



Application for Entrance Permit

Permit/SR Number (For office use)	
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Applicant Contact Information (Applicant Must Be the Property Owner):

Name of Owner	
If Numbered Company, Please Provide Name of Principal Contact Person	
Address (Including Postal Code)	
Contact Phone Number	
Email (if available)	

Contractor Contact Information (If Applicable):

Company Name	
Address (Include Postal Code)	
Contact Phone Number	
Email	

Application For:

New Entrance – Residential		Change of Design	
New Entrance – Field / Farm		Temporary	
New Entrance – Commercial/Industrial		Other (Such as Alterations)	
New Entrance – Development		Change of Usage	

Description of Entrance Location:

Municipality		Located on Which Side of Road (N/S/E/W)	
Concession Number		City / Town	
Lot Number		Grey Road Number	
Civic Address Number		Roll Number	

Complete pages 1-3, then email entire package to roads@grey.ca

Please enclose the following:

- a sketch of the proposed entrance including, width, depth to bottom of ditch, material to be used, culvert type, size and length.
- Payment – according to the type of entrance required
- Required insurance documentation

Please check here to certify that you have read and understood all documentation necessary to complete your permit application.

Further Instructions:

1. Each entrance permit application shall be subject to the payment of a fee and a security deposit. Both shall be submitted with the application. Both the fee and the security deposit amounts are set by the County of Grey from time to time and are available for viewing at the Transportation Services office or on the website. Upon receipt of the application, both the fee and the security deposit shall be processed. The security deposit will be returned only after an approved final inspection has been completed by County of Grey Staff.
2. Failure to pay the prescribed fee and/or the security deposit shall result in the cancellation of the permit.
3. The entrance for which this permit is issued must be installed within one (1) year of the date that the permit is issued or the permit shall be void and cancelled by the County of Grey.
4. An extension of the expiry date may be approved, approved with additional conditions, or denied by the County of Grey.
5. If this permit expires and is not renewed, all works constructed, maintained or operated under this permit, if the County of Grey so requests, shall be removed at no cost to the County of Grey.
6. In addition to the conditions of this permit, the permit holder must meet all of the requirements of the local municipality and any other agency having jurisdiction.
7. An entrance permit may be cancelled at any time for breach of the regulations or conditions of this permit or for such other reasons as the County of Grey at its sole discretion deems proper.
8. All work related to the installation authorized by this permit shall be carried out in accordance with approved plans, specifications and any relevant agreement(s), and subject to the approval of the County of Grey. The permit holder must bear all expense related thereto.
9. All lane closures shall conform to Ontario Traffic Manual Book 7. Prior to the approved works beginning, the layout shall be provided in writing to the County of Grey.
10. The Applicant shall complete and provide a Notification of Field Work Form to the County of Grey's Transportation Services Department, 48 hours in advance of the commencement of the approved works.
11. Vegetation on the right-of-way must not be cut or trimmed without the written permission of the County of Grey. Any cutting or trimming permitted must be done in compliance with requirements specified by the County of Grey or its authorized agent and at the expense of the permit holder.
12. During construction of the entrance, the permit holder shall ensure that the operation of the County road is not interfered with and that the right-of way remains free of debris, earth or other material.
13. All work shall conform to the Occupational Health and Safety Act.

14. At all times, both during construction and throughout the entire period of existence of the approved entrance, the permit holder is at all times responsible for any and all maintenance and repairs necessary to be made to the entrance and all parts thereof.
15. If during the life of this permit any Acts are passed or regulations adopted which affect the rights herein granted, the said Acts and regulations shall be applicable to this permit from the date on which they come into force.
16. The Applicant shall indemnify and hold harmless the County of Grey, its officers, members of Council, agents, servants, employees, invitees or licensees from and against any liabilities, claims, expenses, demands, loss, cost, damages, actions, suits or other proceedings by whomsoever made, directly or indirectly arising out of this permit attributable to bodily injury, sickness, disease or death or to damage to or destructions of tangible property including loss of revenue or incurred expense resulting from disruption of service; and/or caused by any acts or omissions of the permit holder, its officer, agents, employees, with respect to activities undertaken arising out of this permit and/or by the existence of the approved entrance.
17. The Applicant shall, at its expense, obtain and keep in force insurance coverage in amounts acceptable to the County. Specific requirements shall be determined by the County on a case by case basis, based on County policy and procedures. No work shall commence without providing the appropriate proof of coverage to the County of Grey.
18. The Applicant shall be responsible for all damage caused to County of Grey property.
19. Throughout the installation period, the permit holder shall immediately notify the County of Grey of any occurrence, incident or event which may reasonably be expected to expose either party to material liability of any kind in relation to the road and/or the entrance.
20. The permit holder agrees to protect all survey markers and monuments in the vicinity of the work and agrees to replace all markers and monuments if damaged.

I hereby acknowledge that I have read and understand the County of Grey Entrance Permit Policy and Procedure, the terms of this Entrance Permit Application and further wish to apply for an entrance permit based on these terms, by which I will abide. I have the authority to bind this permit.

Applicant's Name

Date