

# ENTRANCE APPLICATION

For Office Use Only  
**Approval No.**

## 1. Applicant Information

Primary Contact Name:		Owner/ Company Name :	
Mailing Address:		Roll Number/Property:	
City, Township, Village:	Province:	Postal Code:	
Telephone No.:	Fax No.:	E-mail:	

## 2. Entrance Application Information

New (Residential)	<input type="checkbox"/>	New (Multi-Residential)	<input type="checkbox"/>
New (Farm)	<input type="checkbox"/>	Change of Design/Usage	<input type="checkbox"/>
New (Field)	<input type="checkbox"/>	Temporary Entrance	<input type="checkbox"/>
New (ICI)	<input type="checkbox"/>	Alteration to Existing Entrance	<input type="checkbox"/>
Other: If other, please explain			<input type="checkbox"/>

Is the application part of a Development Application or Building Permit?

Development Application (Site Plan, Severance)	<input type="checkbox"/>
Building Permit	<input type="checkbox"/>
Other: If part of something else, please explain	<input type="checkbox"/>

## 3. Sketch of the Entrance

Include width, depth to ditch bottom, material specs, culvert type, size, length, closest roads, civic address

Note: a wooden stake/field marker may be requested at the location of the proposed entrance

#### 4. Required Prior to Approval

- ☐ Applicable Fee \$ \_\_\_\_\_ (As per [Fees and Charges](#)) Form \_\_\_\_\_
- ☐ Security Deposit Requirements \$ \_\_\_\_\_

#### 5. Declaration of Applicant

I/We hereby acknowledge that I have read and understand the Township of Wilmot Entrance Application Policy & Procedure, the terms of this Entrance Application and further wish to apply for an entrance based on these terms, by which I will abide. I/We understand that the issuance of approval by the Township does not relieve the responsibility of complying with all relevant legislation and municipal by-laws.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

#### 6. Application Approval (for office use only)

☐ Approved ☐ Not Approved Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Engineering Services

Subject to the following Special Conditions:

#### 7. General Conditions of Approval

- Each entrance permit application shall be subject to the payment of a fee and a security deposit. Both shall be submitted with the application. Both the fee and the security deposit amounts are set by the Township of Wilmot from time to time and are available for viewing at the Transportation Services office or on the website. Upon receipt of the application, both the fee and the security deposit shall be processed. The security deposit will be returned only after an approved final inspection has been completed by Township of Wilmot Staff.
- Failure to pay the prescribed fee and/or the security deposit shall result in the rejection or cancellation of the application.
- The entrance for which this approval is issued must be installed within one (1) year of the date that the approval is issued or the approval shall be void and cancelled by the Township of Wilmot.
- An extension of the expiry date may be approved, approved with additional conditions, or denied by the Township of Wilmot.
- If this approval expires and is not renewed, all works commenced, constructed, maintained or operated under this approval, if the Township of Wilmot so requests, shall be removed at no cost to the Township of Wilmot.
- In addition to the conditions of this approval, the approval holder must meet all of the requirements of the local municipality and any other agency having jurisdiction.
- An entrance approval may be cancelled at any time for breach of the regulations or conditions of this approval or for such other reasons as the Township of Wilmot at its sole discretion deems proper.
- All work related to the installation authorized by this approval shall be carried out in accordance with approved plans, specifications and any relevant agreement(s), and subject to the approval of the Township of Wilmot. The approval holder must bear all expense related thereto.
- The Applicant shall complete a RIGHT OF WAY-WORK PERMIT application to the Township of Wilmot's Engineering Department, including constructor information (Insurance/WSIB) in accordance with the requirements of the Right of Way-Work Permit prior to work commencing.**
- Vegetation on the right-of-way must not be cut or trimmed without the written permission of the Township of Wilmot. Any cutting or trimming permitted must be done in compliance with requirements specified by the Township of Wilmot or its authorized agent and at the expense of the approval holder.
- At all times, both during construction and throughout the entire period of existence of the approved entrance, the approval holder is at all times responsible for any and all maintenance and repairs necessary to be made to the entrance and all parts thereof.
- If during the life of this approval any Acts are passed or regulations adopted which affect the rights herein granted, the said Acts and regulations shall be applicable to this approval from the date on which they come into force.
- The Applicant shall indemnify and hold harmless the Township of Wilmot, its officers, members of Council, agents, servants, employees, invitees or licensees from and against any liabilities, claims, expenses, demands, loss, cost, damages, actions, suits or other proceedings by whomsoever made, directly or indirectly arising out of this approval attributable to bodily injury, sickness, disease or death or to damage to or destructions of tangible property including loss of revenue or incurred expense resulting from disruption of service; and/or caused by any acts or omissions of the approval holder, its officer, agents, employees, with respect to activities undertaken arising out of this approval and/or by the existence of the approved entrance.
- The approval holder agrees to protect all survey markers and monuments in the vicinity of the work and agrees to replace all markers and monuments if damaged.

Applicant Initials