



# Township of McKellar

701 Hwy #124, P.O. Box 69, McKellar, Ontario POG 1C0

Phone: (705) 389-2842

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## APPLICATION FOR ENTRANCE TO PRIVATE LANDS IN ACCORDANCE WITH BY-LAW No. 2008-27(AND AMENDMENT BY-LAW No. 2009-13)

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Property Location: Lot \_\_\_\_\_, Con \_\_\_\_\_, Sublot \_\_\_\_\_, Plan \_\_\_\_\_

Land Use: Commercial \_\_\_\_\_, Residential \_\_\_\_\_, Vacant \_\_\_\_\_, Civic Address \_\_\_\_\_

**A sketch of the lot showing all buildings, location, and dimensions of the proposed entrance must be attached.**

The applicant must clearly mark the location of the proposed entrance **at the site.**

**Do not** install any entrance without contacting the Public Works Superintendent for an inspection of the proposed location. Installation of all entrances **must be inspected and approved** by the Public Works Superintendent upon completion. Where the Public Works Superintendent determines that the proper drainage of a Township Road may be interfered with, no entrance shall be constructed unless:

1. A culvert with a **minimum diameter of 400 mm** and a **minimum length of 7 metres** is installed; and
2. A cover consisting of at least **150 mm of gravel, crushed stone, or crushed rock** is placed over the culvert; and
3. The entrance is constructed in such a manner that its elevation does **not exceed** the elevation of the publicly travelled portion of the roadway.

The sizing of the culvert shall remain at the **sole discretion of the Public Works Superintendent**. Regardless of whether a culvert is required in the construction of the driveway entrance, **all driveway entrances shall be a minimum width of 8 metres where the entrance adjoins the shoulder of the travelled roadway. Entrances shall have a minimum 2% crossfall from the centerline of the entrance and shall be constructed to the satisfaction of the Township Public Works Superintendent.** The property owner is responsible for all costs associated with an entrance to private lands. By-law No. 2008-27, as amended, is available for viewing at the Township Office.

Signature of Owner: \_\_\_\_\_

<b>THE FOLLOWING TO BE COMPLETED BY THE TOWNSHIP PUBLIC WORKS SUPERINTENDENT</b>	
Culvert Required:	Yes (size): _____ No: _____
Size Approved:	_____
	<b>Public Works Superintendent</b> <b>Date</b>
Installation Approved:	_____
	<b>Public Works Superintendent</b> <b>Date</b>
\$100.00 application fee received	_____ \$750.00 Damage Deposit received: _____
Damage Deposit Returned and amount returned:	_____

### APPLICATION FOR ENTRANCE TO PRIVATE LANDS

## **FEES AND DEPOSITS**

- 1) An application fee of **\$100.00** is payable upon submission of an entrance permit application.
- 2)
  - a) A **Road Damage Deposit fee of \$750.00** is payable upon submission of an entrance permit application to cover the costs of repairing any damage to a municipal highway caused by the installation of an entrance. The deposit shall be processed immediately by the Municipality and held without interest.
  - b) Before the refund of any portion of the deposit, an inspection shall be completed by the Public Works Superintendent or his designate certifying that this condition of the municipal highway and entrance is satisfactory or recommending that certain work be carried out at the expense of the applicant.
  - c) The Municipality shall be the sole judge of damages and for determining the cost of repairs to be charged against the deposit.
  - d) In the event the amount of the deposit fails to cover the amount of the damages, the person who paid the initial deposit shall be issued an invoice for the balance of the costs.

**Updated September 10, 2025**