

## Property Entrance Application Instructions\_2023

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

1. Applicant's Name(s), Mailing Address, Contact Phone Number & **Email**.
2. Roll Number for the Property.
3. A copy of the Registered Survey, if available, showing property iron bars.
4. Marked (orange stakes/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 and payment can also be delivered in person to The Edward Building, main floor @ 280 Picton Main Street. Attention to: "Damage Prevention with Operational Services"

### \*\*\*NOTE\*\*\*

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. Additional permits may be required from other agencies for construction of a driveway on both private and public lands, included but not limited to: by Quinte Conservation, Ministry of Northern Development and Mines, Natural Resources and Forestry (MNDMNR); and Ministry of Conservation, Environment and Parks (MECP). Approval from the County of Prince Edward does not supersede any additional permit requirements.

**Contact:** For general inquiries: Customer Service, Monday-Friday, 7:00am - 3:30pm  
**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: \_\_\_\_\_

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

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

- Provisional Consent/Severance File? # B

- Part of a Site Plan Agreement?  - 911/Civic Number Required

- Emergency Services By-law Compliance Applicable?  - Quinte Conservation Map Check?

[https://gis.quinteconservation.ca/Html5Pub/index.html?viewer=QCA\\_Regulations.QCA\\_Regulations\\_Screening](https://gis.quinteconservation.ca/Html5Pub/index.html?viewer=QCA_Regulations.QCA_Regulations_Screening)

### TO CONSTRUCT AN ENTRANCEWAY:

(Show Sketch on following page)  Residential  Field  Commercial  Farm

Entranceway Surface Type:  Granular  Asphalt  Concrete  Other

Curb/Sidewalk Replacement Required:  Yes  No  N/A

**Entrance Location:** Road Name \_\_\_\_\_ Roll No.1350-\_\_\_\_\_

**THIS PERMIT IS SUBJECT TO THE ATTACHED CONDITIONS. Please review when Approved.**

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. This is only an Approval to Construct. A Final Inspection Approval is required.

\_\_\_\_\_  
**Applicant or Agent (Signature)** **Date**

-----FOR OFFICE USE ONLY-----

ENT File No. \_\_\_\_\_ Assigned 911/Civic Address: \_\_\_\_\_

**Culvert Required:**  Yes  No

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

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

\_\_\_\_\_  
Prince Edward County Representative

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



**The County**  
PRINCE EDWARD COUNTY • ONTARIO

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.



**The Corporation of the County of Prince Edward  
2023 Fees and Charges**

**Schedule "D"**

**TRANSPORTATION SERVICES**

Item/Services	Jan 1, 2023	Jan 1, 2022	HST
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**ROADS**

Entrance Permits, per entrance. Additional financial security may be required	\$550.00	\$550.00	N
Entrance Permits - Additional inspections, if required, per inspection	\$100.00	\$100.00	N
Oversize Load Moving Permits, per move. Additional financial security may be required	\$100.00	\$100.00	N
Oversize Load Permit - if inspection of move is required, per inspection	\$150.00	\$150.00	N
Annual Oversize Load Move Permit	\$250.00	\$250.00	N
Temporary Occupancy Permit (occupying space within the road allowance or other public property, no surface disturbance)	\$50.00 plus \$15.00/day	\$30.00 plus \$15.00/day	N
Occupancy Permit for work on municipal road allowance or other public property including, boring, road cuts, paving, grading, etc., per location	\$500.00	\$500.00	N

**ROAD ALLOWANCE CLOSURES/DECLARING SURPLUS**

Processing Fee	\$900.00	\$900.00	N
Additional expenses (e.g. legal, appraisal, title search, registration, survey and land costs)	At Cost	At Cost	Y

**ENCROACHMENT AGREEMENTS**

Encroachment Agreements	\$750.00	\$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

**FINGERBOARDS & OTHER SIGNS**

Finger Board Signs – Production and Installation of new sign	\$200.00	\$200.00	Y
Finger Board Signs - Annual maintenance charge per sign	\$75.00	\$75.00	Y
Picton Business Park Sign - Installation of sign	\$100.00	\$100.00	N
Picton Business Park Sign - Annual maintenance charge per sign	\$400.00	\$400.00	N
Civic Address Sign	\$30.00	\$60.00	N
Civic Address Sign Post	\$30.00		N

**SERVICE CONNECTIONS**

Permit to connect to Municipal Water and/or Sanitary Sewer (works within the Municipal Right of Way)	\$600.00	\$600.00	Y
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