Entrance Permit No. _____

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.

Entrance Permit No. _____

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: _____

Mailing Address: _____

Phone: _____

Email: _____

Proposed Start Date: _____ **Expected Completion Date:** _____

Date application submitted to planning department: _____

Entrance Permit No. _____

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): _____

Entrance Permit No. _____

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:

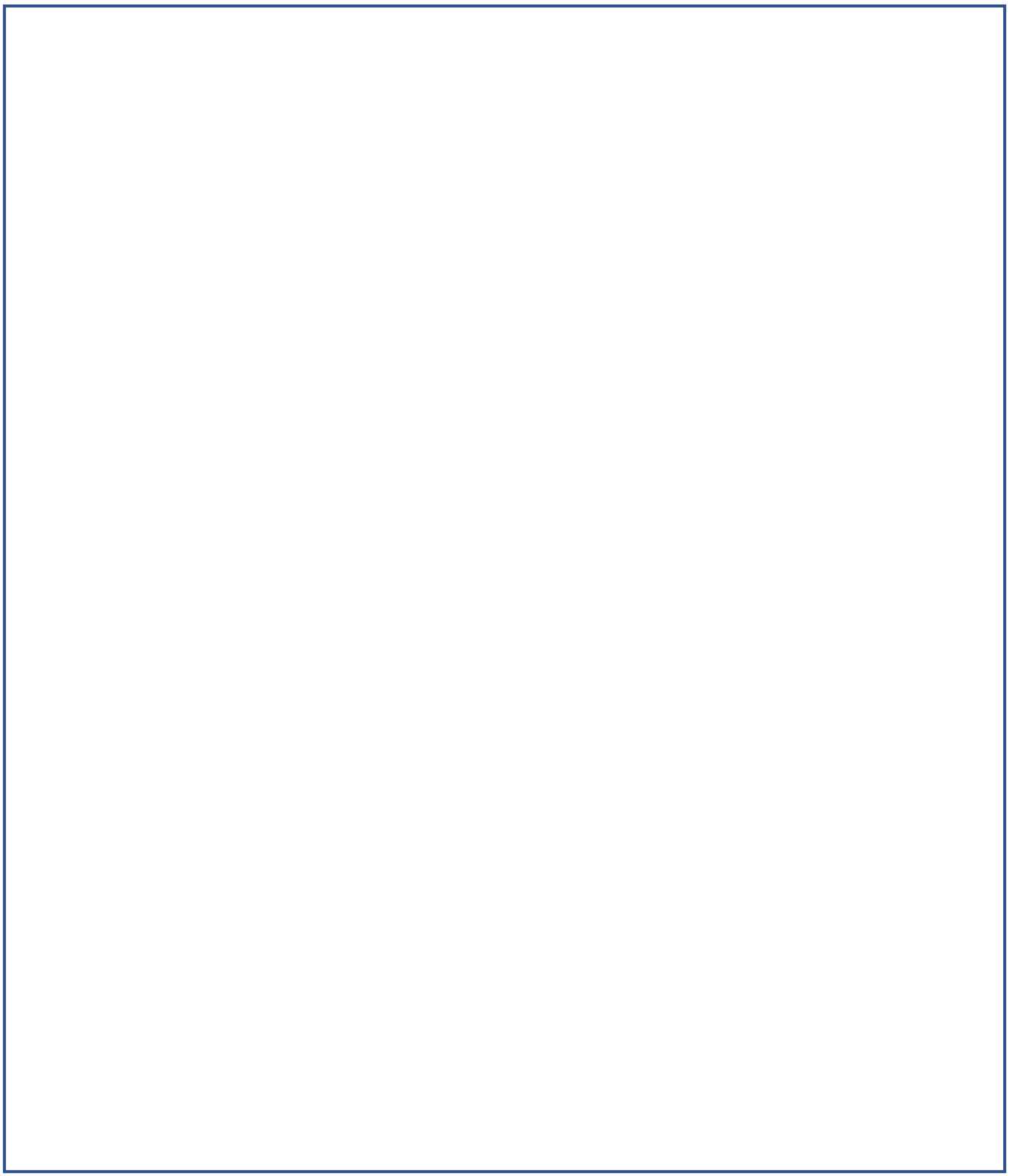
Date Inspected:

If Entrance Requires Correction by Operations Department

Date Operations Completed Necessary Work:

Entrance Permit No. _____

Proposed Sketch of Entrance Location (if applicable)



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

Figure 1

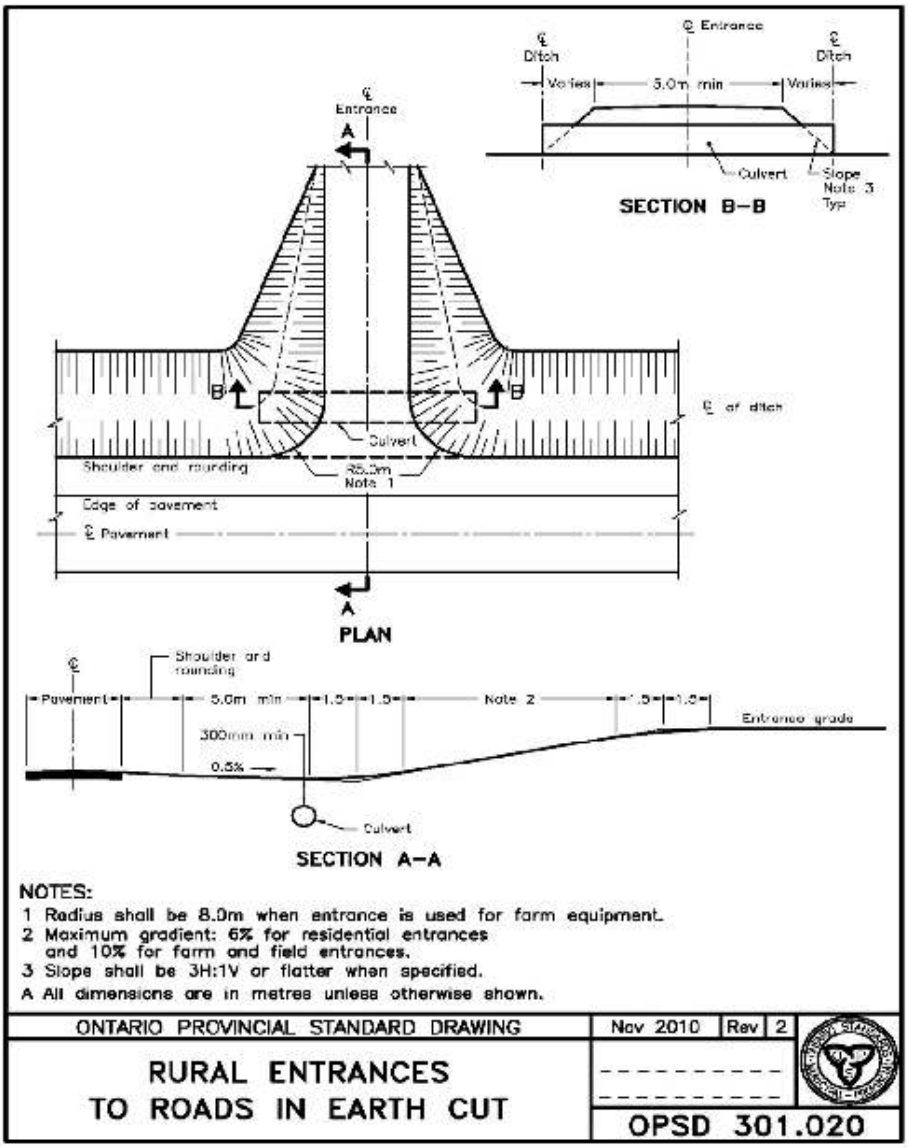


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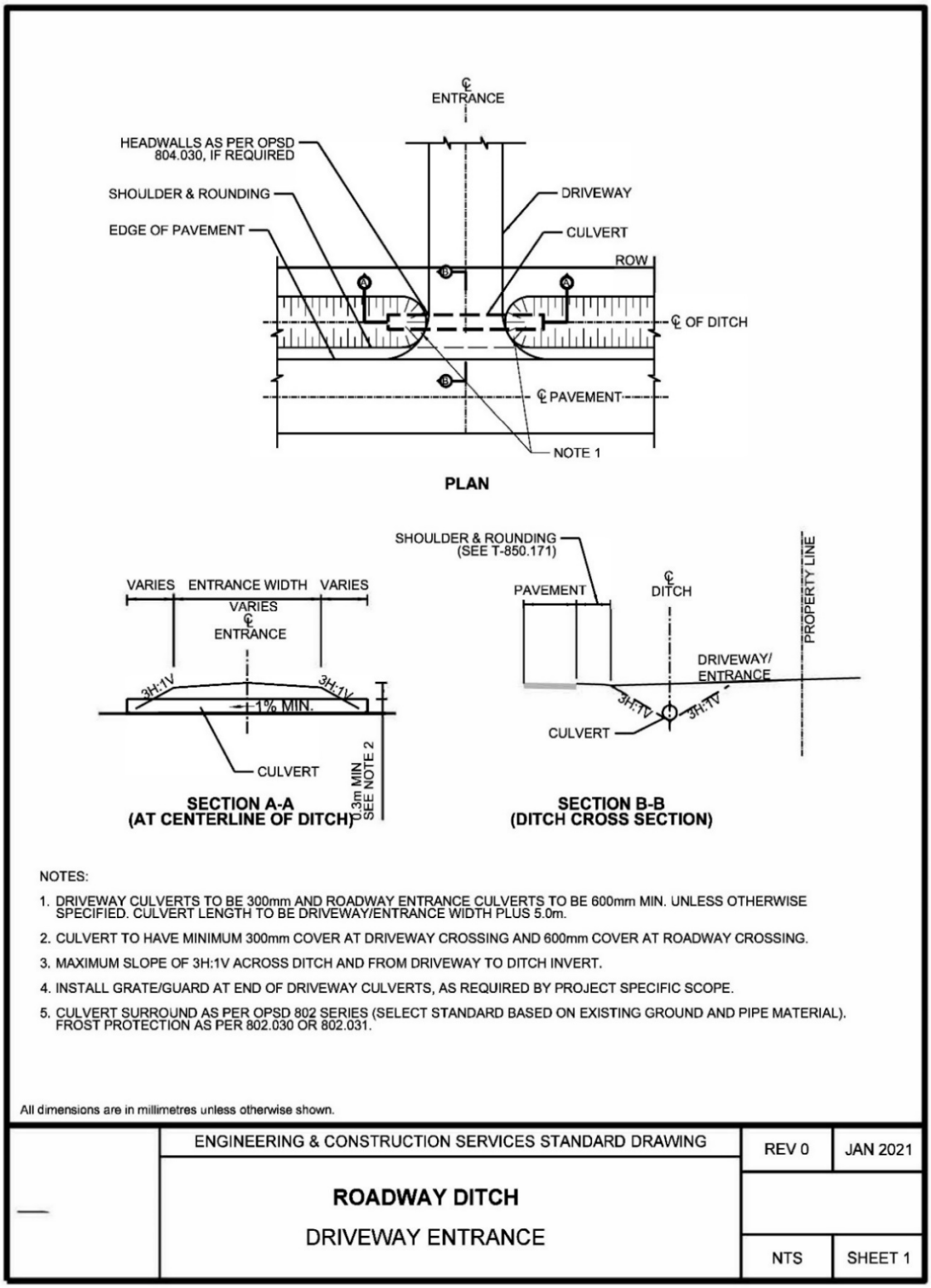
Figure 2


℄ ENTRANCE
HEADWALLS AS PER OPSD 804.030, IF REQUIRED
SHOULDER & ROUNDING
EDGE OF PAVEMENT
DRIVEWAY
CULVERT
ROW
℄ OF DITCH
℄ PAVEMENT
NOTE 1
PLAN
VARIES ENTRANCE WIDTH VARIES
VARIES
℄ ENTRANCE
3H:1V
3H:1V
1% MIN.
CULVERT
0.3m MIN SEE NOTE 2
SECTION A-A (AT CENTERLINE OF DITCH)
SHOULDER & ROUNDING (SEE T-850.171)
PAVEMENT
℄ DITCH
PROPERTY LINE
DRIVEWAY/ ENTRANCE
3H:1V
3H:1V
CULVERT
SECTION B-B (DITCH CROSS SECTION)
NOTES:
1. DRIVEWAY CULVERTS TO BE 300mm AND ROADWAY ENTRANCE CULVERTS TO BE 600mm MIN. UNLESS OTHERWISE SPECIFIED. CULVERT LENGTH TO BE DRIVEWAY/ENTRANCE WIDTH PLUS 5.0m.
2. CULVERT TO HAVE MINIMUM 300mm COVER AT DRIVEWAY CROSSING AND 600mm COVER AT ROADWAY CROSSING.
3. MAXIMUM SLOPE OF 3H:1V ACROSS DITCH AND FROM DRIVEWAY TO DITCH INVERT.
4. INSTALL GRATE/GUARD AT END OF DRIVEWAY CULVERTS, AS REQUIRED BY PROJECT SPECIFIC SCOPE.
5. CULVERT SURROUND AS PER OPSD 802 SERIES (SELECT STANDARD BASED ON EXISTING GROUND AND PIPE MATERIAL). FROST PROTECTION AS PER 802.030 OR 802.031.
All dimensions are in millimetres unless otherwise shown.
ENGINEERING & CONSTRUCTION SERVICES STANDARD DRAWING
REV 0
JAN 2021
ROADWAY DITCH
DRIVEWAY ENTRANCE
NTS
SHEET 1