



LAKE COUNTRY
Life. The Okanagan Way.

Driveway Access Permit Application

District of Lake Country
10150 Bottom Wood Lake Road
Lake Country, BC V4V 2M1
t: 250-766-6674 f: 250-766-0200
lakecountry.bc.ca

DRIVEWAY ACCESS PERMIT APPLICATION

Application # A Roll # _____ X-Ref # _____

DESCRIPTION: ENTER TYPE OF PERMIT

Access Permits are issued in accordance with Highways Bylaw 1189, 2022, *A BYLAW TO REGULATE HIGHWAYS WITHIN THE DISTRICT OF LAKE COUNTRY.*

A “highway” includes all municipal streets, roads, lanes, bridges, viaducts and any other way open to public use.

APPLICATION

APPLICANT INFORMATION			
AUTHORIZED AGENT	NAME:		PH#:
	ADDRESS:		
	PC:	EMAIL:	
REGISTERED OWNER	NAME:		PH#:
	ADDRESS:		
	PC:	EMAIL:	

Authorized Agent Signature: _____ Date: _____
(yyyy-mm-dd)

PROPERTY INFORMATION			
CIVIC ADDRESS			
LEGAL DESCRIPTION:			
OCP DESIGNATION	ZONING DESIGNATION:		
PID:			
WATER SOURCE:	FARM STATUS:	<input type="checkbox"/> YES <input type="checkbox"/> NO	
METHOD OF SEWAGE DISPOSAL:			

Application Type:

- Private Access
- Shared Access
- Residential
- Commercial
- Agricultural
- Other: _____

In Conjunction with a:

- Development Permit
- Building Permit

I hereby Authorize the above-named to act as my Agent on this Application.

REGISTERED OWNER'S NAME (PLEASE PRINT)

REGISTERED OWNER'S SIGNATURE

FOR OFFICE USE ONLY		
FEE TYPE	GL	AMOUNT
Access	10-1510-0010	\$50.00
Title Search	10-1460-0015	\$25.00
TOTAL:		

DATE (yyyy-mm-dd)

DRIVEWAY ACCESS PERMIT APPLICATION

CHECKLIST: WHAT TO INCLUDE WITH YOUR APPLICATION – *INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED*



COMPLETED APPLICATION INCLUDING ALL REQUIRED DOCUMENTATION

Be sure to complete all of the required fields on the front of this sheet. Double check that the information provided is accurate and up to date. Include all supporting documentation as seen below with your application.



CURRENT CERTIFICATE OF TITLE FOR SUBJECT LAND(S) (within the last 90 days current) and all relevant land title charges (easements, SROW, DP's or any item on registered title that is applicable). A title search is available for purchase through the District for a fee.



DRIVEWAY ACCESS PERMIT APPLICATION FEE

Pay all applicable fees as set out in the District's Fees Bylaw.



COMPLIANCE WITH HIGHWAY ACCESS AND DRIVEWAY REGULATION BYLAW

Be sure that your application complies with all the conditions set out in the most recent, up to date version of the Highways Bylaw 1189, 2022.



ATTACH A SITE PLAN

Ensure that the site plan is drawn to scale and shows the following:

- Proposed building location and distance from the road.
- Proposed driveway location including offsets from the property lines, width, grade, elevations and surfacing. The maximum driveway grade is 5%.
- Lot dimensions and property lines.
- Existing accesses, culverts, utility poles, structures and all other features located within the highway right-of-way.
- The angle at which the access meets the highway right of way (between 70° and 110°)
- Additional information may be required by the District.

APPROVAL PROCESS: WHAT HAPPENS NEXT?

1. Applications are reviewed by various internal departments.
2. Incomplete applications will not be processed.
3. Should an application be declined, the basis for this decision will be provided.
4. An applicant will be advised of any missing or required information.
5. The applicant will be contacted once the Permit is ready for pick up.

REFERENCE DOCUMENTS:

1. [Driveway Design & Construction Guidelines Policy 200, 2022](#)
2. [Highways Bylaw 1189, 2022](#)



LAKE COUNTRY

Life. The Okanagan Way.