



## Entrance Permit Application Instructions

1. Please stake the proposed entrance location with easily visible markers. We suggest you paint them fluorescent orange.
2. Complete the Entrance Permit application form.
3. Leave the form at the Township office with the payment of \$1250.00 Municipal staff will first review the application to confirm the lot fronts a municipally maintained road.
4. Once the application is approved to be processed, your cheque will be deposited.
5. Cramahe Foreman designate will review your entrance location.

Note: If an entrance cannot be accommodated on the lot, the entrance application will be denied. One thousand dollars will be returned to the applicant with the reason(s) why the entrance application was denied.

6. When the location is approved, Cramahe engineering designate will provide the applicant with written installation requirements, i.e., culvert and ditching to be done.
7. Upon completion of the entrance and other required work, the applicant must make the request **in writing** for final inspection and refund. This may be done by emailing [roads@cramahe.ca](mailto:roads@cramahe.ca) or dropping a note off at the front counter.  
**Please provide your current mailing address when requesting your refund**
8. The Cramahe engineering designate will inspect the final entrance installation based on his/her installation requirements. Upon approval, **\$1000.00 per entrance shall be returned to the person who made the deposit.**
9. Driveway entrance deposits unclaimed after three years revert back to the Township.