

## Application for Entrance 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.

### 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 complete 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.
3. Once payment has been confirmed, the Planning Department will send the Application to Operations.
4. The Operations Department will arrange with the registered owner 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. Applicant will need to mark the physical location of the proposed entranceway prior to this site visit.
  - ii. Operations will measure the entrance location to determine the new 911 number, if necessary.
5. The Applicant will notify the Operations Department PRIOR TO the installation date about the installation date, to allow for Operations to conduct a site visit on the installation date.
6. At this time, the Operations Department will arrange with the registered owner to visit the site to confirm the installation once finished, and install the 911 sign, if necessary.
7. The Operations Department will notify all parties that the Application is complete.

## Application for Entrance Permit

Applicant:

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 Classification of Entrance  
Change Ownership

Registered Property Owner

**Property Owner:**

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

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

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

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

Planning Department

Location of Project

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

**Lot:** \_\_\_\_\_

**Concession:** \_\_\_\_\_

**Roll Number:** \_\_\_\_\_

**Registered Plan (Subdivision) No:** \_\_\_\_\_

**Lot No:** \_\_\_\_\_

**Reference Plan (Survey) No:** \_\_\_\_\_

**Part(s):** \_\_\_\_\_

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

Operations Department

Description of Project

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

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

*Establishment Served by Entrance* \_\_\_\_\_

**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

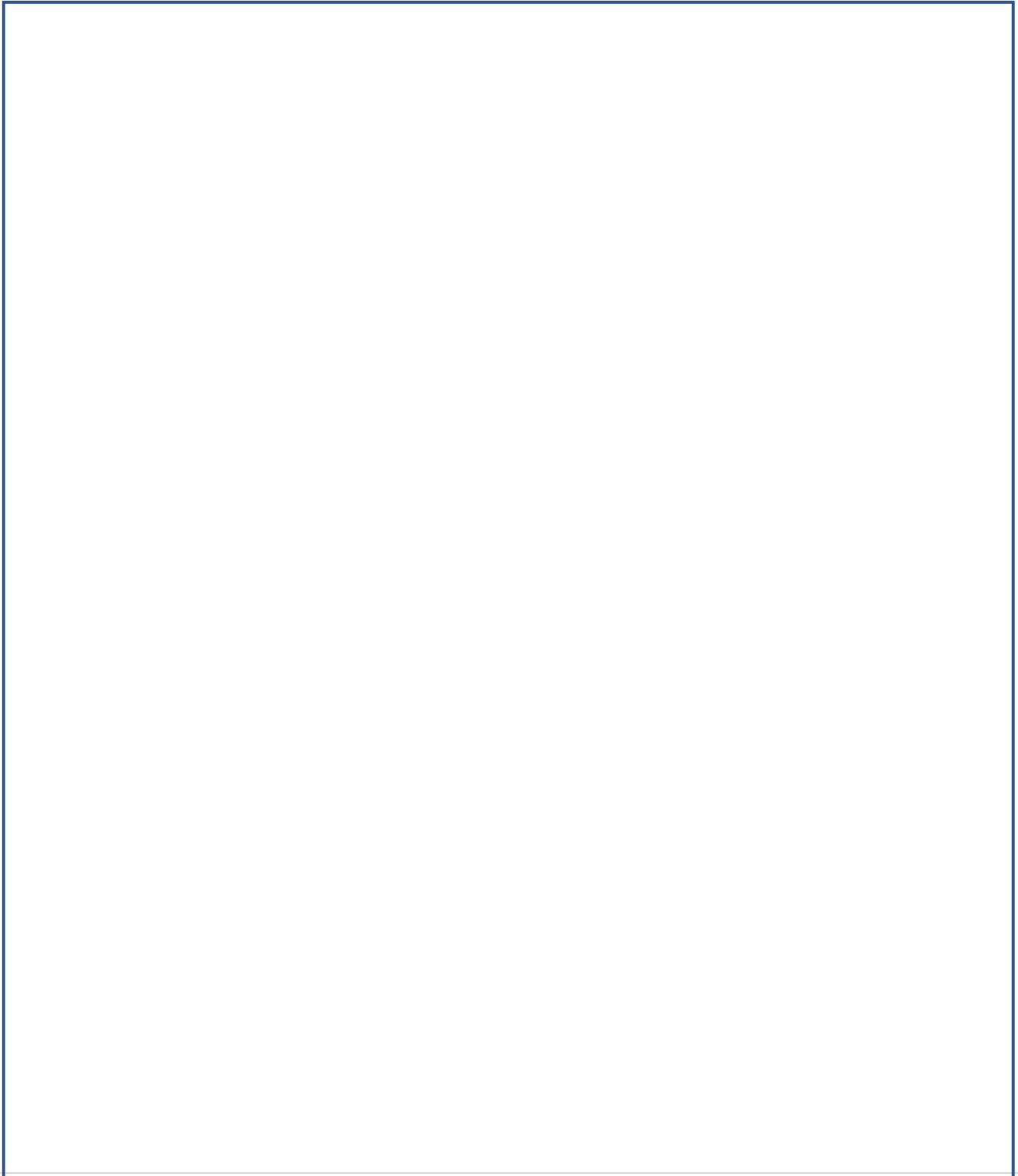
**Date of initial site visit:** \_\_\_\_\_

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

**911 Sign Required:** \_\_\_\_\_

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

## Planning Sketch of Entrance Location



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

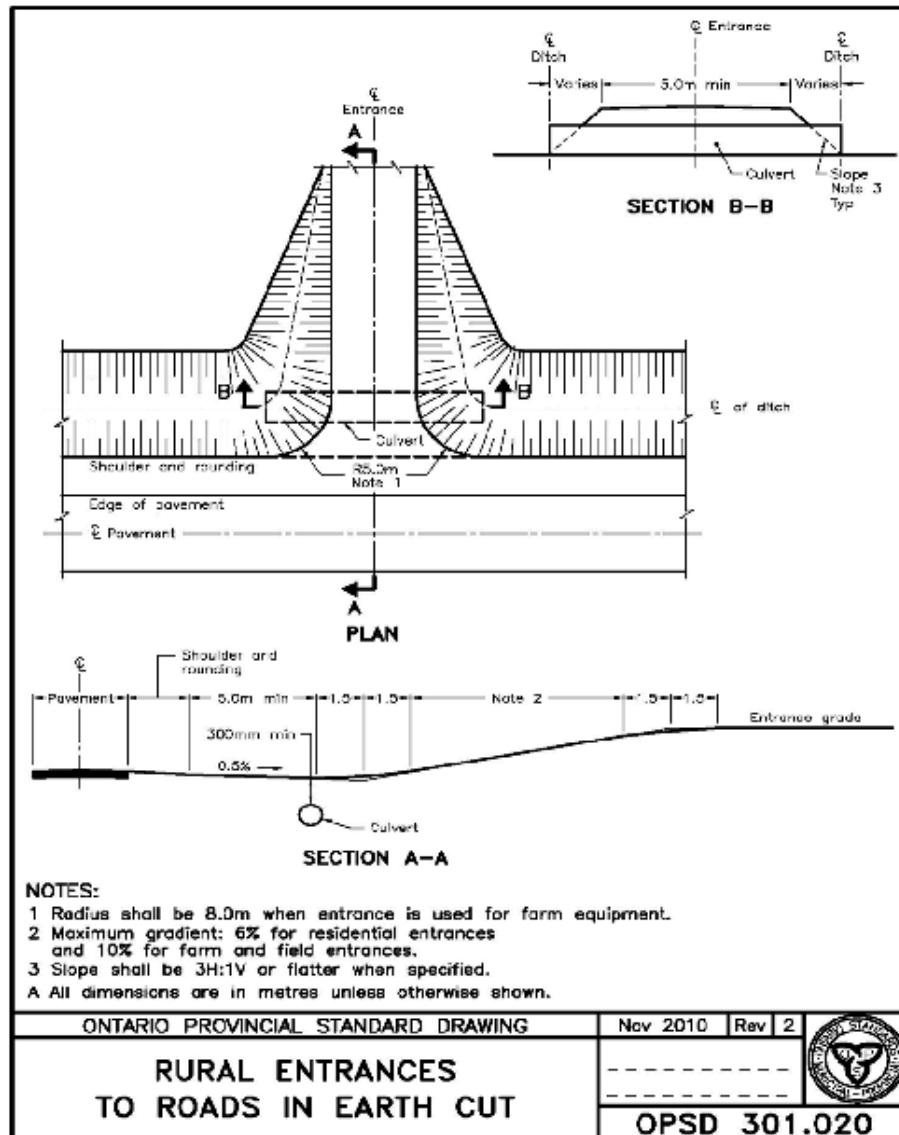


Figure 2

