



"A Place For All Seasons"

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The following is a summary of the Town of Bancroft's Entrance Permit process. This Entrance Permit process is applicable to all property Owners wishing to have a driveway access on property that is under the jurisdiction of the Town of Bancroft.

Prior to submitting application, applicant to prepare one copy of a site plan / survey (in metric) showing:

- Property Address;
- Public roadway and any nearby roadway that may impact location of driveway;
- Dimensioned property limits;
- Location of proposed driveway, including width, setback from property lines, identification of hydro poles, trees, hydrants, etc. situated on municipal right-of-way in location of proposed driveway; set-back from any trees or hydro poles within the vicinity of the proposed driveway;

Applicant to stake-out location (at property line) of proposed driveway.

Applicant to submit an Entrance Permit Application and submit all required fees and a site plan / survey of proposed driveway alteration.

Town staff will conduct a site visit for approval of location.

A steel culvert will be used on all driveways, and proper drainage created.

Final entrance inspection will occur once Occupancy has been given for the property through the Building Department, once approved by the Manager of Public Works (or designate), the applicants deposit will be returned.

The following application must be made for any proposed entrance, entrance modification, or for any temporary access point within the Town of Bancroft that is to be used for any construction related activity such as a building or pool permit, or for a site alteration.

A. DRIVEWAY ENTRANCES – GENERAL INFORMATION:

1. Approval of any entrance or egress, temporary or otherwise, is conditional upon inspection by Town of Bancroft staff.
2. A permit must be obtained before commencing works concurrent with a building permit, pool permit, or site alteration that will require truck and/or equipment access.
3. All culverts used in entrances will be made of steel, and proper drainage is required.
4. The proposed entrance location shall be staked by the applicant at the desired location.
5. Maximum width of 6 metres (20 feet) for an entrance way, unless otherwise approved in writing by the Manager of Public Works.
6. If / when a gated entrance is installed at the roadway (in the near future), fire department access should be provided (gate codes, keys, Abloy box, etc.).

APPLICATION FOR ENTRANCE PERMIT

Date of Application _____

Name of Applicant _____

Address _____

Telephone/Cell _____ / _____ Email: _____

LOCATION OF REQUIRED ENTRANCE

Civic Address _____

Lot Number _____ Concession Number _____

Plan Number _____ Roll #: 1262- _____

Access required for (detailed description of the use of the property and building served by this entrance:

Application is hereby requested for:

Construct an _____ unpaved entrance, _____ paved entrance _____ pave an existing entrance

_____ Change the design of an existing entrance

_____ Move an existing entrance

_____ Use an existing entrance for other than its original, present or normal use (example, change of classification for residential to commercial)

_____ Construct a temporary entrance or use of any part of Municipal right-of-way as means of temporary access to and from a property.

_____ **FARM ENTRANCE ONLY**

Each application **MUST** be accompanied by a sketch showing the following:

1. The location of the entrance showing the boundaries and dimensions of the property what it is to service.
2. Proximity to other entrances (closest 911 number)
3. Use of adjoining lands (e.g. residential, agricultural, commercial etc.)
4. The location, width and names of all road allowances, right of ways, streets or highways abutting the property, indicating whether they are public traveled road, private roads or right of way or unopened road allowances.

IMPORTANT: Entrance Permit location MUST be clearly flagged / marked at your property

Use the space below for your sketch and please indicate NORTH

Deposit (refundable upon approval)	\$100.00
Entrance Permit Only (no culvert required)	\$300.00
9-1-1 Number	\$50.00
HST on permit cost and 9-1-1 Blade	\$45.50
Total	\$495.50

I, the undersigned, hereby make application to the TOWN OF BANCROFT to have the above entrance at the location designated, subject to the following conditions:

1. The Applicant MUST place stakes in the ground exactly where the entrance is to be installed. The applicant hereby agrees that the location and culvert size (if required) must be approved by the Manager of Public Works or a Town representative. (only steel culverts will be approved)
2. If the location for the entrance requires detailed ditching, rock removal or excessive fill, the applicant hereby agrees to pay all additional costs.
3. The Town of Bancroft will maintain the ditch and culvert for water flow at the Towns expense , after installation and final inspection.
4. The applicant agrees that the Town of Bancroft may enter the property at any time for the purposes of ditch and culvert maintenance.

NOTE: Please direct inquires to the Public Works Department 613-332-2322

_____ Date

_____ Applicant's Signature

OFFICE USE ONLY

Location Inspection Date _____

Comments:

Conditions:

Final Inspection Date _____

Comments:

Authorization for refund of \$100.00: Manager of Public Works (or designate) _____