



## PROCEDURE FOR ENTRANCE PERMIT APPLICATIONS

Municipality of Magnetawan Public Works Department  
4304 HWY 520 Magnetawan, ON P0A 1P0

(705) 387-3947

[accountspayable@magnetawan.com](mailto:accountspayable@magnetawan.com)

---

**PLEASE NOTE ENTRANCE APPROVALS CAN TAKE UP TO ONE YEAR AND ENTRANCE PERMIT INSPECTIONS DO NOT OCCUR BETWEEN NOVEMBER 30<sup>th</sup> TO APRIL 15<sup>th</sup>**

1. Complete an *"Application for Entrance to Private Lands"* form; submit in person at the Municipal Office located at 4304 HWY 520 Magnetawan, ON or via email at [accountspayable@magnetawan.com](mailto:accountspayable@magnetawan.com).
2. Pay the deposit, application, civic address sign and post fees as per the current Fees & Charges By-law. Payment by cash or cheque can be made at the Municipal Office. Payment by credit card can be made online at [www.magnetawan.com](http://www.magnetawan.com) using the "Pay Now" button where you will be directed to the Plastiq website. You can also etransfer funds to: [ettransfer@magnetawan.com](mailto:ettransfer@magnetawan.com) citing your address and 'entrance permit'.
3. **Clearly mark location of the property line and proposed entrance (i.e., painted wooden stakes, sticks with flagging etc.) THE MUNICIPALITY WILL DEDUCT \$30 FROM THE DEPOSIT FOR EACH INSPECTION REQUEST THAT IS NOT ABLE TO BE COMPLETED DUE TO UNCLEAR MARKING.**
4. Call the Municipal Office for an inspection to ensure sight lines entering and exiting the entrance are a safe distance from intersections, curves in the road or steep grades. At this time, the Public Works Department will take measurements to issue a civic address number for the newly created entrance.
5. When the inspection of the proposed entrance has been passed, the owner/contractor is responsible for completing the work to install the new entrance.
6. Once the entrance has been COMPLETED, Call the Municipal Office for an inspection to ensure the entrance was installed in accordance with the Ontario Provincial Standards and no damage has been done to the Municipal roadway.
7. A civic number will be assigned to the entrance within 10 business days of passing the inspection. The Municipal Office will phone/email the owner when the sign is ready for pick up. The owner is responsible to pick up the sign from the Municipal Office and install the sign and post as per the instructions given with the civic address sign.
8. Once the 911 number is installed contact the Municipal Office for final inspection.
9. When the inspection of the completed entrance has been passed, the Municipality will issue a cheque in the deposit amount of \$500.00. The permit is now closed.

***\*more information regarding culvert size specifications are on the back of the application form\****