

## Application for Entrance Permit

An application for an entrance permit is required for each entrance that is created onto a municipal road allowance, regardless of whether a culvert is needed. The entrance permit shall be issued prior to, or at the same time as a building permit being issued, by the Planning Department. 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 that has been approved by Operations.

**PLEASE NOTE TO AVOID DELAYS AN APPLICATION FOR ENTRANCE PERMIT MUST BE SUBMITTED A MINIMUM OF 5 (FIVE) BUSINESS DAYS IN ADVANCE OF ANY WORK TO BE COMPLETED.**

### Procedure for Entrance Permit Application

1. Applicant will fill in the “Applicant” portion of the Entrance Permit Application and submit to Planning Department at [tcraig@callander.ca](mailto:tcraig@callander.ca) or in person to 26 Main Street North, Unit 9.
2. The Planning Department will manage the application in its entirety and begin with completing the “Planning Department” section with all required information, including the planning sketch of the entrance location and create an invoice for the entrance permit as per the current fee schedule and send to the Municipal Office at 280 Main Street North for payment by the applicant.
  - i. As part of the entrance permit process, the applicant will need to mark the physical location of the proposed entranceway, either with paint or wooden stakes, prior to this site visit.
3. Once the application is deemed complete, confirmation that the site has been physically marked and payment has been confirmed, the Planning Department will send the Application to the Operations Department for verification.
4. The Operations Department will arrange to visit the site to verify the location of the proposed entrance. At this site visit, Operations will determine the required specifications for the Culvert.
  - i. Operations will measure the entrance location to determine the new 911 number, if necessary. Operations will notify Finance of the determined 911 number.

5. The Operations Department shall provide this information to the Planning Department at their earliest convenience, and the Planning Department will provide the information to the applicant shortly thereafter.
6. The Applicant will notify the Planning Department PRIOR TO the installation date about the installation date, to allow for Operations to conduct a site visit on the installation date. If unable to attend, the Operations Department will arrange to visit the site shortly thereafter to confirm the installation meets the directions previously provided, and install the 911 sign, if necessary.
7. The Operations Department will notify the Planning Department of their findings.
  - i. If the entrance permit was installed according to the directions provided by Operations, the \$500 refundable deposit shall be returned.
  - ii. If the entrance permit was not installed according to the directions provided by Operations, the necessary corrections will be forwarded to the applicant from the Planning Department. A one-month time limit will be provided for the work to be completed. Failure to rectify the issue will result in the Municipality utilizing the \$500 deposit, to properly install the culvert as per Operations original directions. The \$500 deposit shall not be returned to the applicant.

### **If Entrance Permit Not Acquired**

If entrance permit is not acquired, but installation was done correctly, The property owner will be asked to retroactively complete the Entrance Application including security deposit. Once completed, the Operations Department will inspect the installation and, if it is determined to meet all requirements, the deposit will be returned less the Application Fee.

If entrance permit is not acquired, and installation was not done correctly, The property owner will be asked to retroactively complete the Entrance Application and correct all defects to the satisfaction of the Operations Department. If corrections are not made, in a stipulated period of time, the Operations Department may, at their discretion, make the necessary corrections, or, completely remove the entrance. All costs associated with the repairs and/or removal will be billed to the registered property owner.

## Application for Entrance Permit

Applicant:  Owner  Contractor

Application is for:  Commercial Entrance  Residential Entrance

Application is made for a Permit to:

- |   |  |
|---|--|
| <input type="checkbox"/> Construct a Paved Entrance                       | <input type="checkbox"/> Change the Design of an Existing Entrance |
| <input type="checkbox"/> Construct an Unpaved Entrance                    | <input type="checkbox"/> Relocate an Existing Entrance             |
| <input type="checkbox"/> Pave an Existing Entrance                        | <input type="checkbox"/> Change Ownership                          |
| <input type="checkbox"/> Construct a Temporary Entrance<br>(Expiry _____) | <input type="checkbox"/> Change Classification of Entrance         |

Registered Property Owner

**Property Owner:**

**Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Proposed Start Date:** \_\_\_\_\_ **Expected Completion Date:** \_\_\_\_\_

Date application submitted to planning department: \_\_\_\_\_

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

Operations Department

Description of Project

**Access Required For:** \_\_\_\_\_

*Detailed description of* \_\_\_\_\_

*Establishment Served by Entrance*

**Culvert Required:**  Yes  No

**911 Sign Required:**  Yes  No

**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

Indicate any additional comments associated with rehabilitation or expected repairs necessary to ensure refundable deposit is returned:

**Date of initial site visit:** \_\_\_\_\_

**Date of follow-up visit:** \_\_\_\_\_

**Date 911 Sign Installed:** \_\_\_\_\_

If entrance is not meeting original requirements:

**Declined Date:** \_\_\_\_\_

**Comments:** \_\_\_\_\_

**Deadline to Remediate:** \_\_\_\_\_

**Date Inspected:** \_\_\_\_\_

If inspected, and applicant has not met deadline, establish date that Operations will complete the necessary work:

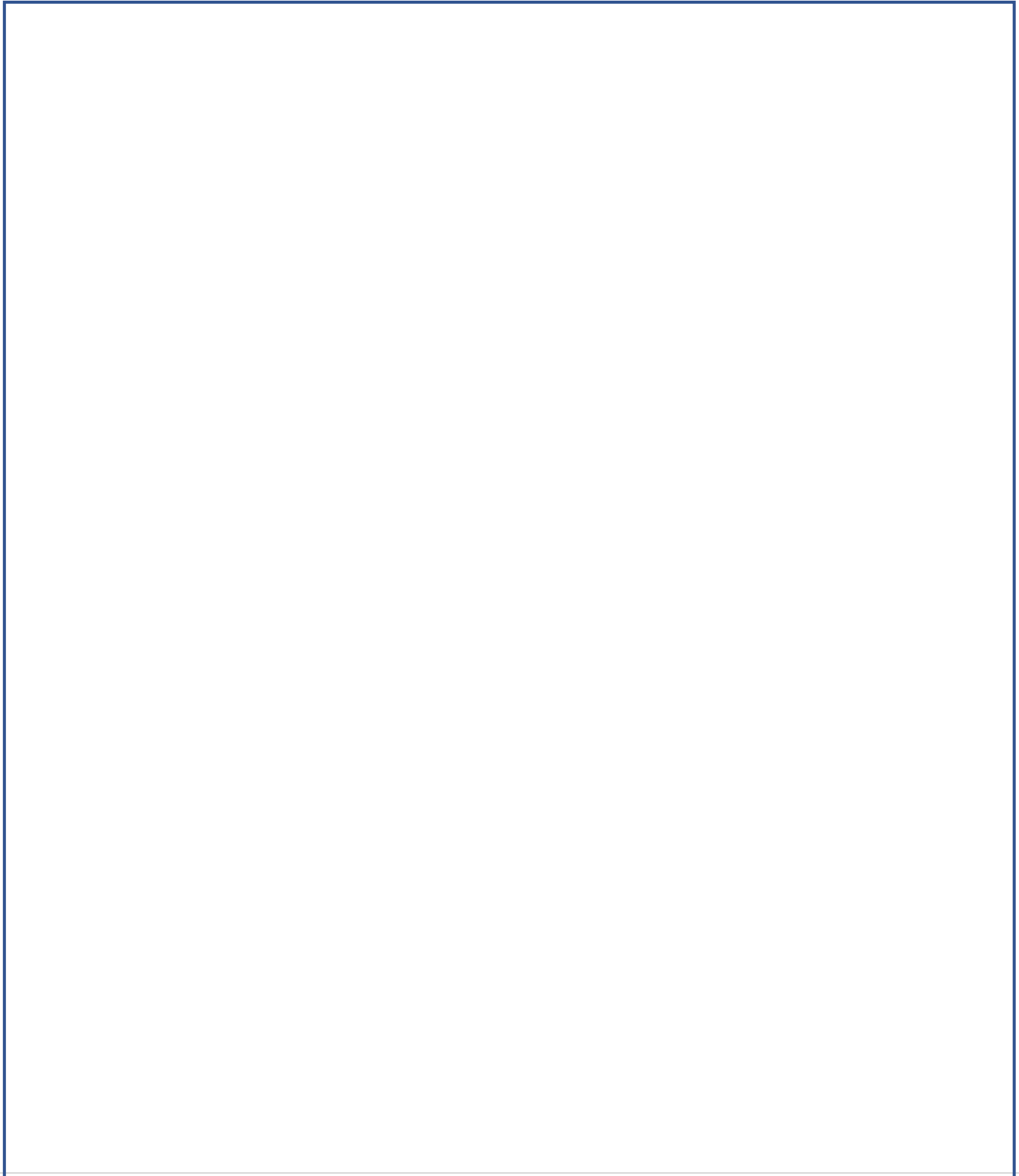
**Date Operations Completed Necessary Work:** \_\_\_\_\_

Refundable Deposit (only if installed correctly):

**Operations Approval Date:** \_\_\_\_\_

**Operations Signature:** \_\_\_\_\_

### Planning Sketch of Entrance Location



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

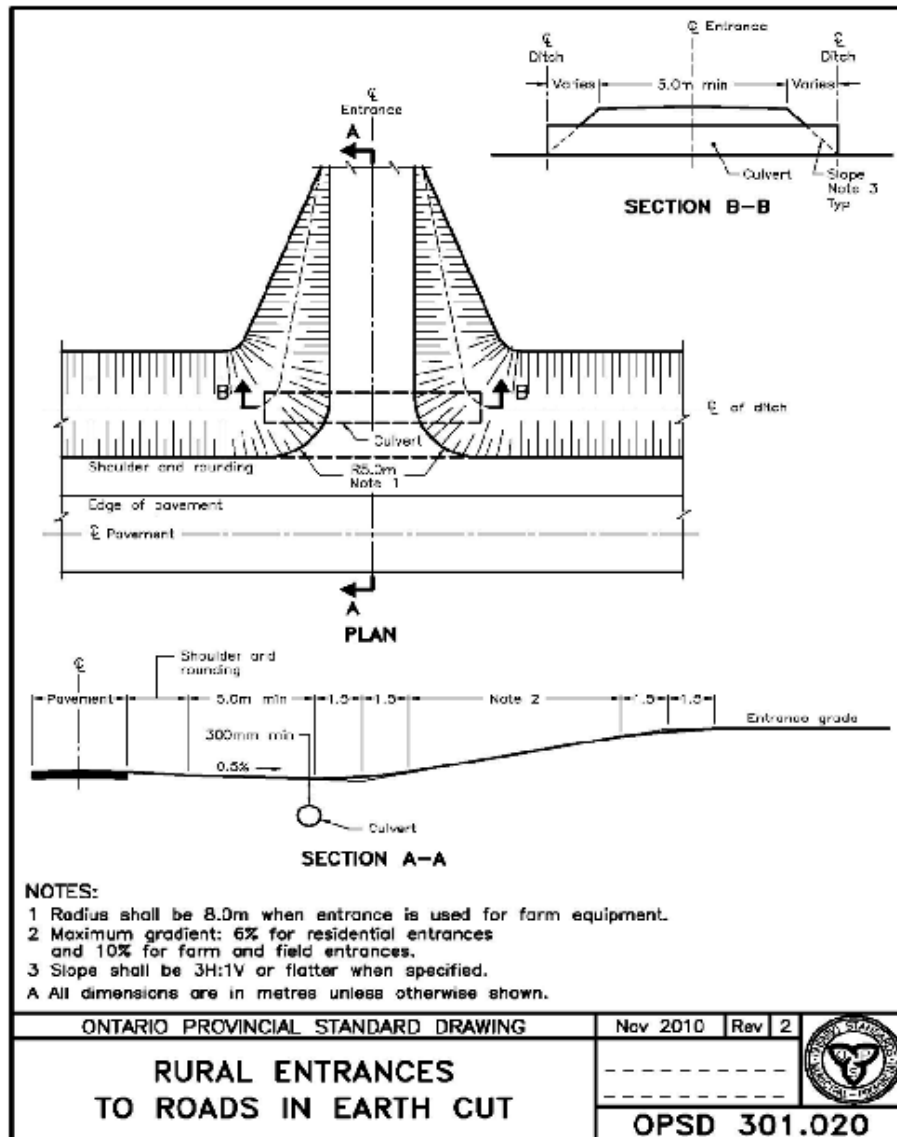


Figure 2

