

ATTENTION APPLICANTS:

1. Applicant is responsible to pay **\$100** per application for **new** driveway/entrances including secondary driveway prior to approval.
2. Applicant is responsible to pay **\$35** per application when paving/concrete etc the existing driveway.
3. This approval is issued under the authority vested in the Town of Penetanguishene Public Works Department by By-law 2019-30 Composite Fee Schedule.
4. It is understood that all works will be constructed, altered, maintained or operated at the expense of the undersigned and that work must not begin before a permit has been issued by the Town.
5. The issuance of a permit by the Town does not relieve the holder of the responsibility of complying with all other Municipal By-laws.
6. Each entrance must be designed, constructed, and maintained in a manner that prevents surface water from the entranceway and/or the adjoining property from being discharged via the entrance on the Town Road.
7. The use or purpose of an entrance must not be changed in a manner that changes the classification of the entrance. Improper use of an entrance may result in the cancellation of the Entrance Permit. If the Owner desires to change the classification of an entrance, an application to do so must be submitted to the Town for approval.
8. If the Entrance Permit expires and is not renewed for any reason, all work constructed maintained or operated under this permit shall, if the Town requests are removed without expense to the Town and the Town Road shall be left in as good a condition as it was before the said works were installed or constructed.
9. An Entrance Permit may be canceled at any time for breach of the regulations or conditions of the permit and/or By-law or for such reasons as the Town, in its discretion deems appropriate.
10. If the Town performs roadwork, either for maintenance or construction purposes, the Town will restore the entrance to its own satisfaction. The property Owner assumes the risk that any alterations to the entrance on the road allowance, such as the placement of asphalt and may not be replaced to the original state.
11. Trees, shrubs, etc. on the right of way of a Town road must not be cut or trimmed without permission of the Town and such cutting or trimming may only be done under the direct supervision of the Town or agent. Where it is necessary to cut or trim trees on property adjacent to a Town Road, the applicant must make the necessary arrangements with the property Owners and must bear all expenses in connection therewith, including any damages occasioned as a result of such cutting or trimming.
12. If there is an expiry date named on this permit, and a further term is desired, an application for the renewal of the permit shall be made to the Town before the expiry date named in this permit. A further term may be approved or denied by the Town.
13. The applicant is responsible for the construction, marking, and maintenance of the detours required and for maintaining safety measures for the protection of the public during the construction of any works in respect to an entrance.
14. It is the responsibility of the applicant to determine if the proposed entrance is on to a public highway, Unopened Road Allowance, within the limits of a reserve, block, or part of a plan so as to not interfere with the installation of the entrance. Entrance Permits will not be issued on an unopened road allowance or unassumed road unless the road is upgraded to a Municipal Standard.
15. It is the applicant's responsibility to contact the Public Works Department should they require clarification.