



**Corporation of the Town of Midland**

575 Dominion Avenue

Midland, ON

L4R 1R2

Telephone: 705-526-4275

Fax: 705-526-9971

Submit to: [engineering@midland.ca](mailto:engineering@midland.ca)

**Property Entrance and Curb Cut Application** (Pursuant to Entrance By-Law 1999-176)

**Property address requesting permit:** \_\_\_\_\_

**Classification of Entrance:** (as stipulated in the Fees and Charges By-law, as amended)

Residential

Commercial

Industrial

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

**Application for a permit to:** (check all that apply)

Applicant is responsible for the cost and construction of entrances or permanent works related to their entrance.

Construct a new paved entrance.

Construct an unpaved entrance.

Change design of existing entrance.

Change entrance classification.

Relocate existing entrance.

Change from temporary entrance to permanent entrance.

Construct temporary entrance.

**Additional permit requirements:** (check any that apply)

The Town of Midland will schedule and complete the curb cuts. The Town will come to paint your curb prior to completion of the cut. Property owners are responsible for removal of concrete after the curb has been cut. Fees are subject to our composite fees and charges by-law schedule.

Curb cut.

Construct curbs, gutters, or other permanent works within entrance.

Add curbs, or other permanent works to an entrance on Town property.

**Applicant Information:** (required)

Name of property owner: \_\_\_\_\_

Phone number: \_\_\_\_\_

Email address: \_\_\_\_\_

Mailing address: \_\_\_\_\_

Town or City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_



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**Description of project:** (All measurements to be in metres)

Existing width of entrance: \_\_\_\_\_ Proposed width of entrance: \_\_\_\_\_

Lot frontage: \_\_\_\_\_ Material proposed: \_\_\_\_\_

Addition of: Pipe Culvert Other: \_\_\_\_\_

Is a severance applied for? \_\_\_\_\_ If yes, provide Consent Application Number \_\_\_\_\_

**Select if any of the following be affected by your project:**

Road drainage            Trees, shrubs            Signs            Guide Rail  
Other: \_\_\_\_\_

**If property owner is not completing project, please provide contractor information below:**

Name of contractor: \_\_\_\_\_

Phone number: \_\_\_\_\_

Email address: \_\_\_\_\_

**Attach PDF Image or draw a Property Plan that clearly illustrates:**

All measurements are to be in metres.

- Entire property dimensions.
- Outline existing driveway width.
- Proposed driveway width.
- The distance between the sidewalk and curb from property lines.
- Note any trees, utilities, streetlights, hydro poles, or other fixtures and measurements from all of these to your proposed driveway and property lines.

**Please read conditions and sign below.**

**Supplementary conditions**

This permit is issued under the authority vested in the Corporation of the Town of Midland and the regulations pursuant thereto and is subject to the conditions of Entrance By-Law No. 1999-176 of the Town of Midland.

1. The Entrance Permit is subject to all Municipal By-laws.
2. Work on the construction or alteration of an entrance must not be started before an Entrance permit for the work has been issued by the Town.
3. Work on an installation of development for which a permit is granted must start within six (6) months of the date of issue of the permit or the permit shall be void and shall be cancelled by the Town.
4. All works related to or forming part of an entrance shall be carried out in accordance with

## Corporation of the Town of Midland

the approved plans and specifications and subject to the approval of the Town. The Owner of the property shall bear all expenses related thereto.

5. Trees, shrubs, etc., on the right-of-way of a municipal road must not be cut or trimmed without the permission of the Town and such cutting or trimming may only be done under the direct supervision of the Town or its duly authorized agent; where it is necessary to cut or trim trees on property adjacent to a Municipal Road, the Applicant must make necessary arrangements with the property owners and must bear all expenses in connection there within, including any damages occasioned as a result of such cutting or trimming.
6. Each entrance must be designed, constructed, and maintained in a manner that prevents surface water from the entranceway and/or the adjoining property from being discharged via the entrance on the Municipal Road. Entrances on Town property must be completed with a hard surface area. Hard surface areas such as pavement, concrete and stonework will need to be installed on the Town portion of property, up to the property line.
7. If the Town performs roadwork, either for maintenance or construction purposes, the Town will restore the entrance to its' own satisfaction. The property Owner assumes the risk that any alterations to the entrance on the road allowance, such as the placement of asphalt or paving stones, may not be replaced to the original state.
8. The design and specifications of an entrance must not be changed without the approval of the Town. If the Owner of a property desires to change the design of an entrance or add curbs, gutters, etc., an application to do so must be submitted to the Town for approval.
9. The Applicant is responsible for the construction, marking and maintenance of the detours required and for maintaining safety measures for the protection of the public during the construction of any works in respect to an entrance.
10. The design and specifications of an entrance must not be changed without the approval of the Town. If the Owner of a property desires to change the design of an entrance or add curbs, gutters, etc., an application to do so must be submitted to the Town for approval.
11. The use or purpose of an entrance must not be changed in a manner that changes the classification of the entrance. Improper use of an entrance may result in the cancellation of the Permit. Therefore, if the Owner of a property desires to change the classification of an entrance, an application to do so must be submitted to the Town for approval.
12. The Owner of a property served by an entrance shall maintain each entrance to his property in accordance with the requirements of the Town.
13. If there is an expiry date named on this permit and a further term is desired, an application for the renewal of the Permit shall be made to the Town before the expiry date noted on the permit issued. A further term may be approved or denied by the Town.
14. If this Permit expires and is not renewed for any reason, all work constructed, maintained, or operated under this Permit shall, if the Town so requests, be removed without expense to the Town and the Town Road shall be left in as good condition as it was before the said works were installed or constructed.
15. Permits must not be assigned or transferred from one owner to another. Each new Permit is subject to the conditions applying for at the time of issue.
16. An entrance permit may be cancelled at any time for breach of the regulations or conditions of the permit or for such reasons as the Town in its discretion deems appropriate.
17. If during the life of the Permit issued any By-laws or regulations adopted, which affect the rights and privileges herein granted, the said By-laws or regulations shall be applicable to this permit from the date on which they came into force.
18. Entrance must be approved and cleared by the Roads Superintendent before the issuance of any building permit (if applicable.)
19. It is the responsibility of the applicant to determine if the proposed entrance is on to a public highway, or unopened road allowance, within the limits of a reserve, block, or part of a plan



**Corporation of the Town of Midland**

as to not interfere with the installation of the entrance. Entrance Permits will not be issued on an Unopened Road Allowance or Unassumed Road unless the road is upgraded to a Municipal Standard.

- 20. Parking of vehicles must stay on private property. Parking on Town property is not permitted.
- 21. Steel track construction equipment/vehicles are NOT permitted on Municipal property.

**Required Inspections:**

Entrance permits are issued on an individual basis and inspections are based on requirements of that permit and may be subject to change. Applicant is responsible to coordinate inspection requirements with the Engineering department prior to commencing work as well as a final inspection. Any remaining deposit amounts will be issued after final inspections have been completed and signed off. First and Final Inspection requests are to be directed to the Engineering Department at [engineering@midland.ca](mailto:engineering@midland.ca) a minimum of 24 hours in advance.

**Applicant:**

I have read and understood the above conditions. It is understood that all works will be constructed, altered, maintained, or operated at the expense of the undersigned and that the work must not begin before a permit has been issued by the Town of Midland. The issuance of a permit by the Town does not relieve the holder of the responsibility of complying with relevant municipal by-laws. In consideration of any permit issued in respect to this application, we, the applicants for ourselves, our heirs, executors, administrators, successors and assigns hereby agree to observe, keep and perform and be subject to the regulations and conditions of the said permit and to indemnify and save harmless, the Town of Midland represented by the Environment & Infrastructure Department staff, from and against all loss, cost, charges, damages, expenses, claims, and demands whatsoever to which may be put or which the Town of Midland may suffer or sustain or for which the Town may be liable by reason of anything done or omitted to be done in the construction, maintenance, alteration or operation of the works authorized. I understand that curb cut services are for cutting of the curb only. Any removal of concrete or materials left behind is the responsibility of the property owner. Any remaining deposit amounts will not be returned until final inspections are signed off. I understand that it is my responsibility to contact the town for a final inspection upon approval and completion of this permit.

**Acknowledgement:** (Applicant has read the indemnity clause above as well as the requirements that follow.)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Your application is now complete.

Please send applications to [engineering@midland.ca](mailto:engineering@midland.ca)

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