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## Property Entrance Application Instructions

The required information at the time of applying for an Entrance Permit is as follows:

1. Applicant's Name(s), Address, Contact Phone Number & Email.
2. Roll Number for the Property.
3. A copy of the Registered Survey showing property iron bars and the Legal Description.
4. Marked (orange spray paint/ribbons) property iron bars onsite.
5. A site plan showing where the driveway / entrance is desired.
6. An onsite marker (stake, ribbon, etc), of the preferred location.
7. A payment of \$550.00 through:
  - a) An online payment with a credit card; email for instructions.
  - b) A cheque made payable to: **The County of Prince Edward.**

Completed applications are preferred to be emailed to [damageprevention@pecounty.on.ca](mailto:damageprevention@pecounty.on.ca)

Applications can also be delivered to the Operations Department located at 115 Lake Street, Picton.

Due to the current Covid Restrictions, please email or call prior to dropping off application.

Applying and paying for the Property Entrance Application does not guarantee the entrance will be approved. Please note that there are certain conditions that must be met for sight lines, visibility, etc. prior to approval.

**Contact:** For general inquiries: Customer Service, Nonday-Friday, 7:30am - 4:00pm

**Phone:** 613.476.2148 Ext. 4018 (Jason Young)

**Fax:** 613.476.9121

**Email:** [jasonyoung@pecounty.on.ca](mailto:jasonyoung@pecounty.on.ca) OR [damageprevention@pecounty.on.ca](mailto:damageprevention@pecounty.on.ca)

**Mail:** 332 Picton Main Street, Picton, ON K0K 2T0



**The County**  
PRINCE EDWARD COUNTY • ONTARIO

## Property Entrance Application

**PERMISSION IS HEREBY GRANTED TO:**

Applicant: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**TO CONSTRUCT AN ENTRANCEWAY:**

(Show Sketch on following page)  Residential  Field  Commercial  Farm

Entranceway Surface Type:  Granular  Asphalt  Concrete  Other

Curb Replacement Required:  Yes  No  N/A

Entranceway Location: Road Name \_\_\_\_\_ Roll No. \_\_\_\_\_

**THIS PERMIT IS SUBJECT TO THE ATTACHED CONDITIONS.**

The Applicant and/or their Agent agree to abide by the Municipal and Provincial Conditions, Specifications, Guidelines and Standards of this permit and acknowledge this by their signature and date below.

\_\_\_\_\_  
Applicant or Agent Date

**FOR OFFICE USE ONLY**

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

Entrance File No. \_\_\_\_\_

911/Civic Number Required

Consent File No. \_\_\_\_\_

Assigned 911/Civic Address: \_\_\_\_\_

Culvert Required:  Yes  No

If Required: Length \_\_\_\_\_ Diameter \_\_\_\_\_

Gauge/thickness \_\_\_\_\_ Material \_\_\_\_\_

\_\_\_\_\_  
County Representative

\_\_\_\_\_  
**Issuance Date**



The Corporation of the County of Prince Edward

**Operational Services**

Office: 115 Lake Street, Picton, ON K0K 2T0

Mailing: 332 Picton Main Street, Picton, ON K0K 2T0

T: 613.476.2148 Ext 4018 | F: 613.476.9121

[damageprevention@pecounty.on.ca](mailto:damageprevention@pecounty.on.ca) | [www.thecounty.ca](http://www.thecounty.ca)

Sketch of Municipal Address Location, Lot showing existing drainage,  
Location of new Entrance, etc.



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**The Corporation of the County of Prince Edward  
Fees and Charges**

**Schedule "D"**

**TRANSPORTATION SERVICES**

Item/Services	Jan 1, 2019	Jan 1, 2020	HST
<b>ROADS</b>			
Entrance Permits, per entrance. Additional financial security may be required	\$400.00	\$550.00	N
Additional inspections, if required, per inspection	\$75.00	\$75.00	N
Oversize Load Moving Permits, per move. Additional financial security may be required	\$25.00	\$75.00	N
If inspection of move is required, per inspection	\$50.00	\$50.00	N
Temporary Road Occupancy Permit	\$25.00 plus \$10.00/day	\$25.00 plus \$10.00/day	N
Annual Oversize Load Move Permit	\$150.00	\$200.00	N
Road Occupancy Permit for work on municipal road allowance including, boring, road cuts, paving, grading, etc., per location	\$400.00	\$500.00	N
<b>ROAD CLOSURES</b>			
Processing Fee	\$750.00	\$750.00	N
Additional expenses (e.g. legal, appraisal, title search, registration, survey and land costs)	At Cost	At Cost	Y
<b>ENCROACHMENT AGREEMENTS</b>			
Encroachment Agreements	\$400.00	\$750.00	N
Road Use Agreements – 500 KW capacity and smaller projects	\$400.00	\$400.00	N
Road Use Agreements – Over 500 KW capacity projects	\$5,000.00	\$5,000.00	N
Additional expenses (e.g. legal, appraisal, title search, registration, survey and land costs)	At Cost	At Cost	Y
<b>FINGERBOARDS/SIGNS</b>			
Finger Board Signs – Production and Installation of new sign	\$100.00	\$100.00	Y
Finger Board Signs - Annual maintenance charge per sign	\$60.00	\$60.00	Y
Picton Industrial Park Sign - Installation of sign	\$100.00	\$100.00	N
Picton Industrial Park Sign - Annual maintenance charge per sign	\$400.00	\$400.00	N
Civic Addressing Sign		55.00-	N