



The Corporation of the County of Prince Edward
Development Services Department
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NOTE: COMPLETE THIS APPLICATION IN FULL AND RETURN TO THE DEVELOPMENT SERVICES DEPARTMENT.

APPLICATION FOR EPAP (FARM 911: EMILY PROJECT ACCESS POINT)
(Field or Vacant Property)

APPLICANT INFORMATION:

Names of Property Owner(s): _____

Current Mailing Address: _____

Phone: _____ Email: _____

EXISTING ACCESS POINT INFORMATION:

Road Name: _____ Side of Road: North South East West

Lot: _____ Concession: _____ Ward: _____

Reference Plan: _____ Part Number: _____

Property Roll Number: _____

Type: Field Vacant Land Other (specify): _____

Additional Comments: _____

APPLICANT'S CHECKLIST:

- Completed Application for EPAP
- Sketch/site plan, including existing entrance location(s) with distance to and in context with the property line(s)
- Application Fee (if required)

APPLICATION CONDITIONS

Submission Requirements: All requests to assign an access point address shall be submitted on the appropriate application forms to the Development Services Department. One application must be submitted for each address and fees are payable for each access application. Requests shall include:

- i. Completed Application Form
 - ii. A sketch/site plan showing where the existing access to the property is located
 - iii. Application fee (cash, debit or cheque)
- Applying for an access point address does not guarantee the application will be approved.

Application Review: Applications will be reviewed by staff for completeness and compliance. The Municipality's review process will not begin until receipt of a complete application package, as described above. Changes to the application by the applicant during the review process will increase the length of the review period.

Application Approval: Applicants will be notified by phone when their application has been approved. At this time the applicant may pick up their approved application and EPAP sign for installation.

EPAP Address Use: The address assigned to the property shall only be used to reference the location of the property (such as for Emergency Services) and shall not be used as a mailing address for the property.

Installation & Maintenance: The property owner shall be responsible for the installation of the address post and sign provided from the Municipality. The installation guidelines, as shown on in the attachment to this application, shall be followed. The owner may engage a contractor to complete the work. The property owner is responsible to ensure signage remains visible and is maintained. If the sign is damaged the property owner can contact the Municipality for a replacement sign.

Changes to Access/Entrance: Property owners must apply for an Entrance Permit, and any other permits/approvals required, for any changes to the access in which an EPAP address has been assigned, including physical changes such as material or slope, as well as classification change. An assigned address through the EPAP does not guarantee an approved Entrance Permit for this location, as at the time of the Entrance Permit Application the access/entrance will need to meet the Municipality's current standards.

Classification of Access/Entrance: The assigned address through this permit shall only be used for fields or vacant properties (classified as field entrances), and will not be suitable for residential building applications (a change to the entrance classification would be required through an Entrance Permit Application). Further, obtaining an EPAP address in no way constitutes a legal entrance.

Seasonally Maintained Roads: An address assigned to a property which has frontage on a seasonally maintained road will be recognized by the Municipality as limited access based on the classification of the road, and the limitations on access to the property will not change. As per the classification on the road, the access point may not be accessible during portions of the year.

APPLICANT(S) SIGNATURE:

It is hereby acknowledged that having an EPAP address assigned to an existing property does not replace an Entrance Permit for future upgrades, improvements, or designation changes (ex. field use to residential use) to the access point. It is hereby acknowledged that the EPAP address assignment does not permit further use or development of the property without the appropriate approvals. It is hereby acknowledged that an address assigned through the EPAP application is to reference location only (ex. for Emergency Services), and shall not be used as a mailing address. The assignment of an EPAP address does not constitute the approval of an entrance from a public highway, nor does it deem the access point safe for use or that it meets the Municipality's entrance standards. The assignment of an EPAP address does not guarantee that the access point is adequate for Emergency Services vehicles and where access is not adequate Emergency Services vehicles may not be able to enter the property. It is hereby acknowledged that the property owner is responsible to maintain and keep the access point in good repair and ensure address signage remains visible and well maintained. Should the sign be damaged, knocked down or removed, the property owner shall contact the Municipality for a replacement sign and/or post. The applicant agrees to abide by the conditions and specifications included in this application, and acknowledge this by their signature below.

Signature of Applicant(s)

Date

FOR OFFICE USE ONLY
EPAP, Permit Number: _____

Payment Received: _____

Address Number Assigned: _____

Additional Comments: _____

Address Forwarded to County GIS

Municipality's Representative

Date Assigned

FARM 911 - EMILY PROJECT ACCESS POINT (EPAP) POLICY/PROCEDURES

PART A: Definition

Farm 911: Emily Project Access Point (EPAP) is a program to assign civic addresses to existing access points on both agricultural and vacant rural lands. The EPAP signs assist EMS with locating rural properties during an emergency.

PART B: EPAP Application Eligibility

- B.1. The EPAP policy provides property owners with a civic address that will allow EMS to respond to an emergency via an existing field access point that does not currently have a civic address assigned to it.
- B.2. The municipality acknowledges that some field access points currently being utilized for farming operations were constructed prior to the County's formal entrance permitting process. The issuance of a civic address through the EPAP process does not constitute municipal approval of the physical entrance including the construction, location or condition.
- B.3. Field access points that are eligible for EPAP civic addresses shall only apply to existing access points used for agricultural or vacant rural lands that were constructed prior to the formal entrance permitting process.
- B.4. New field access points must be approved through the Entrance Permit process.

PART C: Submitting an EPAP Application

- C.1. All applicants requesting an EPAP sign shall submit an *APPLICATION FOR EPAP (FARM 911: EMILY PROJECT ACCESS POINT)* form to the Development Services Department. All applications shall be accompanied with the associated fee payable to the County of Prince Edward in the amount of \$55.00, all of which is non-refundable (administrative and material costs).
- C.2. A sketch or site plan of the property, identifying the existing access point location(s) with distance to and in context with property line(s), shall be included with the EPAP application form.
- C.3. The applicant shall be the property owner or must otherwise include a letter from the property owner designating the applicant as the property owners acting agent.

PART D: Reviewing the EPAP Application

- D.1. The Development Services Department shall review the location of the existing access point using the GIS Viewer. If the access point cannot be found using the GIS Viewer a site visit maybe required to determine the location of the access point.

PART E: Assign Civic Address Number to EPAP

- E.1. A civic address number will be determined for the access point location using the roads odd/even configuration and the civic address calculation for rural areas. The same civic address number shall not be used at more than one (1) access point location.

- E.2. All EPAP locations will be identified internally to differentiate themselves from formal entrances that have been assigned and approved through the Entrance Permit process.
- E.3. EPAP sign blades will be red double sided blades with white reflective numbers.

PART F: Pick-up Approved EPAP Permit with Sign and Post

- F.1. The applicant will be notified when their EPAP permit has been approved and their sign, post and accessories are ready for pick-up.
- F.2. The applicant is responsible for the installation of the sign and post combination. Display and placement guidelines will be provided with the approved permit and the applicant is responsible for ensuring the sign has been installed as per the provided guidelines.
- F.3. As per the display and placement guidelines, the post shall be installed on the left side of the access point (as viewed from the road) and shall be no closer to the road than the property line. The sign blade shall be attached to the post a minimum of 1.2 meters (48 inches) above the existing ground level.

PART G: Acknowledgements and Limitations

- G.1. The EPAP address shall only be used to identify the location of the field access point and shall not be used as a mailing address.
- G.2. As noted in Part E, the applicant shall be responsible for the installation of the address post and sign combination and shall follow the installation guidelines provided. The applicant may engage a contractor to complete the work. The applicant is responsible to ensure signage remains visible and is maintained.
- G.3. The EPAP does not provide the applicant with an approved entrance; only a civic address for an access point. If the applicant wishes to make future upgrades, improvements, or designation changes to the access point they must apply for an Entrance Permit.
- G.4. The assigned address through the EPAP shall only be used for agricultural or vacant rural properties and will not be acceptable for residential building applications. In these cases, a change to the access point classification would be required through an Entrance Permit Application.
- G.5. An EPAP address assigned to an access point which has frontage on a seasonally maintained road will be recognized as limited access based on the classification of the road, and the limitations on access to the property will not change. As per the classification on the road, the access point may not be accessible during portions of the year.
- G.6. The applicant is responsible to maintain and keep the access point in good repair and ensure address signage remains visible and well maintained. Should the EPAP sign be damaged, knocked down or removed, the applicant shall contact the Development Services Department for a replacement sign and/or post.
- G.7. The EPAP address assignment does not permit further use of or development of the property without the appropriate approvals;
- G.8. The approval of the EPAP application does not deem the access point safe for use or that it meets the Municipality's entrance standards.

G.9. The approval of the EPAP application does not guarantee that the access point is adequate for EMS vehicles and where access is not adequate EMS vehicles may not be able to enter the property.