

Notice of Collection of Personal Information

Personal information on this form is collected under the legal authority of the Municipal Act, 2001, as amended. This information is collected and maintained for the purposes of an Entrance Permit. Questions about this collection should be directed to the Clerk at 4305 Hamilton Rd, Dorchester ON N0L 1G3, 519-268-7334 or clerk@thamescentre.on.ca

Entrance Permit

Permit #: _____

Complete and forward the following application to request authorization to install a new entrance and send to:
tstanton@thamescentre.on.ca

Applicant Information

Applicant Name			
Company Name			
Telephone	Business:		
	Cell:		
Email			

Contractor Information

Contractor Name	
Contractor Number	

Location Information:

Address of Work				
Exact Location Along Road or Limits of Work				
Which Side of Road	North <input type="checkbox"/>	South <input type="checkbox"/>	East <input type="checkbox"/>	West <input type="checkbox"/>
Road Type, Infrastructure Affected	Gravel <input type="checkbox"/>	Chip & Seal <input type="checkbox"/>	Asphalt <input type="checkbox"/>	Curbs <input type="checkbox"/>
		Sidewalk <input type="checkbox"/>	Open Ditch <input type="checkbox"/>	
Type of Entrance	Residential <input type="checkbox"/>	Agricultural <input type="checkbox"/>	Commercial <input type="checkbox"/>	Industrial <input type="checkbox"/>
	Institutional <input type="checkbox"/>	Not Applicable <input type="checkbox"/>		

Notes:

1. A detailed plan to be supplied to Municipality showing the extent and location of work **must** accompany this application. Area **must** be marked with grade stakes for staff to inspect in field before permit will be
2. It is the workers responsibility to comply with the Ontario Traffic Manual, Book 7
3. Owner is responsible for calling locates before commencing work
4. **The Municipality of Thames Centre must approve of the specified contractor assigned to the work**

Date & Time of Work: Start _____ Finish _____

Permit Fees (Office Use Only)

	2025 Tarriff of Fees	Totals (\$)
Permit Fee (Inspection)	\$321.00	
	Deposit	
	Total Due	

The applicant agrees to the following terms and conditions noted below

1. It is the applicant's responsibility to inform Thames Centre when all work is to take place on the road allowance.
2. It is the applicant's responsibility to inform Thames Centre when the work is complete and ready for inspection by Thames Centre's staff.
3. Thames Centre does not guarantee that the location selected for service is not in use by other utilities or services.
4. The applicant will abide by the Occupational Health and Safety Act as set out in Ontario regulation 213-91 and any amendments thereto.
5. The applicant agrees prior to beginning any work on the road allowance to properly set up signage and safety devices which shall be in conformance with the Ontario Traffic Manual, Book 7. Upon completion of work, all signage and safety devices shall be removed. It is the applicant's responsibility to provide all necessary and signage devices.
6. The road allowance shall not be closed at any time. If the road is to be restricted to one lane of traffic the use of properly trained traffic control persons, minimum of two, shall be used to control the flow of traffic.
7. All road crossings are to be completed by boring. The asphalt road surface is not to be cut. All disturbed areas are to be restored to the original condition including any necessary sod, topsoil, and seeding. Damage to sidewalks, road surface, curb and gutter and ditches shall be repaired by the applicant. If the applicant fails to restore any such damage to the satisfaction of Thames Centre, Thames Centre shall use the deposit to restore the damages and any additional costs will be invoiced to the applicant for payment.
8. All material that is backfilled shall be properly compacted to prevent settling. All disturbed areas are to be restored to original conditions.
9. The applicant shall ensure that all utility locates have been obtained. The applicant will be responsible for any utility repairs that are necessary if they are disturbed.
10. The applicant shall ensure that all surface and subsurface drainage is maintained at all times and any damage to drainage works are to be repaired to the satisfaction of Thames Centre.
11. The applicant agrees to hold Thames Centre harmless for any damage or liability caused by work.
12. The applicant shall provide Thames Centre a security deposit before the work may commence along with the original signed copy of this permit.
13. The deposit will be held for 60 days after notification from the applicant that the work has been completed. The work will be inspected by Thames Centre's staff who will determine if the work is completed to the satisfaction of the Municipality before the deposit is returned.

Entrance Specifications:

_____mm x 1.6mm gage galvanized steel pipe OR HDPE pipe must be used where ditching is present. Proposed culvert to be extended based on graded 2.5(H):1(V) slope maximum from the edge of entrance to the ditch bottom. 150mm of compacted Gran-A must be placed under the culvert. Entrance must have 300mm or more of Gran-A where the entrance meets the road. A rural entrance, at minimum, must be finished with 150mm Gran-A on the surface. Urban entrances must have 150mm of Gran-A and must be hard-surfaced. Each side of the entrance must be top soiled and seeded. All entrances must be compacted to prevent settling.

By signing below and beginning the described work on Thames Centre's road allowance, the Applicant(s) agree and bind themselves to all the terms and conditions listed above.

Signature of Applicant

Date of Application

Thames Centre (Office Use Only)		
Approval Signature		Date:
Deposit Release Approval		Date:
Distribution	Director of Public Works, Transportation Superintendent, Engineering Technologist	



Entrance Sketch

Sketch Shall Include:

- Existing Property Layout (address/ street/dimension of property frontage)
- Existing Entrance Information (Width/ Location/Culvert Size & Material)
- Proposed Entrance (width, surface type, culvert size/length/material)
- Dimensions to new Entrance location
- North Arrow