

# APPLICATION FOR AN ENTRANCE WAY / HIGHWAY ACCESS

## Department of Transportation and Infrastructure

Town of Stratford - Office Use Only  
DP# \_\_\_\_\_ TIE W/O \_\_\_\_\_  
TIE Receipt \_\_\_\_\_ Fee Paid \_\_\_\_\_



**Office Use Only:**  
\$25 Non-Refundable Fee Paid ( )  
Staff Initials: \_\_\_\_\_

Please check (✓) the area applied for:

- |  |   |
|--|---|
| <input type="checkbox"/> Entrance way on an Arterial Highway     | <input type="checkbox"/> New Access on all other Provincial highways            |
| <input type="checkbox"/> Entrance way on a Seasonal Highway      | <input type="checkbox"/> Re-locate an existing Highway Access                   |
| <input type="checkbox"/> Extension of existing culvert (3m max.) | <input type="checkbox"/> New Access on municipal street or approved subdivision |

Note: The allowable use of a parcel of land served by an entrance way (access) to a Provincial Highway is governed by the Roads Act - Highway Access Regulations (HAR's) and the location of an entrance way (access) is subject to the **Minimum Safe Stopping Sight Requirements** imposed by the HAR's.

### General Information:

Applicants Name: \_\_\_\_\_  
(First) (Middle) (Last)

Contact Person if different from Applicant: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Daytime Phone #: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ E-mail \_\_\_\_\_

### Location of the property:

Property Tax Number (PID): \_\_\_\_\_ Community: \_\_\_\_\_ Civic Address: \_\_\_\_\_

Route No. \_\_\_\_\_ Road Name: \_\_\_\_\_ The property is located  
on the North \_\_\_\_\_, South \_\_\_\_\_, East \_\_\_\_\_, West \_\_\_\_\_, of the highway, \_\_\_\_\_ Kilometers  
North \_\_\_\_\_, South \_\_\_\_\_, East \_\_\_\_\_, West \_\_\_\_\_ of the intersection with \_\_\_\_\_  
road, street

### Entrance way use: Please check (✓)

Existing entrance way use:	single family dwelling ( )	Commercial ( )	Agriculture active ( )
	duplex dwelling ( )	Industrial ( )	Agriculture idle ( )
	multiple dwelling ( )	Institutional ( )	Cottage ( )
	mobile home ( )	Forestry ( )	None ( )

Other: \_\_\_\_\_

Proposed use: (please describe from list above) \_\_\_\_\_

I (we) understand that this application is subject to review by the Department of Transportation and Infrastructure and that no entrance way/access to a highway may be constructed or intensified without approval.

Please see the reverse side before signing.

Date: \_\_\_\_\_

\_\_\_\_\_  
Applicants Signature

\_\_\_\_\_  
Applicants Signature

To be considered, this application must be accompanied by the following:

**1. Arterial or Seasonal Highway:**

- a. A completed application with a \$25.00 (non-refundable) application fee. If the application is approved this fee will be applied to the fee associated with the approval/installation of the access (driveway) within the Provincially owned Right-of-way. See below for Fees associated with all entrance way/access/driveway installations within provincially owned right-of-ways.
- b. In the case of an application for an expansion of a commercial operation, a scaled detailed floor and site plan illustrating the existing and proposed facility.
- c. Copies of the deed for the lot or parcel. Include **Schedule "A"**.
- d. A record of re-zoning or change of use approval, if applicable.
- e. If approved for an Entrance Way, the owner(s) of the parcel will be required to sign an Entrance Way Permit (EWP) which indicates the location of the approved entrance way (access) and the approved use of the parcel of land being accessed. This EWP will be registered in the Registry of Deeds office against the parcel of land being accessed and a registered copy of the EWP will be provided to the owner.
- f. If the EWP is being issued for a parcel of land serviced by a "Seasonal Highway" the EWP will also state that the road is a Seasonal Highway, that the road will be maintained in a passable condition between May 1 and October 31 each year, that there will be no school bus service, the allowable use of the property, the driveway location relative to the property boundary, and any other conditions that may apply.

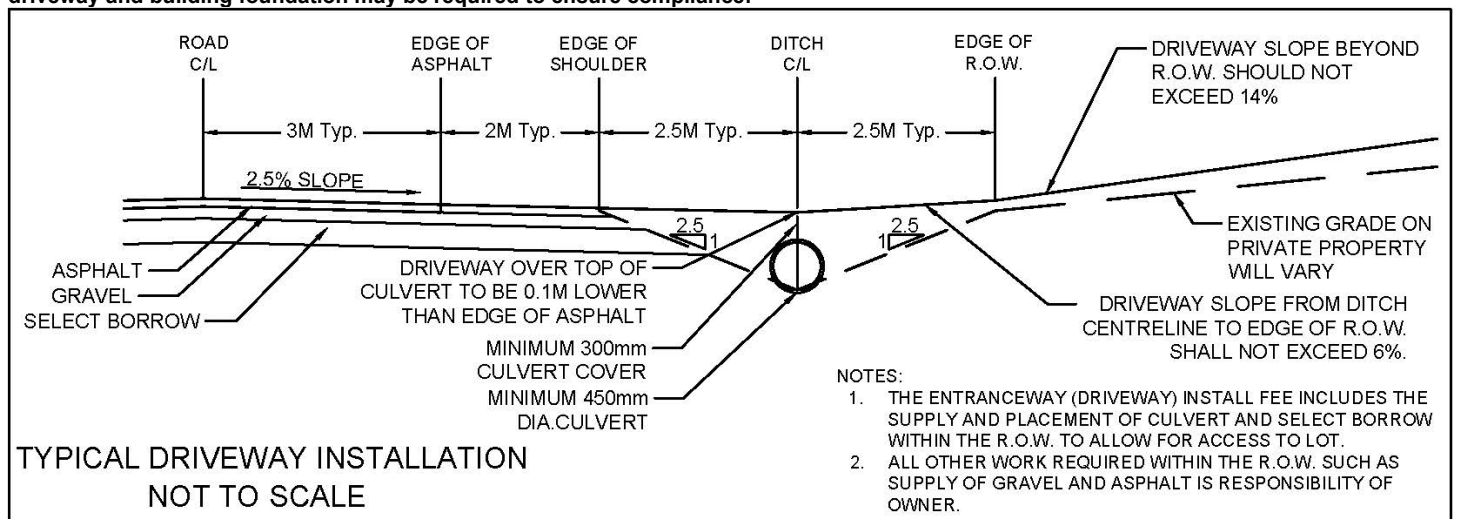
**2. For all highways other than arterial and seasonal:**

- a. A completed application form with a \$25.00 (non-refundable) application fee. Similar to above, if access is approved this fee will be applied to total fee associated with the approval/installation of the access. See below for further information of fees.
- b. A plan of survey, if applicable.
- c. A property map or Geo-Linc map showing the entire property, location of existing and proposed buildings and the intended location of the Entrance Way.

**3. Fees associated with all entrance way/access/driveway installations:**

- a. The basic fee for the installation of an access within a provincially owned right-of-way (ROW) is \$1500.00 (taxes included) and would include the installation of a culvert (length and diameter determined by the province based on the approved use of the land) as well as select borrow (shale) as required within the ROW to access the parcel being served. This fee also applies even if it is determined that a culvert is not required but supply of select borrow is still required.
- b. The basic fee of \$1500.00 shall be reduced to \$500.00 (taxes included) if the access to the parcel being served is for agricultural use only, or for a relocation of an existing culvert. There is no charge for relocations for safety reasons.
- c. The basic fee of \$1500.00 shall be reduced to \$750.00 (taxes included) if the access does not require the installation of a culvert and/or select borrow but does involve the removal or cutting of concrete or asphalt curbing.
- d. The basic fee of \$1500.00 shall be reduced to \$100.00 (taxes included) if the access does not require the installation of a culvert and/or select borrow and nor does it require removal or cutting of concrete or asphalt curbing. In this case there is no work required or material supplied by the Province other than it may require a site visit by staff to ensure that sight distance requirements are met.
- e. The cost (taxes included) for culvert extensions is \$75.00 per metre for agricultural accesses and \$225.00 per metre for other uses. The maximum length to be approved as a culvert extension is 3 meters. Culvert extensions shall not be used for ditch in-filling purposes. If interested in ditch in-filling please contact Capital Projects Division of Transportation, Infrastructure and Energy at 902-368-5100 and ask to speak to the individual in charge of reviewing ditch in-fill requests.
- f. Cost associated to provide gravel or asphalt in all cases noted above are at the owner's expense.
- g. These fees are subject to change as determined by legislation/regulation/policy of Government.

**4. The driveway shall be constructed in accordance with the following sketch and a site plan complete with elevations at road, along driveway and building foundation may be required to ensure compliance:**



**This application will not be processed unless this page is initialed and dated by the applicant(s).**

Initials: \_\_\_\_\_

Date: \_\_\_\_\_

Revised: January 2023