

Application for Entrance Permit

An entrance permit is required for any new or altered entrance on a municipal road allowance, whether or not a culvert is needed. The entrance permit must be issued before or at the same time as a building permit. The current fee for Entrance Permits is \$200. A \$500 refundable deposit will be held until the final inspection of the entranceway confirms it has been installed correctly. All culverts/entrances that are installed must meet the storm water management plan.

Important: To avoid delays, submit your application at least 5 business days before any work begins.

Process for Entrance Permit Application

1. Applicant will complete the “Applicant” section of this application. Submit the application by email to planning@callander.ca or in person at the Main Office (280 Main St N).
2. Planning Department Review:
 - i. The Planning Department will complete their section and prepare the entrance sketch.
 - ii. Planning will issue an invoice to the applicant. The applicant must pay the invoice by cash, cheque, or debit at the Main Office.
 - iii. The applicant must physically mark the proposed entrance location with paint or stakes.
3. Operations Department Site Visit:
 - i. Once payment and marking are complete, Planning will send the application to Operations.
 - ii. Operations will conduct a site visit to verify the proposed location, determine culvert requirements, and assign a new 911 number, if needed. Operations will notify the Finance Department if a 911 number is assigned.
 - iii. Operations will update the application and notify Planning to relay the required information to the applicant.
4. Installation and Inspection:
 - i. The Applicant must notify Planning before the intended installation date. Operations will attempt to attend on the installation date, or if not possible, shortly after. Operations will install the 911 sign, if applicable.
 - ii. If the installation is approved, Operations will direct Planning to return the deposit. Deposits will be returned via cheque.
 - iii. If the installation is not approved:
 - i. The Applicant will receive a list of corrections, and will have one month to complete the corrections.
 - ii. If not corrected, the Municipality will use the deposit to complete the work, and the deposit will not be refunded.

If No Entrance Permit Was Acquired

- a. Installation was done correctly:

- a. Owner must retroactively complete the application and pay the fee and deposit.
- b. Operations will inspect the site. If compliant, the deposit will be returned.
- b. Installation was done incorrectly:
 - a. Owner must retroactively complete the application and pay the fee and deposit.
 - b. Owner must correct all issues.
 - c. If issues are not corrected on time, Operations may make the necessary repairs or remove the entrance entirely. All costs associated will be charged to the property owner.

Application for Entrance Permit

Applicant:

Owner

Contractor

Application is for:

Commercial Entrance

Residential Entrance

Application is made for a Permit to:

Construct a Paved Entrance

Construct an Unpaved Entrance

Pave an Existing Entrance

Construct a Temporary Entrance
(Expiry _____)

Change the Design of an Existing
Entrance

Relocate an Existing Entrance

Change Ownership

Change Classification of Entrance

Registered Property Owner

Property Owner:

Address: _____

Phone: _____

Email: _____

Proposed Start Date: _____

Expected Completion Date: _____

Date application submitted to planning department: _____

To Be Completed by Planning Department

Location of Project

Municipal Address/Civic Address: _____

Lot: _____

Concession: _____

Roll Number: _____

Registered Plan (Subdivision) No: _____

Lot No: _____

Reference Plan (Survey) No: _____

Part(s): _____

Planning certifies that the entrance meets the regulations presented in the Zoning By-law, and all other applicable law.

Planning Approval Date: _____

Planning Signature: _____

Date application submitted to Operations Department: _____

To Be Completed by Operations Department

Initial Site Visit

Date: _____

Access Required For: _____

Culvert Required: Yes No

911 Sign Required: Yes No

Assigned: _____

Proposed Material: _____

Culvert Type: _____

Width of Entrance (ft): _____

Length of Culvert (ft): _____

Diameter of Culvert (in): _____

Approximate Distance approaching From left (ft) _____

Traffic is visible from entrance: From right (ft) _____

Please note: all materials used in the construction of the entranceway must be new materials.

Indicate which, if any, of the following will be affected:

- Roadway Drainage Trees, Shrubs or Plantings Signs Guide Rails

Additional comments associated with rehabilitation or expected repairs necessary to ensure refundable deposit is returned:

Installation Inspection

Date of Inspection: _____

Condition of Entrance: Approved Needs Corrections

Date 911 Sign Installed: _____

If Entrance Approved

Operations Approval Date: _____

Operations Signature: _____

If Entrance Requires Correction

Declined Date: _____

Comments:

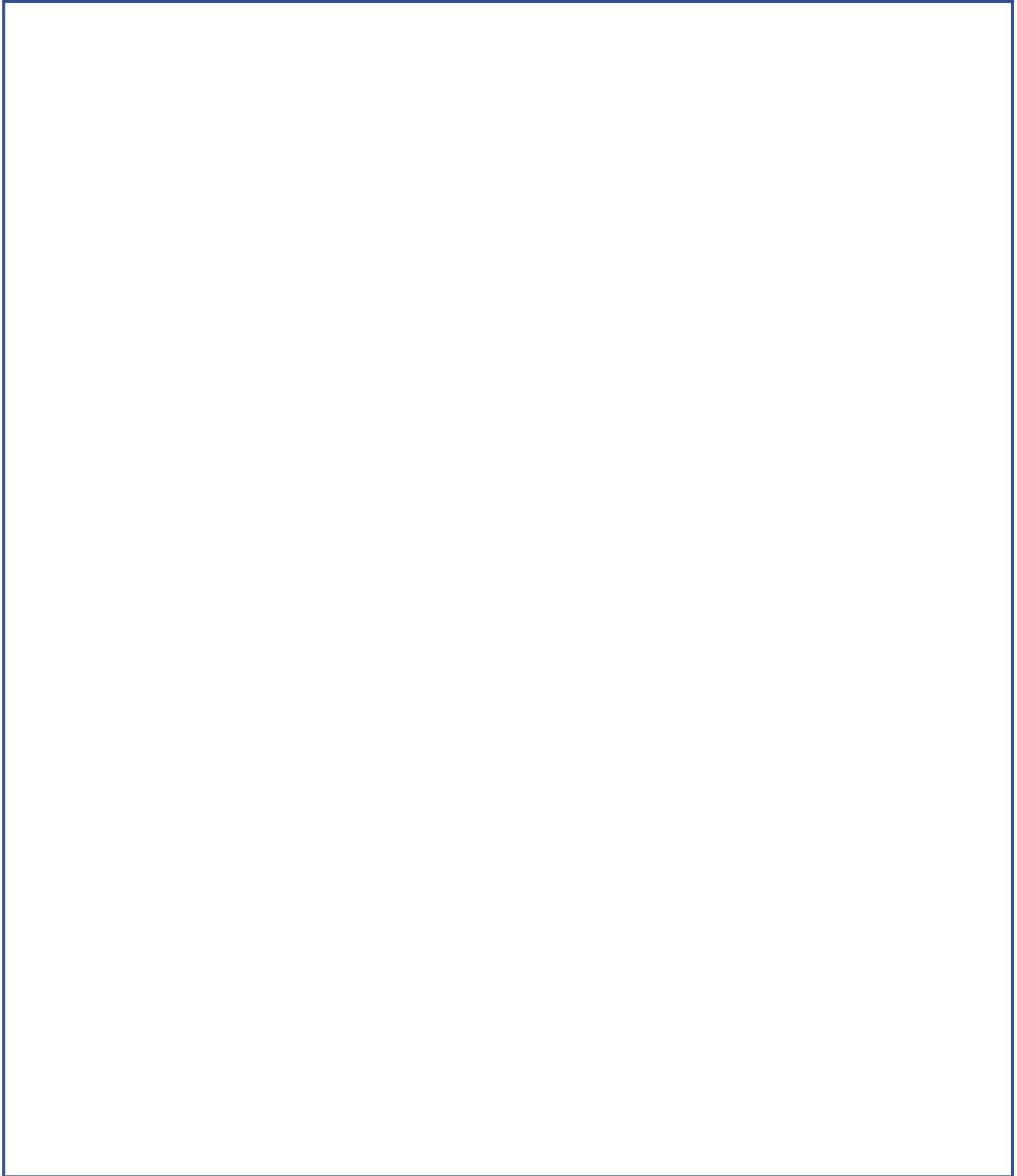
Deadline to Remediate: _____

Date Inspected: _____

If Entrance Requires Correction by Operations Department

Date Operations Completed Necessary Work: _____

Proposed Sketch of Entrance Location (if applicable)



Culvert installation shall meet the Municipal guidelines attached hereto as Figure 1. & Figure 2.
 Figure 1

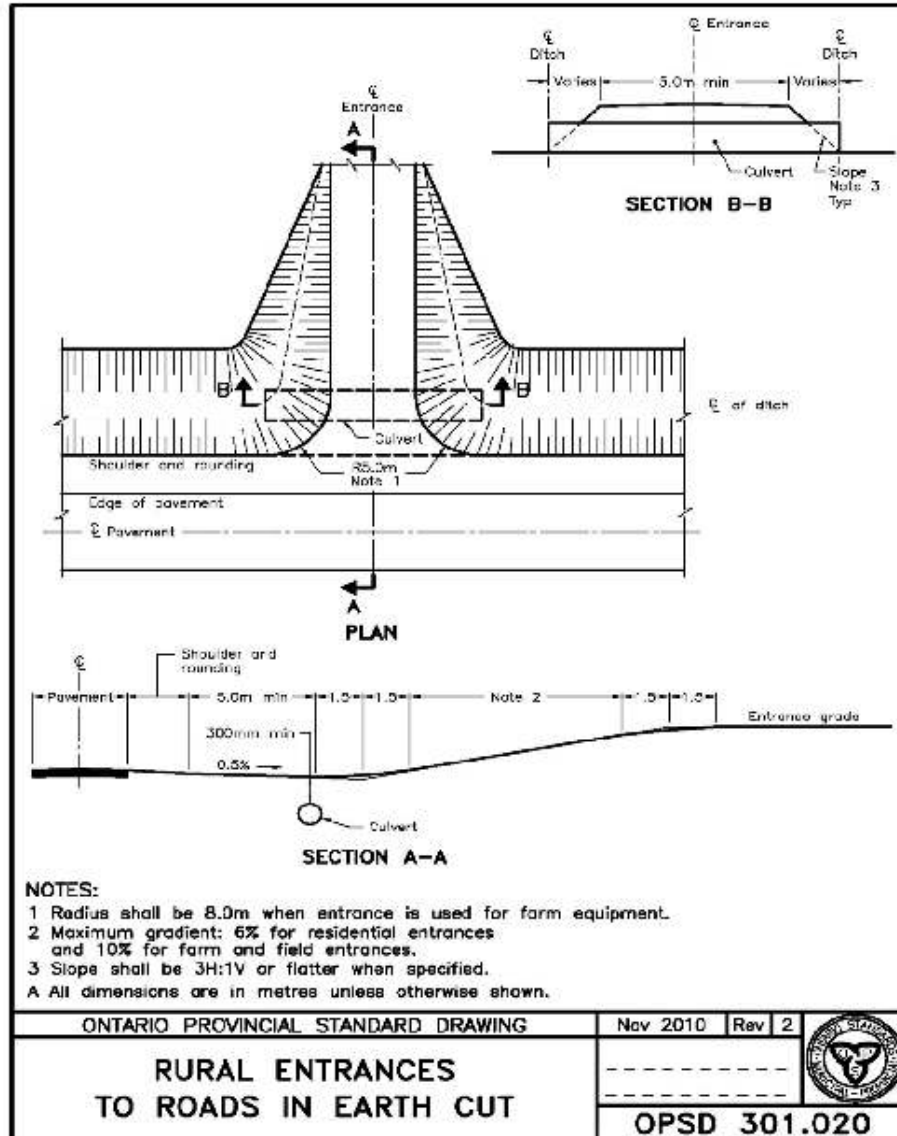


Figure 2

