



ENTRANCE REQUEST FORM APPLICATION # _____
(TO BE COMPLETED BY MUNICIPALITY)

TYPE OF ENTRANCE: Residential Commercial Farm

Name: _____

Mailing Address: _____

Telephone: _____ **Email:** _____

Is there an existing civic number sign (blue with white numbers) at the property: Yes No
If yes, please indicate the number: _____

Entrance Location: Lot _____ Con _____ Registered Plan # _____

Sketch to Show:

(a) Township Road: _____

(b) Road Frontage: _____

(c) Identifiable markers (posts, hydro poles, marker flags, etc.)

(d) Preferred location for entrance

IMPORTANT NOTES AND CONDITIONS

Culvert installation deposits are intended to cover any cost to the municipality for the installation of culverts for entrances. Entrances to the township road **must** be constructed in approved locations. The Township will determine if a culvert is required and will define the appropriate diameter and length. The owner is responsible to ensure the culvert is installed to township specifications. The owner must ensure that all organics are removed from the ditch bottom, the bedding and fill around and above the culvert shall be granular "A" (7/8" crushed rock) and shall be compacted by mechanical means. The minimum thickness of granular shall be 6" on all surfaces of the culvert. All culvert materials must be in new condition.

When installation is completed, **it is the owner's responsibility to notify the Township** for final inspection within one year of initial approval. The culvert deposit will be released without interest or penalty when the final inspection has been passed. If the Township is not contacted in writing within a year of the initial approval, requesting an extension in time or a final inspection, the Township will transfer any remaining deposits into the general funds and the applicant will waive their rights to the deposit. If the installation fails the final approval, the Township will use the deposit funds to alter or reconstruct the culvert to appropriate specifications. The applicant will be returned any remaining funds from the deposit.

Signature: _____ **Date:** _____



ENTRANCE SPECIFICATION SHEET
(TO BE COMPLETED BY MUNICIPALITY)

ENTRANCE LOCATION APPROVED: **YES** **NO**

CIVIC NUMBER ASSIGNED: _____ **SIGNATURE:** _____

NOTES (Conditions/Reasoning):

LOCATION: _____

CONDITIONS: _____

Culverts shall be new: (select one of the culverts listed below)

1. HDPE (Polyethylene) corrugated pipe 210 KPa stiffness **or**
2. CSP (Steel) corrugated pipe, minimum 1.6 mm thickness

- All culverts should have a minimum of 300 mm cover material. All culverts need to have compaction of bedding, side and cover material for lateral support of pipe. All bedding and cover material shall be Granular "A"/ "M" material.
- No curb or headwall shall extend above the surface of the roadway shoulder within a distance of four (4) metres from the edge of the traveled roadway.
- Finished top entrance shall be compacted Granular "A"/ "M" material

Finished Entrance Width	Length of Culvert Required	Culvert Diameter	Fill/Cut	Depth From Ditch to Top of Entrance

INSPECTED BY: Ed Haynes / Josh MacFarlane / Other: _____

DATE: _____ **SIGNATURE:** _____

MAINTENANCE OF ENTRANCE:

Residents having access to township roads are fully responsible for the maintenance of the entrance to their property. Maintenance includes, but is not limited to, the removal of snow and ice, shoulder gravel and winter sand. During the winter the Township will not clear entrance culverts that have become blocked as a result of improper snow disposal by the resident. Culverts that collapse, deteriorate, or become unsuitable for proper drainage shall be replaced by the property owner at their expense.

Your approved entrance specifications are indicated above.

Any changes must be approved by the Township of Montague Public Works Department.