



- A Notice -

To all Building Permit Applicants choosing to commence
construction prior to the issuance of a Permit

The Ontario Building Code Act, and the Building By-law of the Township of Malahide prescriptively prohibit construction of a building without a building permit being used by the Chief Building Official of the Township of Malahide.

As such please be advised that if a person undertakes to commence construction of a building prior to the issuance of a building permit, the Malahide Building and By-law Department may double the permit fees; as applicable to the proposed construction in accordance with the Building By-law of the Township of Malahide, the Ontario Building Code, and the Building Code Act of Ontario

If you have questions or concerns with respect to the enforcement of this condition please contact the Building Department .



The Corporation of the Township of Malahide

87 John Street, South
Aylmer, ON N5H 2C3
Ph: 519-773-5344 Fax: 519-773-5334

Requirements for Building Permit

1. Completed Site Control & Zoning Compliance Application:

- Site Plan – Engineered Lot Grading Plans, prepared specifically for the proposed development (on all lots under 4000 meters. Sq.), this will be submitted with a \$1,000.00 Lot Grading Plan Deposit (by-law 05-62). This deposit will be returned once an O.L.S. Lot Grading Certificate has been submitted to the Township
- Approved Septic System Permit
- Approved entrance permit
 - County of Elgin Permit on County Roads
 - MTO Permit - #3 Highway (Talbot Line)
 - Township of Malahide all other cases
- All other required approvals as applicable to proposed development. Conservation Authority having jurisdiction, Local Health Unit, Municipal Water/Waste Water Department, Municipal Drainage Department, Proper Zoning for Proposed Use, Municipal Zoning Department.

2. Completed Application for Permit to Construct or Demolish:

- Complete Set of Plans in duplicate, to include:
 - Floor plans
 - Foundation plans
 - Framing plans - to include floor joist layout
 - Roof plans – engineered systems will require an Engineers Seal.
 - Reflected Ceiling Plan
 - Sections & Details
 - Building Elevations
 - Electrical Drawings – On I.C.I Buildings Only
 - Heating, Ventilation and Air Condition Drawings. Heat Loss Calculations required. (HRAI Certified)
 - Plumbing Drawings – (Layout and D.V.W. Pipe Size)
 - Sewage System Sections and Site Plan Drawings

Note: Framing inspection will not be completed and approved if Roof Truss Layout and Floor Joist Layout not on site at time of inspection. Also all Plumbing and Heating/Cooling rough-in work to be completed for approval to be granted.

3. All new or expanding livestock operations will be required to conform with applicable and approved Nutrient Management Plans or Strategies. As reviewed and granted by OMAF and MOE as per the Nutrient Management Act.

4. As of January 1st, 2006 all designers who submit for permit will need to be qualified and registered with the Ministry of Municipal Affairs and Housing as specified in the Ontario Building Code.

5. When a permit is issued for a structure that falls under 2.1.1.2 of the Ontario Building Code, the Design and General Review of the project shall be performed by a Qualified and Registered Professional Architect, Professional Engineer or both, as specified in Section 2.3. of the Ontario Building Code.



**The Corporation of the
Township of Malahide**

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Ph: 519-773-5344 Fax: 519-773-5334

Additional information for permit:

Demolish	<input type="checkbox"/>
Construct	<input type="checkbox"/>
Alter/Repair	<input type="checkbox"/>

Township of Malahide Use Only	
Permit Number:	
Roll Number:	
Date Received: (yyyy/mm/dd)	
Full Address of Project: Civic Address Number & Road Name	

1.Zoning Compliance To obtain property zoning contact Township of Malahide Planning Office				
Property Zoning:			Proposed use of building:	
Building Size	Width	Length	Height	Area
Lot Size	Frontage	Depth	Lot Area	Lot Coverage %
Required Setbacks	Side Yard	Side Yard	Front Yard	Rear Yard
Setbacks Provided	Side Yard	Side Yard	Front Yard	Rear Yard
Is this application conditional on site plan control or zoning amendment? Yes <input type="checkbox"/> No <input type="checkbox"/>				

2.Agricultural		
Minimum Distance Separation:	Yes	No
<u>Non-livestock Related Construction</u>		
Are there any structures capable of housing livestock within 500m (1650 ft) of this proposed structure?		
<u>Livestock Related Construction</u>		
Are there any residential structures within 500m (1650ft) of this proposed structure?		
<i>If yes to either of the above provide Minimum Distance Separation Calculation Form</i>		
Nutrient Management Act:		
<ul style="list-style-type: none"> Is this a new operation creating > 5 N.U.'s? 		
<i>If yes, provide a copy of Nutrient Management Plan</i>		
<ul style="list-style-type: none"> Is this a new operation creating > 150 N.U.'s? 		
<ul style="list-style-type: none"> Is this an expanding operation creating >300 N.U.'s? 		
<i>If yes to either of the above, provide a copy of Provincial Approval</i>		

3. Lot Grading Approval		
	Yes	No
Does the proposed construction include a roofed structure greater than 10 sq. m. (108 sq. ft)?		
Does the proposed construction alter existing lot grading?		
Does the proposed construction alter existing surface drainage on the lot?		
<i>If yes to any of the above, provide a lot grading plan bearing the signature and seal of a Professional Engineer, Landscape Architect, or Ontario Land Surveyor and/or approval from the Township of Malahide Building and Drainage Departments</i>		
4. Conservation Authority		
	Yes	No
Does the proposed construction require Conservation Authority review? <i>If yes, provide a copy of Permit issued</i>		
5.Plans and specifications information		
<p>A completed building permit application, to be accompanied by the following:</p> <ul style="list-style-type: none"> • Copies of approvals from other agencies, i.e. approval of septic field, MTO/County or Township entrance permits and Conservation Authority review • Two sets of drawings to scale, legible and include: <ul style="list-style-type: none"> ○ Site plan, Lot Grading Plan showing ; service locations, driveways and parking areas, lot lines and dimensions, lot grading (geodetic elevations) and drainage arrows, new and existing building sizes and locations, building setbacks, street names, municipal address and north arrow ○ Foundation Plan showing; scale, dimensions, size type and location of all walls and partitions, width locations and lintel sizes for all openings, material specifications or notes ○ Floor Plans showing; scale, dimensions, use of rooms and spaces, size type and location of all walls and partitions, width locations and lintel sizes for all openings, material specifications or notes, location and direction of stairs, references to details ○ Elevations showing; scale, vertical dimensions, grade level, exterior finishes, overhang dimension, roof –shape, slope and finish, references to details ○ Sections and details showing; scale, details of footings foundation, walls, floors and roof, distance from grade to floors roof and underside of footing, material specifications or notes <p>Applications determined to be incomplete will be rejected upon review, and will require to be resubmitted prior to issuance of building permit.</p>		
6.Declaration of applicant		
<p>I, _____ certify that:</p> <p style="text-align: center;">(print name)</p> <ol style="list-style-type: none"> 1. The information contained in this application, attached schedule, attached plans and specifications, and other attached documentation is true to the best of my knowledge. 2. Owner/contractor is required to ensure compliance to all federal, provincial and municipal legislation and or regulations prior to, during and after construction. The Township of Malahide cannot be held liable for any actions by the owner/contractor resulting in; non issuance of a permit, revoking of a permit, legal action and or possible fine. 3. I have authority to bind the corporation or partnership (if applicable). <p>_____</p> <p style="text-align: center;">(Date) (Signature of Applicant)</p> <p><i>Personal Information contained in this form and schedule is collected under the authority of subsection 8 (1.1) of the Building Code Act, 1992, and will be used in the administration and enforcement of the Building Code Act, 1992. Questions about the collection of personal information may be addressed to the Chief Building Official of the municipality to which the application is made.</i></p>		

Application for a Permit to Construct or Demolish

This form is authorized under subsection 8(1.1) of the Building Code Act.

For use by Principal Authority			
Application number:	Permit number (if different):		
Date received:	Roll number:		
Application submitted to: _____ (Name of municipality, upper-tier municipality, board of health or conservation authority)			
A. Project information			
Building number, street name	Unit number	Lot/con.	
Municipality	Postal code	Plan number/other description	
Project value est. \$	Area of work (m ²)		
B. Purpose of application			
<input type="checkbox"/> New construction <input type="checkbox"/> Addition to an existing building <input type="checkbox"/> Alteration/repair <input type="checkbox"/> Demolition <input type="checkbox"/> Conditional Permit			
Proposed use of building	Current use of building		
Description of proposed work			
C. Applicant Applicant is: <input type="checkbox"/> Owner or <input type="checkbox"/> Authorized agent of owner			
Last name	First name	Corporation or partnership	
Street address	Unit number	Lot/con.	
Municipality	Postal code	Province	E-mail
Telephone number ()	Fax ()	Cell number ()	
D. Owner (if different from applicant)			
Last name	First name	Corporation or partnership	
Street address	Unit number	Lot/con.	
Municipality	Postal code	Province	E-mail
Telephone number ()	Fax ()	Cell number ()	

E. Builder (optional)				
Last name		First name	Corporation or partnership (if applicable)	
Street address			Unit number	Lot/con.
Municipality		Postal code	Province	E-mail
Telephone number ()		Fax ()		Cell number ()
F. Tarion Warranty Corporation (Ontario New Home Warranty Program)				
i. Is proposed construction for a new home as defined in the <i>Ontario New Home Warranties Plan Act</i> ? If no, go to section G.			<input type="checkbox"/> Yes	<input type="checkbox"/> No
ii. Is registration required under the <i>Ontario New Home Warranties Plan Act</i> ?			<input type="checkbox"/> Yes	<input type="checkbox"/> No
iii. If yes to (ii) provide registration number(s): _____				
G. Required Schedules				
i) Attach Schedule 1 for each individual who reviews and takes responsibility for design activities.				
ii) Attach Schedule 2 where application is to construct on-site, install or repair a sewage system.				
H. Completeness and compliance with applicable law				
i) This application meets all the requirements of clauses 1.3.1.3 (5) (a) to (d) of Division C of the Building Code (the application is made in the correct form and by the owner or authorized agent, all applicable fields have been completed on the application and required schedules, and all required schedules are submitted). Payment has been made of all fees that are required, under the applicable by-law, resolution or regulation made under clause 7(1)(c) of the <i>Building Code Act, 1992</i> , to be paid when the application is made.			<input type="checkbox"/> Yes	<input type="checkbox"/> No
ii) This application is accompanied by the plans and specifications prescribed by the applicable by-law, resolution or regulation made under clause 7(1)(b) of the <i>Building Code Act, 1992</i> .			<input type="checkbox"/> Yes	<input type="checkbox"/> No
iii) This application is accompanied by the information and documents prescribed by the applicable by-law, resolution or regulation made under clause 7(1)(b) of the <i>Building Code Act, 1992</i> which enable the chief building official to determine whether the proposed building, construction or demolition will contravene any applicable law.			<input type="checkbox"/> Yes	<input type="checkbox"/> No
iv) The proposed building, construction or demolition will not contravene any applicable law.			<input type="checkbox"/> Yes	<input type="checkbox"/> No
I. Declaration of applicant				
I _____ declare that:				
(print name)				
1. The information contained in this application, attached schedules, attached plans and specifications, and other attached documentation is true to the best of my knowledge.				
2. If the owner is a corporation or partnership, I have the authority to bind the corporation or partnership.				
_____		_____		
Date		Signature of applicant		

Personal information contained in this form and schedules is collected under the authority of subsection 8(1.1) of the *Building Code Act, 1992*, and will be used in the administration and enforcement of the *Building Code Act, 1992*. Questions about the collection of personal information may be addressed to: a) the Chief Building Official of the municipality or upper-tier municipality to which this application is being made, or, b) the inspector having the powers and duties of a chief building official in relation to sewage systems or plumbing for an upper-tier municipality, board of health or conservation authority to whom this application is made, or, c) Director, Building and Development Branch, Ministry of Municipal Affairs and Housing 777 Bay St., 2nd Floor. Toronto, M5G 2E5 (416) 585-6666.

Schedule 1: Designer Information

Use one form for each individual who reviews and takes responsibility for design activities with respect to the project.

A. Project Information			
Building number, street name	Unit no.	Lot/con.	
Municipality	Postal code	Plan number/ other description	
B. Individual who reviews and takes responsibility for design activities			
Name	Firm		
Street address	Unit no.	Lot/con.	
Municipality	Postal code	Province	E-mail
Telephone number ()	Fax number ()	Cell number ()	
C. Design activities undertaken by individual identified in Section B. [Building Code Table 3.5.2.1. of Division C]			
<input type="checkbox"/> House	<input type="checkbox"/> HVAC – House	<input type="checkbox"/> Building Structural	
<input type="checkbox"/> Small Buildings	<input type="checkbox"/> Building Services	<input type="checkbox"/> Plumbing – House	
<input type="checkbox"/> Large Buildings	<input type="checkbox"/> Detection, Lighting and Power	<input type="checkbox"/> Plumbing – All Buildings	
<input type="checkbox"/> Complex Buildings	<input type="checkbox"/> Fire Protection	<input type="checkbox"/> On-site Sewage Systems	
Description of designer's work			
D. Declaration of Designer			
I _____ declare that (choose one as appropriate):			
(print name)			
<input type="checkbox"/> I review and take responsibility for the design work on behalf of a firm registered under subsection 3.2.4. of Division C, of the Building Code. I am qualified, and the firm is registered, in the appropriate classes/categories. Individual BCIN: _____ Firm BCIN: _____			
<input type="checkbox"/> I review and take responsibility for the design and am qualified in the appropriate category as an "other designer" under subsection 3.2.5. of Division C, of the Building Code. Individual BCIN: _____ Basis for exemption from registration: _____			
<input type="checkbox"/> The design work is exempt from the registration and qualification requirements of the Building Code. Basis for exemption from registration and qualification: _____			
I certify that:			
1. The information contained in this schedule is true to the best of my knowledge. 2. I have submitted this application with the knowledge and consent of the firm.			
_____	_____		
Date	Signature of Designer		

NOTE:

1. For the purposes of this form, "individual" means the "person" referred to in Clause 3.2.4.7(1) d) of Division C, Article 3.2.5.1. of Division C, and all other persons who are exempt from qualification under Subsections 3.2.4. and 3.2.5. of Division C.
2. Schedule 1 is not required to be completed by a holder of a license, temporary license, or a certificate of authorization, issued by the Ontario Association of Architects. Schedule 1 is also not required to be completed by a holder of a license to practise, a limited license to practise, or a certificate of authorization, issued by the Association of Professional Engineers of Ontario.

Schedule 2: Sewage System Installer Information

A. Project Information			
Building number, street name		Unit number	Lot/con.
Municipality	Postal code	Plan number/ other description	
B. Sewage system installer			
Is the installer of the sewage system engaged in the business of constructing on-site, installing, repairing, servicing, cleaning or emptying sewage systems, in accordance with Building Code Article 3.3.1.1, Division C?			
<input type="checkbox"/> Yes (Continue to Section C)		<input type="checkbox"/> No (Continue to Section E)	<input type="checkbox"/> Installer unknown at time of application (Continue to Section E)
C. Registered installer information (where answer to B is "Yes")			
Name		BCIN	
Street address		Unit number	Lot/con.
Municipality	Postal code	Province	E-mail
Telephone number ()	Fax ()		Cell number ()
D. Qualified supervisor information (where answer to section B is "Yes")			
Name of qualified supervisor(s)		Building Code Identification Number (BCIN)	
E. Declaration of Applicant:			
<p>I _____ declare that:</p> <p style="margin-left: 100px;">(print name)</p> <p><input type="checkbox"/> I am the applicant for the permit to construct the sewage system. If the installer is unknown at time of application, I shall submit a new Schedule 2 prior to construction when the installer is known;</p> <p><u>OR</u></p> <p><input type="checkbox"/> I am the holder of the permit to construct the sewage system, and am submitting a new Schedule 2, now that the installer is known.</p> <p>I certify that:</p> <ol style="list-style-type: none"> 1. The information contained in this schedule is true to the best of my knowledge. 2. If the owner is a corporation or partnership, I have the authority to bind the corporation or partnership. <p style="margin-top: 20px;">_____</p> <p style="display: flex; justify-content: space-between; width: 80%; margin: 0 auto;"> Date Signature of applicant </p>			



Corporation of the Township of Malahide

87 JOHN ST. S.,
 AYLMER, ON. N5H 2C3
 (519) 773-5344

**ADDENDUM TO APPLICATION TO PERMIT SEWAGE SYSTEM
 CONSTRUCTION OR REPAIR**

Type of Sewage System Permit Application

I am applying for...: (please check one)

- **A New System** (no system exists to date on this property, or the existing system is to be completely replaced with a new system)

- **A Repair/Alteration to an Existing System** (a system exists and is in use on the property that requires repair, replacement, or an alteration in order to comply with the Maintenance requirements of Pt. 8 of the OBC)

Design Information

Determination of Design Flow

Residential Commercial, Industrial or Institutional

Number and Type of Fixtures Served by the Proposed System

(including all fixtures in out-buildings and basements connected to the Proposed System)

(OFFICE USE ONLY)

Toilets		X 3	FU's
Lavatory (hand sink)		X 1.5	FU's
Showers and/or tubs and/or combo tub showers		X 1.5	FU's
Tubs and Sinks (ie. Kitchen, Laundry, Wash...)		X 1.5	FU's
Floor Drains		X 4	FU's
Dishwashers, Washing Machines, etc...		X 1.5	FU's
		X 1.5	FU's
<u>For Commercial, Industrial and Institutional Uses Only</u>			FU's
Type of Occupancy (as per OBC Tab. 8.2.1.3.A.):			
Method of Calculation for Daily Flow Rate (as per OBC Tab. 8.2.1.3.A.):			
Other Types of Plumbing Fixtures not otherwise listed:			
Total			
		Total	

Number of Bedrooms Served by the Proposed System

(OFFICE USE ONLY)

Existing (if any):	Proposed (If new res. bedrooms added):	Total :	Assigned Flow Rate Factor:
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Square Footage of Finished Building (Excluding basements and Garages)

(OFFICE USE ONLY)

Existing (if any):	Proposed (new houses or additions):	Total :	Assigned Factor for >200m ² :
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OFFICE USE ONLY

Bedroom Calculation:	+	Plumbing FU's > 20:	OR	Total Assigned Sq. Ft'age. > 200 m ²	=	Total Daily Designed SSF:
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ADDENDUM TO APPLICATION TO PERMIT SEWAGE SYSTEM CONSTRUCTION OR REPAIR

(Cont'd.)

Site Information

Water Supply (please check one)		Type of Native Subsoil and Subsoil Conditions	
Municipal (town water)		Est. Percolation Rate ("T"- time):	min/cm
Dug Well (2'-3' Conc. Casing)		Soil Type(s):	
Drilled Well (steel 6" casing)		Depth to Water Saturation (high water table):	
Shallow Point Well (Sand point)		Engineers Report or Sieve Analysis Report #:	

Distance from Proposed Septic Distribution Lines to: (Mark N.A. if Not Applicable)		Are there any of the following items on or adjacent to the Property on which the Septic System is proposed? (If "yes" please provide documentation)	Yes/No
Lakes, Rivers, Streams, Ponds, etc...	(m)(ft)	Right of ways or Shared Access Easements	
Closest Adjacent Well (on the property or off of it)	(m)(ft)	Drainage Easements or Municipal Drains	
Adjacent buildings	(m)(ft)	Service Easements or Land Use Agreements	

Type of Distribution System (please check one)		Septic Tank Size and Type	Pump and Pump Chamber Required?
Raised Filter Bed		(Existing) or (New)	(Yes) or (No)
Raised Leaching Bed (Tiled or Chambered)			
In Ground, Trenched (Tiled or Chambered) Bed		Size: (L)	Size: (L)
Tertiary Treatment Unit Type Area Bed			
Tertiary Treatment with Shallow Buried Trenches			
		Type (Concrete or PVC):	Type (Concrete or PVC):

Bed Configuration Details

Filter Bed

Contact Area (including mantle):	Filter Base Area:	Filter Area (Top of Bed):
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Raised Leaching Bed

Contact Area (including mantle):	Type of Trench-Based System (Infiltrator, pipe or other):	Length of Trench-Based System:
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Tertiary Treatment Unit

Contact Area (including mantle):	Manufacturers Model # and/or Type of Unit:	*Note*: A maintenance agreement in conformance with the requirements of OBC 8.9.2.3. will be required prior to allowing occupancy of the building
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ADDENDUM TO APPLICATION TO PERMIT SEWAGE SYSTEM CONSTRUCTION OR REPAIR

(Cont'd.)

Declarations

Please complete either the **Owner** portion, or the **Designer or Installer/ Supervisor** portion as pertains to your specific circumstances of application.

NOTE Separate Agents as Applicants, Designers and Installer Supervisors are all required to submit there information and initial the appropriate portion of the application as applies to them.

Property Information

Civic Address	Lot, Conc. (Plan #)	Former Township
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Designer or Installer/Supervisor

I, (print name) _____ have been at the time of completion and submission of this application, authorized and retained by the owner to act as the applicant and,
(please check any of the below as they apply)

Applicant as Agent of Owner (check if applicable) >		Initial here: _____
and		
Designer (check if applicable) >		Initial here: _____
and/or,		
Installer/ Supervisor (check if applicable) >		Initial here: _____

as the title(s) apply(s) to me and as defined by the Ontario Building Code Act, 1992., and I do certify that all the information provided on this Application to Permit Sewage System Construction or Repair and all other submitted design information and material is correct and true to the best of my knowledge.

Signed: _____ BCIN #: _____ Dated: _____

AND/OR

Owner

I, (print name) _____ am the owner of the property for which the system as specified within this application is to be installed, and I am exempted from the requirements for registration and qualification by the Ontario Building Code (as outlined in Schedule 1: Designer Information) in this application as such, and I do recognize that the responsibilities and duties as assigned to the designers and installers of Sewage Systems under Part 8 of the Ontario Building Code may also now apply to me, the owner, if a qualified and registered designer and/or installer has not otherwise been retained for the purposes of design or construction of the proposed sewage system as submitted in this application and has not otherwise provided his information and initials above, and I do certify that all the information provided on this Application to Permit Sewage System Construction or Repair and all other submitted design information and material is correct and true to the best of my knowledge.

Signed: _____ Dated: _____

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the TOWNSHIP of
Malahide
A proud tradition, a bright future



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ROAD OCCUPANCY PERMIT

SECTION 1 - GENERAL INFORMATION

DATE OF APPLICATION _____

APPLICANT _____ CONTACT PERSON _____

APPLICANT'S MAILING ADDRESS _____

POSTAL CODE _____

APPLICANT'S TELEPHONE _____ FAX _____

CONTRACTOR _____ CONTACT PERSON _____

CONTRACTOR'S ADDRESS _____

CONTRACTOR'S TELEPHONE _____ FAX _____

SECTION 2 - LOCATION AND DESCRIPTION OF WORK

CIVIC ADDRESS AND ROAD NAME _____

COUNTY ROAD NO. _____ LOT _____ CONCESSION _____ MUNICIPALITY _____

DOES THIS PERTAIN TO A SEVERANCE _____ **SEVERANCE APPLICATION NO.** _____

DESCRIPTION OF WORK _____

SIDE OF ROAD (CIRCLE ONE) NORTH / SOUTH / EAST / WEST DISTANCE FROM ROAD CENTRELINE _____

PROPOSED START DATE _____ ESTIMATED COMPLETION DATE _____

***NOTE: A PLAN/SKETCH SHOWING THE LOCATION OF THE ABOVE DESCRIBED WORK AND/OR SERVICE MUST ACCOMPANY THIS APPLICATION. ALL RELEVANT MEASUREMENTS AND DEPTH OF WORK WILL BE SHOWN.**

IF THIS PERMIT IS FOR THE PURPOSE OF CONSTRUCTING OR ALTERING AN ENTRANCE PLEASE DEFINE THE AREA SO THAT THE EXACT LOCATION MAY BE INSPECTED. (i.e. stakes at property line, paint on fence, etc.)

ROADSIDE / ENCROACHMENT Permit Fee: \$145.00

ENTRANCE Deposit: \$ 400.00 (REFUNDABLE)

ENTRANCE Deposit: \$1,000.00 (REFUNDABLE)

WORK UNDER ROADWAY Deposit: \$1,000.00 (REFUNDABLE)

*Please Note: PERMIT FEE IS WAIVED FOR:
Lower Tier Municipalities, Utility
Companies Exempt per Legislation and
for the Purpose of Municipal Drains.*

I have read, understand and agree to the conditions set forth on this application and assume all cost incurred by the Township of Malahide, liability for all damages which may be incurred and to indemnify and hold harmless the Township of Malahide from any actions, claims, suits or demands made against the County by any person arising out of the issuance of this permit. **(REFER TO CONDITIONS ON REVERSE)**

Signature of Applicant _____

Date Signed _____

SECTION 3 - SPECIAL CONDITIONS AND APPROVAL [OFFICE USE ONLY]

PERMIT FEE PAID **\$ 145.00**

Rural ENTRANCE DEPOSIT - **\$ 400.00**

Urban ENTRANCE DEPOSIT - **\$ 1,000.00**

WORK UNDER A ROADWAY DEPOSIT **\$ 1,000.00**

PROOF OF LIABILITY INSURANCE: YES ___ NO ___ AMOUNT OF COVERAGE: \$ _____

REQUIREMENTS FOR THE ENTRANCE (refer to CONDITIONS FOR ENTRANCEWAYS on reverse for other requirements):

LENGTH OF PIPE _____m DIAMETER OF PIPE _____m

TOP WIDTH _____m SURFACE TYPE _____

SPECIAL CONDITIONS _____

Signature of Approval _____

Date Approved _____

FINAL INSPECTION NOTES: _____

GENERAL CONDITIONS

1. Permits will be honored for a period of one year from date of approval. When conditions or unforeseen difficulties require a longer period of completion than is indicated on the permit, the Applicant shall notify the Township of the additional time required and the reason thereof. **It is the responsibility of the Applicant to notify the Township when the work is complete and ready for final inspection.** If a final inspection has not been requested by the Applicant, and one year's time has passed from the date of approval, the **Permit Fee and Deposit** will be forfeited to the Township. If a final inspection has been requested and the work has been completed but not to the satisfaction of the Township under the conditions of this application, the Township may elect to finish or restore the works with the Applicant's Deposit without any prior notice.
2. Under any permit application the Township may elect to exceed the minimum requirements and conditions as specified in this document. The Township may request additional: insurance coverage, restoration, amount of cash Deposit, or any other work deemed necessary to accommodate the application.
3. Township roads will not be closed. A minimum of one driving lane will always be open to traffic. All excavations within 4 metres of any driving lane will be backfilled at each day's end. The Applicant shall maintain pedestrian access and vehicular access to all public and private properties.
4. Roads will not be open cut without express written permission, therefore all road crossings shall be bored or directionally drilled. **All plant being located under the road surface shall be placed at a minimum of 1.2 metres under the road surface** (that is 1.2 metres under the elevation of the shoulder rounding). If written permission has been granted to open excavate a road, specific restoration methods will be specified and a cash bond in the amount of the cost of restoration shall be submitted and retained to up to 12 months after the completion of the specified works.
5. If, to carry out the work, it is necessary to alter, break or disturb any existing pavement, sidewalk, or curb and gutter, the Applicant will be responsible for temporarily and permanently restoring the site to its original condition. Material specifications shall be determined by the Township of Malahide, Road Department staff. If weather dictates the permanent restoration can not be accomplished, the Applicant shall temporarily repair any disturbed asphalt or concrete surfaces with a fifty (50) millimeter thickness of asphalt. Temporary and / or final repairs shall be to the satisfaction of the Township of Malahide, at the expense of the Applicant.
6. When required, a security deposit shall be given to the Township representing 100% of the cost to perform the necessary restoration. The Township shall set this deposit amount. The Applicant will be responsible for any temporary and/or final restoration costs. The restoration shall be completed as per the direction of the Township. Upon completion of the final restoration the site will be inspected by the Township of Malahide staff and if satisfied (interim acceptance) the security deposit will be returned within a 12 month period from the date of final inspection.
7. All barricades, signs and signals required to direct, or guide the motorist and / or pedestrian shall be erected and maintained by the Applicant in accordance with the "**Ontario Traffic Manual, Book 7 – Temporary Conditions**", most current edition. All detour signing and materials, when required shall be supplied, erected and maintained by the contractor at the expense of the Applicant.
8. Prior to the approval of the Roadway Occupancy Permit the contractor shall supply proof of liability insurance in the minimum amount of **\$3,000,000.00**.
9. It is the responsibility of the Applicant not to damage any existing plant, survey markers of infrastructure including drainage works and utilities (both aerial and underground facilities). The Applicant will assume all costs and liabilities from such damage. **Utility Locates** are the responsibility of the Applicant and this document will release the Township of Malahide from all claims arising from the damage or alteration of any plant or facility. The Applicant may be subject to additional conditions imposed by the utility provider if the proposed work interferes in any way with that utility. It is the applicant's responsibility to ensure that any work does not conflict with their requirements (such as maintaining vertical clearance from aerial facilities and cover over underground services).
10. Excavated material shall not be piled in such a manner as to obstruct vehicular and/or pedestrian traffic at a minimum of four (4) meters from edge of pavement. All construction equipment and vehicles shall also maintain this "clear zone" when not in use.
11. **Every person who contravenes any provision of this permit under its By-Law shall upon conviction be liable to payment of a fine of not less than \$500.00 for a first offence and \$1000.00 for a second or succeeding offence plus costs incurred by the Township of Malahide to complete the works, repair damages caused by the work and/or restore the area to the conditions set forth within this application. Every such penalty shall be recoverable under the provisions of the Provincial Offences Act as amended time to time.**

CONDITIONS FOR ENTRANCEWAYS

1. **All costs** associated with this permit and construction of the entrance in accordance with the terms of the permit will be the responsibility of the Applicant. A **Refundable Deposit** is submitted along with this application's fee. The deposit shall be refunded to the Applicant upon acceptance of the entranceway by the Township of Malahide less any amounts expended to satisfy the conditions of this permit that were not met. A **typical rural private entrance will require a deposit of \$400.00**. The Township will set an appropriate deposit amount to cover the costs of materials and labour to complete the work to the requirements of this permit.
2. The Township may restrict the placement of an access onto a Township Road in the interest of public safety. It is the Township's final decision in this determination. Influencing factors include: sight lines, stopping distance, traffic patterns, roadway design, drainage, proximity to intersections / railroads / structures, etc.
3. The Township **may limit** the **width** or **number** of accesses to a property. Entrance numbers will be limited to the following:
Residences - 1 per property
Farm Buildings - 1 per farm
Farm Entrance - 1 per farm (more if natural obstructions within the field prevent reasonable access across the field)
Commercial / Industrial - 2 per property (spaced at a minimum of 30 metres)
4. **General Design Standards** to be met under this application are as follows:
 - a) Finished grade of the entrance must fall away from the edge of driving lane with a slope of no less than 2%.
 - b) Field, Farm or Residential Entrances shall be surfaced with at least 150mm of Granular 'A' and have a minimum top width of **16ft - 5m**
 - c) **Commercial / Industrial Entrances shall be surfaced with hot-mix asphalt and shall accommodate specific vehicle types.**
 - d) Culvert pipe lengths shall be long enough to produce a minimum **2:1** slope from the ditch invert to the surface of the entrance. Culvert pipe lengths will be a minimum of **30ft - 9m**. Open end culvert pipes shall be a minimum **15in- 375mm** diameter. If a catch basin inlet is required under the special conditions, a diameter of pipe will be specified.
 - e) Material for pipe culverts shall be high density polyethylene plastic storm sewer pipe manufactured by a CSA approved agent. **Or** material for pipe culverts shall be Galvanized / Aluminum -Corrugated Steel pipe manufactured by a CSA approved agent.
5. Property owners having access to a Township Road are fully responsible for the maintenance of the entranceway including removal of snow and ice and keeping the portion of the entrance within the Road in a safe condition for vehicular traffic. A culvert installed under the terms of this permit shall become the property of the Township and all subsequent maintenance, repairs, alterations, etc. shall be the responsibility of the Township, except where the culvert crosses a Municipal Drain and provisions of the Drainage Act take precedence and maintenance becomes the Municipality's responsibility.
6. Curb and gutter, asphalt, sidewalks, drainage systems, erosion protection and/or other work may be specified by the Township to be installed by the Applicant at the Applicant's expense in circumstances where existing conditions warrant continuity to existing features or require special attention.

COUNTY OF ELGIN

By-Law No. 99-2

**"BEING A BY-LAW TO REGULATE THE CONSTRUCTION OR ALTERATION OF
ANY ENTRANCEWAYS, PRIVATE ROADS OR ACCESS TO A COUNTY ROAD"**

WHEREAS it is deemed necessary and desirable to regulate the construction and alteration of entranceways, private roads or other facilities that permit access to County roads; and

WHEREAS Section 63, Subsection 1 (c) and (d) of the Public Transportation and Highway Improvement Act, being Chapter P.50, R.S.O. 1990, as amended, provides that a county may, with respect to the roads under its jurisdiction and control, by by-law prohibit or regulate the construction or alteration of any private road, entranceway, gate or other structure or facility that permits access to a road; and any change in use of any private road, entranceway, gate or other structure or facility that permits access to a road; and

WHEREAS Section 63, Subsection 2 of the Public Transportation and Highway Improvement Act, being Chapter P.50, R.S.O. 1990, as amended, provides that a by-law passed for this purpose may provide for the issuing of a permit for any of the acts that may be regulated under this section and may prescribe the form, terms and conditions of the permit and the fees to be paid for it, and may prescribe penalties for contravention of the by-law; and

WHEREAS the Council of the Corporation of the County of Elgin deems it expedient to control entranceways onto County roads and provide for the issuing of permits related thereto.


NOW THEREFORE the Municipal Council of the Corporation of Elgin enacts as follows:

1. THAT in this by-law;
 - (a) "Council" shall mean the Council of the Corporation of the County of Elgin;
 - (b) "County road" shall mean all roads included in the County of Elgin road system as defined in the Corporation of the County of Elgin by-law "Adopting a Plan of County Road Improvement and Establishing a County Road System" and any amendments thereto.
2. THAT no person shall construct or alter or cause to be constructed or altered any private road, or other structure or facility that permits access to any County road, unless such access has been approved by an authorized officer as evidenced by the issuance of an access permit.
3. THAT an access permit may be issued by the County of Elgin Road Superintendent or designate in accordance with the standards, policies and fees set out in Schedule "A" of this by-law.
4. THAT any such access constructed, altered, or the use of which has been changed, under the provisions of this by-law shall conform to the standards and principles set out in Schedule "A" of this by-law and shall further comply with all terms and conditions attached to any access permit issued thereunder.
5. THAT all costs associated with an access permit and construction of the entrance access in accordance with the terms of the permit shall be the responsibility of the applicant.

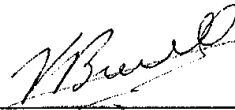
6. THAT the access permit shall be in the form set out in Schedule "A" attached hereto and forming part of this by-law and that the permit, where necessary, shall include the terms and conditions for the construction of the said entrance or access as required by the authorized officer issuing the said permit.
7. THAT every person who contravenes any provision of this by-law shall upon conviction be liable to payment of a fine, as set out in Schedule "A", exclusive of costs and every such penalty shall be recoverable under the provisions of the Provincial Offences Act as amended from time to time.
8. THAT the County Road Superintendent be authorized to remove any unauthorized access from the Road Allowance.
9. THAT By-Laws No. 92-57 and 96-45 be, and the same are, hereby repealed.
10. THAT this by-law shall come into force and take effect upon the final passing thereof.

READ a first time and second time this 25th day of January, 1999.

READ a third time and finally passed this 25th day of January, 1999.



Mark G. McDonald,
County Administrator Clerk.



Rien VanBrenk,
Warden.