



FOR OFFICE USE ONLY

Development Application No. _____

Owner/Applicant _____

APPLICATION / PAYMENT FOR AN ACCESS PERMIT

NOTE: Access to a Regional Road must comply with the provisions of the Region of Waterloo Controlled Access By-law #58-87 and the Policy and Procedures for Access onto a Regional Road, as amended from time to time.

TAB through the document for ease of use. Some boxes are drop down menus that will be revealed when you click on the box.

OWNER CONTACT INFORMATION

PART A

OWNER NAME: COMPANY

OWNER STREET ADDRESS: SUITE:

CITY: PROVINCE: POSTAL CODE:

TELEPHONE: FAX:

EMAIL:

APPLICANT CONTACT INFORMATION (If Applicant Different From Property Owner, Please Provide the Following Details)

NAME: COMPANY

STREET ADDRESS: SUITE:

CITY: PROVINCE: POSTAL CODE:

TELEPHONE: FAX:

EMAIL:

LOCATION OF ACCESS

PART B

ON REGIONAL ROAD NO. / NAME: SIDE OF ROAD:

(Where there is no address, describe location by adjacent physical features) (NORTH, SOUTH ETC)

FULL ADDRESS OR LOCATION OF ENTRANCE

CITY PC

PURPOSE (check all that apply)

- Close an existing access
- Construct an unpaved entrance
- Construct a paved entrance
- Construct curbs, gutters or other permanent work related to an entrance
- Pave an existing entrance
- Add curbs, gutters or other permanent work to an existing entrance
- Change the design of an existing entrance
- Change the location of an existing entrance
- Use an existing entrance for other than its original, present or normal use (Change of classification from Residential to Commercial etc.)
- Construct a temporary entrance or use any part of the right-of-way of a Regional Road as a means of temporary access to and from a property

Proposed Date Of Commencement Of Construction ____ 20____

LAND USE (Detailed description of the type of establishment)

ACCESS DETAILS (Plans must be submitted for approval)

CULVERT REQUIRED YES NO

WIDTH OF ENTRANCE AT PROPERTY LINE _____ m AT ROAD PAVEMENT _____ m

POSTED SPEED LIMITED _____ km/h APPROXIMATE GRADE OF ROAD _____ %

VISIBILITY: LEFT _____ m RIGHT _____ m **(Approximate metres) (Be as specific as possible)**



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LOT TYPE

\$100 FOR SINGLE FAMILY DETACHED SEMI-DETACHED DUPLEX FARM LOTS MULTI – 6 or LESS
\$230 FOR COMMERCIAL ALL OTHER MULTI – 7 or MORE NO CHARGE

THIS IS A NON-REFUNDABLE FEE

ATTACHMENTS

DOCUMENTS	REMARKS
<input type="checkbox"/> Completed Plans	
<input type="checkbox"/> Completed Payment Form (If not paying in person)	

I hereby confirm that the information provided in this Application for Access Permit, and any attachments, is complete, true and accurate.

DATED AT _____ THIS _____ DAY OF _____, 20 _____

SIGNATURE

ONLY COMPLETE IF NOT PAYING IN PERSON

PART C

PAYMENT TYPE VISA AMEX MASTERCARD * CHEQUE MONEY ORDER

Payment by DEBIT OR CASH can be made in person at 150 Frederick Street, on the main floor at the Citizen Services desk.

* Payments made by Cheque, will result in permit not being issued for a minimum of 10 business days (unless paid by Certified Cheque)

RECEIPT REQUIRED: YES NO

IF YES: MAIL FAX EMAIL:

CREDIT CARD INFORMATION ONLY (complete the following if paying by credit card)

Credit Card Number: - - - Expiration Date: /
Month Year

CARD IDENTIFICATION NUMBER (last three digits located on the back of the credit card)

AMOUNT: \$

NAME AS ON CARD:

STREET ADDRESS:

CITY:

POSTAL CODE:

TELEPHONE:



I hereby confirm as to each of the charges described above, (a) that I authorized this merchant to submit each of these charges; (b) that I have no dispute and agree to waive any dispute rights that I might otherwise have in connection with these transactions; and (c) that I agree to pay for these charges pursuant to my agreement with my card issuer.

You must sign below indicating your request that, the Regional Municipality of Waterloo charge your credit card and agree to hold the Regional Municipality of Waterloo, harmless in the event your personal information is obtained in an unauthorized manner.

The Regional Municipality of Waterloo cannot guarantee the confidentiality of personal information contained on the receipts sent via fax.

SIGNATURE