



Application for Entrance Permit

Permit Number (For office use)		SR Number	
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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 (Including 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 (Public Road Intersection)		Change of Usage	

Description of Entrance Location:

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

Please enclose a sketch of the proposed entrance including, width, depth to bottom of ditch, material to be used, culvert type, size and length.

[Link to Website for Forms](#)

Location Details

- County Road Number
- North Arrow
- Closest Civic Address
- Closest Side Road or Street

Entrance Details

- Entrance Width – 5 m residential
- Radius Size – 5 m residential
- Ontario Provincial Standards for Roads & Public Works (OPSD)
Standard Drawing / Residential Farm
- Surface Type

Culvert Details

- Diameter Size – 0.5 m minimum
- Length – 12 m minimum
- Material – High Density Polyethylene (HDPE) only

- The required fee of \$_____ is enclosed.
Please make payable to Grey County.
- The required security deposit of \$_____ is enclosed.
Please make cheque payable to Grey County.
- The required sketch is enclosed.
- Location has been marked with wooden stake/marker.
- The required insurance documentation is enclosed.

The Applicant understands that:

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

Applicant's Signature

OFFICE USE ONLY:

Classification of Grey Road (Road Classification Map)	
Designation of Entrance (Section 1 of Procedure)	
Speed Limit (Zone)	
Distance to Nearest Civic Address	(N'S'E'W')_____ From Address No. _____
Grade of Road From Entrance (3% and Greater)	Left _____ Right _____
Required Increase or Decrease of Sight Distance (Table 2 of Procedure) (Only Complete If Above Grade Is Greater Than 3%)	Left _____ Right _____
Minimum Required Sight Distance Factor For Grade (Only Complete If Above Grade Is Greater Than 3%)	Left _____ Right _____
Existing Sight Distance (Section 1 of Procedure)	Left _____ Right _____
Separation From Nearest Entrance on Same Side of Road (Section 2.5 and 3.2 of Procedure)	Left _____ Right _____
Number of Entrances (Including Proposed) Within 1 km Same Side of Road	Left _____ Right _____ Best Case _____
If Near Intersection Give Separation Distance (Section 2.8 of Procedure)	Left _____ Right _____
OPSD Standard	
Lot Frontage	
Required Entrance (OPSD)	Width _____ Radii _____
Culvert Size	Up Stream _____ Down Stream _____
Required Culvert HDPE 210 kpa minimum (Section 3.1.5.3 of Procedure)	Size _____ Length _____
Indicate which, if any, of the following will be affected	<input type="checkbox"/> Road <input type="checkbox"/> Drainage <input type="checkbox"/> Trees/Shrubs <input type="checkbox"/> Signs <input type="checkbox"/> Guiderail <input type="checkbox"/> Nil
Patrol	<input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D
Inspectors' Recommendations	<input type="checkbox"/> Approval Recommended <input type="checkbox"/> Approval Not Recommended <input type="checkbox"/> Referred To Director
Name of Inspector	
Signature of Inspector	
Date	
Comments	

OFFICE USE ONLY:

APPROVED

This entrance permit application has been approved. The permit will expire one (1) year from the date of execution by the Engineering Manager as indicated below. Please submit a completed Notification of Field Work Form to the office 48 hours prior to initiating work.

NOT APPROVED (if not approved, please see comments below)

This entrance permit application does not conform to County of Grey requirements and therefore will not receive approval. The following outlines the issues preventing approval:

Engineering Manager

Date

Director of Transportation Services

Date

1 Year Expiry Date	
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Upon completion of the works as noted in this entrance permit application, the permit holder shall submit a Final Inspection Request Form and Declaration for Holdback Release to the Transportation Services Office.

Entrance Permit Schedule A

Insurance Requirements

Staff will select 1 of the 3 following insurance requirement options to be applied to an entrance permit, based on the categories of field/farm, residential, commercial. Once an option has been selected, insurance is required from the Contractor or the Property Owner/Permit Holder; whomever is completing the installation of the entrance. Further, based on the potential risks to the County posed by a large commercial entrance installation, staff will have discretion to increase the limits and types of coverage required for a large commercial entrance permit under Option 3.

Option 1: Insurance Requirements for the County of Grey Residential and Field/Farm Entrance Permits

Requirements of the Contractor:

The Contractor shall, at its expense, obtain and keep in force during the term of this Agreement, Commercial General Liability Insurance satisfactory to the County of Grey, including the following and underwritten by an insurer licensed to conduct business in the Province of Ontario:

- a) A limit of liability of not less than \$5,000,000/occurrence;
- b) The County of Grey shall be named as an additional insured;
- c) The policy shall contain a provision for cross liability in respect of the named insured;
- d) Non-owned automobile coverage with a limit of at least \$2,000,000 including contractual non-owned coverage;
- e) Products and completed operation coverage (Broad Form) with a minimum limit of \$5,000,000;
- f) An aggregate limit not less than \$5,000,000;
- g) That 30 days prior notice of cancellation which reduces coverage shall be given in writing to the County of Grey;

The contractor shall also obtain and keep in force, during the term of this Agreement, automobile liability insurance under a standard Automobile policy with limits of not less than \$2,000,000 in respect of each owned or leased vehicle.

The contractor shall provide certificate(s) of insurance to the County of Grey prior to the approval of any and all works being performed under the approved entrance permit.

Requirements of the Property Owner/Permit Holder:

The property owner/permit holder shall provide proof of property liability insurance to the County of Grey in the amount of not less than \$2,000,000.

The property owner/permit holder shall provide proof of automobile liability insurance under a standard Automobile policy with limits of not less than \$1,000,000 in respect of each owned or leased vehicle.

Please provide the above in the form of a letter from your insurer, or a certificate of insurance.

Option 2: Insurance Requirements for the County of Grey Commercial Entrance Permits

Requirements of the Contractor:

The Contractor shall, at its expense, obtain and keep in force during the term of this Agreement, Commercial General Liability Insurance satisfactory to the County of Grey, including the following and underwritten by an insurer licensed to conduct business in the Province of Ontario:

- a) A limit of liability of not less than \$5,000,000/occurrence;
- b) The County of Grey shall be named as an additional insured;
- c) The policy shall contain a provision for cross liability in respect of the named insured;
- d) Non-owned automobile coverage with a limit of at least \$5,000,000, including contractual non-owned coverage;
- e) Products and completed operation coverage (Broad Form) with a minimum limit of \$5,000,000;
- f) An aggregate limit not less than \$5,000,000;
- g) That 30 days prior notice of an alteration, cancellation or material change in policy terms which reduces coverage shall be given in writing to the County of Grey.

The contractor shall also obtain and keep in force, during the term of this Agreement, automobile liability insurance under a standard Automobile policy with limits of not less than \$2,000,000 in respect of each owned or leased vehicle.

The contractor shall provide certificate(s) of insurance to the County of Grey prior to the approval of any and all works being performed under the approved entrance permit.

Requirements of the Property Owner/Permit Holder:

The property owner/permit holder shall provide proof of property liability insurance to the County of Grey in the amount of not less than \$5,000,000.

The property owner/permit holder shall provide proof of automobile liability insurance under a standard Automobile policy with limits of not less than \$2,000,000 in respect of each owned or leased vehicle.

Please provide the above in the form of a letter from your insurer, or a certificate of insurance.

Option 3: Insurance Requirements for the County of Grey Large Commercial Entrance Permits

Requirements of the Contractor:

The Contractor shall, at its expense, obtain and keep in force during the term of this Agreement, Commercial General Liability Insurance satisfactory to the County of Grey, including the following and underwritten by an insurer licensed to conduct business in the Province of Ontario:

- a) A limit of liability of not less than \$5,000,000/occurrence;
- b) The County of Grey shall be named as an additional insured;
- c) The policy shall contain a provision for cross liability in respect of the named insured;
- d) Non-owned automobile coverage with a limit of at least \$5,000,000, including contractual non-owned coverage;
- e) Products and completed operation coverage (Broad Form);
- f) An aggregate limit not less than \$10,000,000;
- g) That 30 days prior notice of an alteration, cancellation or material change in policy terms which reduces coverage shall be given in writing to the County of Grey.

The contractor shall also obtain and keep in force, during the term of this Agreement, automobile liability insurance under a standard Automobile policy with limits of not less than \$5,000,000 in respect of each owned or leased vehicle.

The contractor shall provide certificate(s) of insurance to the County of Grey prior to the approval of any and all works being performed under the approved entrance permit.

Requirements of the Property Owner/Permit Holder:

The property owner/permit holder shall provide proof of property liability insurance to the County of Grey in the amount of not less than \$5,000,000.

The property owner/permit holder shall provide proof of automobile liability insurance under a standard Automobile policy with limits of not less than \$2,000,000 in respect of each owned or leased vehicle.

Please provide the above in the form of a letter from your insurer, or a certificate of insurance.

Permit Fee Schedule

All Permit fees for entrance, encroachment, and advertisement sign applications must be accompanied with the payment identified as per the below fee schedule. The payment includes an administration fee and a holdback. The administration fee is non-refundable. If the permit is approved, the holdback will be returned once the applicant has submitted a declaration that the work has been completed as per the requirements and Grey County staff has inspected the work site and agree that the work has been completed properly. If the work is not approved, the holdback will be retained.

Type of Permit	Application Fee	Holdback Fee	Payment Required
New Entrance Residential	\$295.00	\$300.00	\$595.00
New Entrance Field	\$295.00	\$300.00	\$595.00
New Entrance Commercial	\$1950.00	\$4,000.00	\$5,950.00
Change of Usage	\$295.00	\$300.00	\$595.00
Change of Design	\$295.00	\$300.00	\$595.00
Temporary	\$295.00	\$300.00	\$595.00
Encroachment Permit	\$595.00	\$0.00	\$595.00
Billboard Sign	\$11.75/m ²	\$0.00	\$11.75/m ²
Location Sign	\$24.70/m ²	\$0.00	\$24.70/m ²
Special Event Sign	\$0.00	\$0.00	\$0.00
Advertising/Decorative Sign	\$0.00	\$0.00	\$0.00

Permit Number	
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Notification of Field Work

Transportation Services Department
595 9th Avenue East, Owen Sound, ON N4K 3E3
Tel: 519-376-7337 / Fax: 519-376-0967

Type:

- Entrance Permit Encroachment Permit Advertising Sign
 Other: _____

This completed notification must be submitted at least **48** hours prior to commencing work on Grey County right-of-ways by Fax: 519-376-0967 or email to roads@grey.ca.

Company Name Work Is For: _____

Contractor Performing Work: _____

Location of Work: Grey County Road Number _____

Closest Civic Address (if available): _____

Township/Municipality: _____

Date of Work: _____

Description of Work: _____

Duration of Work: _____

Typical Layout (TL) Figure Number: TL- _____

Type of Operation

- Ploughing Off Road Cut Entrance Trenching Pole Work
Lane Closure Road Closure Sign Installation Directional Drilling

Signature

Print Name

Date

Notes:



Entrance Permit Declaration for Holdback Release

Director of Transportation Services
County of Grey
595 9th Avenue East
Owen Sound, ON N4K 3E3

Re: Declaration of Completion of Entrance Permit No. _____

I, _____, declare that the entrance pertaining to the above noted permit has been:

1. Fully constructed as per the conditions of the permit.
2. There is no damage to County of Grey property that was a result of this work.
3. There are no outstanding claims regarding this work.
4. All labor, material services and otherwise incurred or suffered have been paid in full.
5. There are no liens as a result of this work.

I am requesting that the County of Grey release my holdback and forward it to the following address:

Print Name

Signature

Date



Entrance Permit Final Inspection Request Form

Permit Number	
Property Owner / Permit Holder Name	
Entrance Location Civic Address	
Street Name	
Former Township/Municipality	

I hereby request a final inspection on my entrance, located at the above-noted address, as per the permit number indicated. All requirements have been met as per the applicable County of Grey Policy, and all related work has been completed.

Signature of Permit Holder

Date

OFFICE USE ONLY:

Signature of Inspector

Date

APPROVED

This entrance permit has been inspected and deemed satisfactory by County of Grey Staff. Approval to return the security deposit to the permit holder in the amount of \$_____ is hereby given.

NOT APPROVED (if not approved, please see comments below)

This entrance permit has been inspected and does not conform to County of Grey requirements at this time. Further work is required. The following outlines the issues preventing approval:

Director of Transportation

Date