



Property Entrance Application Instructions

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 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 five hundred eighty dollars (\$580.00) 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

Applications and payment can also be delivered in person to Shire Hall @ 332 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: Quinte Conservation, Ministry of Environment, Conservation and Parks, and the Ministry of Northern Development, Mines, Natural Resources and Forestry. 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: **613.503-0153** (Jason Young)
Email: jyoung@pecounty.on.ca OR damageprevention@pecounty.on.ca
Mail: **332 Picton Main Street, Picton, ON K0K 2T0**



Operational Services - Damage Prevention
The Corporation of the County of Prince Edward
Office: 115 Lake St, Picton, ON K0K 2T0
Mailing: 332 Picton Main Street, Picton, ON K0K 2T0
T: 613.503-0153
<mailto:jyoung@pecounty.on.ca> | www.thecounty.ca

Entrance Permit Application

Ref: By-law No. 116-2025

PERMISSION IS HEREBY GRANTED TO:

Registered Property Owner: _____

Mailing Address: _____

Phone: _____ Email: _____

Agent (if applicable): _____

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 Check

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 of Property within the County of Prince Edward:

Road Name _____ Roll No.1350- _____

Registered Property Owner (Signature)

Date

Agent (Signature)

Date

2026



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

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.

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 Corporation of the County of Prince Edward
2026 Fees and Charges**

**Schedule "D"
TRANSPORTATION SERVICES**

Item/Services	Jan 1, 2026	Jan 1, 2025	HST
ROADS			
Entrance Permits, per entrance. Additional financial security may be required	\$580.00	\$580.00	N
Entrance Permits - Additional inspections, if required, per inspection	\$110.00	\$110.00	N
Oversize Load Moving Permits, per move. Additional financial security may be required	\$110.00	\$110.00	N
Oversize Load Permit - if inspection of move is required, per inspection	\$165.00	\$165.00	N
Annual Oversize Load Move Permit	\$300.00	\$300.00	N
Temporary Occupancy Permit (no surface disturbance)	\$60.00 plus \$15.00/day	\$60.00 plus \$15.00/day	N
Occupancy Permit for work on municipal road allowance (boring, road cuts, paving, grading, etc.) per location	\$550.00	\$550.00	N
Municipal Consent Permit – Utility Expansion Projects (per 300m in settlement areas / 1,000 m elsewhere)	\$400.00	\$400.00	N
ROAD ALLOWANCE CLOSURES/DECLARING SURPLUS			
Processing Fee (road closure)	\$900.00	\$900.00	N
Processing Fee (request to declare surplus)	\$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	\$350.00	\$350.00	Y
Finger Board Signs - Annual maintenance charge per sign	\$90.00	\$90.00	Y
Picton Business Park Sign - Installation of sign	\$110.00	\$110.00	N
Picton Business Park Sign - Annual maintenance charge per sign	\$45.00	\$45.00	N
Civic Address Sign	\$30.00	\$30.00	N
Civic Address Sign Post	\$30.00	\$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