Purpose

To establish whether vehicle access to the lot is acceptable with respect to safety and drainage issues.

Background

The following guidelines shall be used when considering a new driveway access to a single-family residential lot:

The Development Services Bylaw #8145 Section 5.14 will need to be reviewed by all builders / homeowners for driveway grades, location and width.

Driveway submission requirements vary with the complexity of the topography associated with the development. If the work includes a new driveway or the adjustment of an existing driveway and the driveway grade will be between 10% and 20% the information in Requirements below must be provided. This information may be combined with the Site Plan.

Requirements

Content: Site Plan - Property Information Summary

- Complete legal description
- Municipal address
- Owners name

Site Plan - General

- Date
- Scale 1/8" = 1'-0" or 1:100 recommended
- North arrow (orient to top or right of page)
- Property lines, adjacent street and lane names
- Lot dimensions in relation to the property line
Site Plan - Driveway Considerations

- Indicate driveway location and where it meets the road
- Indicate width of driveway
- Location of municipal services, manholes and connections
- Grade (percentage slope of driveway)
- Direction of slope and drainage
- Location of all retaining wall greater than 4 feet in height

Cross Section

- Provide profile view of driveway along centre line

Letters of Assurance

- Schedule B for Geotechnical and Structural considerations of retaining walls greater than 4 feet in height

Timing: Must be submitted with permit application.

Owner: Submit plans with permit application.
Submit refundable damage deposit.
Pay associated fees for curb and sidewalk work as required.

Related Requirements/Documents/Forms

- Master Requirement BLD103 Survey - Simple
- Master Requirement BLD 104 Survey - Moderate
- Master Requirement BLD 105 Survey - Complex
- Master Requirement BLD 106 Site Plan - Simple
- Master Requirement BLD107 Site Plan – Moderate
- Master Requirement BLD 108 Site Plan - Complex

Contacts

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