



## County of Prince Edward Development Services

Edward Building, 280 Picton Main St, 2<sup>nd</sup> Floor  
Mail to: 332 Main St. Picton, ON K0K 2T0  
Tel: 613-476-2148  
Fax: 613-471-2051  
Email: [aosborne@pecounty.on.ca](mailto:aosborne@pecounty.on.ca)  
Website: [www.pecounty.on.ca](http://www.pecounty.on.ca)

### Property Entrance Application Instructions

The required information at the time of applying for an Entrance Permit is as follows:

1. Applicant's Name(s), Address & Contact Phone Number
2. Roll # for the property.
3. A copy of the Registered Survey showing property bars and legal description.
4. A site plan showing where the driveway/entrance is desired.
5. A cheque for \$550.00 made payable to The County of Prince Edward.

Completed applications may be delivered to the Development Services located at 280 Picton Main St, 2<sup>nd</sup> Floor. An appointment for an on-site visit may be requested at that time. Applying and paying for the Property Entrance Application does not guarantee the entrance will be approved. Please note that there are certain conditions that must be met for sightlines, visibility, etc. prior to approval.

**Contact:** For general inquiries - Customer Service, Monday-Friday, 8:30am - 5:00pm  
**Phone:** 613.476.2148  
**Fax:** 613 471-2051  
**E-mail:** [aosborne@pecounty.on.ca](mailto:aosborne@pecounty.on.ca)  
**Mail:** 332 Main Street, Picton, ON K0K 2T0  
**In person:** The Edward Building – 280 Main Street, Picton ON, K0K2T0



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## County of Prince Edward PROPERTY ENTRANCE APPLICATION

Entrance File No. \_\_\_\_\_

911/Civic Number Required

Consent File No. \_\_\_\_\_

Assigned 911/Civic Address: \_\_\_\_\_

### PERMISSION IS HEREBY GRANTED TO:

Applicant: \_\_\_\_\_

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

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**TO CONSTRUCT AN ENTRANCEWAY:**  Residential  Field  Commercial

Entranceway Surface Type:  Granular  Asphalt  Concrete

Curb Replacement Required:  Yes  No  N/A

Entranceway Location: Road Name \_\_\_\_\_ Roll No. \_\_\_\_\_

Culvert Required:  Yes  No

If Required: Length \_\_\_\_\_ Diameter \_\_\_\_\_

Gauge \_\_\_\_\_ Material \_\_\_\_\_

### SKETCH OF LOT SHOWING EXISTING DRAINAGE, LOCATION OF NEW ENTRANCE, ETC:

### COMMENTS:

#### THIS PERMIT IS SUBJECT TO THE ATTACHED CONDITIONS.

The applicant or his/her agent agree to abide by the conditions and specifications of this permit, and acknowledge this by their signature below.

\_\_\_\_\_  
Applicant or Agent

\_\_\_\_\_  
Date

### FOR OFFICE USE ONLY

\_\_\_\_\_  
County Representative

\_\_\_\_\_  
Issuance Date



**The County**  
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## **County of Prince Edward PROPERTY ENTRANCE CONDITIONS**

1. Entrance shall be constructed to provide safe exit and entrance to the County Road. The grade from the edge of the road to a point 25 feet/7.5 metres distance is to be reasonably flat to provide a platform from which to enter the highway safely.
2. Each entrance must be designed, constructed and maintained in such manner as to prevent the discharge of surface water from the entrance way or from private property onto the traveled portion of the road.
  - (a) Where drainage is provided by existing roadside gutters, entrances maybe constructed so as to fall to the gutter line, subject to an approval profile. High-back curb must be removed and replaced with proper curb.
3. Existing grass and topsoil must be stripped and removed to subsoil at the location of new entrance. After completion of new entrance, this material may be used on side slopes of new entrance.
4. Culverts shall be installed with necessary couplers properly fastened, set 50 mm./2 inches below the ditch bottom, and on a grade so as not to impede the flow of water.
5. Sub-grade material (backfill) for new entrance must be a clean, inert material free of topsoil. Acceptable material would be clean shale, pit run, 3" Minus granular. In all cases, the new culvert must not be damaged during the operation of backfilling.
6. Cut and fill side slopes to entrances are to be minimum 2:1, with the culvert being sufficient length to clear the side slope. In all cases minimum length of culvert will be 30 feet (9 meters). Surface width of new entrance is to be 20 feet minimum.
7. Restoration of ditch line shoulders or side slopes shall be completed with this work prior to final approval by the Roads Manager, or designate.
8. A minimum thickness of 6 inches of crushed granular "A" or 5/8" granular material shall be placed as a driving surface on all entranceways.
  - (a) Asphalt tops are allowed, but entrance must be inspected prior to commencement of work.
9. Commercial entrances shall be constructed in accordance with the Commercial Site Access Standards established by the Ministry of Transportation, and approved by the County Engineer.
10. The construction of entrance pillars is not permitted on County Right-of-Ways.
11. Permits will not be issued for curbing or culvert headwalls. Curbing and headwalls removed by the County during the course of maintenance or construction operations, will not be replaced by the County.
12. The applicant or his agent will construct the work in a neat and workmanlike manner and accept responsibility for the safety of the traveling public so affected by the work. The constructor of a new entrance must have \$2,000,000 (Two Million Dollars) liability insurance.