



**SCHEDULE "A" TO
BYLAW NO. 407/20
DRIVEWAY PERMIT APPLICATION**

PERMIT No: _____

Applicant: _____

Location: Lot _____, Block _____, Plan _____

Civic Address: _____

Phone: _____ Email: _____

Type of Driveway: Asphalt Stamped Asphalt Brick Paver Concrete
 Stamped Concrete / Exposed Aggregate

Width of Driveway: _____ ft

Attached Site Plan: Yes No

Contractor Name: _____ Phone Number: _____

Date of Commencement: _____ Date of Completion: _____

Additional Comments:

I hereby agree to comply with the bylaw of the Town respecting building and acknowledge that it is my responsibility to ensure compliance with the Driveway Bylaw of the Town and all applicable Acts and Regulations regardless of any review of drawings or inspections that may or may not be carried out by an inspector.

Signature of Applicant

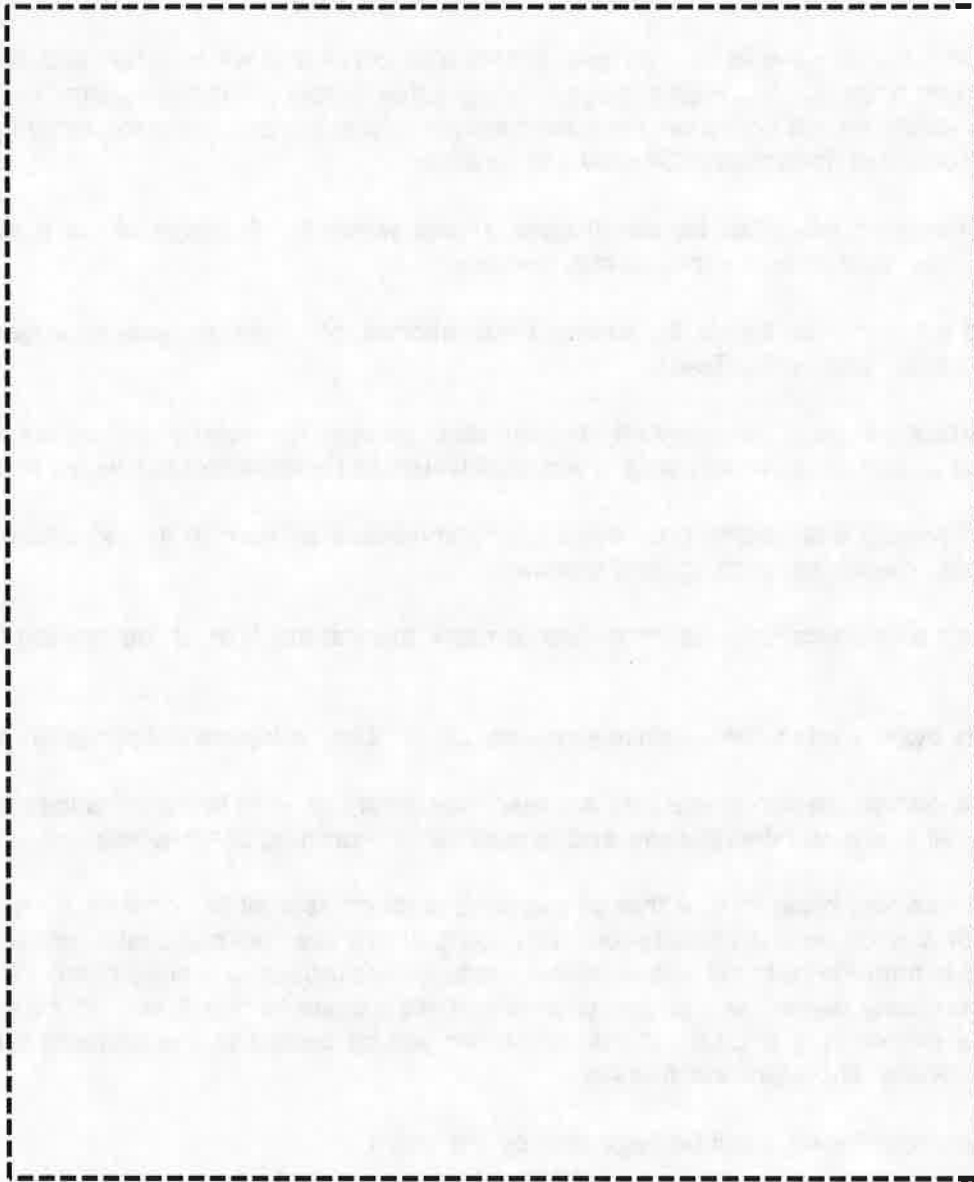
Date

Driveway permits are free of charge to encourage residents to obtain the permit.



DRIVEWAY SITE PLAN

Property Line



To Include:

- Size and location of current buildings
- Location of relevant streets and alleys
- Proposed location of driveway
- Width of driveway
- Location of curbstop and other Town infrastructure

FRONTAGE
STREET _____



SCHEDULE "B" TO BYLAW NO. 407/20 DRIVEWAY STANDARDS

1. Every parcel shall have its own access. Where a parcel of land will be accessed by a driveway which is common to, or constructed through, another parcel of land, no permit for a driveway access will be issued until a private easement permitting the access, acceptable to the Town, is registered with Information Service Corporation.
2. No driveway access shall be constructed except within the frontage of the parcel of land, unless it is impossible or impractical to comply.
3. Every driveway access shall be surfaced with asphalt, concrete, mineral aggregate, or other material approved by the Town.
4. The vertical design of the driveway access shall provide for water runoff towards the street only and as to not cause any potential run-off issues to the adjacent property owners.
5. Every driveway shall make provisions to accommodate all service infrastructures including curbstops, cleanouts, curbing, and sidewalks.
6. No driveway access shall be permitted to block the natural flow of the municipal drainage system.
7. Property owners must ensure driveway contractors obtain a business license from the Town.
8. Property owners and/or contractors are responsible for ensuring that no changes are made to the overall drainage infrastructure and to maintain the grading of the whole property.
9. Property owners must ensure that all material, such as asphalt or concrete is not left on the street for any longer than twenty-four (24) hours. If any residual material is left on the street, or there is damage to the street, sidewalk, curbing, or curbstop because of a contractor hired by the property owner, any clean-up or remediation costs by the Town will be billed to the property owner. Any unpaid remediation costs will be added to the property taxes as per Section 369 of *The Municipalities Act*.
10. All approved driveways will be inspected by the Town.
11. All applicants must call the Town for a site inspection prior to installing rebar (once framing is completed) or pouring asphalt. This is vital to ensure curb stops are functional and set to the appropriate elevations, as well as driveway-appropriate elevations.
12. The Town will not be responsible for any damages that may occur to driveways during routine maintenance such as a snow removal. While the Town makes every effort to preserve the property owners' driveways on Town property, it cannot be guaranteed.