

Entrance Permit PROCESS

The following is a summary of the Township of King’s Entrance Permit process. This Entrance Permit process is applicable to all property Owners wishing to have a driveway access on a public road allowance under the jurisdiction of the Township of King. Should the proposed access front onto a Regional Road, the applicant shall apply for an entrance permit through the Region of York.

Entrance Permit Process
1. It is recommended that the Applicant become familiar with the Township of King’s Entrance Permit Bylaw 2005-121. This Bylaw can be accessed via the Township’s website (www.king.ca).
2. Prior to submitting application, applicant to prepare one copy of a site plan / survey (in metric) showing: <ul style="list-style-type: none"> • Property Address; • Public roadway and any nearby roadway that may impact location of driveway; • Dimensioned property limits; • Location of proposed driveway, including width, setback from property lines, identification of hydro poles, trees etc. situated on municipal right-of-way in location of proposed driveway; set-back from any trees or hydro poles within the vicinity of the proposed driveway; • If two driveways, distance between driveways.
3. Applicant to stake-out location (at property line) of proposed driveway.
4. Applicant to submit an Entrance Permit Application and submit all required fees and a site plan / survey of proposed driveway alteration.
5. Township staff will conduct a site visit for approval. All works within municipal road allowance (right-of-way) will be conducted solely by the Township of King or its contractor.
6. If, upon site inspection, application is denied, Applicant to modify proposal accordingly to Township requirements (if applicable). If application does not meet Township requirements (i.e. Geometric site line requirements; Bylaw requirements), a refund will be issued, less applicable administration fees.

Engineering and Public Works
Application for Permanent Entrance and for Temporary Construction Entrance
 In accordance with Bylaw 2005-121, as amended

The following application must be made for any proposed entrance, entrance modification, or for any temporary access point from a Township of King road allowance that is to be used for any construction related activity such as a building or pool permit, or for a site alteration permit application made under King Township By-Law 97-84, as amended, or with any site alteration or fill permits issued by the Toronto & Region, or Lake Simcoe & Region Conservation Authorities.

A. DRIVEWAY ENTRANCES – GENERAL INFORMATION:

1. Approval of any entrance or egress, temporary or otherwise, is conditional upon inspection by Township staff for compliance with By-Law 2005-121.
2. A permit must be obtained before commencing works concurrent with a building permit, pool permit, or site alteration permit, or for any site alteration permits obtained from TRCA, or LSRCA that will require truck and/or equipment access from a King Township road allowance.
3. Driveway entrances, curb cuts, and culvert pipes (if required) shall only be installed by the Township of King’s Engineering & Public Works staff. Construction shall take place approximately 20 working days following approval of an application form and receipt of required fees. (This time frame is highly dependent on receipt of utility locates. Winter construction may be delayed until spring.
4. The proposed entrance location shall be staked by the applicant at the desired location. Maximum widths and location must be approved by the Engineering & Public Works Department (Permitted widths defined by Bylaw 2005-121).
5. If / when a gated entrance is installed at the roadway (in the near future), fire department access should be provided (gate codes, keys, Chubb box, etc.).

B. APPLICANT INFORMATION

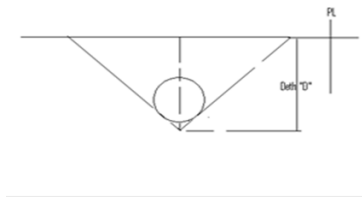
1.a Registered Owners of Subject Lands		
Last name	First name	
SUBJECT ADDRESS		Unit number
Municipality	Postal code	Email
Telephone (Cell) ()		Alternate day-time telephone number ()
Mailing Address (if different from above)		
Address		
Municipality		Postal Code

C. REQUIRED FEES:

Fees						
Item	Description		Fees	HST	Total	Check applicable costs
New Entrance Permit			\$271.00	n/a	\$271.00	✓
Culvert	Shallow	Depth: < 1.2 m Size: 450 mm Gravel (est): 20 tonnes Install time (est): 3 hours	\$2,381.50	\$309.60	\$2,691.10	
	Medium	Depth: 1.2 to 1.8 m Size: 450 to 500 mm Gravel (est): 25 tonnes Install time (est): 4 hours	\$2,922.50	\$379.93	\$3,302.43	
	Deep	Depth: > 1.8 m Size: > 600 mm Gravel (est): 30 tonnes Install time (est): 5 hours	\$3,680.50	\$478.47	\$4,158.97	
Culvert Removal			\$785.00	\$102.05	\$887.05	
Curb Cut *	6.0 m		\$1,115.00	\$144.95	\$1,259.95	
	9.0 m		\$1,677.50	\$218.08	\$1,895.58	
Curb Reinstatement	To be determined upon site inspection					
Other Modifications:						
TOTAL						

Notes:

1. 6.0 m wide driveway is the maximum width of the driveway at the property line unless otherwise permitted via site specific zoning bylaws (namely the subdivisions of Hickory Hills; King-Dufferin; King Station; Valley King).
2. There will be an extra charge for any culvert length greater than 10 m.
3. Cost for curb reinstatement is determined upon site inspection and cost estimate as provided by Township of King's contractor. Monies will be due prior to any works proceeding.
4. Fees are subject to change. Fees and Charges as identified in the current Fees and Charges bylaw will prevail.
5. All fees to be paid for by cash, acceptable credit card or cheque made payable to the Township of King.
6. Typical culvert installation profile:



D. APPLICANT'S SIGNATURE

Applicant's Signature

Date

E. FOR STAFF USE ONLY

Total Fees received	
Monies owing (for curb reinstatement)	
RECEIPT number	

Revised: Jan 2019

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