

DRIVEWAY ACCESS PERMIT  
APPLICATION

For office use only – Do not use this section			
LEGAL DESCRIPTION			
OCP DESIGNATION		ZONING DESIGNATION:	
PID		Roll #	
Application #	A	DLC X-Ref #	
Title Search Fee - GL 10-052-00000-4118	\$25.00	Access Permit Fee – GL 10-050-00000-4320	\$50.00

DESCRIPTION:

Driveway Access Permits are issued in accordance with Highways Bylaw 1189, 2022, *A BYLAW TO REGULATE HIGHWAYS WITHIN THE DISTRICT OF LAKE COUNTRY*.  
This Permit regulates the construction of access from the public highway to 6 meters inside the private property line.  
A “highway” includes all municipal streets, roads, lanes, bridges 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			
SITE PLAN REF. NO.:		SITE PLAN DATE:	
SITE PLAN <b>MUST</b> BE ATTACHED. SITE PLAN <b>MUST</b> MEET REQUIREMENTS AS LISTED ON THE REVERSE OF THIS FORM.			

Application Type (check all that apply):

- ☐ Private Access
- ☐ Commercial
- ☐ New Driveway Access
- ☐ Residential
- ☐ Agricultural
- ☐ Existing Driveway Access

Please confirm the following (\* required):

- ☐ I certify the Authorized Agent above may submit this Application on my behalf.
- ☐ I certify either I or the Agent have completed the checklist on the reverse including the site plan. \*
- ☐ I understand that an approved Driveway Access Permit may be required prior to being granted occupancy under a building permit. \*
- ☐ I authorise the District of Lake Country to perform a title search on my behalf for a \$25.00 fee.

REGISTERED OWNER’S NAME (PLEASE PRINT)

REGISTERED OWNER’S SIGNATURE

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 the required fields on the front of this sheet. Include all supporting documentation as seen below with your application. You may submit your application to: [deveng@lakecountry.bc.ca](mailto:deveng@lakecountry.bc.ca)



**CURRENT CERTIFICATE OF TITLE FOR SUBJECT LAND(S) (within the last 90 days current)** and all relevant land title charges (easements, statutory right-of-way, development permits or any item on registered title that is applicable). A title search is available through the District for a \$25.00 fee.



### DRIVEWAY ACCESS PERMIT APPLICATION FEE

Pay applicable fees as set out in Schedule 6-Engineering Fees of the [District's Fees Bylaw](#). The Fee is currently \$50.



### COMPLIANCE WITH HIGHWAY ACCESS AND DRIVEWAY REGULATION BYLAW

Be sure that your application complies with all the conditions set out in Section 9 of the [Highways Bylaw 1189, 2022](#). See link below for more information.



### ATTACH A SITE PLAN

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

- ☐ Proposed driveway access location including offsets from the property lines, width, grade, elevations and surfacing. The maximum **Driveway Access** grade is 5%. See the Driveway Design & Construction Guidelines Policy 200, 2022, link below for more information.
- ☐ 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°)

## APPROVAL PROCESS: WHAT HAPPENS NEXT?

- Incomplete applications will not be processed.
- The applicant will be advised of any missing or required information.
- The District will determine if a culvert is required and advise the applicant.
- The applicant will be notified when the application has been reviewed and issued for construction.
- The applicant must book a post-construction access inspection with District Engineering before a permit is approved and issued.
- A \$25.00 fee is applicable for each additional inspection as required.
- An approved Driveway Access Permit may be required prior to being granted Occupancy under a building permit

## REFERENCE DOCUMENTS:

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

