

ENTRANCE/CURB CUT & STORM DRAINAGE PERMIT APPLICATION

A permit is required for a new entrance, revisions to an existing entrance, curb cuts or storm drains within the Town Right-of-Way. Complete the following permit application and submit it to Public Works Department for review and approval. All applications will be given consideration, however not all applications will be approved. Please allow for at least 5 business days for application review.

APPLICANT INFORMATION	
APPLICANT:	
ADDRESS FOR INTENDED WORK:	
MAILING ADDRESS:	PHONE:
	EMAIL:
CONTRACTOR INFORMATION (IF APPLICABLE)	LOT#
	PLAN #
DESCRIPTION OF WORK	
Provide a brief description of the proposed work, along with a detailed sketch/plan (on a separate sheet) outlining the location of the work to be completed.	
Work Start Date:	Work Completion Date:
Entrance/Cut/Storm Drain Permit Cost: Residential (single permit) \$50 Deposit Required: \$250 Residential (multi-unit permit) \$250 Deposit Required: \$500 Commercial Permit: \$250 Deposit Required: \$1000	Payment Received: \$ _____ Form: _____ Received By (Initial): _____ Interac, Cheque or E-Transfer (cash is not accepted)
In consideration of any permit issued in respect to this application, the property owner and his or her agent hereby agrees to observe, keep and perform and be subject to the regulations and conditions of the said permit and indemnify and save harmless the Corporation of the Town of Gananoque from and against all loss, cost charges, damages expenses, claims and demands whatsoever, to which it may be liable for reason of anything done or omitted to be done in the construction of the works authorized. Notification shall be given to the Public Works Department of the Town 72 hrs. prior to the commencement of construction.	
Proof of Insurance, WSIB and Traffic Control Plan are required from the Applicant prior to the permit being administered.	
Complete Application checklist: <input type="radio"/> Application Form <input type="radio"/> Payment <input type="radio"/> Proof of liability insurance/WSIB if required <input type="radio"/> Sketch <input type="radio"/> Traffic Control Plan	
I, the Undersigned, have read and agree to abide by all conditions set out in the Entrance/Curb Cut/Storm Drain Permit requirements and approval letter, if issued. I have included a Traffic Control Plan. I will submit the required fees as part of the application process and I will submit a request for a deposit refund upon completion of the work and approval process.	
Applicant Signature	Date

ENTRANCE/CURB CUT/STORM DRAIN PERMIT	Office Use Only
Terms and Conditions (if any) for this Permit:	
I, Public Works Manager or designate, hereby authorize and grant approval to proceed with the work included in this permit, and as outlined in the sketch, subject to any terms or conditions included with this document; and have received a Traffic Control Plan (if required)	
Signature: _____	
ENTRANCE/CURB CUT/STORM DRAIN PERMIT NUMBER: ECS-	

Final Inspection Date:	Permit finalized and work approved by:
Final Inspection Comments:	Deposit can be refunded upon receiving a request from the Applicant

APPLICANT:

Upon completion of the Work, all Applicant must request a final inspection by calling 613-382-2149 Ext 1613 or email pwinfo@gananoque.ca. Once final inspection is completed, the Applicant must send a request for deposit refund and include an Electronic Payment Form. All deposits are refunded by electronic transfer.

For more information regarding an Entrance-Curb Cut-Storm Drain Permit, contact 613-382-2149 Ext 1613

SPECIFICATIONS:

A.) Driveway Entrances

1. All entranceway infrastructure will be a minimum 300mm in diameter High Density Polyethylene (HDPE) or CSP, unless expressly approved otherwise in writing, by the Manager of Public Works or designate.
2. All infrastructure will have a minimum of 150mm Granular 'A' bedding and conform to Ontario Provincial Standard Drawing (OPSD) 802.010.
3. There must be a sufficient amount of HDPE or CSP pipe left open (uncovered) at each end to allow for possible future connection/extensions.
4. There must be a minimum of 150mm compacted granular cover material on top of the culvert.
5. All works will be at the expense of the applicant, including any curb cutting and reinstatement.
6. The permit holder must provide a minimum of 48 hours' notice to the Manager of Public Works or designate, prior to construction.
7. Applicant is responsible for obtaining all locates prior to construction in conformance with the Ontario Underground Infrastructure Notification System Act, 2012, S.O. 2012, c.4

B.) Storm Drainage

1. All entranceway piping will be a minimum 300mm in diameter High Density Polyethylene (HDPE), unless expressly approved otherwise by the Director of Public Works.
2. Drainage piping, where required will be 150mm diameter perforated complete with geotextile filter sock to allow drainage of subgrade material and connected to the catch basin.
3. All piping will have a minimum of 150mm Granular 'A' bedding and conform to Ontario Provincial Standard Drawing (OPSD) 802.010.
4. Suitable native backfill may be used to subgrade level, all material within 0.5m of finished grade level will be crushed limestone conforming to Ontario Provincial Standard Specification (OPSS) 1001.
5. There must be a minimum of 1 catchbasin per lot or 1 every 35 metres, whichever provides the most catchbasins.
6. The Manager of Public Works or his Designate will determine the location of the catchbasin(s). In most instances this will be upstream of the entranceway.
7. No blind storm connections will be permitted. There MUST be a catchbasin located at each "T", "Y" or elbow connection.
8. In areas of vehicular traffic (on roads) catchbasins will conform to OPSD 705.010. In areas where there will be no vehicular traffic, other types of catchbasin(s) may be approved at the discretion of the Manager of Public Works or designate.
9. Connections to existing storm drainage systems will be to the satisfaction of the Manager of Public Works or designate.
10. Connections of sump drainage or other lot drainage systems will be to the satisfaction of the Manager of Public Works or designate.
11. The Manager of Public Works or designate may permit connection to an existing catchbasin on the drainage course.
12. The finished grading will be completed to provide positive drainage to the ditch and or catchbasin to the satisfaction of the Manager of Public Works.
13. All new developments will provide storm drainage along frontages in any new subdivision or condominium agreement.
14. The permit holder must provide a minimum of 48 hours' notice to the Manager of Public Works or designate prior to construction.
15. All works will be at the expense of the applicant.
16. All works that deviate from explicit approvals must be approved in writing from the Manager of Public Works or designate. Any works contravening this statement shall be assumed to be installed unlawfully and without Municipal approval.
17. The Applicant is responsible for obtaining all locates prior to construction.