



## CONDITIONS FOR ENTRANCE PERMIT

**It is important that you put two (2) painted stakes at the exact location where you want your entrance.**

- a) **Name, address & telephone no. of applicant** Must be the name, address and telephone no. of the legal owner of the land for which the entrance permit is requested. (The same name appears on the Deed of Land).
- b) **Proof of ownership** You must include a copy of your Deed of Land (document which certifies that you have legally registered your land at the Registry Office OR a copy of a current tax certificate.
- c) **Who will carry the construction of the entranceway?** The name of the person or firm who will carry out the works for you, or your name if you carry out the works yourself.
- d) **Signature of applicant** Your signature is required in order for us to issue the permit.
- e) **Policy no.** A copy of your insurance policy if you do the work yourself or a copy of the insurance policy of the contractor if you retained his services.
- f) **Issued by** The name of the company responsible for your insurance coverage and not the name of your agent if you carry out the works yourself or the name of the insurance company of your contractor if you retained his services.
- g) **Public liability** The amount of your insurance coverage \$2 000 000 (two million) if you are carrying the work yourself or the amount of the insurance coverage of your CONTRACTOR Commercial General Liability \$5 000 000 (5 million), Property Damage \$5 000 000 (5 million) with the United Counties of Prescott-Russell as additional insured if you retained his services.
- h) **Signature of applicant or contractor** Your signature or the signature of the contractor is required depending on who did the works.

**THE PERMIT HOLDER SHALL SUBMIT A TRAFFIC CONTROL PLAN TO THE DIRECTOR. NO WORKS SHALL OCCUR UNTIL SUCH TIME AS THE DIRECTOR HAS APPROVED THE TRAFFIC CONTROL PLAN.**

**THE CONSTRUCTION OF THE ENTRANCEWAY MUST BE COMPLETED WITHIN SIX (6) MONTHS. THIS CONSTRUCTION WILL NOT BE CONSIDERED COMPLETE UNTIL THE SURFACE OF THE ENTRANCEWAY IS COVERED WITH GRANULAR "A" (TYPE 7/8" OR 3/4") OF A MINIMUM THICKNESS OF 150 mm.**

Please return the application form to:

Public Works  
P.O. Box 304, 59 Court Street  
L'ORIGNAL ON K0B 1K0

Tel: (613) 675-4661 ext. 3102  
Fax (613) 675-1007

Upon reception of your application, our area foreman will inspect the ditch where you want to build the entrance in order to determine the size and length of the pipe required. **It is important that you put two (2) painted stakes at the exact location where you want your entrance.** You are responsible for the total costs of the works and of the pipe if required.