

Instructions for Filling Out an Access Permit Form

Fillable Form

All the fields are programmed for a specific font and style. Using your mouse, click in the first field (Owner Name). After you have filled it in, simply use the Tab key on your keyboard to tab to the next field. Continue to hit tab all the way through the document. If you make a mistake and need to go back, click your mouse in the field that needs to be changed, make your correction, then tab to where you left off. Your information will not disappear or change if you tab through it again.

“Part A” Owner/Applicant Information

- Fill out all the information in the Owner Contact Information. If the applicant is different from the Owner, then you will need to fill out the Applicant Contact Information section.
- NOTE: If the owner or the applicant is part of a company, please fill out the name of the company where specified.
- If you provide an email address, the permit and the receipt for payment will be sent to you by email, unless a hard copy is requested.

“Part B” Location of Access, Purpose, Land Use, Access Details, Lot Type Attachments

- If you know the Regional Road number or the Regional Road name please fill this information in. Staff will assist with the information you do not know.
- In the Side Road field, a drop down box will appear and you can select the appropriate direction, i.e. North, South, East or West.
- In the Address/Location field, please give as much detail as possible if the property does not have a street address. i.e., Part Lot 16, Concession 3, Settlement Name. If you are not sure, look at your Property Deed and it will have the legal address of your property.
- Please check all boxes that apply under the Purpose section and include the Proposed Date of Construction.
- Under Land Use, please include what the property is used for, i.e. residential, institutional, commercial, industrial and give a more specific use such as, shopping area, hospital, office building, school, restaurant.
- In the Access Details section please check if there is a culvert required and enter all of the information in the section.

- Please complete Lot Type information, however, this will be reviewed by Regional Staff and may be revised. This may adjust the amount that is payable to the Region.
- In the Attachments section, please check the box and verify you have submitted the necessary plans for your application to be approved. Plans may include, site plans, plan of survey, etc.
- Please submit any remarks related to the Access Permit Application in the section provided.
- When you Tab to the Dated at, This, Day of, and Year, drop down boxes will appear for you to make the appropriate choice.
- Tab to the Signature box and type your name in the field. Typing your name is validating that the information you have provided is accurate and true and completing this box represents a legal signed signature.

“Part C” (Payment Information), Payment Type, Credit Card Information – If applicable

- Part C only needs to be completed if not paying in person.
- NOTE: If paying by cheque, permits WILL NOT be issued for a minimum of 10 business days unless the cheque is CERTIFIED. (Any costs to certify a cheque are the sole responsibility of the applicant.)
- Payment can be made by Visa, American Express, MasterCard, Money Order or by paying cash at 150 Frederick St., at the Citizen Services desk in the lobby.

If not paying in person, complete all of the credit card information, if applicable, and type your name in the signature box. By typing your name, you are authorizing the Region of Waterloo to process the payment on your credit card provided.

Please save the document to your desktop and attach in an email as an attachment to corridorplanning@regionofwaterloo.ca.

Incomplete applications could result in delays with the issuance of the Access Permit. If you require assistance with completing the application, please call 519-575-4036.

(Please note: In addition to the Access Permit, a Region of Waterloo Work Permit must be obtained from the Region of Waterloo prior to commencing construction within the Region’s right of way. In this regard, please visit <https://rmowroadpermits.mirasan.ca> for further guidance regarding the Region of Waterloo Work Permit.