



# APPLICATION FOR ENTRANCE TO PRIVATE LANDS

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

(705) 387-3947  
[roads@magnetawan.com](mailto:roads@magnetawan.com)

Name of Applicant: \_\_\_\_\_ Phone: \_\_\_\_\_

Name of Owner: \_\_\_\_\_  same as applicant

Property Roll Number: 4944 \_\_\_\_\_ Property Description (Lot/Con): \_\_\_\_\_

Municipal Road: \_\_\_\_\_ Surface: \_\_\_\_\_

Property Type:  Residential  Commercial  Vacant  Industrial Property Use: \_\_\_\_\_

## Authorization of Owner for Agent

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

**Plot Plan** - Sketch plot plan below, show all buildings and the **clearly mark** location of the proposed entrance and indicating method used (ie; painted wooden stakes, sticks with flagging etc.).



1. DO NOT install any entrance without contacting the Road Superintendent for an inspection of the proposed location. Installation must be supervised by the Road Superintendent of the Municipality having jurisdiction governing the highway that you propose to enter (eg. boundary roads / road work agreements where another Municipality may share road work on common roads, their Road Superintendent does not have the authority to grant an entrance way permit).
2. Culvert must be installed in accordance with the Ontario Provincial Standards. The Road Superintendent shall determine compliance with the installation and construction standards.
3. Entrances must be located so that a traffic hazard is not created because of limited sight lines on curve and grade.
4. If the location of the entrance interferes with the proper drainage of a Municipal Road then a culvert having a minimum size of 24" x 15" must be installed. This is to be determined by the Roads Superintendent and or designate.
5. The applicant is liable for all cost for repair of any damage caused to the Municipal Roads in connection with the installation of culvert and construction of entrances. Damage shall be repaired to the satisfaction of the Road Superintendent or shall be repaired by the Municipality and the cost of such repair charged to the applicant.
6. Five Hundred (\$500.00) Dollars must be deposited with the Municipality. Once the entrance has been installed and there is no damage to the Road, the deposit will be refunded.
7. **Every new entrance MUST have a 911 Emergency / Civic Address number** clearly visible at the entrance of the property. Number Signs and Posts are available for purchase at the Municipal Office; **fees must be paid at the time of application submission.**
8. Entrance Permit Inspections will not occur from November 31<sup>st</sup> to April 15<sup>th</sup>.

**Signature of Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Fees – For Office Use Only**

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- Damage Deposit      \$500.00      *Please attach receipt to application*
- Application Fee      \$113.00 (\$100.00 + HST)
- Civic Address Sign      \$20.00 ( with post \$40.00)
- 

Road Superintendent Comments: \_\_\_\_\_ Approved:       Yes       No

\_\_\_\_\_

Measurements for Civic Address: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_