completed Operations
 - \$2M Non-owned Auto
 - Cross Liability endorsement
- b. Automobile
 - \$2 M liability limit under a Standard Automobile Policy in respect of each vehicle
- c. An endorsement certifying that The Corporation of Norfolk County is added as additionally insured on the policy
- d. 30 days' notice of nonrenewal

A deposit must be posted prior to the issuance of the permit. The amount of the deposit will be set in accordance with the most current Norfolk County User Fees and Service Charges By-Law. The deposit will be returned upon completion of ALL of the following:

- A minimum of 1 year has lapsed since the installation of the driveway
- The contractor has made application to the County for the deposit to be returned
- An inspection has taken place by Norfolk County Operations, Roads staff
- The driveway has been installed in accordance with the Permit and is to the satisfaction of Norfolk County Staff

Please be advised that the permit will not be released until the Contractor's Certificate of Insurance and Deposit have been received by Norfolk County Operations, Roads.