



The TOWNSHIP of  
**NORTH DUMFRIES**

106 EARL THOMPSON ROAD, 3<sup>rd</sup> FLOOR  
AYR, ON N0B 1E0

# PUBLIC WORKS PERMIT

Telephone 519-632-8800  
publicworks@northdumfries.ca

Permit #: \_\_\_\_\_

Permit Expiry Date: \_\_\_\_\_

Fee: \$ \_\_\_\_\_

<b>PART A: GENERAL INFORMATION</b>	
OWNER/APPLICANT: <input type="checkbox"/>	CONTRACTOR (same as Owner/applicant): <input type="checkbox"/>
ADDRESS:	ADDRESS:
TELEPHONE:	TELEPHONE:
EMAIL ADDRESS:	EMAIL ADDRESS:
<b>**If not completed by the owner, a Letter of Authorization is required – available on Township website**</b>	
<b>PART B: PROJECT INFORMATION</b>	
_____	_____
<b>Municipal Number</b>	<b>Street Name</b>
	<b>OR</b>
_____	_____
<b>Road Name</b>	
_____	_____
<b>FROM</b>	<b>TO</b>
	<b>OR</b>
<b>See attached drawing</b> <input type="checkbox"/>	
<b>PART C: RIGHT OF WAY OCCUPANCY PERMIT (ROAD USE) or MUNICIPAL CONSENT</b>	
Do you have a municipal consent:	
<input type="checkbox"/> NO	
	<b>OR</b>
<input type="checkbox"/> YES – attach a copy	

Permit Number: \_\_\_\_\_

Permit Expiry Date: \_\_\_\_\_

Location of work in the right of way (check appropriate box):

<input type="checkbox"/> Grass Boulevard Only – no curb & gutter and/or sidewalk	<input type="checkbox"/> Grass Boulevard Only – with curb & gutter and/or sidewalk	<input type="checkbox"/> Within Travelled surface of road no curb or sidewalk	<input type="checkbox"/> Within Travelled surface of road with curb and/or sidewalk
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**IS A TEMPORARY ROAD CLOSURE REQUIRED:**

NO **OR**  YES

Full  or Partial

Emergency Service Access Permitted:  
Yes  or No

Traffic Control Plans Attached:

Detour Plan Attached:

Specific Site Details:

**PROOF OF INSURANCE**  (Required for Road Occupancy and Entrance Permits)

Insurance Company: \_\_\_\_\_ Expiry Date: \_\_\_\_\_

Policy Number: \_\_\_\_\_

Township of North Dumfries named as additional insured

Two million dollars (\$2,000,000) liability insurance (minimum)

**PART D: ENTRANCE**

Permanent Entrance  Temporary Entrance

Drawing included  Entrance Must Be Marked On Site:

Specific Site Details:

***Township Office Use Only***

Number of Entrances: \_\_\_\_\_ Width of Entrance: \_\_\_\_\_ m

Culvert:  
N/A

Culvert Required

Length \_\_\_\_\_ m Diameter \_\_\_\_\_ mm

Permit Number: \_\_\_\_\_

Permit Expiry Date: \_\_\_\_\_

**PART E: ENCROACHMENT AGREEMENT** - An encroachment agreement is a legal and binding agreement between the Township and a property owner whose property abuts the municipal property which allows the property owner to have an encroachment on Township property.

Fence  Retaining Wall  Other  \_\_\_\_\_

Specific Site Details:

**FEES (In Accordance with the Township's 2026 Fees & Charges By-law)**

Entrance Permit: \$300.00  Renewal \$60.00   
Municipal Consent: \$225.00/per permit  or Annually \$2000.00  Road Occupancy Permit: \$225.00/per permit  or Annually \$2000.00   
Encroachment Agreement: \$2315.00   
Temporary Road Closure Fee: \$105.00/per closure  or \$225.00/multiple non-consecutive closures for one event

**REFUNDALE DEPOSITS (In Accordance with the Township's 2026 Fees & Charges By-law)**

Entrance / Culvert Permit (no Municipal Access Agreement): \$2500/per permit   
Temporary Road Closure: Nil

Road Occupancy Permit:

Grass Boulevard without curb and sidewalk: \$500/per permit   
Grass Boulevard with curb and/or sidewalk: \$900/per permit   
Travelled surface of road without curb and/or sidewalk: \$3500/per permit Travelled surface of road with curb and/or sidewalk: \$5000/per permit   
Utility with or without Mutual Access Agreement: \$10,000/annual deposit   
Utility with or without Mutual Access Agreement: \$2500/per permit

**TOTAL FEES + REFUNDABLE DEPOSIT: \$** \_\_\_\_\_

GL Accounts: 10-300-0020-41936 (application) 10-800-0020-41299 (encroachment agreements)  
10-000-0000-21550 (deposit)

THE APPLICANT is responsible for all utility locates and traffic control.

THE APPLICANT has twenty-one (21) Calendar days from the commencement of work to complete all required restoration.

The deposit will be held for a minimum of sixty (60) calendar days after the work has been completed. The applicant is responsible to notify the Township for the initial inspection after work has been completed along with the follow up inspection after the sixty (60) day period.

Any work completed after November 15 must be reviewed by the Township after April 15 of the following year before the deposit is released.

\_\_\_\_\_  
Date

**Permit approval by Township**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Signature of Authorized Township Official

Permit Number: \_\_\_\_\_

Permit Expiry Date: \_\_\_\_\_

INSPECTION DEPOSIT (Township Office Use Only)	
	<hr/> Name of Authorized Township Official
<hr/> Date of inspection	<hr/> Signature of Authorized Township Official
Date Refund Processed:	Amount of Returned Deposit:

Permit Number: \_\_\_\_\_

Permit Expiry Date: \_\_\_\_\_

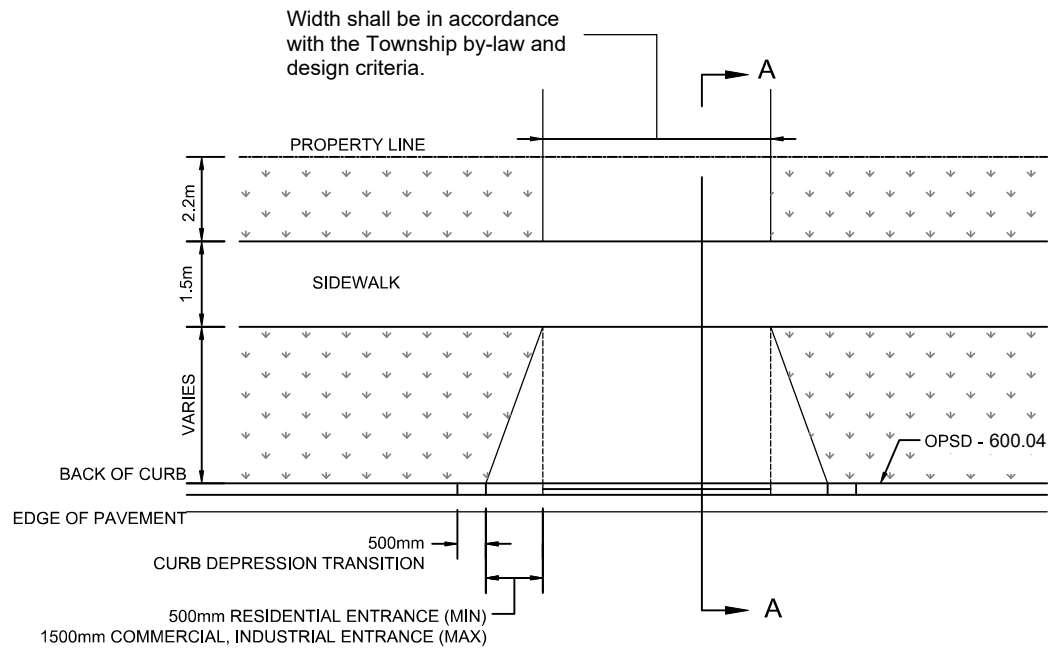
## CONDITIONS

This Public Works Permit is subject to the following conditions and to any supplementary conditions established by the Township of North Dumfries at the time of issue:

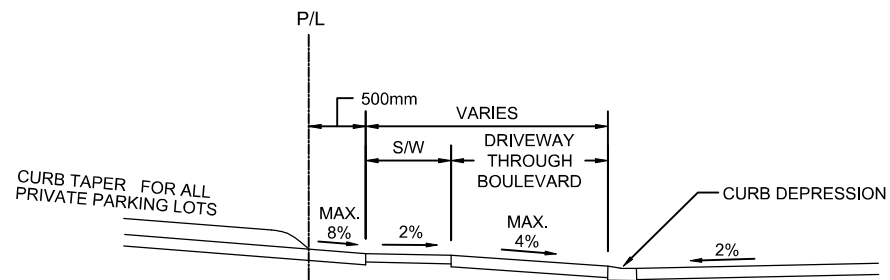
<ol style="list-style-type: none"><li>1. This permit is subject to all Municipal By-laws.</li><li>2. The applicant is required to contact Public Works prior to the start of work at <a href="mailto:publicworks@northdumfries.ca">publicworks@northdumfries.ca</a>.</li><li>3. A minimum of 72 hours notice must be provided via email to <a href="mailto:publicworks@northdumfries.ca">publicworks@northdumfries.ca</a> prior to commencement of work.</li><li>4. No work shall be started before a Public Works Permit for the work has been issued by the Township of North Dumfries.</li><li>5. If this permit expires before the work is accepted, and is not renewed for any reason, all work constructed, maintained or operated under this permit shall, if the Township so requests be removed without expense to the Township and the road shall be left in as good as it was before the said works were installed or constructed.</li><li>6. The permit must not be assigned or transferred from one owner to another. Each new permit is subject to the conditions applying at time of issue without expression of written consent from the Township of North Dumfries.</li><li>7. Any permit may be cancelled at any time for breach of the regulations or conditions of the permit or for such reasons as the Director of Engineering &amp; Public Works (or designate) in their discretion deems proper.</li></ol>	<ol style="list-style-type: none"><li>8. If during the life of this permit any acts are passed or regulations adopted which affect the rights and privileges herein granted, the said acts or regulations shall be applicable to this permit from the date which they come into force.</li><li>9. The design and specifications of the construction must not be changed without the approval of the Township.</li><li>10. Trees, shrubs, etc. on the right-of-way of a road must not be cut, trimmed, replaced or planted without the written permission of the Township or its duly authorized agent.</li><li>11. The applicant is responsible for the construction, marking and maintenance of the detours required and for maintaining safety measures for the protection of the public during the construction of any works in respect to this permit.</li><li>12. The applicant is responsible for ensuring all utility/service locates have been completed and are valid, prior to the commencement of the construction.</li><li>13. All work shall be constructed in accordance with the Township of North Dumfries requirements.</li><li>14. The property owner shall engage an insured contractor. The contractor shall provide the municipality with proof of liability insurance of a minimum of two million dollars (\$2,000,000), listing the Township of North Dumfries as additional insured, prior to release of the approved permit.</li></ol>
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Permit Number: \_\_\_\_\_

Permit Expiry Date: \_\_\_\_\_



PLAN



SECTION A-A

NOTES:

1. CROSSFALL OF SIDEWALK 2.0% UNLESS OTHERWISE APPROVED BY TOWNSHIP ENGINEERING DEPARTMENT.
2. ALL DIMENSIONS ARE IN MILLIMETRES UNLESS OTHERWISE SHOWN.
3. REVERSE GRADES WILL NOT BE ACCEPTED.



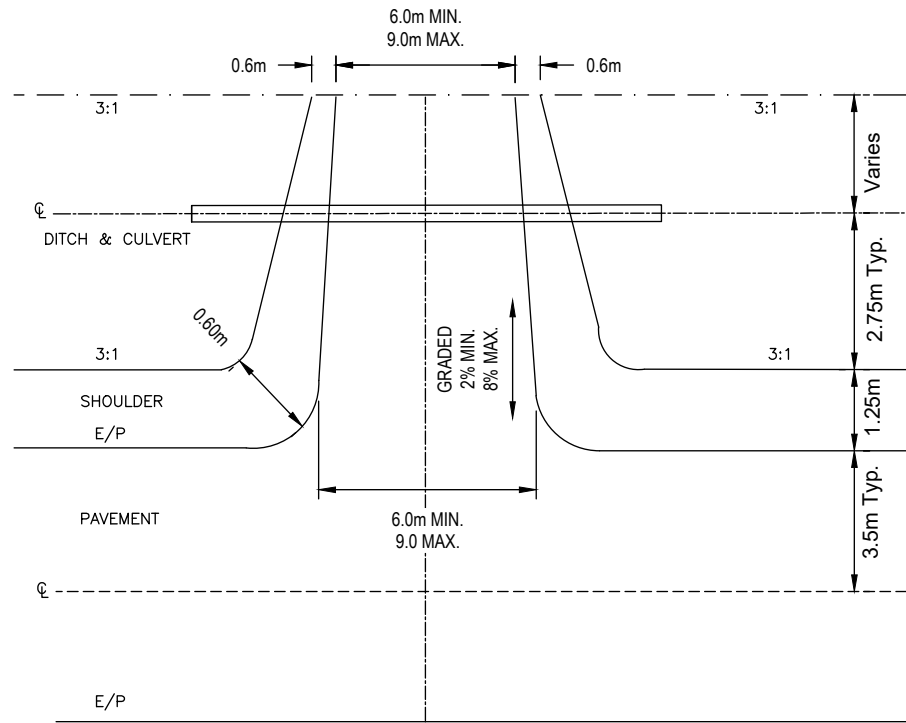
The TOWNSHIP of  
**NORTH DUMFRIES**

**REVISION**

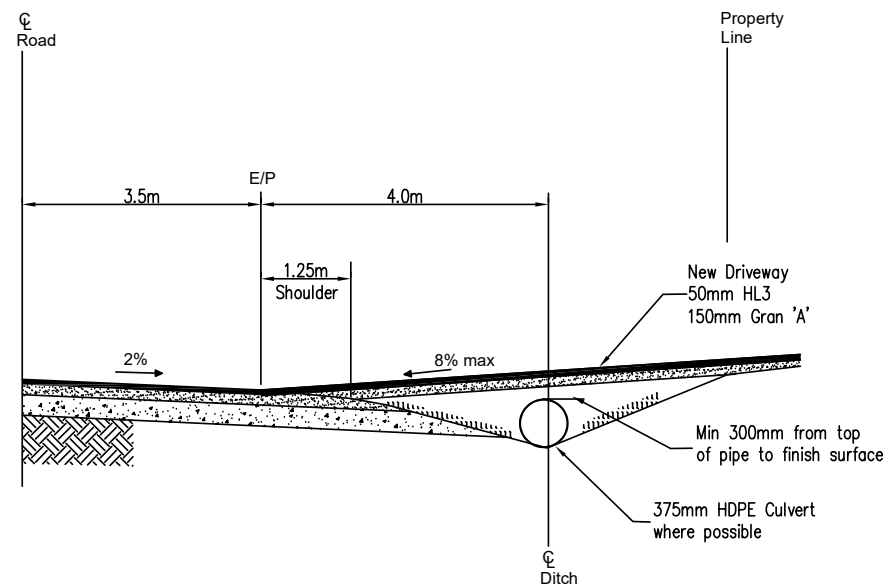
No.	By	DATE	DESCRIPTION

**DRIVEWAY ENTRANCE DETAIL  
RESIDENTIAL**

DRAWN BY: <b>S.B.</b>	DRAWING No.: <b>STD. R-8</b>
APPROVED BY:	DATE: <b>April 16, 2025</b>



SINGLE DRIVEWAY



NOTES:

1. DRIVEWAY CROSS-SECTION TO BE:  
50mm ASPHALT  
150mm GRANULAR 'A'
2. DRIVEWAY CULVERTS TO BE 375mm DIAMETER CMP MINIMUM, 1% SLOPE AND MINIMUM 0.30m COVER AND SET 50mm BELOW DITCH GRADES.
3. MINIMUM LENGTH OF CULVERT TO BE 12m.
4. FOR DOUBLE DRIVEWAY AND/OR DRIVEWAY OFF A TOWNSHIP ROAD. PAVEMENT TO BE AT STREET LINE 6m. AT EDGE OF PAVEMENT 7.50m AND GRAVEL SHOULDERS TO REMAIN THE SAME. CULVERT LENGTHS TO BE 14m.
5. INCREASE TO THE ABOVE MINIMUM STANDARDS TO BE APPROVED BY THE TOWNSHIP ENGINEER.
6. WHERE 0.30M COVER CANNOT BE ACHIEVED CULVERT PIPE DIAMETER TO BE REDUCED ACCORDINGLY TO ACHIEVE 0.30M COVER.



The TOWNSHIP of  
**NORTH DUMFRIES**

**REVISION**

No.	By	DATE	DESCRIPTION

**DRIVEWAY ENTRANCE DETAIL  
RURAL RESIDENTIAL**

DRAWN BY: <b>S.B.</b>	DRAWING No.: <b>STD. R-7</b>
APPROVED BY:	DATE: <b>APRIL 15, 2025</b>