

# SUBMISSIONS FOR NEW SINGLE DWELLING

## Forms

- Application for Development – **Front and Back**
- Letter of Authorization – Allows someone to act on behalf of the property owner for the permit
- Application for an Entrance Way/Highway Access (driveway) – **Front and Back**
- Stratford Utility Corporation Application (Water and Sewer)
- Deck Pamphlet – fill out middle section for any decks on your house (helical pile foundations require an engineer-stamped design)

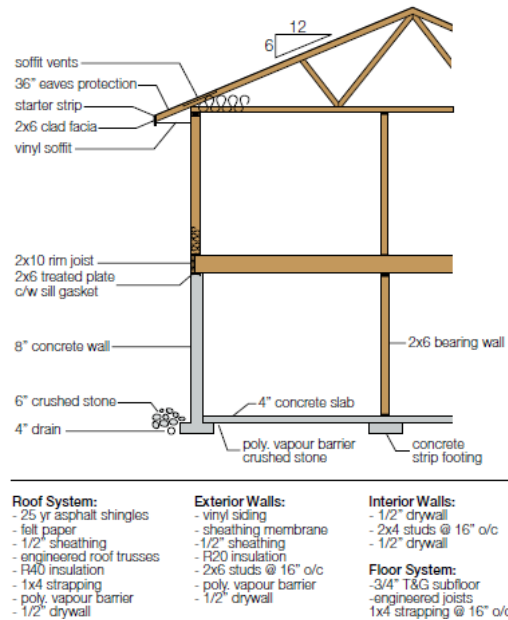
## Other items for submission: (electronic submissions to [sdewitt@townofstratford.ca](mailto:sdewitt@townofstratford.ca))

- Site/grading plan from a certified surveyor – **submit hard copy and electronic if available – preliminary plans not accepted**
- Full set of building plans including elevations, floor plans and cross section, **preliminary plans will not be accepted – can be sent electronically, to scale for 11" x 17"**
- Final Truss package including layout and individual truss design, stamped by an engineer, **preliminary plans will not be accepted – send electronically**
- If you have any steel beams or tall walls, please submit the engineer stamped design
- New Home Construction Energy Assessment Report if required (Foxwoods & Forest Trails only)

## Fees due upon approval:

- Entrance way Fee - \$1500 – **Cheque or Cash (exact change) Only** – cheque payable to *"The Minister of Finance"*
- "Town of Stratford"* Building Permit Fee - \$0.35/square foot of finished space (\$100 deposit) – payable by Visa, MC, Debit, Cheque, Cash
- "Stratford Utility Corporation"* - \$100 per water hookup, \$50 per Sewer hookup - payable by Visa, MC, Debit, Cheque, Cash

## Sample Cross-Section - Fig. 4



## Footing Location Certificate

Footing Location Certificates are required when the proposed development is at the minimum setbacks.

Once the footings are installed, a Footing Location Certificate, prepared by a Prince Edward Island Land Surveyor, showing the setbacks from the footings to the boundary lines, must be submitted to the Planning Department for approval by the Development Officer

## Minimum Lot Requirements

Minimum Lot Requirements	R1: Low Density Residential Zone	R1L: Low Density Residential Large Lot	R2: Medium Density Residential*	
			Single Dwelling	Duplex/Semi-Detached
Lot Area	7,535 ft <sup>2</sup>	15,070 ft <sup>2</sup>	7,535 ft <sup>2</sup>	9800 ft <sup>2</sup>
Frontage	72 ft.	82 ft.	72 ft.	100 ft. or 50 ft./unit
Front Yard Setback	15 ft.	35 ft.	15 ft.	13 ft.
Rear Yard Setback	15 ft.	25 ft.	15 ft.	15 ft.
Side Yard Setback	8 ft.	12 ft.	8 ft.	10 ft.
Flanking Yard Setback	15 ft.	20 ft.	15 ft.	17 ft.
Maximum Building Height	35 ft.	35 ft.	35 ft.	35 ft.

\* See section 11.3.6. of the Zoning and Development Bylaw #45 for townhouse dwelling provisions.

## General Notes

- If you are considering any changes to your submitted plans or approved plans, please contact a member of the Planning staff immediately for advice on this matter.
- Maximum lot coverage shall be determined as a percentage of the lot covered by the main building, attached and/or detached garage and any accessory building.
- In an **R1L Zone**: maximum lot coverage for a one storey dwelling shall be 25%; for a dwelling of more than one storey maximum lot coverage shall be 20%.
- In an **R1 Zone**: Maximum lot coverage for a dwelling shall be 30%; Council may permit up to 40%.
- In an **R2 Zone**: Maximum lot coverage for a single or semi-detached dwelling shall be 30%; Council may permit up to 40%.
- The Town is not responsible for ensuring that you obtain the appropriate provincial permits (i.e. electrical and plumbing), however, these permits are a provincial requirement.



## RESIDENTIAL DWELLINGS

R1 - R1L - R2



## Information Pamphlet

234 Shakespeare Drive  
Stratford, PE  
C1B 2V8

Phone: 902.569.6255  
Fax: 902.569.1845  
E-mail: info@townofstratford.ca

When considering the construction of a new single family dwelling in the Town of Stratford, be sure that the property is researched for easements, rights of way or other legal documents that may affect the location of the building on the property. Information on these items are most often found on the land title for the property. Contact the local Land Registry Office to obtain a copy of your land title.

## Building Inspection

As of march 2020, every building within the Town of Stratford must be designed and built according to the 2015 National Building Code of Canada (NBCC).

Applicants must contact the Building Inspector at least 3 working days prior to the following stages of construction:

- Footing prior to placing a structure thereon;
- Foundation prior to backfill;
- Framing prior to covering;
- After completion of all work.
- Other inspections as deemed necessary.

If the completed work meets the requirements of the Building Bylaw an Occupancy Permit will be issued.

**No one other than persons involved with the construction are able to occupy the building unless an Occupancy Permit has been issued.**

## Application Process

Applications are only accepted once all required information is submitted and a deposit is paid.

Development Applications are reviewed by the Development Officer for conformance with the Town's Zoning and Development Bylaw and by the Building Inspector for conformance with the 2015 NBCC and Building Bylaw.

Building Permits are only issued if they meet the requirements of the Town's Bylaws and if all applicable fees are paid in full. Permits are valid for a 12 month period.

A Building Permit of this nature is normally issued within seven (7) to ten (10) business days.

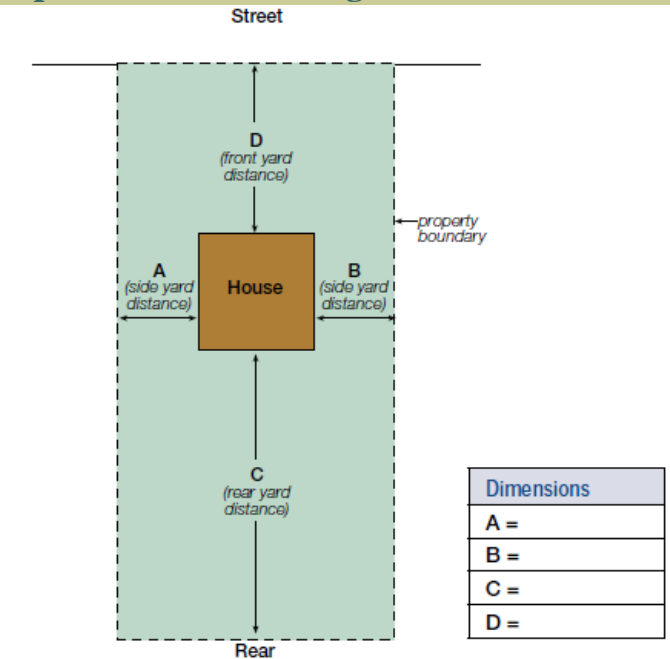
## Required Documents:

1. **Application Form**
2. **Letter of Authorization (if applicant is not landowner)**
3. **Site Plan (drawn to scale) - See Fig. 1 - showing:**
  - Lot dimensions.
  - Dimensions of **all** existing and proposed buildings and structures on the lot. i.e. main dwelling, private detached garage, accessory buildings and structures (decks, mini-barns, swimming pool, driveway, fence, etc.)
  - Setbacks of **all** existing and proposed buildings and structures from the front, side and rear lot lines.
  - Location of **all** existing and proposed water systems on-site well, private or municipal connection) and sewerage systems (on-site septic or municipal connection).
4. **Building Plans (drawn to scale) - showing:**
  - Front, side and rear elevations - **See Fig. 2**
  - Floor Plans indicating use of rooms, smoke alarms, CO alarms, door locations and swings. - **See Fig. 3**
  - Cross-sectional details at sufficient locations indicating all structural and finish details. - **See Fig. 4**
  - Foundation, truss and structural framing plans and details.
5. **Lot Grading Plan (drawn to scale) - showing**
  - Existing elevations of the lot, ditch, road, and adjacent structures; top of the foundation wall; final lot grades; and the direction of surface water flow.

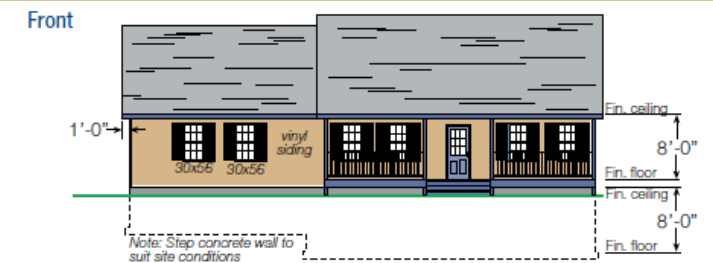
## Application Fees:

- Building Permit is \$0.35/ft<sup>2</sup> of finished floor space.
- Utility Services are \$25 for Sewer & \$50 for Water.
- Entrance Permit is \$1,500 and includes 30' of culvert. (Must be paid in cash or cheque, payable to the Minister of Finance.
- A \$100 non-refundable deposit may be required for a Building Permit. This deposit shall be applied as a credit towards the Building Permit fee. Building Permit fees less than the deposit must be paid at time of application and are non-refundable.

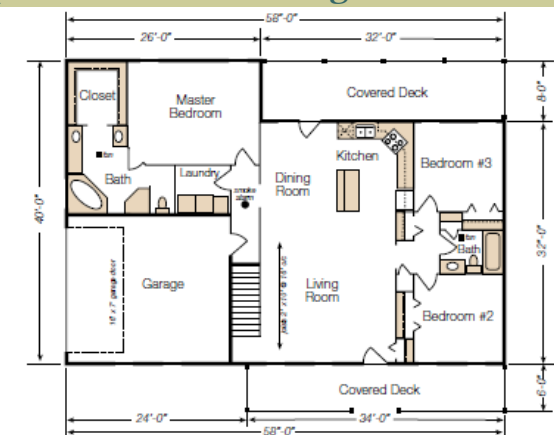
## Sample Site Plan - Fig. 1



## Sample Elevation - Fig. 2



## Sample Floor Plan - Fig. 3



## Table 2 - Joist Size & Spacing

Table 2 - Joist Size and Spacing (H, I & J)				
Joist Size	Joist Spacing			Maximum Cantilever
	12"	16"	24"	
2" x 6"	9'-0"	8'-0"	7'-0"	2'-0"
2" x 8"	12'-0"	11'-0"	9'-0"	2'-6"
2" x 10"	15'-0"	13'-0"	11'-0"	3'-0"
2" x 12"	18'-0"	15'-0"	12'-0"	3'-6"

## Table 3 - Beam Size and Spacing

Table 3 - Wood Beam Size & Span (K, L & O)						
Wood Beam Size	*Supported Joist Length					Maximum Beam Cantilever
	6'-0"	8'-0"	10'-0"	12'-0"	14'-0"	
	Max. Span of Beam Between Columns					
3 - 2" x 8"	8'-0"	7'-0"	6'-3"	5'-9"	5'-4"	2'-0"
3 - 2" x 10"	10'-0"	8'-6"	7'-6"	7'-0"	6'-6"	2'-6"
3 - 2" x 12"	11'-0"	10'-0"	9'-0"	8'-3"	7'-9"	3'-0"
4 - 2" x 8"	9'-0"	8'-0"	7'-3"	6'-6"	6'-0"	2'-0"
4 - 2" x 10"	11'-0"	9'-9"	8'-9"	8'-0"	7'-6"	2'-6"
4 - 2" x 12"	13'-0"	11'-3"	10'-0"	9'-3"	8'-6"	3'-0"

\*Supported Joist Length is the sum of half of the joist span on either side of the beam plus any cantilevered section.

## Notes

- Lumber must be SPF Grade No. 1 or 2, pressure treated or approved alternate.
- Provide solid blocking at mid span of joists spanning 10ft or more.
- Joist spacing over 16" c/c and up to 24" c/c shall utilize 1 1/2" thick decking boards.
- Beam span and Joist span between supports shall not be less than 3 x the cantilevered span, and uplift shall be prevented at the non-cantilevered end of the span.
- Joists shall be adequately fastened to resist movement and uplift by toe nailing, joist hangers, hurricane clips or other mechanical fasteners.
- Post to beam hot dip galvanized connectors must be used.
- Ledger boards shall be fastened in a manner to prevent premature decay.
- Beam sizing is based on a simple span. Continuous beams shall be built in accordance with NBC 9.23.8.3.
- All footings shall bear on solid non-organic soils below the frost line (min. 5ft), and all soils in augured holes shall be fully tamped or otherwise compacted.
- Footing sizes assume 3,000 psf soil bearing capacity.
- Concrete shall have a strength of 3000 psi meeting class F-2.

## Notes Continued...

- Deck footings shall be at least 5ft below grade and must bear below a 45° line from an adjacent deeper footing.
- Concrete sonotubes must be minimum 8" in diameter and be supported on a footing.
- Wood post size shall be minimum 6" x 6" pressure treated and be centered on footing.
- Posts must be anchored to footing and/or concrete piers using a galvanized pre-manufactured post base with post anchor.
- Columns / Posts for decks over 2ft high must be laterally supported to resist racking.
- Decks located between 2'-0" and 5'-11" above grade require a 36" guard/railing.
- Decks 6ft or greater above grade require a 42" guard/railing.
- Stair stringers to be approx. 16" c/c. Stairs with 3 rises or more require a handrail.
- Decks intended to support hot tubs require an engineered stamped design.
- Minimum sizes for footings in Table 4 assume no roof system is supported. An engineered stamped design is required for deck foundations supporting a roof system.
- Helical pile systems may be used upon submission of engineered stamped design.

## Table 4 - Footing Size

Table 4 - Footing Sizes				
Beam Span (O)	**Joist Length (B)	Square Footing (R)	Round Footing (R)	Footing Thickness (Q)
6'	10'	12"	14"	6"
	14'	14"	16"	6"
	18'	16"	16"	6"
8'	10'	12"	14"	6"
	14'	16"	18"	6"
	18'	18"	20"	6"
10'	10'	16"	18"	8"
	14'	18"	20"	8"
	18'	20"	22"	8"
12'	10'	16"	18"	8"
	14'	18"	20"	8"
	18'	22"	24"	8"
14'	10'	18"	20"	8"
	14'	20"	22"	8"
	18'	22"	26"	10"

\*\*Joist Length is the sum of the joist span and cantilevered section.

## DECKS

## Contact Information

Name: \_\_\_\_\_

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

Address: \_\_\_\_\_

Permit Number: \_\_\_\_\_



## Information Pamphlet

234 Shakespeare Drive  
Stratford, PE  
C1B 2V8

Phone: 902.569.6255  
Fax: 902.569.1845  
E-mail: info@townofstratford.ca

## Application Process

Applications are only accepted once all required information is submitted and the fee is paid.

Development Applications are reviewed by the Development Officer for conformance with the Town's Zoning and Development Bylaw and by the Building Official for conformance with the 2015 National Building Code of Canada and the Town's Building Bylaw.

Permits are valid for a 12 month period and are normally issued within seven to ten (7-10) business days.

## Required Documents

1. **Application Fee \$100.00**
2. **Application Form**
3. **Letter of Authorization (if applicant is not landowner)**
4. **Site Plan (drawn to scale) - See Fig. 1 - showing:**

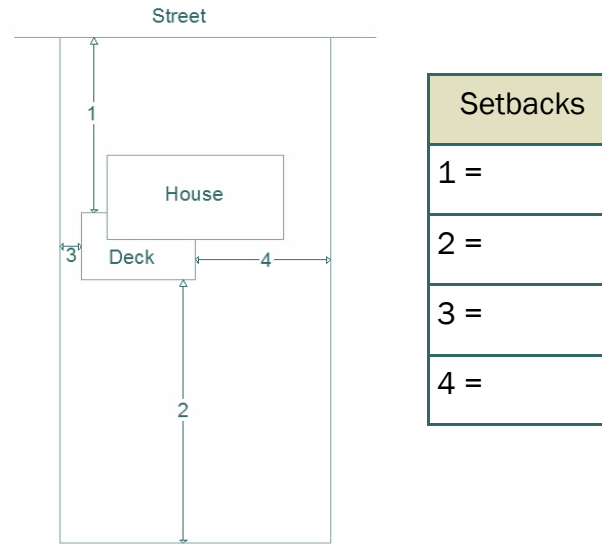
- Lot dimensions
- Dimensions of **all** existing and proposed buildings and structures on the lot. i.e. main dwelling, private detached garage, accessory buildings and structures (decks, mini-barns, swimming pool, driveway, fence, etc.)
- Setbacks of **all** existing and proposed buildings and structures from the front, side and rear lot lines.
- Location of **all** existing and proposed water systems (on-site well, private or municipal connection) and sewerage systems (on-site septic or municipal connection).

5. **Building Plans (drawn to scale) - showing:**

\* You may use this brochure as part of your application by filling out **Table 1** if the proposed deck is of the same design as the following example drawings and tables. Otherwise submit the following plans specific to your proposed development;

- Cross-section - See **Fig. 2**.
- Structural Plan - See **Fig 3**.

## Sample Site Plan - Fig. 1

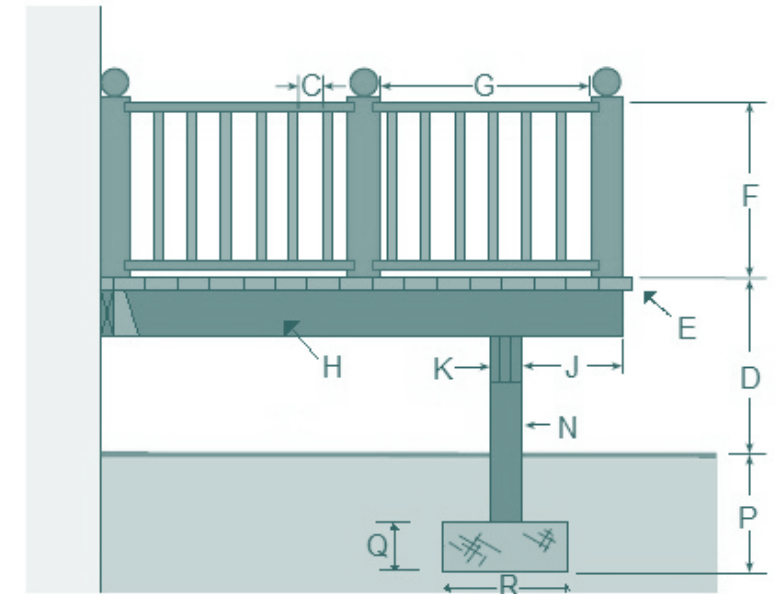


Setbacks	
1 =	
2 =	
3 =	
4 =	

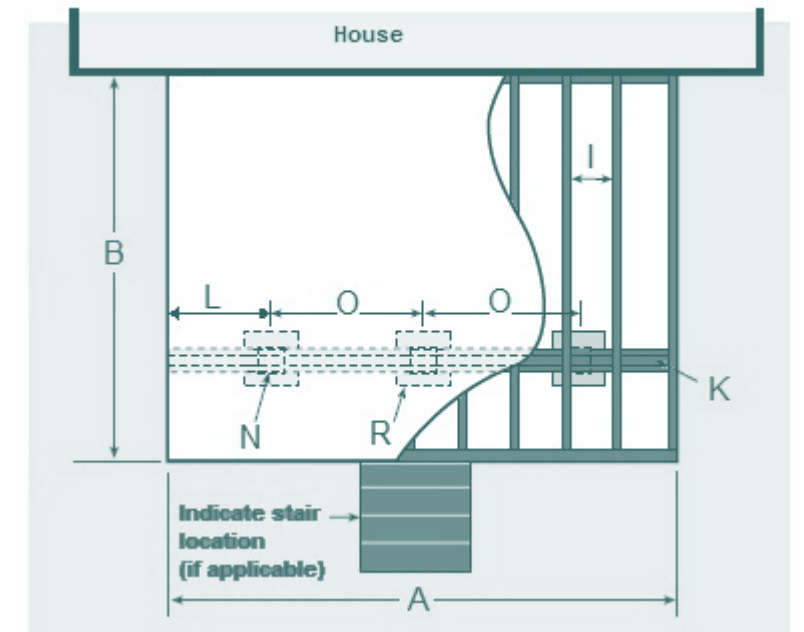
## Specifications - Table 1

A	Deck Length (measured along house)	
B	Deck Width (measured out from house)	
C	Openings in Guard/Railing (max. 4")	
D	Height of Deck Above Finished Grade (max)	
E	Decking Thickness	
F	Guard/Railing Height	
G	Distance Between Guard/Railing Posts	
H	Joist Size	
I	Joist Spacing	
J	Joist Cantilever	
K	Beam Size	
L	Beam Cantilever	
M	Post/Column Type (Wood or Concrete)	
N	Post/Column Size	
O	Post/Column Spacing	
P	Footing Depth (min. 1.5m/5ft)	
Q	Footing Thickness	
R	Footing Width <input type="checkbox"/> Square <input type="checkbox"/> Round	
S	Stair Width (min. 2'-10")	
T	Stair Riser Height (min. 5" max. 8")	
U	Stair Tread Depth (min. 10" max. 14")	
V	Ledger Anchor Size and Spacing	

## Example Cross-Section - Fig. 2



## Example Structural Plan - Fig. 3



## OFFICE USE ONLY: Inspections & Occupancy

- Inspection of columns prior to backfill: \_\_\_\_\_
- Inspection after completion of all work: \_\_\_\_\_
- Occupancy Permit Issued: \_\_\_\_\_

## Table 5 - Ledger Anchor Size & Spacing

Table 5 - Ledger Anchors (V)		
Joist Span	Option #1	Option #2
6'	1/2" @ 18" c/c	5/8" @ 22" c/c
8'	1/2" @ 16" c/c	5/8" @ 18" c/c
10'	1/2" @ 12" c/c	5/8" @ 16" c/c
12'	5/8" @ 12" c/c	3/4" @ 14" c/c
14'	5/8" @ 10" c/c	3/4" @ 12" c/c
18'	3/4" @ 10" c/c	n/a

# TOWN OF STRATFORD

## APPLICATION FOR DEVELOPMENT

### Property Information

Project Site Civic Address: \_\_\_\_\_  
 Property Tax No. (PID): \_\_\_\_\_ Current Zoning: \_\_\_\_\_ Lot No.: \_\_\_\_\_  
 Property Size: \_\_\_\_\_ ft.<sup>2</sup>, \_\_\_\_\_ Acres.  
 Are there any existing structures on the property?  No  Yes, please describe: \_\_\_\_\_

### Contact Information

Applicant Name: \_\_\_\_\_  
 Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_  
 Res. Tel.: \_\_\_\_\_ Bus. Tel.: \_\_\_\_\_ Mobile: \_\_\_\_\_  
 Fax: \_\_\_\_\_ Email: \_\_\_\_\_  
 Property Owner Name ( Same as above): \_\_\_\_\_  
 Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_  
 Res. Tel.: \_\_\_\_\_ Bus. Tel.: \_\_\_\_\_ Mobile: \_\_\_\_\_  
 Contractor: \_\_\_\_\_ Bus. Tel.: \_\_\_\_\_ Mobile: \_\_\_\_\_  
 Arch./Eng.: \_\_\_\_\_ Bus. Tel.: \_\_\_\_\_ Mobile: \_\_\_\_\_

### Project Type

New  Addition  Demolition  Relocation  Renovation  Change of Use

### Type of Permit

Single Family  Commercial  Accessory Building  Accessory Structure (Pool, Deck, etc.)  
 Semi-Detached  Industrial  Institutional  Row/Townhouse  
 Apartment  Fence  Signage  Excavation/Stockpiling

	Length (ft)	Width (ft)	Height (ft)	No. of Units	No. of Parking
Project Details					
	Main	Second	Garage	Foundation	Bonus Room
Floor Area (ft <sup>2</sup> )					
Heating Type:		Roof Material:		Cladding Type:	

Project Start Date: \_\_\_\_\_ Estimated Date of Completion: \_\_\_\_\_  
 Estimated Value of Project (not including land cost): \$ \_\_\_\_\_

### Infrastructure Components

Sanitary sewer services:  Municipal  On-site Engineer Designed:  Yes  No  
 Name of on-site designer, if applicable: \_\_\_\_\_ Bus. Tel.: \_\_\_\_\_  
 Name of on-site installer, if applicable: \_\_\_\_\_ Bus. Tel.: \_\_\_\_\_  
 Water services:  Municipal  On-site well  Private  
 Storm sewer services:  Piped  Curbed  Open ditch  Undetermined  
 Entranceway permit required:  Yes  No, explain: \_\_\_\_\_

## Declaration

I hereby covenant and agree that:

- ❖ I would waive all rights or action against the Town of Stratford and/or any of its staff in respect of any damages which may be caused through the operation of any provision(s) in any of the said bylaws or for the revoking of a permit for any cause or irregularity or nonconformity with the bylaws or regulations adopted by the Town of Stratford.
- ❖ I would be responsible for designing and building the proposed property conforming with the National Building Codes and all other relevant provincial rules and regulations.
- ❖ I would be responsible or damage to sidewalks, curbs, gutters, etc. and I will bear the cost of repair or replacement of the same to the complete satisfaction of the Town of Stratford.
- ❖ I certify that all information contained herein, the attached plans, and other attached documents are complete and correct.
- ❖ As per section 7.9.1 of The Zoning and Development Bylaw #45, an application for a Development Permit shall constitute authorization for inspection of the building or land in question by an officer or agent of the Town for the purpose of ensuring compliance with the provisions of this Bylaw.

\_\_\_\_\_  
Property Owner or Authorized Agent (Please Print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

### For Office Use Only

Submission Date: _____ <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;"></th> <th style="width: 15%;">Yes</th> <th style="width: 15%;">No</th> <th style="width: 15%;">Incomplete</th> </tr> </thead> <tbody> <tr> <td>Bldg Plans</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Site Plan</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Drainage Plan</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Utility</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Entrance</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Zoning</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Deposit Paid</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td>Receipt: _____</td> </tr> </tbody> </table> Development Bylaw: <input type="checkbox"/> Approved Comments: _____ _____ Development Officer: _____ Approval Date: _____		Yes	No	Incomplete	Bldg Plans	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Site Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Drainage Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Utility	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Entrance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Zoning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Deposit Paid	<input type="checkbox"/>	<input type="checkbox"/>	Receipt: _____	Building Bylaw Review Required? <input type="checkbox"/> Yes <input type="checkbox"/> No Building Bylaw: <input type="checkbox"/> Approved Comments: _____ Building Inspector: _____ Approval Date: _____ _____ Development Permit Number: _____ Date Permit Issued: _____ Development Permit Fee: _____ Fee Payment Date: _____ _____ Civic Address: _____ <input type="checkbox"/> Data Entered <input type="checkbox"/> Data Approved
	Yes	No	Incomplete																														
Bldg Plans	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																														
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Deposit Paid	<input type="checkbox"/>	<input type="checkbox"/>	Receipt: _____																														

## Letter of Authorization

I, \_\_\_\_\_, am the registered property owner of the property  
Property Owner's Name  
located at \_\_\_\_\_.  
Address

I do hereby grant permission for \_\_\_\_\_ to act as my agent in connection with  
Agent's Name  
my application to the Town of Stratford for a Building Permit/Development Permit for the property  
located at \_\_\_\_\_.  
Address

I confirm that my agent is authorized to answer any and all questions on my behalf and to sign any and all documents for me; however, I accept full responsibility to ensure that the project meets all the applicable bylaws of the Town of Stratford, the National Building Code, and any other provincial or federal laws and regulations.

In the event the above-named agent ceases to be my agent, I shall notify the Building Inspector as soon as practical, but no later than 3 business days from the date the above-named agent ceases to be my agent. If I am appointing a new agent, the notice to the Building Inspector shall also include a new Letter of Authorization identifying the new agent.

\_\_\_\_\_  
Property Owner's Signature

\_\_\_\_\_  
Date

### Agent's Contact Information:

Tel.: \_\_\_\_\_ Bus. Tel.: \_\_\_\_\_ Mobile: \_\_\_\_\_  
Fax: \_\_\_\_\_ Email: \_\_\_\_\_



**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.

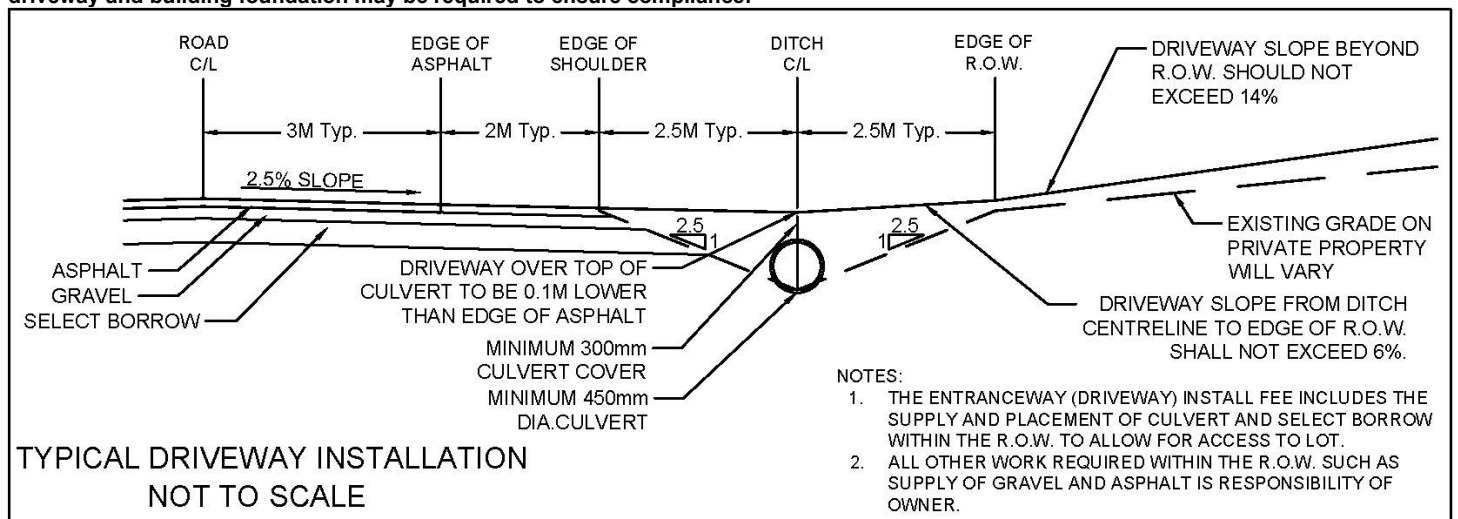
**2. For all highways other than arterial and seasonal:**

- 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

# Stratford Utility Corporation – Application for Water and/or Sewer Service

234 Shakespeare Drive, Stratford, PE C1B 2V8 (902) 569-4662

This application must be filled out completely and signed by the customer, developer or the installer before service will be provided. The customer/developer/installer agrees to abide by the requirements of the Stratford utility Corporation (as attached) and all applicable provincial legislation.

Application is hereby made for connection to the Stratford Utility for:

Sewer Service  Water Service  Sprinkler System

Service will not be provided until the application fee is paid, a provincial plumbing certificate is issued (where one is required) and an inspection of the work is carried out by the Utility before the work is covered up.

## IT IS ILLEGAL TO CONNECT SUMP PUMPS TO MUNICIPAL SEWER

### Customer Information:

Name \_\_\_\_\_ Service Address \_\_\_\_\_

Lot # \_\_\_\_\_ Property Tax # \_\_\_\_\_ Parent #: Yes  No

Mailing Address \_\_\_\_\_ Postal Code \_\_\_\_\_ Tel \_\_\_\_\_

Installer's Name \_\_\_\_\_ Tel \_\_\_\_\_

**Service Information - Under footing sewer service is not guaranteed by the Utility. Please verify elevations on site before construction begins.**

**Type of Service** Residential  Commercial  Other – Please Describe \_\_\_\_\_

(Please Circle) - Single Family/Duplex/Apartment Units/Condo Units/Row Housing/Commercial Building

Number of units \_\_\_\_\_

**Water Service**  ¾ (19mm)  Other \_\_\_\_\_ Sprinklered: Yes  No

Geothermal Wells: Yes  No  Number of Wells: \_\_\_\_\_

**Sewer Service**  4" (100 mm)  Other \_\_\_\_\_

**Frontage (ft)** \_\_\_\_\_ off survey plan  off deed

**Existing Services:** Septic System - yes  no  Well - yes  no

**Plumbing Permit Number** (where required) \_\_\_\_\_

**Fees are calculated by the number of water or sewer lines installed per dwelling. Customers installing sprinkler systems are asked to contact the Utility before installation of their water line.**

- Applicable Fees:
- Water Inspection (\$50.00)  Water Turn On (\$50.00)
  - Sewer Inspection (\$50.00)  Sprinkler Fee (\$.06 cents per square foot per year)
  - SFD Sewer Capital Charge (\$900) (If Applicable)
  - SFD Water Capital Charge (\$600) (If Applicable)
  - Duplex/Row Sewer Capital Charge (\$720 per unit) (If Applicable)
  - Duplex/Row Water Capital Charge (\$480 per unit) (If Applicable)
  - Apartment Sewer Capital Charge (\$630 per unit) (If Applicable)
  - Apartment Water Capital Charge (\$420 per unit) (If Applicable)

**Note:** Customers and installers are advised that water and sewer inspections and water turn ons are carried out during normal working hours (Monday to Friday 8:00 am to 4:30 pm) and only with 24 hour prior notice to the Utility. Inspections or water turn on required after hours require special arrangements and are subject to additional charges (see below).

### Additional Charges for After Hour Inspections

After hours water lateral inspections:  Additional \$50.00 (billed to customer account)

After hours sewer lateral inspections:  Additional \$50.00 (billed to customer account)

After hours water turn on/off:  Additional \$25.00 (billed to customer account)

\_\_\_\_\_ or \_\_\_\_\_

Customer/Developer Signature

Installer Signature

Date

**For Utility Use Only:** Development Permit # \_\_\_\_\_ Utility Application # \_\_\_\_\_

Fees: Amount Received: \_\_\_\_\_ Date: \_\_\_\_\_ Receipt No. \_\_\_\_\_

Application Received By: \_\_\_\_\_ Application Approved By: \_\_\_\_\_

Sewer Customer:  New Customer  Existing Customer – Account No: \_\_\_\_\_

Sewer Rate Code: \_\_\_\_\_ Bill Start Date: \_\_\_\_\_ Setup By: \_\_\_\_\_

Water Customer:  New Customer  Existing Customer – Account No: \_\_\_\_\_

Water Rate code: \_\_\_\_\_ Bill Start Date: \_\_\_\_\_ Setup By: \_\_\_\_\_

Billable Frontage (feet): \_\_\_\_\_ PID # \_\_\_\_\_ Parent # Yes  No

Comments: \_\_\_\_\_

**Sewer Connection**

**For Utility Use Only**

Sewer Inspection Date: \_\_\_\_\_ Inspected By: \_\_\_\_\_

Inspection:  Passed  Failed Septic Tank Decommissioned:  Yes  No  N/A

**Backwater Valve Installed:**  Yes  No  N/A Final Approval Date: \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

**Water Connection**

**For Utility Use Only**

Water Inspection Date: \_\_\_\_\_ Inspected By: \_\_\_\_\_

Inspection:  Passed  Failed Well Decommissioning:  Yes  No  N/A

**Check Valve Installed:**  Yes  No  N/A **PRV Installed:**  Yes  No  N/A **Idler Installed:**  Yes  No  N/A

**Meter Installed:**  Yes  No  N/A \_\_\_\_\_

**Meter Size:** \_\_\_\_\_ **Meter Number:** \_\_\_\_\_ **R900 Number:** \_\_\_\_\_

Final Approval Date: \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

Water turn-on date: \_\_\_\_\_ Turned on by: \_\_\_\_\_