



Entrance Permit Application

This form is authorized under By-law 2014-65

TOWN OF THE BLUE MOUNTAINS
32 Mill Street, P.O. Box 310
Thornbury, ON N0H 2P0

Submit Applications to: build@thebluemountains.ca

Permit number (Office Use Only):	Roll # (Office Use Only):
	Fee \$ _____ Deposit \$ _____

1. Owner/Property Information			
Surname	First Name	Corporation or Company	
Municipal Address		Plan number	Lot #
Mailing Address		Province	Postal Code
Primary Telephone number		Email	

2. Purpose of Application	<input type="checkbox"/> New Entrance/Alteration/Pool Enclosure	<input type="checkbox"/> Frontage	<input type="checkbox"/> Paving
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3. Description of proposed work
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4. Applicant	<input type="checkbox"/> Owner	<input type="checkbox"/> Authorized Agent of Owner (4)	
Surname	First name	Corporation or Company	
Street Address		Unit #	
Municipality	Postal Code	Province	Email
Telephone number		Cell	

5. Declaration of Applicant

I _____ hereby understand and certify that:

(Print Name)

- The information contained in this application and supporting documentation is true and in compliance with Town By-laws and relevant Development Agreements.
- Deposits are collected in accordance with the provisions of Fees and Charges By-law No. 2019-14, and that I will comply with the provisions of the By-law. I understand that the deposit funds will be released to the Original payor as recorded on payment receipt.
- All construction shall adhere to the requirements outlined within the Land Use Permit By-law No. 2014-65, within Town standards and following legislative safety requirements as applicable, and I will comply with all Permit Conditions and Land Use Permit By-law No. 2014-65.
- If the owner is a corporation or partnership, the undersigned has the authority to bind the corporation or partnership. The Owner may appoint an Agent/ Contractor to act on their behalf for all communications related to this application. In such cases, the Town requires that a letter of authorization from the owner is submitted with this application.
- Town lands (i.e. boulevard, open space, etc.) will not be utilized for material storage or staging, or for parking construction vehicles or equipment not in conformance with the Highway Traffic Act or Town By-Laws.
- This agreement may be delivered by facsimile or by email in PDF format and such delivery shall constitute a duly executed original.

Signature of Owner or Agent
(Owner's Authorization required if Agent acting for Owner)

Date:

Collection of Information Personal information on this application form is collected under the legal authority of the Municipal Act, S.O. 2001, c.25, as amended. The information is collected for the purpose of gathering applicant contact details and is pursuant to Section 27 of the Municipal Freedom of Information and Protection of Privacy Act. For questions about how this information is collected please contact the Town of The Blue Mountains Clerk's department.

6. Site Plan

If you have an electronic document containing your site plan, please submit with your application (*i.e. engineered grading/site plan*)

If you don't have an electronic document containing your site plan, please draw below an accurate sketch showing the following features (use reverse if necessary):

- Width of entrance (max driveway width shall be equal to the greater of: the garage door(s) width plus 1.5m; or 6.1m. Note that a min of 50% of front or exterior side yard in which driveway is located shall be landscaping)
- Proposed entrance material (i.e. concrete, asphalt, pavers, exposed aggregate, etc.)
- Street name(s)
- Culvert: Length (maximum 9m), Diameter (minimum 500mm), Gauge/wall thickness (min 2.0mm/14 gauge)
- Proposed ditch grades, drainage features both upstream and downstream (including existing entrance, road crossing culvert sizes and culvert inverts)
- Location and distance from, as applicable, the following:
 - side property lines (min setbacks are dependent on zone standards for property)
 - regulatory signage (i.e. parking sign, stop sign, speed limit sign)
 - guiderails, also known as guardrails (min required setback is 2.0m)
 - other driveways and sidewalks
 - fire hydrants (min required setback is 1.5m)
 - streetlights (min required setback is 1.5m)
 - street trees (min required setback is 1.5m)
 - municipal drainage (approximate distance to the neighbour's culvert – minimum required setback is 2.0 meters)

Please refer to [Municipal Lands Use Guidelines](#) document for further details and information.

DRAWING/SKETCH (INCLUDING ITEMS AS LISTED ABOVE)

Comments: