



## Township of Chatsworth

### Application for Entrance Permit

All entrances must be constructed by the owner at their expense and shall be installed to the specifications below.

Stakes marking the proposed location must be installed prior to requesting a site visit and survey stakes identified.

All contractors working on Township property must provide proof of the minimum insurance and WSIB Certificate of clearance prior to any work being done. (for more details contact the Township office)

#### **Introduction:**

The Township of Chatsworth deems it to be in the public interest to adopt policies to maintain the proper drainage of roads and ditches within the Township, and to address safety issues relative to ingress and egress on Township roads.

Therefore, no person shall construct any driveway, laneway or other form of access from a roadway to either public or private property without first obtaining an entrance permit from the township. If any person does not obtain an entrance permit, the Township shall remove any material or objects placed on Township property and/or otherwise disable the access to the township road and no permit shall be given until all of the expenses incurred by the Township in doing so have been reimbursed.

#### **Application Fees:**

Each application must be accompanied by an application fee in the form of a cheque/cash/debit payable to the Township of Chatsworth. The fees are determined by the current fees and charges by-law.

<b>Application Fee</b>	<b>\$500.00</b>
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The non-refundable application fee covers a Pre-Construction Site Meeting with Township Staff to determine location and specifications for the Entrance, a Post- Construction Final Inspection as well as Administration Fees.

<b>Damage Deposit</b>	<b>\$2000.00</b>
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The Damage Deposit is required in the event of damage to the adjacent roadways during the construction of the entrance. Once the final inspection has been completed and it has been determined that there were no damages or costs incurred during the construction time then the full or remaining deposit will be refunded.

If the total costs incurred by the Township should exceed the amount of the application fee plus damage deposit, the applicant shall provide the Township with an additional deposit or may be requested to pay the outstanding balance.

**Authorization:**

If the applicant (or agent) is not the owner of the subject land, a written statement by the owner must accompany the application, which authorizes the applicant to act on behalf of the owner as it relates to the subject application.

**Approval Process:**

No inspections and/or entrance installations shall take place during the period of December 1st to April 1st unless approved by the Township.

Upon receipt of a completed application with the required fee and deposit, an appointment will be arranged for Township staff to visit the site with you. This appointment will be scheduled mutually with a goal of within two weeks.

Once the Pre-Construction Site Meeting has occurred and the application plans have been approved. It is the responsibility of the applicant to have the entrance work completed. Township staff DO NOT construct the entrance or provide the materials for such projects.

**Specifications for the project are as follows:**

Standard Length of Pipe: min. 9 metres (30') max. to be approved by Township

Standard Diameter of Pipe: 380 mm (15") for entrance culverts

Standard Material of Pipe: Corrugated steel; high density polyethylene (smooth inside wall and corrugated outside wall) as approved by Township. The Township reserves the right to request a larger pipe or alternate material based upon the initial site inspection and intended use.

**Backfilling:**

- granular "A" gravel shall be used around the culvert and for the top surface of the entrance
- leave 2' – 3' of culvert exposed at each end with a 3:1 back slope
- 12 inch (300 mm) of fill over the top of culvert (minimum)
- must be installed to warrant the drainage flow, with proper fall to suit the existing ditching
- must be level with the road to the property line
- It is the property owner's responsibility to install, maintain and repair the culvert, making sure water can travel through the culvert at all times.

Size of culvert may vary due to drainage requirements. A variation in culvert size maybe requested by the Township following a site review.

Following the completion of construction you are responsible for calling the Township of Chatsworth to book the Final Inspection with Township Staff. Once the final inspection has been completed and it has been determined that there was no damage or costs incurred during the construction time then the full or remaining deposit will be released and refunded.

**Further Information** regarding the processing of your application can be obtained by contacting the Operations Administrative Assistant, at the Township Office, by phone at 519-794-3232 Ext. 136.

**ENTRANCE/CULVERT APPLICATION**

Date \_\_\_\_\_

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

Permit Applied For:

Residential entrance \_\_\_ Commercial entrance \_\_\_ Agricultural entrance \_\_\_ Temporary entrance \_\_\_

Name: Applicant \_\_\_\_\_

Phone Number: \_\_\_\_\_

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

\_\_\_\_\_

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

**Location of Entrance:**

Legal Address Lot \_\_\_\_\_ Conc. \_\_\_\_\_ Former Township \_\_\_\_\_

Civic Address \_\_\_\_\_

**Reason for Entrance** \_\_\_\_\_

\_\_\_\_\_

**Sketch of Proposed Entrance or Site Plan:**

(Include distance from road intersections, where applicable)

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Application Fee \$ 500.00  
Damage Deposit \$2,000.00

**TOTAL \$2,500.00**

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The undersigned applicant acknowledges and agrees that:

1. That he/she is the owner/authorized agent of the owner in this application.
2. Every applicant for a public works related permit shall make an application on forms provided by the Township and in addition shall sign a deposit agreement and pay any applicable deposit to the Township.
3. I have read the terms and conditions contained in the Township of Chatsworth Entrance Policy and I hereby agree to comply with them. I also understand that I may not commence any work on Township property until such time as I have paid the deposit and inspection fees and permission in writing by way of initial inspection has been granted by the Township of Chatsworth.
4. The deposit monies shall be placed in trust with the township and shall only be refunded upon final disposition of the application, including any and all inspections and/or appeals related thereto;
5. The Township may disburse funds from time to time from the deposit monies referred to in Clause 1 in the event that works are not carried out in a manner acceptable to the Township in order to remedy any deficiencies.
6. Any unused portion of said deposit shall be refunded to the applicant after final inspection and approval by the Township of Chatsworth.

**Signature of Applicant:** \_\_\_\_\_

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

**Township Approval:** \_\_\_\_\_

**Permit #** \_\_\_\_\_

Township of Chatsworth

**ENTRANCE INSPECTIONS REPORT**

Initial Site Inspection Remarks:

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Initial Site Inspection Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Final Site Inspection:

Violations / Remarks:

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Final Approval Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Refund Approval Signature: \_\_\_\_\_