



APPLICATION FOR ENTRANCE TO PRIVATE LANDS

Bylaw # 2026-16

Municipality of Magnetawan

Phone: (705) 387-3947

4304 HWY 520 Magnetawan, ON POA 1P0

Email: entrance@magnetawan.com

Name of Applicant: _____

Email: _____ Phone: _____

Name of Property Owner (if different): _____

Property Roll Number: 4944 _____ Legal Description: _____

Municipal Road: _____ Surface: ☐ Paved ☐ Gravel ☐ Other: _____

Property Type: ☐ Residential ☐ Commercial ☐ Vacant ☐ Industrial Property

Please Indicate if Property Has: ☐ Tesla Walls ☐ Solar Panels

IMPORTANT NOTICE

1. Prior to construction of any entrance off a Municipally owned road, an entrance application along with required fees must be submitted and approved by the Municipality. Failure to make an application prior to construction of an entrance off a Municipally owned road may results in additional fees incurred by the private property owner.
2. Where an entrance application has been approved and the entrance has not been completed within not within one (1) year of the issuance of the permit, the application shall be deemed null and void and all fees/deposits subject to the application will be forfeited.
3. Approved entrance permit applications may require the private property owner to, at their own expense install a culvert. Culvert sizes will be determined by the Municipality and must be installed as per Ontario Provincial Standards.
4. An entrance that interferes with the Municipal Road (not being flush with the Municipal Road) the Municipality will advise the applicant of required gravel or substitutes to create a seamless entrance where the entrance meets the Municipal Road.
5. Entrances must be located within safe sightlines avoiding the creation of traffic hazards due to curves, grades, or other visibly restrictions.
6. The applicant is responsible for all costs associated with repairing any damage to Municipal Roads caused by the entrance or culvert installation. A refundable damage deposit is required before work begins and will be returned once the entrance has passed final inspection and no damage to the Municipal Road has occurred.
7. Every new completed entrance must have a clearly visible 911 Emergency/Civic Address number installed. Signs and posts are available for purchase at the Municipal Office and payment is required at the time of submitting the application. The civic address sign/post will not be issued until the entrance has been completed and approved by the Road Superintendent following a final inspection.
8. A \$30.00 fee will be deducted from the deposit for each inspection that cannot be completed due to unclear marking/staking or because the requirements were not met after the applicant requests an inspection.
9. Entrance Permit Inspections will not occur from November 30th to April 15th and may take up to one year for approval.

SITE PLAN SKETCH

Sketch a site plan below of your property. Clearly identify the property lines, all buildings on the property, and the proposed entrance location, including the method used to mark the entrance (e.g., painted wooden stakes, stakes with flagging, etc.). Please also specify the distance from the nearest intersection in metres, feet or kilometers.

Important: Before requesting the first entrance inspection, the proposed entrance location must be clearly staked and marked. **The applicant is required to submit photographs of the staking to the Municipal Office when requesting the first inspection.** These photos assist the Public Works Department in locating the proposed entrance. A fee will be deducted from the entrance permit deposit for each inspection request that cannot be completed due to unclear staking/markings.



THIS IS TO CERTIFY THAT I AM THE ABOVE-NAMED PROPERTY OWNER OR ACTING AS THE AGENT FOR THE ABOVE NAME PROPERTY OWNER. I UNDERSTAND AND HAVE FULLY READ THE ABOVE INFORMATION. I UNDERSTAND THAT THE WORK WILL BE CONSTRUCTED, ALTERED, MAINTAINED OR OPERATED AT THE EXPENSE OF THE UNDERSIGNED AND THAT OTHER WORK MUST NOT BEGIN BEFORE AN ENTRANCE PERMIT HAS BEEN ISSUED BY THE MUNICIPALITY. ALL WORK IS TO MEET PROVISIONS OF THE CURRENT BYLAWS. FURTHER I UNDERSTAND THAT THIS PERMIT GRANTS PERMISSION FOR THE PROPERTY OWNER TO HAVE ACCESS OVER THE MUNICIPALITY ROAD ALLOWANCE AND FURTHER THAT THE MAINTENANCE OF THE DRIVEWAY, INCLUDING THE PORTION OVER THE ROAD ALLOWANCE IS THE SOLE RESPONSIBILITY OF THE OWNER AND NOT THE MUNICIPALITY

Signature of Applicant: _____ Date: _____

If the applicant is not the owner(s) of the land that is subject of this application, the owner(s) must complete the following or a similar authorization attached to the entrance application.

Authorization of Owner for Agent to make the Application and to provide Personal Information

I/We _____ being the registered owner(s) of the lands subject of this application for entrance hereby authorize _____ to prepare and submit this application on my/our behalf and, for the purposes of the *Freedom of Information and Protection of Privacy Act*, to provide any of my/our personal information that will be included in this application or collected during the process of the application.

Date _____

Signature of Owner

Signature of Owner



PROCEDURE FOR ENTRANCE APPLICATIONS

Municipality of Magnetawan

Phone: (705) 387-3947

4304 HWY 520 Magnetawan, ON POA 1P0

Email: entrance@magnetawan.com

1. Before submitting your Entrance to Private Lands application, clearly mark or stake the proposed entrance location on your property. Photos can be supplied with your application showcasing the means of staking, the Municipality recommends the use of wooden property stakes with orange flagging tape and or spray paint, making stakes clearly visible for inspections.
2. Submit the completed Entrance to Private Lands application in person at the Municipal Office, located at 4304 Highway 520, Magnetawan, ON, or by email to entrance@magnetawan.com. At the time of submission, all applicable fees, including the application fee, refundable deposit, and civic address sign and post fee, must be provided at the time of application. The application process will not begin until all required fees have been received. Payment may be made by cash or cheque at the Municipal Office, by credit card online at www.magnetawan.com using the Pay Now button (processed through PlastiQ), or by e-transfer to etransfer@magnetawan.com. When sending an e-transfer, please include your roll number, your name, and "Entrance Permit" in the payment details.
3. Applications must include a clear and detailed site plan sketch wherein the location of property stakes marking the proposed entrance are identified along with the distance in kilometers or feet the proposed entrance is from the nearest intersection. Photos can be supplied with the application to ensure a clear understanding of the location of the proposed entrance.
4. Once the application, fees and site plan is received, the Public Works Superintendent will conduct an initial inspection to ensure the proposed entrance provides safe sight lines for entering and exiting the roadway and is located a safe distance from intersections, curves, hills, or steep grades. During the inspection, measurements will also be taken for the 911 civic address. The Public Works Superintendent will determine whether a culvert and/or gravel is required, and these requirements will be communicated to the applicant by the Office Admin. The applicant or their contractor is responsible for completing all required work.
5. Once all required work has been completed, the applicant must contact the Municipality and provide photographs of the finished entrance demonstrating that the requirements identified by the Public Works Superintendent have been met. The photographs will be reviewed, and if they are satisfactory, a final inspection will be conducted.
6. Once the final inspection has been completed and the entrance is approved, the applicant will be notified, and the 911 civic address sign and post will be available for pickup.
7. After the civic address sign and post have been installed by the applicant, a photograph showing the civic sign and post have been installed can be provided. After the installation of the civic sign and post is approved the Municipality will issue a cheque refunding the deposit. The permit is now closed.