

Related By-Laws

- **By-Law 2008-16**, being a by-law to permit and/or prohibit tents, trailers and motor homes within the Municipality of Northern Bruce Peninsula
- **By-Law 2012-02**, being a by-law to set fees and charges for the Municipality of Northern Bruce Peninsula

For more information on the above noted By-laws or any other by-law pertaining to the Municipality of Northern Bruce Peninsula, please contact our Office or visit our website:

www.northbrucepeninsula.ca

For inquiries:

Municipality of Northern Bruce Peninsula
56 Lindsay Road 5
R.R. # 2
Lion's Head, Ontario
N0H 1W0

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Public Works Department

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Entrance and Civic Address Permit Application



Municipality of Northern Bruce Peninsula

**56 Lindsay Road 5
R.R. # 2
Lion's Head, Ontario
N0H 1W0**

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Important Information

When is an Entrance Permit required?

An entrance permit is required for any of the following:

To:

- Construct an unpaved or paved entrance
- Pave an existing entrance
- Change the design of an existing entrance
- Construct curb and gutters or other permanent works to an existing entrance
- Use an existing entrance for other than its original use
- Change the location of an existing entrance
- Construct a temporary entrance or use any part of a Municipal easement as a means of access to and from a property

What is the purpose of the 911 Civic Addressing System?

The 911 Civic Addressing System acts as an effective and efficient method of delivery of Municipal services including emergency services (required to protect the health, safety and well-being of persons) and for the protection of property and persons.

Entrance Criteria

- (h) A driveway entrance serving a detached dwelling or a semi-detached dwelling shall have a width of 3 m (9.8 ft.) minimum, 6 m (19.6 ft.) maximum. A driveway entrance serving any other use shall have a width of 3 m (9.8 ft.) minimum, 9 m (29.5 ft.) maximum.

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- (a) The maximum width of any joint entrance and exit driveway measured along the road line shall be 9 m (29.5 ft.).
- (b) The minimum distance between a driveway and an intersection of road lines measured along the road line intersected by such driveway shall be 9 m (29.5 ft.).
- (c) The minimum angle of intersection between a driveway and a road line shall be 60 degrees.
- (d) Every lot shall be limited to the following number of driveways:
 - i. Up to the first 30 m (98 ft.) of frontage measured along the road line not more than one (1) driveway. A residential use not on a Provincial Highway or County Road may have a 'U' shaped driveway.
 - ii. For each additional 30 m (98 ft.) of frontage measured along the road line not more than one (1) additional driveway.
- (e) Parking areas and associated driveway systems servicing any use other than a cottage dwelling, duplex dwellings, triplex dwellings, fourplex dwellings, detached dwellings and road townhouses and semi-detached dwellings shall be designed in such a manner that any vehicle entering or leaving a road or public lane need not travel in a backwards motion.
- (f) A driveway serving a non-residential use shall not be located closer than 3 m (9.8 ft.) to a lot containing a dwelling as a principle use.
- (g) A driveway serving a residential use shall not be located closer than 1 m (3.2 ft.) to the side property line, save and except for a joint driveway servicing two lots in which case the driveway shall not require any setback.

Entrance Permit / Civic Address Permit Application

DESCRIPTION AND LOCATION OF PROPERTY:

LOT NO. _____ CONCESSION OR PLAN NO. _____ ON THE _____ (N,S, etc.) SIDE OF _____ (No. or Name)

ROLL NO. 41-09- _____ - _____ - _____ - _____ - 0000 BUILDING PERMIT APPLICATION NO. _____

IT IS UNDERSTOOD THAT: (1) ALL WORKS WILL BE CONSTRUCTED, ALTERED, MAINTAINED OR OPERATED AT THE OWNER'S EXPENSE; (2) THAT NO WORK SHALL COMMENCE UNTIL A PERMIT HAS BEEN ISSUED; (3) THE ISSUANCE OF THIS PERMIT DOES NOT RELIEVE THE HOLDER OF THE RESPONSIBILITY OF COMPLYING WITH MUNICIPAL BY-LAWS; (4) PROPERTY OWNER IS RESPONSIBLE FOR ENSURING ENTRANCE IS CONSTRUCTED WITHIN PROPERTY BOUNDARY LINES.

IN CONSIDERATION OF THIS APPLICATION, WE THE APPLICANTS HEREBY AGREE TO OBSERVE AND COMPLY WITH REGULATIONS SET FORTH IN THIS PERMIT AND SAVE HARMLESS THE MUNICIPALITY FROM ALL COSTS, CHARGES, DAMAGES AND CLAIMS WHATSOEVER TO WHICH MAY ARISE FROM THE ISSUANCE OF THIS PERMIT.

FAILURE TO COMPLY WITH THE TERMS SET OUT IN THIS PERMIT SHALL WARRANT THE REMOVAL OF SAID CONSTRUCTION AT THE OWNER'S EXPENSE.

DATED AT: _____ THIS _____ DAY OF _____

NAME: _____

ADDRESS: _____

TELEPHONE: _____ EMAIL: _____

PURPOSE AND DETAIL OF ENTRANCE: (Please only complete this section if applying for Entrance Permit)

ACCESS REQUIRED FOR: _____

NO. OF ENTRANCES: _____ WIDTH OF ENTRANCE: _____

DISTANCE FROM LOT SIDE LINES (10' MIN.): _____

LENGTH OF CULVERT (20' MIN.): _____ SIZE (12" MIN. DIAMETER): _____

***REMINDER: PAYMENT OF A PERMIT DOES NOT CONVEY APPROVAL OF THE PERMIT.**

PERMIT FEES:

Cost of Entrance Permit:

- \$100.00 prior to installation (no HST)
- \$300.00 if a Permit is not obtained prior to installation (no HST)

Cost of Civic Address Permit:

- \$150.00 (no HST) – includes installation

Cost of combined Entrance and Civic Address Permits:

- \$200.00 (no HST)
-

FOR OFFICE USE ONLY:

Entrance Permit Civic Address Permit Combined - Amount Paid: _____

NO. OF ENTRANCES: _____ WIDTH OF ENTRANCES: _____

DISTANCE FROM SIDE LOT LINE: _____

LENGTH OF CULVERTS: _____ SIZE: _____

CIVIC ADDRESS NUMBER: _____

COMMENTS: _____

SIGNATURE OF MUNICIPAL OFFICIAL: (APPROVAL) _____

DATE: _____ DATE OF EXPIRY: _____