

INSTRUCTIONS - DRIVEWAY APPLICATION PROCESS

The Driveway Application Process involves the following steps:

1. Submission and review of the Application Package which includes completed application, sketch and insurance.
2. Pre-installation field inspection by Municipal Staff.
3. Approval of the application showing owner/applicant **is** in conformance with an approved Site Plan and Municipal requirements/specifications ~~and~~
4. Issuance of final driveway permit.
5. Installation of the proposed driveway ensuring conformance with an approved Site Plan and Municipal requirements/specifications.
6. Final site inspection to confirm proper construction of entrance. It is the responsibility of the applicant to call the Engineering Office once the driveway modification is completed.

Entrance Design Requirements

Entrances must be designed in accordance with the requirements contained herein as well as accepted Engineering Standards and specifications per Provincial and Municipal guidelines.

Fee

Application fee is \$25.00 (HST included) and is payable with submission of application package. If all required forms are not submitted or incomplete, this may delay the review of your application.

APPLICATION CHECKLIST

Application packages that are submitted online must include the following:

- Completed Driveway Application
- Sketch/Site plan indicating entrance location
- Location marked on site
- Insurance documents:
 - a) If a Contractor is constructing the driveway, a completed City of Thunder Bay “Certificate of Insurance” form is required.
 - b) If you, as the owner, are constructing the driveway, a completed “Hold Harmless and Indemnification Agreement” form combined with a copy of your homeowner’s insurance policy confirming \$2,000,000 liability coverage.
- If you recently purchased the property, a copy of a land transfer tax or deed indicating you as the owner will be required.,
- If applying for property you do not own, a Letter of Authorization from owner is required.

Sketch / Site Plan to Include:

- Location of proposed driveway, property limits, any building(s) on property
- Any other entrances on property
- Distances between existing and proposed driveways
- Indicate features such as intersections, curves, utilities, trees*

*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 their 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 (**\$500 per tree**) and maintenance of the same, in accordance with B-law 008-2005. The replacement species and proposed locations will be determined in accordance with By-law 008-2005.

Application Review and Approval

Applications will be reviewed by Municipal staff for completion and compliance. A site inspection by Municipal staff will normally be performed within 10 business days of following receipt of completed application. Requirements for culverts, curb cuts or other work will be determined during the site inspection.

If requested, applicants will be notified by phone when their application has been approved. As noted on the application, the approved permit can be mailed to the applicant or can be picked up at our office.