



Curb Cut and Entrance Permit

Town of Milton
Engineering Services
150 Mary Street
Milton, ON L9T 6Z5
905-878-7252 x2500
Engineering@milton.ca

For Office Use Only:	Permit No.	
	Chargeback No.	

Personal information on this form is collected under the authority of sections 11 of the Municipal Act, 2001, SO 2001, c. 25, and will be used for the purpose of administration.

Site Plan No. Building Permit No.

Property Address

Property Owner (must be completed)

Name

Address

City Postal Code

Phone Number (Bus.) Phone Number (Res.)

Email

Company/Contractor, acting on behalf of the Property Owner

Buisness Name

Address

Contact City

Phone Number (office) Phone Number (cell)

Email

- Complete drawing on page two with existing and proposed measurements in metres.
- For Site Plan/Building Permit Curb Cut and Entrance Permit application: submit a copy of the development application drawings.

I have read, understood, and will comply to the attached General Terms & Conditions which form part of this permit application

Signature (Property Owner)

Date

Signature (Contractor)

Date

Town Approval

Approval Date

Application Fee	_____	Paid
Job Fee	_____	Paid
Security	_____	Paid
Inspection	_____	Paid

Urban Residential Entrance

ENTER ALL DIMENSIONS IN METERS

I - Curb Cut Details

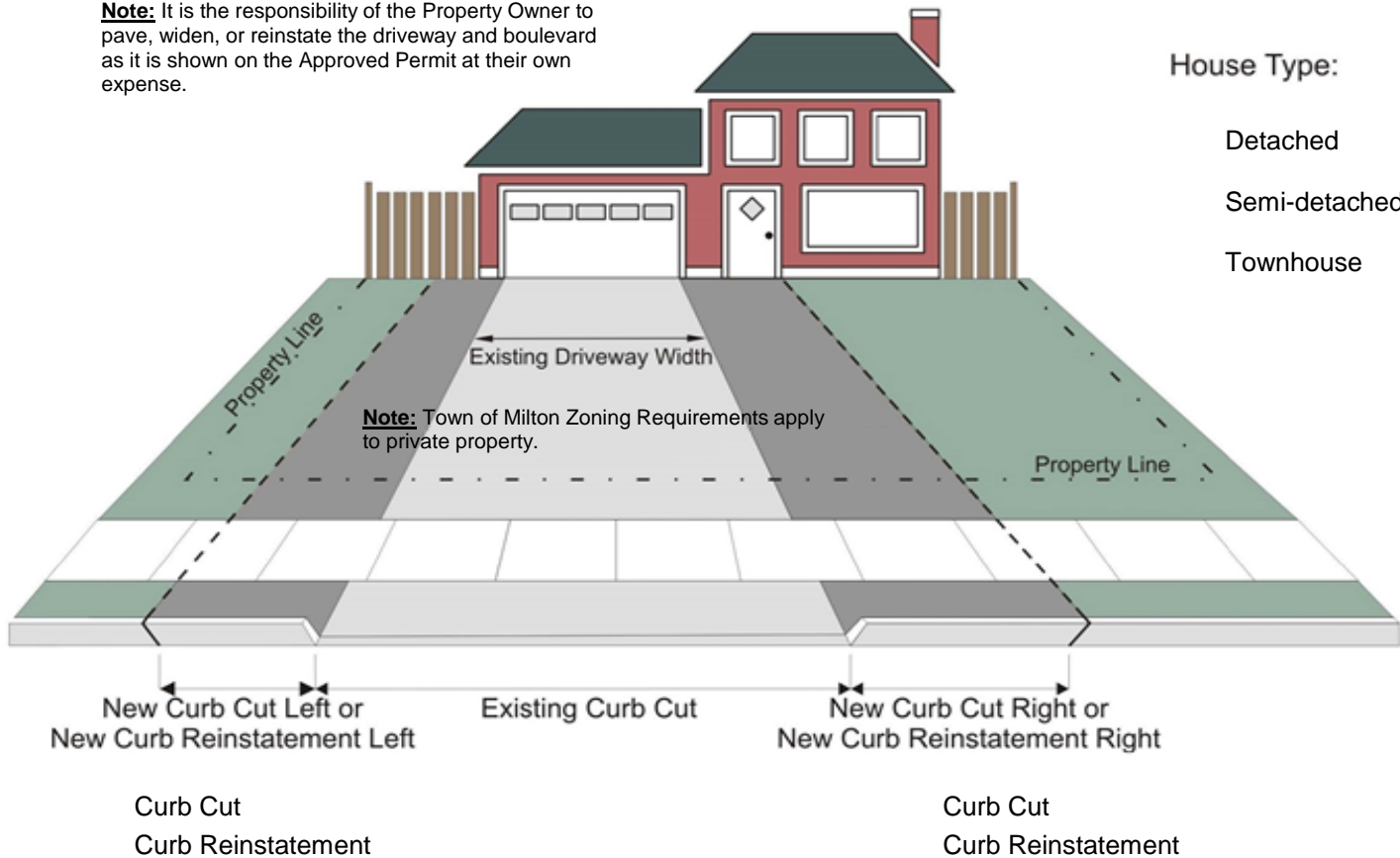
Note: It is the responsibility of the Property Owner to pave, widen, or reinstate the driveway and boulevard as it is shown on the Approved Permit at their own expense.

House Type:

Detached

Semi-detached

Townhouse



Total New Entrance Width =

Note: 6.0 m maximum as per Town of Milton Engineering Standards

Rural Entrance

- All Rural Entrance Permits must be submitted with a drawing showing all existing and proposed entrances.
- A copy of the property survey may be used to create a drawing when the Entrance Permit is not related to a Development application.
- The drawing must show all existing and proposed driveway widths in meters including measurements to adjacent property lines.
- The drawing must show any existing culvert locations including their length and size.
- Entrance location shall be staked out prior to permit application.

New Culvert Requirements:

- Culverts shall be new, Boss 2000 dual-wall corrugated HDPE drainage pipe or approved equivalent.
- Culverts shall be backfilled with a minimum compacted cover of 300 mm of 19 mm Limestone. The remainder of the entrance within the right of way shall have a minimum compacted thickness of 150 mm 19 mm Limestone (or as specified by the Town and/or manufacturer).
- Culverts must have a minimum size of 375 mm with driveway side slopes top dressed with a minimum 100 mm of topsoil, sodded and graded to a maximum 3:1 ratio from the entrance driveway platform to the ends of the culvert invert.

General Terms & Conditions

1. No curb cut, access, or access modification works shall be carried out without an approved and issued Curb Cut and Entrance Permit.
2. All work within the Municipal Right of Way or other Town property will be carried out by the Town of Milton or the Town of Milton's contractor, at the sole cost of the applicant, as determined by the Director.
3. The permit shall expire three (3) months after the date of issuance, if the work which is the subject of the Permit, has not commenced within that time. After expiration of the three (3) month term, a new Permit must be obtained before proceeding with such work.
4. Any Entrance to a commercial or industrial property shall conform to the Town's Site Plan Approval process and the Town Standards, as per By-Law No. 35-2016.
5. Works approved by the Town of Milton under an issued Curb Cut and Entrance Permit will be performed between April 1 and October 31. Works requested outside of those dates will be deferred.
6. Urban Entrances shall be paved with an asphalt surface or other approved material within 30 days of the entrance widening by the applicant at their sole expense.
7. **Any Entrance to a commercial or industrial property shall conform to the Town's Site Plan Approval process and the Town Standards.**
8. The Town of Milton will not accept responsibility for any damages to private sprinkler/irrigation heads, systems or other fixtures encroaching on Town property when performing works approved under a Curb Cut and Entrance Permit.
9. Should Applicant(s) proceed with work which has not been approved by the Town and for which an Curb Cut and Entrance Permit has not been issued; the Applicant(s) will be held responsible for any repair of damages and/or restoration of non-approved works back to the original condition at the Applicant(s) own expense. All costs incurred by the Town related to construction or rectification will be recovered by direct invoicing to the applicant. A 20% surcharge will be applied to cover the Town's overhead and administration costs.
10. Should Permit Holder(s) decide not to proceed with work for which an Curb Cut and Entrance Permit has been issued and paid; the Application Fee will not be refunded.
11. The Town of Milton will not guarantee the completion of any Curb Cut and Entrance Permit works by a specific date as requested by the Permit Holder(s).

Town Standards and Zoning Requirements

- Urban Residential Entrances shall have a minimum width of 3.2 m.
- Rural Residential Entrances shall have a minimum width of 5.0 m.
- **Maximum widths** for Residential Entrances:
 - (a) 3.2 m for lots having a frontage of less than or equal to 6.5 m;
 - (b) 4.0 m for lots having a frontage greater than 6.5 m and less than or equal to 8.0 m;
 - (c) 5.0 m for lots having a frontage greater than 8.0 m and less than or equal to 9.0 m;
 - (d) 6.0 m for lots having a frontage greater than 9.0 m and less than or equal to 11.5 m;
 - (e) 8.0 m for lots having a frontage greater than 11.5 m.
- The minimum distance at the Curb Line between Entrances on the same property frontage shall be:
 - (a) a minimum of 15 meters for urban residential lots;
 - (b) a minimum of 30 meters for rural residential and farm lots
 - (c) at the discretion of the Director for commercial/industrial/institutional lots
- The minimum distance at the Curb Line between any Entrance and any intersection shall be to Town Standards based on Road classification, traffic volume and speed or as otherwise determined by the Director.
- All Entrances shall have unobstructed visual sightlines for entry/exit for any part of the road including sidewalks and/or bike trails.
- Driveways are to be 1.2 m clear of utility structures and hydrants.

Working within the Municipal Right of Way

1. **The Applicant agrees to:** 1) Accept full responsibility for the protection of all utilities, private property and persons affected by his/her operations; 2) Provide proof of liability insurance (\$5,000,000 minimum) naming the Town of Milton as additional insured; 3) Indemnify and save harmless the Town of Milton and all assets and personnel it is in law responsible for.
2. All works carried out under this permit must be completed in accordance to the **Town of Milton Restoration Standards** and to the satisfaction of the Town of Milton.
3. The Applicant assumes **all responsibility of existing site conditions** within the location of the proposed works. Any pre-existing conditions may be field verified/noted by the Town's Permit Inspector at least 24 hrs prior to commencement of works.
4. Prior to commencing work, stakeouts must be obtained from all utilities in the Town of Milton.
5. When working, a copy of this permit and stakeouts must be on site at all times.
6. **A copy of the permit or written notification of completion of work must be provided to the Town of Milton for final approval and warranty.**
7. Positive drainage shall be maintained during the course of the work.
8. **No work is to be done during rush hour period (7:00 a.m. to 9:00 a.m., or 4:00 p.m. to 7:00 p.m.) on the travelled portion of the roadway.**
9. All signs and equipment must be off the travelled portion of the roadway before 9:00a.m., or after 4:00 p.m.
10. _____ Lane(s) of traffic must be maintained during working hours as per OTM Book 7.
11. All lanes of traffic must be maintained when not working.
12. All utilities shall be protected and supported, to the satisfaction of the affected utility.
13. The road surface and sidewalks shall be kept clear of obstructions or debris, to avoid hazard or inconvenience to the public.
14. Mud tracking or dust nuisance shall not be allowed. Any accumulation must be cleaned from the road and/or shoulders immediately. Failure to do so could result in the Town causing the cleaning to be carried out at the Applicant's expense and/ or charges under the Town's Obstructing Highways By-law (97-2000) as amended.
15. The Applicant shall not cut, trim or interfere with any trees (including roots) in the right-of-way without Town of Milton approval.
16. All changes and/or deviations from the approved plans and/or location shall be subject to re-approval by the Town of Milton.
17. The road shall not be closed without the consent in writing of the Director, Engineering Services.
18. The applicant agrees and accepts full responsibility to supply, maintain, clean and place all barricades, warning signs, delineators, and flashing lights, necessary for the protection of the public and the safe operation of the installation, at the applicant's own expense, as per the Ontario Traffic Manual (OTM), Book 7, Temporary Conditions latest revision. (Note: This manual depicts minimum standards, additional signing may be required)
19. All disturbed or affected areas to be maintained and guaranteed for **two years** after completion and acceptance of the work by the Town, at the applicant's expense.
20. The applicant accepts the Town's right to perform any necessary remedial work caused by the applicant's operation, subject to the following conditions:
 - a) The Director, Engineering Services will give the applicant not less than twenty-four (24) hours notice of any remedial work required, except for emergency work.
 - b) If at the expiration of the time allowed, the applicant or his/her contractor has not commenced remedial work to the Director's satisfaction, the Town of Milton may undertake to have this work done by whatever means it deems necessary.
 - c) The applicant agrees to reimburse the Town of Milton for all costs incurred under 22a) and/or 22b) and/or to supply the Town with a Security Deposit, for a specified amount, where applicable as noted in the Road Cut and Entrance By-Law.
21. Access for emergency vehicles and driveways must be maintained at all times.