

Instructions for Completing the Application

Please note: **Entrance permits will not be processed without the roll number or survey.**

1. Road name and civic number – give a road name and civic number at the proposed entrance if known, filling in Lot Number, Concession Number, Lot and Plan Number if known.
2. Please submit a sketch to assist in locating the proposed entrance. Failure to provide an easy to follow map could result in a delay in approving the entrance. Provide a copy of the survey showing owner's property lines as well as the neighbouring property lines.
3. Lot Identification sign or a posted 911 Sign must be present for location purposes. Stakes are to be placed at the desired location for the entrance to be constructed. Be sure to secure any Lot Identification sign and cover it with a clear wrap (plastic wrap and Ziploc bag) to protect it from water to allow for identification.
4. Entrance approval applications require a fee per the current Fees and Charges By-Law. (includes 2 inspections) and an environmental fee deposit (to be returned to the applicant upon approval of Final Inspection). Please note the environmental deposit has an expiration of two (2) years from the date the permit was purchased. Cheques should be made payable to the TOWN OF GRAVENHURST. Payment by credit card over the phone can also be done. Upon completion of the application form, submit to the Public Works Department at the Municipal Office. We have a drop box outside the main office. or it can be emailed to INF-Permits@gravenhurst.ca.
5. The entrance approval will require approximately 1 to 3 days (depending on weather), after which you will receive notification by telephone that you may proceed to install the entrance. Winter applications will be processed, but may not obtain approval until spring.
6. A Building Permit can be obtained in conjunction with this application.
7. Upon completion of the entrance installation, please notify our office in order for the FINAL INSPECTION to be completed. Please allow 1 week for final approval. **Please note**, final approvals submitted in the winter may require a spring inspection. Once the final inspection has been approved, the environmental fee will be returned to the applicant.



Permit #: _____

Entrance Permit

Permit Fee: _____ Environmental Fee: _____ Receipt: _____

Required Information

Roll #: _____ Recent Severance: Yes No

Property Owner Name: _____ Telephone _____

Mailing address: _____ Postal Code _____

E-Mail: _____ Fax: _____

Permit to be: Mailed Faxed E-mailed

Proposed Entrance

Road Name: _____ Civic No. (or close to): _____

Lot No: _____ Conn. No: _____ Plan No: _____

Type of Establishment: Residential Seasonal Residential
Commercial Temporary (logging)

Office Use Only

Culvert Required: Yes No Type: _____

Culvert Diameter: _____ Length Min: _____ Max: _____

Signs Required: Yes No Type: _____

Note: Additional costs for traffic signs (Hidden Driveway Sign) are the responsibility of the applicant.

Comments: _____

- **Approval is based on information and locations as provided by the Applicant.**
- **The Applicant is required to comply with all other applicable Federal, Provincial and Municipal Statutes.**
- **Owner to ensure drainage from roads or adjacent properties is directed away from the buildings.**
- **The Town is not responsible for any surface or road drainage onto the subject property.**

Inspections

Approved for installation: _____ Final Inspection: _____ Environmental Fee Returned: _____

Signed By: _____ Signed By: _____ Signed By: _____

Date: _____ Date: _____ Date: _____

This Permit expires two years from the date of approval.