



4800 SOUTH SERVICE ROAD
BEAMSVILLE, ON L0R 1B1
TEL: (905) 563-8205
FAX: (905) 563-6566

PART A – APPLICATION FOR ENTRANCE PERMIT

NOTE: A copy of the constructor's general liability insurance certificate in an amount not less than \$2,000,000, naming the Corporation of the Town of Lincoln as an additional named insured must be provided, prior to issuance of a permit.

OWNER: NAME: _____
ADDRESS: _____
TELEPHONE: _____

I acknowledge that the Applicant noted below is acting as the constructor of the works on my behalf.

OWNER'S SIGNATURE (If applicable) _____

APPLICANT (If different from owner)

NAME: _____
ADDRESS: _____
TELEPHONE: _____
EMAIL: _____

LOCATION OF PROPERTY: _____

TYPE OF PROPERTY: Residential Commercial Agricultural Industrial

WORK REQUIRED AS A RESULT OF: Land Severance Site Plan Development New Building Additional Entrance
Relocation of Existing Entrance Widening of Existing Entrance NEC
Other: _____

APPLICATION MADE TO: Construct an Unpaved Entrance Alter an Existing Entrance Construct a Driveway Curb
Construct an Additional Entrance Construct a Temporary Entrance Change Location of Existing Entrance

INTENDED USE OF ENTRANCE: Agricultural Access Commercial Access Residential Access Other: _____

INTENDED TYPE OF TRAFFIC AND FREQUENCY: _____

I acknowledge that I have read this application form in full, including the additional conditions outlined on Page 2 and that I understand, accept and agree to the conditions, should a permit be approved and issued. I also agree to indemnify and save harmless the Corporation of the Town of Lincoln and its employees from any and all damages or injuries and claims for damages or injuries related to the works for which this permit has been issued. I acknowledge that all works must be completed in accordance with the applicable requirements of the Occupational Health and Safety Act.

APPLICANTS SIGNATURE _____ DATE _____

*****A plan or sketch must accompany this application, showing details and location of proposed works*****

PART B – ENTRANCE PERMIT ASSESSMENT

FOR TOWN USE ONLY

EXISTING CONDITIONS:

Type of Road: Asphalt Surface Treated Gravel

Removals: Curb to be cut Sidewalk to be adjusted Shrubs & trees Signs or guide rails to be removed
Remove existing culvert

PROPOSED:

Type of Entrance: Urban Rural Width of Proposed Entrance: _____ m

New Culvert: Material: CSP HDPE (double walled) Diameter _____ mm Length (incl. 1.5m extensions ea. side) _____ m

Reinstatements: Replace existing curb cut (OPSD 600. ____) Boulevard to be reinstated Ditching Rip-rap with geotextile cloth
Sidewalks (OPSD 310. ____) Guiderails (OPSD 912. ____) Signs

Proximity to / Impact on: Ex. Driveways Ex. Buildings (adjacent or across) Sight Lines Drainage Ex. Utilities

Sketch Provided: Yes No

PART C – APPROVALS

PLANNING DEPARTMENT REVIEW (Lot Frontage)

Entrance width does not exceed allowable: Yes No Reviewed By: _____

ROADS DEPARTMENT REVIEW (Non-Standard i.e. Rural Entrance >9.0m)

Supervisor's Comments: _____

Approved: Yes No Reviewed By: _____

PUBLIC WORKS DEPARTMENT

Application Approved: Yes No WORK PERMIT NO. _____

Town Standard Approved and Provided to Applicant: DPW 300 DPW 301 DPW 302 (50mm asphalt req.) DPW 303

Amount of Security Deposit Required: Residential \$1,200.00 Other \$1,500.00 (RESDP)

Amount of Non-Refundable Inspection Fee: \$140.00 \$365.00 (OT) (PWINS)

DATE ISSUED: _____ ISSUED BY: _____

THIS PERMIT IS SUBJECT TO THE FOLLOWING CONDITIONS AND TO ANY SUPPLEMENTARY CONDITIONS DEEMED NECESSARY BY THE DIRECTOR OF PUBLIC WORKS AT THE TIME OF ISSUANCE

1. This entrance permit is subject to all Municipal By-Laws.
2. All works are to be in accordance with current Town of Lincoln Standards and plans approved by the Corporation of the Town of Lincoln.
3. The proposed entrance must be staked out in the field by the Applicant prior to the permit being issued. The stakes are to be placed in a conspicuous location and must be painted with a bright fluorescent paint. Failure to stake out the Entrance will slow the review and approval of your Application
4. **Forty-eight (48) hours notice** is to be given to the Public Works Department at (905) 563-8205 prior to commencement of construction. The applicant is responsible for obtaining all utility locates prior to commencing works.
5. The applicant agrees and accepts that a security deposit (cash or certified cheque) in an amount specified on the permit will be required by the Corporation of the Town of Lincoln prior to issuance of the permit and that the security deposit will be held for a one (1) year warranty period. The deposit will not be returned until all works, including restoration are completed to the satisfaction of the Corporation of the Town of Lincoln. The applicant further acknowledges that a nonrefundable inspection fee will be required by the Corporation of the Town of Lincoln, upon issuance of a permit. The fee will be as follows: \$140 for work during regular hours; \$365.00 for work during overtime hours. It is the applicant's responsibility to contact the Corporation of the Town of Lincoln and schedule an inspection of the restoration upon completion of the works.
6. Work for which this permit is granted must be completed within six (6) months of the date of issue of the permit or the permit will be void. The applicant further agrees that once work has commenced, it will be completed continuously, expeditiously and without delay.
7. The applicant agrees and accepts that should any portion of the works be deemed unsafe and substandard, at the sole discretion of the Director of Public Works, the security deposit may be used without notice, to complete repairs and/or restoration as deemed necessary.
8. The applicant agrees to restore all areas disturbed by this construction to pre-existing conditions or better. In urban areas curbs, sidewalks, boulevards and any other Town infrastructure must be restored to current Town of Lincoln Standards. In rural areas shoulders to be restored with granular "A", clear mud, debris, etc. and to the original cross section. Ditches shall be restored to ensure positive drainage.
9. The applicant agrees and accepts full responsibility for the provision and maintenance of traffic control measures during construction for safe operation of the roadways and for the protection of pedestrians, at the applicant's sole expense. **The road may not be closed without written permission from the Corporation of the Town of Lincoln.**
10. The use or purpose of an entrance must not be changed in a manner that changes the classifications of the entrance. Improper use of an entrance may result in cancellation of the permit therefore. If the owner of a property desires to change the classification of an entrance, an application to do so must be submitted to the Corporation of the Town of Lincoln for approval.
11. A qualified contractor must be used to perform the proposed work and the cost of all proposed works will be borne by the applicant.
12. Any mud/debris tracking onto the roadway is to be cleaned/maintained by the contractor immediately.

APPLICANT'S INITIAL _____

Inspections

Date Completed: _____		Inspection Completed ____		By _____	
Inspector's Comments: _____					
Date Deficiencies Repaired: _____		Deposit Returned: \$ _____		Date: _____	
Final Inspection Date: _____		Remaining Deposit Returned: \$ _____		Date: _____	