

## APPLICATION FOR ACCESS PERMIT

Application # A \_\_\_\_\_ X-Ref # \_\_\_\_\_

### DESCRIPTION: ENTER TYPE OF PERMIT

Access Permits are issued in accordance with Bylaw 628, 2007, *A Bylaw to Regulate Access To and From Public Highways to Private Lands and to Regulate the Location and Construction of Driveways and Building Sites on Private Lands.*

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

### APPLICATION

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

Applicant/Owner/Agent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

PROPERTY INFORMATION			
CIVIC ADDRESS			
LEGAL DESCRIPTION:			
OCP DESIGNATION		ZONING DESIGNATION:	
PID:		ROLL:	
WATER SOURCE:		FARM STATUS:	YES NO
METHOD OF SEWAGE DISPOSAL:			

### Application Type

Private Access                  Commercial  
Shared Access                  Agricultural  
Residential                      Other: \_\_\_\_\_

I hereby authorize the above-named applicant to act as my agent on this application.

\_\_\_\_\_  
OWNER'S NAME (PLEASE PRINT)

\_\_\_\_\_  
OWNER'S SIGNATURE

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

\_\_\_\_\_  
DATE

# APPLICATION FOR ACCESS PERMIT

## CHECKLIST: WHAT TO INCLUDE WITH YOUR APPLICATION



### COMPLETED APPLICATION FORM

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.



**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.



### 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 to that your application complies with all the conditions set out in the most recent, up to date version of the Highway Access and Driveway Regulation Bylaw 628, 2007.



### 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. Where a building is more than 45m from a maintained road as measured along the centre line of the driveway, it becomes a "fire limit area for emergency vehicle access and will be subject to Section 5 of Bylaw 628, 2007.
- Proposed driveway location including offsets from the property lines, width, grade and surfacing. The maximum driveway grade is 15% when hard surfaced or 12% when no hard surfaced.
- 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°)
- If applicable the Site Plan must show the fire staging area and turnaround.
- Additional information may be required by the District.
- Is a Development Permit required? Consult with Community Services Department.

## APPROVAL PROCESS: WHAT HAPPENS NEXT?

1. Following submission of your application staff will review the application and refer it to internal departments and/or external agencies.
2. Incomplete applications will not be accepted.
3. Engineering staff consider the application and approve, amend or reject the application.
4. Engineering staff will advise the applicant via email/phone of any missing or required information.
5. Once complete, Engineering or Building staff will phone and advise as to when the permit is ready for pick up and what outstanding fees are owed.

