

# THE TOWNSHIP OF FRONTENAC ISLANDS

P.O. BOX 130, WOLFE ISLAND, ONTARIO, K0H2Y0

## WOLFE ISLAND OFFICE:

P.O. BOX 13

WOLFE ISLAND, ON K0H 2Y0 GANANOQUE,

Phone (613) 385-2216 Fax (613) 385-1032

Email : lhughes@frontenacislands.ca



## HOWE ISLAND OFFICE:

50 BASELINE ROAD, R.R.#4

ON K7G 2V6

Phone (613) 544-6348 Fax (613) 548-7545

Email : vlatimer@frontenacislands.ca

## BUILDING PERMIT APPLICATION PACKAGE

**This brief guide outlines what to expect and what is required while obtaining a building permit.**

**Permit applications can be submitted digitally through [Cloud Permit](#), or a paper copy dropped off at the Municipal Office on Wolfe Island or Howe Island. If a paper copy is submitted, the information will be entered into Cloud Permit on your behalf, and a fee charged per the fee by-law (attached).**

### Information required to accompany your permit application submission:

- ☐ Building Permit Application Form, completed and signed.
- ☐ PDF or paper copy of technical drawings.
- ☐ An EEDS (Energy Efficiency Design Summary) form.
- ☐ A copy of your deed or tax bill.
- ☐ A copy of a survey or plot plan.
- ☐ A copy of the entrance permit approval, where required. Private lanes do not require entrance approval.
- ☐ Heating layout and heat loss calculations if available, or prior to framing inspection.
- ☐ Well drilling report and water test if available, or prior to occupancy inspection.
- ☐ Truss and floor joist layouts if available, or prior to framing inspection.

A building permit is required for any construction over 10 square meters (108 square feet) or 15 square meters (161 square feet) for accessory structures with no human occupancy. This includes additions, alterations, renovations, demolitions, plumbing, swimming pools, woodstoves, fireplaces, chimneys, sheds, any agricultural buildings, and outdoor furnaces.

### The following must be included on the plan set:

#### FOUNDATION:

- Fully dimensioned and includes:
  - Foundation type
  - Openings in foundation, including size and locations
  - Footings and pad footings for columns
  - Floor drain location
  - Sump pit location
  - Size and span of beams
  - Size of columns
  - Floor joist direction, size and spacing
  - Location and size of stairs

#### FLOOR PLAN

- One plan per storey showing:
  - Size and names of rooms
  - Window and door sizes and locations

- Stair size and location
- Attic access and size
- Locations of smoke and carbon monoxide detectors
- If there is a storey above:
  - Size and span of beams
  - Size of columns
  - Floor joist direction, size and spacing

#### CROSS SECTIONS

- Size of footings
- Foundation type and thickness
- Wall, floor and roof assemblies with all material and sizes specified

#### ELEVATIONS

- Provide an elevation for each side of the building showing:
  - Windows and doors
  - Decks
  - Grade levels
  - Exterior finishes
  - Finished ceiling heights
  - Heights of window sills above finished floor where grade is greater than 1.8m from the finished floor on the opposite side of the wall.

**The Township is not responsible for the placement of any building on the lot and it must meet all zoning requirements.**

**A septic permit must be obtained before a building permit can be issued. This can also be submitted through [Cloud Permit](#) or dropped off at either Township Office.**

#### **Entrance Approval**

**Must be sought prior to permit issuance.** Entrance approval is required on Township roads but not on private lanes.

**Wolfe Island and Simcoe Island, please contact Keith Greenwood (613) 770-9373**

**Howe Island, please contact Mike Quinn (613) 531-1250**

#### **Bell Canada**

**New Service (613) 310-2355**

#### **Hydro One**

**New Service (888) 664-9376**

**Authorization for an Application for a Building Permit  
by a person other than the Legal Owner**

I, \_\_\_\_\_, being the legal owner of the subject property described as  
Lot \_\_\_\_\_, Concession \_\_\_\_\_, \_\_\_\_\_ (street number and street name)  
in the Township/Town of \_\_\_\_\_, Roll Number \_\_\_\_\_  
do herein authorize \_\_\_\_\_ to act as my authorized agent to apply  
for a Building Permit for work to be done on the above mentioned property. I may rescind this  
authority at any time by advising in writing.

Dated: \_\_\_\_\_

\_\_\_\_\_  
(Signature of Legal Owner)

\_\_\_\_\_  
(Witness – other than agent named above)

## SITE SKETCH/PLOT PLAN

Road Name/Property Address:

1. Dimensions of **Proposed Structure**: Length \_\_\_\_\_, Width \_\_\_\_\_, Height \_\_\_\_\_,  
Area sq. ft. \_\_\_\_\_
2. Dimensions of **Proposed Deck**: Length \_\_\_\_\_, Width \_\_\_\_\_, Height \_\_\_\_\_, ☐ n/a
3. Setbacks from **Proposed Structure to Lot Lines**:  
Left Side Yard \_\_\_\_\_ ft., Right Side Yard \_\_\_\_\_ ft., Rear Yard \_\_\_\_\_ ft.,  
Front Yard \_\_\_\_\_ ft., High Water Mark \_\_\_\_\_ ft.
4. Lot Dimensions: Lot Area \_\_\_\_\_ acres +/-, Lot Size \_\_\_\_\_ ft. x \_\_\_\_\_ ft. +/-

**\* PLEASE INCLUDE THE FOLLOWING ON YOUR PLOT PLAN for existing and proposed structures \***

- |  |  |
|--|--|
| 5. Distance to: <input type="checkbox"/> all lot lines | <input type="checkbox"/> number of storeys |
| <input type="checkbox"/> Septic (tank and tile bed)    | <input type="checkbox"/> dimensions        |
| <input type="checkbox"/> Well                          | <input type="checkbox"/> area (sq. ft.)    |
| <input type="checkbox"/> Road Location                 |  |

**Please complete in full to avoid permit processing delays**

# Application for a Permit to Construct or Demolish

This form is authorized under subsection 8(1.1) of the *Building Code Act, 1992*

For use by Principal Authority				
Application number:		Permit number (if different):		
Date received:		Roll number:		
Application submitted to: _____ (Name of municipality, upper-tier municipality, board of health or conservation authority)				
A. Project information				
Building number, street name			Unit number	Lot/con.
Municipality	Postal code	Plan number/other description		
Project value est. \$		Area of work (m <sup>2</sup> )		
B. Purpose of application				
New construction	Addition to an existing building	Alteration/repair	Demolition	Conditional Permit
Proposed use of building		Current use of building		
Description of proposed work				
C. Applicant				
Applicant is:      Owner or      Authorized agent of owner				
Last name		First name	Corporation or partnership	
Street address			Unit number	Lot/con.
Municipality	Postal code	Province	E-mail	
Telephone number	Fax	Cell number		
D. Owner (if different from applicant)				
Last name		First name	Corporation or partnership	
Street address			Unit number	Lot/con.
Municipality	Postal code	Province	E-mail	
Telephone number	Fax	Cell number		

<b>E. Builder (optional)</b>				
Last name		First name	Corporation or partnership (if applicable)	
Street address			Unit number	Lot/con.
Municipality	Postal code	Province	E-mail	
Telephone number	Fax		Cell number	
<b>F. Tarion Warranty Corporation (Ontario New Home Warranty Program)</b>				
i. Is proposed construction for a new home as defined in the <i>Ontario New Home Warranties Plan Act</i> ? If no, go to section G.			Yes	No
ii. Is registration required under the <i>Ontario New Home Warranties Plan Act</i> ?			Yes	No
iii. If yes to (ii) provide registration number(s): _____				
<b>G. Required Schedules</b>				
i) Attach Schedule 1 for each individual who reviews and takes responsibility for design activities.				
ii) Attach Schedule 2 where application is to construct on-site, install or repair a sewage system.				
<b>H. Completeness and compliance with applicable law</b>				
i) This application meets all the requirements of clauses 1.3.1.3 (5) (a) to (d) of Division C of the Building Code (the application is made in the correct form and by the owner or authorized agent, all applicable fields have been completed on the application and required schedules, and all required schedules are submitted). Payment has been made of all fees that are required, under the applicable by-law, resolution or regulation made under clause 7(1)(c) of the <i>Building Code Act, 1992</i> , to be paid when the application is made.			Yes	No
ii) This application is accompanied by the plans and specifications prescribed by the applicable by-law, resolution or regulation made under clause 7(1)(b) of the <i>Building Code Act, 1992</i> .			Yes	No
iii) This application is accompanied by the information and documents prescribed by the applicable by-law, resolution or regulation made under clause 7(1)(b) of the <i>Building Code Act, 1992</i> which enable the chief building official to determine whether the proposed building, construction or demolition will contravene any applicable law.			Yes	No
iv) The proposed building, construction or demolition will not contravene any applicable law.			Yes	No
<b>I. Declaration of applicant</b>				
<p>I _____ declare that:</p> <p>(print name)</p> <ol style="list-style-type: none"> <li>The information contained in this application, attached schedules, attached plans and specifications, and other attached documentation is true to the best of my knowledge.</li> <li>If the owner is a corporation or partnership, I have the authority to bind the corporation or partnership.</li> </ol> <p>_____</p> <p>Date Signature of applicant</p>				

Personal information contained in this form and schedules is collected under the authority of subsection 8(1.1) of the *Building Code Act, 1992*, and will be used in the administration and enforcement of the *Building Code Act, 1992*. Questions about the collection of personal information may be addressed to: a) the Chief Building Official of the municipality or upper-tier municipality to which this application is being made, or, b) the inspector having the powers and duties of a chief building official in relation to sewage systems or plumbing for an upper-tier municipality, board of health or conservation authority to whom this application is made, or, c) Director, Building and Development Branch, Ministry of Municipal Affairs and Housing 777 Bay St., 2nd Floor. Toronto, M5G 2E5 (416) 585-6666.

## Schedule 1: Designer Information

Use one form for each individual who reviews and takes responsibility for design activities with respect to the project.

<b>A. Project Information</b>				
Building number, street name			Unit no.	Lot/con.
Municipality	Postal code	Plan number/ other description		
<b>B. Individual who reviews and takes responsibility for design activities</b>				
Name		Firm		
Street address			Unit no.	Lot/con.
Municipality	Postal code	Province	E-mail	
Telephone number	Fax number		Cell number	
<b>C. Design activities undertaken by individual identified in Section B. [Building Code Table 3.5.2.1. of Division C]</b>				
House	HVAC – House		Building Structural	
Small Buildings	Building Services		Plumbing – House	
Large Buildings	Detection, Lighting and Power		Plumbing – All Buildings	
Complex Buildings	Fire Protection		On-site Sewage Systems	
Description of designer's work				
<b>D. Declaration of Designer</b>				
<p>I _____ declare that (choose one as appropriate):</p> <p style="text-align: center;">(print name)</p> <p>I review and take responsibility for the design work on behalf of a firm registered under subsection 3.2.4. of Division C, of the Building Code. I am qualified, and the firm is registered, in the appropriate classes/categories.</p> <p>Individual BCIN: _____</p> <p>Firm BCIN: _____</p> <p>I review and take responsibility for the design and am qualified in the appropriate category as an “other designer” under subsection 3.2.5. of Division C, of the Building Code.</p> <p>Individual BCIN: _____</p> <p>Basis for exemption from registration: _____</p> <p>The design work is exempt from the registration and qualification requirements of the Building Code.</p> <p>Basis for exemption from registration and qualification: _____</p> <p>I certify that:</p> <ol style="list-style-type: none"> <li>1. The information contained in this schedule is true to the best of my knowledge.</li> <li>2. I have submitted this application with the knowledge and consent of the firm.</li> </ol> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 30%;"> <p>_____</p> <p style="text-align: center;">Date</p> </div> <div style="width: 60%;"> <p>_____</p> <p style="text-align: center;">Signature of Designer</p> </div> </div>				

**NOTE:**

1. For the purposes of this form, “individual” means the “person” referred to in Clause 3.2.4.7(1) (c). of Division C, Article 3.2.5.1. of Division C, and all other persons who are exempt from qualification under Subsections 3.2.4. and 3.2.5. of Division C.
2. Schedule 1 is not required to be completed by a holder of a license, temporary license, or a certificate of practice, issued by the Ontario Association of Architects. Schedule 1 is also not required to be completed by a holder of a license to practise, a limited license to practise, or a certificate of authorization, issued by the Association of Professional Engineers of Ontario.

# Energy Efficiency Design Summary: Prescriptive Method

(Building Code Part 9, Residential)

This form is used by a designer to demonstrate that the energy efficiency design of a house complies with the building code using the prescriptive method described in Subsection 3.1.1. of SB-12. This form is applicable where the ratio of gross area of windows/sidelights/skylights/glazing in doors and sliding glass doors to the gross area of peripheral walls is not more than 22%.

For use by Principal Authority	
Application No:	Model/Certification Number

## A. Project Information

Building number, street name		Unit number	Lot/Con
Municipality	Postal code	Reg. Plan number / other description	

## B. Prescriptive Compliance [indicate the building code compliance package being employed in this house design]

SB-12 Prescriptive (input design package):	Package: _____	Table: _____
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## C. Project Design Conditions

Climatic Zone (SB-1):	Heating Equipment Efficiency	Space Heating Fuel Source
<input type="checkbox"/> Zone 1 (< 5000 degree days)	<input type="checkbox"/> ≥ 92% AFUE	<input type="checkbox"/> Gas <input type="checkbox"/> Propane <input type="checkbox"/> Solid Fuel
<input type="checkbox"/> Zone 2 (≥ 5000 degree days)	<input type="checkbox"/> ≥ 84% < 92% AFUE	<input type="checkbox"/> Oil <input type="checkbox"/> Electric <input type="checkbox"/> Earth Energy
Ratio of Windows, Skylights & Glass (W, S & G) to Wall Area		Other Building Characteristics
Area of walls = _____m <sup>2</sup> or _____ft <sup>2</sup>	W, S & G % = _____	<input type="checkbox"/> Log/Post&Beam <input type="checkbox"/> ICF Above Grade <input type="checkbox"/> ICF Basement
Area of W, S & G = _____m <sup>2</sup> or _____ft <sup>2</sup>	Utilize window averaging: <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Slab-on-ground <input type="checkbox"/> Walkout Basement
		<input type="checkbox"/> Air Conditioning <input type="checkbox"/> Combo Unit
		<input type="checkbox"/> Air Sourced Heat Pump (ASHP)
		<input type="checkbox"/> Ground Sourced Heat Pump (GSHP)

## D. Building Specifications [provide values and ratings of the energy efficiency components proposed]

Energy Efficiency Substitutions			
<input type="checkbox"/> ICF (3.1.1.2.(5) & (6) / 3.1.1.3.(5) & (6))			
<input type="checkbox"/> Combined space heating and domestic water heating systems (3.1.1.2.(7) / 3.1.1.3.(7))			
<input type="checkbox"/> Airtightness substitution(s)	<input type="checkbox"/> Table 3.1.1.4.B Required: _____ Permitted Substitution: _____		
Airtightness test required (Refer to Design Guide Attached)	<input type="checkbox"/> Table 3.1.1.4.C Required: _____ Permitted Substitution: _____		
	Required: _____ Permitted Substitution: _____		
Building Component	Minimum RSI / R values or Maximum U-Value <sup>(1)</sup>	Building Component	Efficiency Ratings
<b>Thermal Insulation</b>	Nominal    Effective	<b>Windows &amp; Doors</b> Provide U-Value <sup>(1)</sup> or ER rating	
Ceiling with Attic Space		Windows/Sliding Glass Doors	
Ceiling without Attic Space		Skylights/Glazed Roofs	
Exposed Floor		<b>Mechanicals</b>	
Walls Above Grade		Heating Equip.(AFUE)	
Basement Walls		HRV Efficiency (SRE% at 0° C)	
Slab (all >600mm below grade)		DHW Heater (EF)	
Slab (edge only ≤600mm below grade)		DWHR (CSA B55.1 (min. 42% efficiency))	# Showers _____
Slab (all ≤600mm below grade, or heated)		Combined Heating System	

(1) U value to be provided in either W/(m<sup>2</sup>•K) or Btu/(h•ft<sup>2</sup>•F) but not both.

## E. Designer(s) [name(s) & BCIN(s), if applicable, of person(s) providing information herein to substantiate that design meets the building code]

Qualified Designer Declaration of designer to have reviewed and take responsibility for the design work.		
Name	BCIN	Signature



# Guide to the Prescriptive Energy Efficiency Design Summary Form

This form must accurately reflect the information contained on the drawings and specifications being submitted. Refer to Supplementary Standard SB-12 for details about building code compliance requirements. Further information about energy efficiency requirements for new buildings is available from the provincial building code website or the municipal building department.

The building code permits a house designer to use one of four energy efficiency compliance options:

1. Comply with the SB-12 Prescriptive design tables (this form is for this option (Option 1)),
2. Use the SB-12 Performance compliance method, and model the design against the prescriptive standards,
3. Design to Energy Star, or
4. Design to R2000 standards.

## COMPLETING THE FORM

### B. Compliance Options

Indicate the compliance option being used.

- SB-12 Prescriptive requires that the building conforms to a package of thermal insulation, window and mechanical system efficiency requirements set out in Subsection 3.1.1. of SB-12. Energy efficiency design modeling and testing of the building is not required under this option. Certain substitutions are permitted. In which case, the applicable airtightness targets in Table 3.1.1.4.A must be met.

### C. Project Design Conditions

*Climatic Zone:* The number of degree days for Ontario cities is contained in Supplementary Standard SB-1

*Windows, Skylights and Glass Doors:* If the ratio of the total gross area of windows, sidelights, skylights, glazing in doors and sliding glass doors to the total gross area of walls is more than 17%, higher efficiency glazing is required. If the ratio is more than 22%, the SB-12 Prescriptive option may not be used. The total area is the sum of all the structural rough openings. Some exceptions apply. Refer to 3.1.1.1. of SB-12 for further details.

*Fuel Source and Heating Equipment Efficiency:* The fuel source and efficiency of the proposed heating equipment must be specified in order to determine which SB-12 Prescriptive compliance package table applies.

*Other Building Conditions:* These construction conditions affect SB-12 Prescriptive compliance requirements.

### D. Building Specifications

*Thermal Insulation:* Indicate the RSI or R-value being proposed where they apply to the house design. Under the SB-12 Prescriptive option, alternative ICF wall insulation is permitted in certain conditions where other design elements meet higher standards. Refer to SB-12 for further details. Where effective insulation values are being used, the Authority Having Jurisdiction may require supporting documentation.

## BUILDING CODE REQUIREMENTS FOR AIRTIGHTNESS IN NEW HOUSES

All houses must comply with increased air barrier requirements in the building code. Notice of air barrier completion must be provided and an inspection conducted prior to it being covered.

The air leakage rates in Table 3.1.1.4.A are not requirements. This provision is a voluntary provision for when credits for airtightness are claimed. Credit for air tightness allows the designer to substitute the requirements of compliance packages as set out in Table 3.1.1.4.B or 3.1.1.4.C. Neither the air leakage test nor compliance with airtightness targets given in Table 3.1.1.4.A are required, unless credit for airtightness is claimed. Table 3.1.1.4.A provides airtightness targets in three different metrics; ACH, NLA, NLR. Any one of them can be used. OBC Reference Default Air Leakage Rates (Table 3.1.1.4.A)

Building Type	Airtightness Targets				
	ACH @ 50 Pa	NLA @ 10 Pa		NLR @ 50 Pa	
Detached dwelling	2.5	1.26 cm <sup>2</sup> /m <sup>2</sup>	1.81 in <sup>2</sup> /100ft <sup>2</sup>	0.93 L/s/m <sup>2</sup>	0.18 cfm50/ft <sup>2</sup>
Attached dwelling	3.0	2.12 cm <sup>2</sup> /m <sup>2</sup>	3.06 in <sup>2</sup> /100ft <sup>2</sup>	1.32 L/s/m <sup>2</sup>	0.26 cfm50/ft <sup>2</sup>

The building code requires that a blower door test be conducted to verify the air tightness of the house during construction if the SB-12 Prescriptive option with airtightness credit being applied. Results of the airtightness test may need to be submitted to the Authority Having Jurisdiction. Airtightness of less than 2.5 ACH @ 50 Pa (or NLA or NLR equivalent) in the case of detached houses, or 3.0 ACH @ 50 Pa (or NLA or NLR equivalent) in the case of attached houses is necessary to meet the required energy efficiency standard.

### E. House Designer

The building code requires designers providing information about whether a building complies with the building code to have a BCIN. Exemptions apply to architects, engineers and owners designing their own house.

## Building and Service Fees December 2024

Description	Fees	Deposits
All new construction	1.5% of Construction value with Minimum fee of \$100	New residential Construction Refundable \$800
All renovation to existing structures	1.5% of Construction value with Minimum fee of \$100	\$200.00
All accessory structures or accessory Mechanicals	1.5% of value with Minimum fee of \$100	\$200.00
Other structures not otherwise noted	1.5% of Construction value with Minimum fee of \$100	\$200.00
Temporary tents or other temporary structures	\$100.00	0
Plumbing	50.00 plus \$10.00 per fixture	0
Change of use	1.5% of project value plus \$200.00	\$200.00
Pool permit	\$100.00	0
Demolition	\$100.00	0
Conditional Permit	To be determined With value of construction	0
Zoning Compliance request	\$100.00	0
Equivalency Review/Letter	\$100.00 Minimum Cost of review To be assumed by applicant	\$500.00
Re-inspection costs	\$150.00	0
Solar panels on Building	1.5% of Construction value with Minimum fee of \$100	0
Farm Buildings	1.5% of Construction value with Minimum fee of \$100	\$500.00
Permit refund after review	75% less Min. fee	0
911 number	\$150.00	0
Entrance permit	\$850.00	0
Request for special inspection	\$150.00	0
Yearly Permit renewal fee	\$100.00	0
Plan Review	\$350.00 regular projects \$300.00 Major changes \$150 on accessory structures	

Enter data into Cloud-permit. Instead of property owner or agent	\$250.00 dollars Scanning, data, PDF, maps and plans	0
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#### Value of Project

Dwelling one story first floor	\$280.00 / sq. ft.
Second Floor	\$200.00 / sq. ft.
Finished Basement	\$120.00 / sq. ft.
Unfinished Basement	\$80.00 / sq. ft.
Attached garage finished	\$80.00 / Sq. Ft.
Detached garage not insulated	\$60.00 / sq. ft.
Detached garage finished	\$75.00 / sq. ft.
Carport	\$50.00 / sq. ft.
Deck open	\$35.00 / sq. ft.
Covered deck	\$50.00 / sq. ft.
Three seasons room	\$120.00 / sq. ft.
Farm Building framed no concrete Const. Value or	\$30.00 / sq. ft.
Cover all Type building	\$20.00 / sq. ft.
Dairy Barn Construction value or evaluated by CBO	\$100.00 / sq. ft.
Building without a permit Main structure	Double the permit fee Minimum \$800.00
Building without a permit accessory structure	Double the permit fee Minimum \$400.00
Permit review	\$300.00 major changes

When cost of project cannot be estimated by sq. ft. or the cost appear inadequate for the size of project the real cost of project is to be estimated by the building dept. and the estimated value is to be used for permit cost.

If the listed costs above are contested; the Owner or builder can submit all invoices of material and labour for evaluation. When the building is self built the expected cost of labour will be used. When all related costs are compiled, the permit will be adjusted to the value of the project. If there is a difference more than 10% fees will be changed and adjusted. The township may call for a Real Estate evaluation to establish the value of the project.

Re-inspection fees will be subtracted from deposit. If re-inspection fees exceed deposit the applicant will have to pay the township before other inspections are done. Permit renewal will be deducted from deposit if not paid on time.



## Entrance Permit Application

Township of Frontenac Islands

**Wolfe Island Office** – Telephone: 613-385-2216 - 1191 Rd 96, Wolfe Island, ON K0H 2Y0

**Howe Island Office** – Telephone: 613-544-6348 - 50 Baseline Rd, Ganonoque, ON K7G 2V6

Application No: \_\_\_\_\_ Date: \_\_\_\_\_

Please complete the following required information:

<b>1. I hereby make an application to:</b>
<p>- Construct/New: _____ Alter/Improve: _____ Remove: _____</p> <p>- Residential: _____ Commercial: _____ Agricultural: _____</p> <p>As means of access to a (Description of Establishment) _____</p>
<b>2. Registered Owner:</b>
<p>Name: _____ Phone No: _____</p> <p>Address: _____</p> <p>City: _____ Province: _____ Postal Code: _____</p>
<b>3. Location of Property:</b>
<p>Entrance at: Lot: _____ Concession: _____</p> <p>On the Island of (Wolfe / Howe / Simcoe) _____ on the (North / East / South / West) _____ side of (Road Name) _____.</p> <p>Property Roll#: _____ Civic # (if applicable): _____</p>
<b>4. Please attach site plan or sketch showing the location of the structure, requested entrance, and other landmarks on the property. (please show measurements)</b>



A \$50.00 non-refundable fee is to be paid at the time of submission of the application; an \$800.00 security deposited is required. **This fee will be refunded upon completion of construction and final approval from the Public Works Department. The onus is on the property owner to notify the Public Works Operations Supervisor for location approval prior to installing the entrance. Final inspection is also required prior to deposit release.**

To be completed by the Township:

Township Use Only	
Application Fee: _____	Date Paid: _____
Deposit Fee: _____	Date Paid: _____
Public Works Department Use Only	
Location Suitability: _____	
Culvert diameter: _____	Length: _____
Inspection Comments: _____	
Entrance Approval Date: _____	Authorized Signature: _____
Final Approval Date: _____	Authorized Signature: _____

#### Entrance Conditions:

- New corrugated steel pipe to be used meeting OPSS 1801.(Minimum pipe thickness to be 2.0)
- Entrance Material – Minimum 200mm (8”) of 5/8” crushed stone.
- Minimum width for non-commercial entrance to be 5 meters
- End of pipe exposure to be minimum 30cm
- Construct only to the outside edge of roadway shoulder
- Minimum length of pipe determined by depth of ditch

<u>D Meters</u>	<u>Minimum Length is Meters</u>
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Up to 1.0	9.0
Up to 1.31	11.0
Up to 1.7	12.0
1.7 +	As approved

**\*\* Please make sure the painted stakes you receive are placed clearly at the location you wish the entrance location to be.**