



Entrance Permit Application Form

Property Information

Roll Number: _____ Road Name: _____

Property Description (Lot, Conc) _____ Side: (N,E,W,S) _____

Property Zoning: Residential Commercial Industrial Other: _____

Proposed Start Date: _____ Expected Completion Date: _____

Applicant Information

Owner Contractor Agent

The owner may appoint an Agent/Contractor. The Town requires that a Letter of Authorization from the owner, to act on behalf of the owner, be issued to their agent/contractor and submitted with this application.

Name: _____

Mailing Address: _____

Email: _____ Phone Number: _____

Attention Applicants

1. It is understood that all work 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.
2. The purpose of the entrance must not be changed in a manner that changes the classification of the entrance. Improper use of an entrance may result in cancellation of the permit.
3. 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 the entrance.

Sketch and Entrance Specifications

If you require assistance with creating a sketch due to accessibility, please contact the Town Office.

Sketch Requirements

1. Indicate location on roadway and closest intersection
2. Indicate proximity to property lines and other entrances
3. Indicate all known utilities (hydro poles, fire hydrants, catch basins, streetlights)
4. Indicate map orientation with provided compass rose in top right-hand corner of sketch box


Permit No. _____

Date Approved: _____



Sketch Drawing in Box Below

or check box if attached



Signature of Applicant: _____ **Date:** _____

For Office Use

Culvert Required: Yes No Length: _____ Diameter: _____ Type: _____

Property Lines have been Located: Yes Comment: _____

Special Instructions: _____

Approved by: _____ **Date:** _____
Public Works Designate

Application Meets Zoning Requirements: Yes No

Comments: _____

Approved by: _____ **Date:** _____
Development and Protective Services Designate

Fees PAID: Damage Deposit \$ N/A Application Fee \$ N/A **Date:** _____

Permit No. _____

Date Approved: _____



Additional Comments

Public Works Designate

Development & Protective Services Designate



Town of Parry Sound Driveway Standards

- Your application must be approved by the Town before any work begins. Entrance permits expire one year after approval date;
- Driveway entrance should be 1 metre from your property line;
- Driveway must be between 3 metres and 9 metres wide;
- Distance between driveway and an intersection must be at least 7 metres;
- Intersecting angle between the driveway entrance and the road must be at least 60 degrees;
- Installation of a driveway cannot disrupt storm water drainage or re-direct storm water drainage to Town property or any other property;
- Driveway must be constructed so that it does not allow storm water from the street to enter your property or neighbouring properties;
- Driveway must not block your sight line or the sight line of on-coming traffic when you are entering or exiting your driveway;
- Each lot is allowed 2 driveways only for the first 30 metres of frontage and 1 driveway only for each additional 30 metres of frontage;
- If you have 2 driveways or a circular driveway, the distance between the 2 entrances must be at least 6 metres; and
- The cost to repair, redesign or reconstruct sidewalk, curb and boulevard damage that is a result of your driveway installation is your responsibility and all work must be approved by the Town's Public Works Department.
- If the driveway interferes with designated on street parking spaces and requires removal or relocation; all costs associated with doing so will be at the expense of the applicant.

Zoning By-Law Requirements

- The property applying to construct a new entrance MUST meet all Zoning requirements to construct an entrance/driveway;
- Must follow requirements as outlined in By-law 2004-4653;
- The driveway and parking space areas in commercial and industrial zones shall be constructed of crushed stone, asphalt paving, concrete, paver stones or similar materials and shall be maintained and treated as so to reduce dust, scattering of stones and similar potentially undesirable effects on adjoining properties;

Permit No. _____

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- Motor vehicle access to a street shall be over a driveway, ingress or egress conforming with the standards:
 - Driveway width shall mean the width of the driveway as measured from the street to its termination, and shall apply to the entirety of the length of the driveway;
 - Ingress and egress, to and from a required parking space(s) and area(s) shall be provided by means of unobstructed driveways or passageways at least 3 meters (9.84 feet) but not more than 9 meters (29.5 feet) in perpendicular width. In the case of two-way driveway, the minimum width shall be 6 meters (19.6 feet);
 - The maximum width of any joint ingress driveway ramp measured along the street line shall be 9 meters (29.5 feet);
 - Parking spaces required for any apartment building shall not be provided in any required front yard, or any required exterior side yard abutting a public street;
 - The minimum angle of intersection between driveway and the street line shall be 60 degrees;
 - The minimum distance between a driveway and intersecting street lines, measured along the street line intersected by such driveway shall be 7 meters (22.9 feet) and the minimum distance between the nearest points between any two access driveways on the same lot shall be 8 meters (26.2 feet);
 - Every lot shall be limited to up to two driveways for the first 30 meters (98.4 feet) of frontage and not more than one additional driveway for each additional 30 meters (98.4 feet) of frontage;
 - In addition to the above, all driveways shall be subject to the Town's requirements for entrances and/or the requirements for site plan control or other applicable standards;
 - Driveways to commercial and industrial uses shall not pass through a residential zone;

It is the applicant's responsibility to contact the Town Office should they require clarification. Please submit application to the contact below:

Public Works Department
(705) 746-2101 x213
publicworks@townofparrysound.com

Please mark your proposed entrance with brightly painted stakes, flags or other highly visible identifiers so the intended location is clear to the inspector.

Permit No. _____

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