

Permit Number Assigned
------------------------

## Entrance Application – Simple PDF

Property Owner: \_\_\_\_\_

Applicant if different from Owner (*Agent or other*): \_\_\_\_\_

Mailing address of Applicant	City/Town	Province	Postal Code
------------------------------	-----------	----------	-------------

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

**1. Application Type – (check one)**

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Permit to Build or Upgrade<br>( <i>Fee and Deposit required at time of submission</i> ) | <input type="checkbox"/> Opinion – ( <i>Generally used when applying for a severance. Fee required at time of submission</i> ) | <input type="checkbox"/> Opinion Upgraded to a Permit – ( <i>Deposit required at time of submission</i> ) |
|--|--|---|

**2. Entrance Type – (check all that apply)**

<input type="checkbox"/> New Entrance <input type="checkbox"/> Residential <input type="checkbox"/> Field <input type="checkbox"/> Commercial <input type="checkbox"/> Temporary	<input type="checkbox"/> Upgrade Existing Entrance <input type="checkbox"/> Pave Residential Entrance <input type="checkbox"/> Pave Field Entrance <input type="checkbox"/> Widen Residential Entrance <input type="checkbox"/> Widen Commercial Entrance	<input type="checkbox"/> Reclassification of Existing Entrance <input type="checkbox"/> change to Residential <input type="checkbox"/> change to Commercial <input type="checkbox"/> change Temporary to Permanent
--	---	---

**3. Location of Property (complete)**

Dufferin Road \_\_\_\_\_ Side of the Road  N,  S,  E,  W

Emergency Number (*existing entrances only*) \_\_\_\_\_

Property Tax Roll Number (*16 digits*): \_\_\_\_\_

Lot: \_\_\_\_\_ Concession: \_\_\_\_\_ Township: \_\_\_\_\_

If property is being severed or has been severed in the last 3 years, provide severance # \_\_\_\_\_

Previous owner if owned less than 3 years \_\_\_\_\_

*The personal information collected on this form is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act. and will be used for the proper administration of issuing entrance permits. Questions about this collection should be addressed to the Public Works Coordinator at 519-941-2816 ext. 2600.*

**4. Location of Proposed Entrance** *(check all that apply and complete)*

- I have attached supporting documentation (sketch, site plan etc.) showing location and size of property and the proposed location of the entrance.
- I have clearly marked the proposed location of this entrance or I will post the orange flag provided by the County of Dufferin for this purpose.
- This property is located in an area protected by Conservation Authority(s), \_\_\_\_\_  
*(Name the authority(s))*
- I have attached an Approved Site Plan(s) from the Conservation Authority(s) having jurisdiction

**5. Purchase and Payment Options:** *(check one)*

- New Residential or Field Entrance or Reclassification, Temporary or Upgrade of Residential or Field Entrance (\$150.00 fee plus \$500.00 refundable deposit for a total of \$650.00)
- New Commercial Entrance or Reclassification, Temporary or Upgrade of Commercial Entrance (\$450.00 fee plus \$2,500.00 refundable deposit for a total of \$2,950.00)
- Opinion on a Residential or Field Entrance (\$150.00) transferable to permit fee
- Opinion Upgraded to a Residential or Field Entrance (\$500.00 refundable deposit)
- Opinion on a Commercial Entrance (\$450.00) transferable to permit fee
- Opinion Upgraded to a Commercial Entrance (\$2,500.00 refundable deposit)

**Payments On-Line\***

For your convenience, Dufferin County offers secure online payment processing. Please visit, <https://www.dufferincounty.ca/purchase> and select the appropriate service you are paying for.

**Payments by Mail or In Person\***

Payments mailed or made in person shall not be postdated and shall include a copy of the application submitted. Mail to address provided below:

Dufferin County  
55 Zina Street, 2<sup>nd</sup> Floor  
Orangeville, ON L9W 1E5

**\*Regular business hours: Monday thru Friday 8:30am-4:30pm (excluding holidays)**

**\*Payment in full must be made prior to any service commencing.**

**\*All returned payments will be subject to a \$20.00 NSF fee.**