



TOWNSHIP OF WOOLWICH

Park & Trail Property Access Policy

A “Permission to Access Park & Trail Property” permit is required anytime a contractor or homeowner plans to enter onto Township owned parkland, greenspace, or trails with any type of equipment or vehicle for the purpose of accessing private property. This policy is aimed to control access, prevent any damage to Township owned lands, and ensure the safety of park and trail users.

A “Permission to Access Park & Trail Property” permit is required when crossing Township lands to carry out activities on private property, including but not limited to, landscaping, pool construction, deck or fence construction, or delivery of materials.

If Township owned parkland, greenspace, or trails are accessed outside of this process, the Township may hold those parties responsible for any and all resulting damages, and parties may be prosecuted to the full extent of the law.

Associated Fees

A **one-time \$75 non-refundable inspection fee** is charged for Township staff to review the application and complete a site visit to determine viability of the work. Due to certain circumstances, some approvals may not be granted.

A **\$75 per day non-refundable fee** is charged if a permit is obtained, to a **maximum of 10 days and/or \$750**. The **one-time \$75 inspection fee** will be **deducted** from the total if a permit is obtained.

A **\$2,000 damage deposit is required**, and pending Township approval of the site condition, will be returned.

A permit application can be obtained from the Deputy Director at tvanderhoff@woolwich.ca or at the Woolwich Memorial Centre at 24 Snyder Ave. South, Elmira. Accepted methods of payment include cash, debit, credit, or cheque.

Additionally, you may require a Township of Woolwich work or building permit prior to receiving a “Permission to Access Park & Trail Property” permit. All inquiries related to Work or Building Permits may be coordinated through the Township Building Department at 519-669-6042.

Insurance Information

Contractors/homeowners must provide a copy of insurance naming the Township of Woolwich as “**additionally insured**” in an amount not less than \$2,000,000 for each individual project for which a permit was obtained.

Process

Applying for a Permit:

- Complete a “Permission to Access Park & Trail Property” application, including payment of the **one-time \$75 non-refundable inspection fee.**
- Recreation and Community Services Manager of Operations and Projects will complete site inspection.
- If approved, Township staff will be in contact.
- If approved, contractor/homeowner must provide the appropriate Proof of Insurance with the Township of Woolwich as “additionally insured” prior to work proceeding.
- Following payment of all associated fees and proof of insurance are received, keys and signage for site will be provided.

Project Description and Purpose for Access

- General project description
- Time frame of work to be completed (**maximum total - 10 days**)
- Number of trips in and out of park or trail property (**Plan work to reduce number of trips**)
- Type and size of equipment
- Material being brought in and out
- How to mitigate damage
- Restoration plan

Restoration Plan:

- Restore parkland, greenspace or trail to pre-construction condition to the satisfaction of Township staff, within permit timing.
- Failure to do so will result in Township staff use of damage deposit to complete restoration.

Note:

- Access by tandem dump truck, or similar equipment, will not be granted if passage is required over park or trail asphalt surface.

Disclaimer:

The information provided is factual, and should it be found that the information is false, the responsibility will fall on the contractor and/or homeowner to make good any damages and/or violations that result, whether the sole action or in part of their doings. In most cases, homeowners are looked upon as the General Contractor and will be held responsible for any damages/issues resulting from contractor work.

For further assistance regarding obtaining a “Permission to Access Park & Trail Property” permit, please contact the Recreation and Community Services Manager of Operations and Projects at tvanderhoff@woolwich.ca.