



Regional Municipality of Halton  
Infrastructure Planning & Policy  
Service Permits Group  
1151 Bronte Road, Oakville, ON L6M 3L1  
**Send to: Gary Brown**  
**gary.brown@halton.ca**

## Entrance Permit Application

Carefully follow the procedures on the back of this Application, and ensure all information is accurate. Please email this filled out Application and your Drawings in PDF format to the Services Permit Technician noted above.

Regional Road Number	RR # _____	Date	_____
Street Address #	_____	Municipality	_____
Applicant's Company	_____	Owner's Company	_____
Applicant's Name	_____	Owner's Name	_____
Address	_____	Address	_____
Municipality	_____	Municipality	_____
Postal Code	_____	Postal Code	_____
Tel	_____	Tel	_____
Fax	_____	Fax	_____
Signature	_____	Signature	_____

### Is this work in conjunction with any of the following:

- Current or Future Services Permit?	N	Y # _____
- Site Plan #?	N	Y # _____
- Land Severance?	N	Y # _____
- Niagara Escarpment Commission?	N	Y # _____
- Parkway Belt Application?	N	Y # _____
- By-Law Rezoning?	N	Y # _____
- Development Application?	N	Y # _____
- Subdivision #?		_____
- Other Info		_____

<input type="checkbox"/> Institutional/Industrial/Commercial
<input type="checkbox"/> Agricultural

<input type="checkbox"/> Residential Single Dwelling
<input type="checkbox"/> Right of Way

### Purpose and Detail of Entrance:

<input type="checkbox"/> New Entrance
<input type="checkbox"/> Modify an Existing Entrance
<input type="checkbox"/> Permanent Entrance
<input type="checkbox"/> Temporary Entrance

<input type="checkbox"/> Residential Multi Dwelling
<input type="checkbox"/> Other

### Other information regarding the purpose of Entrance:

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## **Procedures for the Installation of a New or Modified Entrance**

1. Only one (1) Entrance per Entrance Permit Application. Multiple Entrances will require multiple Entrance Permits.
2. The proposed Entrance **must be staked out in the field** by the Applicant. The stakes are to be placed in a conspicuous location and must be painted with a bright fluorescent paint. Failure to stake out the Entrance will slow the review and approval of your Application.
3. This Application will be forwarded to the Region of Halton's Transportation Department who will review and approve your Entrance. The Applicant is responsible to perform work and pay fees for appropriate inspections and deposits.
4. Once this Application has been approved, you will be contacted by the Services Permit Group for you to make an appointment for you to come in to the Regional offices to pay for and create your Entrance Permit. **THERE IS NO PAYMENT TO BE MADE WITH YOUR APPLICATION.**
5. The fees are payable by cash, credit card, debit card or cheque. Cheques are made payable to 'The Regional Municipality of Halton'. We cannot accept American Express nor Visa Debit cards. The credit card must be present for payment. Note that fees will change annually.
6. The Permit that will be issued will be valid for one (1) year from the date of issuance.