

APPLICATION FOR PERMISSION TO CONSTRUCT A DRIVEWAY

OWNER NAME:	PHONE NO.:
ADDRESS:	POSTAL CODE:
APPLICANT: <input type="checkbox"/> same as owner	PHONE NO.:
ADDRESS:	POSTAL CODE:

The personal information on this form is collected under the authority of the Municipal Act, as amended, and will be used solely to administer and process the driveway permit. Questions about the collection of this information should be directed to the Supervisor of Design and Field Engineering - Engineering Division, City of Thunder Bay, Victoriaville Civic Centre, 111 Syndicate Avenue South, Thunder Bay, P7E 6S4, (807) 625-2264.

ADDRESS OF SUBJECT PROPERTY THAT THE PROPOSED DRIVEWAY WILL SERVICE: same as owner address

STREET NO.:	STREET NAME:	POSTAL CODE:
LEGAL DESCRIPTION: (if municipal address not yet assigned)		

LAND USE OF PROPERTY TO BE ACCESSED:

- Dwelling
 Uses other than Dwelling

Current # of driveways servicing this lot: _____

TYPE OF INSTALLATION:

- New Existing (w/constr.)
 Existing (resurface only) Existing (no constr.)

SPECIFICATIONS OF DRIVEWAY: Applicants must submit a detailed plan drawing of the proposed driveway illustrating the information provided in this section and as defined in the Driveway Control policy. Refer to the example sketch on the back of this application for assistance when filling out this section. All dimensions are to be in metres: 1 foot = 0.30 metres.

DIMENSIONS AND ORIENTATION:	LOCATION: Distance measured along the street line (lot line) being crossed by the driveway, from the:
(A*) Width at street (edge or curb): _____	(C*) Nearest other driveway on subject property: (min. 6m): _____
(B*) Width at street line (lot line): _____	(D*) Nearest side of lot line (confirm whether it's the left or right lot line if you're facing the lot): (dimension): _____ (side): _____
Is this a corner lot?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Is the angle of the driveway perpendicular to the street?	<input type="checkbox"/> YES <input type="checkbox"/> NO

CONSIDERATIONS FOR DRIVEWAY:

- Is this application a requirement of a building permit? YES NO
 Is this property going through another City development review/approval process? (e.g. site plan control) YES NO
 Is the lot located in a subdivision development under construction? YES NO
 Is there a tree located at or near the location of the driveway? YES NO

NOTE: Trees on municipal property are protected under By-law 008-2005 and will not be removed or affected except under exceptional circumstances with the approval of the General Manager of Infrastructure & Operations, or his or her designate, in accordance with By-law 008-2005. In those exceptional circumstances, the applicant will be responsible for the full costs associated with any tree removal, tree stump grinding and replacement of trees with two sixty (60) millimeter caliper trees and maintenance of the same, in accordance with By-law 008-2005. The replacement species and proposed locations will be determined in accordance with By-law 008-2005.

The driveway location has: Curb Sidewalk Ditches Paved Street Surface Gravel Street Surface

Are any of the following located at or near the location of the driveway? Hydro Poles Light Poles Other Poles Signs Fire Hydrants

Telecommunications Boxes Other: _____

Is a Sewer or Water connection being installed or replaced at this address (i.e. major excavation)? YES NO

Other: _____

CONTRACTOR INFORMATION: Construction to be done by: <input type="checkbox"/> Owner <input type="checkbox"/> Contractor <input type="checkbox"/> Part of Eng. Contract # _____		
CONTRACTOR:	ADDRESS:	PHONE NO.:
ENGINEER / ARCHITECT:	ADDRESS:	PHONE NO.:

SUBMISSION CHECKLIST: Plan drawing attached? YES NO Insurance attached? YES NO

Applicant will mark the location of the proposed driveway with visible markers by: Date: _____ Time: _____

In consideration of being granted approval for the work set forth in this application, I hereby agree:

- (a) That no work will commence until the application and plans are approved by the Manager - Engineering Division or his/her designate and an approved permit has been issued;
- (b) To construct and maintain the driveway in accordance with the approved specifications and plans, driveway permit conditions and/or instructions, and the City Driveway Control policy;
- (c) To accept all costs associated with the construction and maintenance of the driveway, including, but not limited to, the relocation by the City of any existing service such as hydrants, parking meters, sign posts, hydro poles, trees, in accordance with the City Driveway Control policy;
- (d) To acknowledge that the privilege conferred by the granting of this application for a driveway and/or driveways carries with it all legal liability, including, but not limited to third party liability (i.e. for damages or injuries to other persons);
- (e) To adhere to all other By-laws of the City pertaining to this application, including the Zoning By-law. The undersigned acknowledges that the issuance of a permit under this application is not confirmation that the proposed driveway conforms with the Zoning By-law and that the City reserves its right to enforce the Zoning By-law notwithstanding the issuance of a permit under this application. It shall be the sole responsibility of the undersigned to ensure compliance with the Zoning By-law and the City shall have no liability in respect of or arising out of any violation thereof or any steps taken with respect to the permit issued under this application; and
- (f) All motor vehicles using the parking space and driveway must be able to park totally within the limits of the property being accessed and shall not overhang or encroach onto City lands, sidewalks, boulevards or street allowances.

DECLARATION: I, the undersigned _____ am the authorized owner of the subject property noted in this application and agree to items (a) through (f) outlined above.

OWNER SIGNATURE	DATE	WITNESS SIGNATURE	DATE
<input type="checkbox"/> Mail out permit	<input type="checkbox"/> Call for pick up	PERMIT APPLICATION #	