

Entrance & culvert permit application

Each application submission **must include a drawing** showing the location and size of your property, location and size of the proposed entrance, any sight obstructions, or physical features such as utility poles, trees or hydrants within the municipal road allowance in front of subject property.

Owner/Applicant Information

Name:		Address:	
Phone:		E-Mail:	
Type of Entrance (check all that apply): <input type="checkbox"/> New <input type="checkbox"/> Modify Existing <input type="checkbox"/> Curb Cut			
If modifying, provide details: 			
Contractor Name:		Contractor Phone No.:	
Contractor Address:			
Proposed Entrance Address			
Lot:		Concession:	
Street No.:		Street:	
Date Of Application:		Signature:	
Severance Applied For? <input type="checkbox"/> Yes <input type="checkbox"/> No		Severance Number:	
Desired Driveway Width:		Driveway Surface:	

The application and fee are to be submitted or dropped off to Public Works Department at
20 Pelham Town Square, PO Box 400, Fonthill, Ontario, L0S 1E0.

Fee Requirements – Office Use Only

Non-Refundable Inspection Fee 1-3-30300-2304	\$ 170.00	Paid By <input type="checkbox"/> Cash <input type="checkbox"/> Cheque <input type="checkbox"/> Debit	Date Paid
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New Entrances are required to be staked by the owner prior to inspection to ensure the correct location for installation.

Final payment is due in full prior to installation.

This permit is subject to the following conditions and to any supplementary conditions established by the Town of Pelham at the time of issue:

1. This permit is subject to all Municipal By-Laws.
2. Work on the construction or alteration of the driveway entrance must not commence prior to inspection by Public Works Staff and subsequent issue of the driveway modification permit.
3. All works are to be in accordance with the current Town of Pelham Standards and plans approved by the Town.
4. Work for which this permit is granted must be completed within two (2) months of the issue date or the permit will be void. The applicant further agrees that once the work has commenced, it will be completed continuously, expeditiously and without delay.
5. The applicant agrees to restore all areas disturbed by this construction to pre-existing conditions or better.
6. **Curb Cuts:** The modification of the curb is to be completed by mechanical means capable of providing an even and uniform cut through the full thickness of the curb.
7. Any areas **not staked prior to inspection** will not be considered and an additional charge of **\$80.00** will be applicable for staff to return to the site.

If further information is required, please contact the Public Works Department 905-980-6672 or send your inquiry to publicworks@pelham.ca.

Owner/Applicant's Initials: _____

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Street No.:		Street:	
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Proposed New or Modified Entrance Drawing



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Requirements For Entrance – Office Use Only

Street No.:		Street:			
Culvert Pipe Required?	<input type="checkbox"/> Yes <input type="checkbox"/> No		Coupling:		
Length of Culvert:			Diameter of Culvert:		
Special Conditions:					
Date of Inspection:			Staff Signature:		

Culvert Installation Fees– Office Use Only

Total Meters			Diameter		
Coupling Qty			Cost Per Coupling		
Memo				Sub-Total	
				HST	
				TOTAL	

Fee Requirements – Office Use Only
Culvert Installation Fee

Paid By <input type="checkbox"/> Cash <input type="checkbox"/> Cheque <input type="checkbox"/> Debit 1-3-30300-2304	Date Payment Received	Date Work Completed
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