



APPLICATION NUMBER
OFFICE USE ONLY

DRIVEWAY APPLICATION PACKAGE

THE CONTENTS OF THIS APPLICATION MUST BE COMPLETED IN FULL TO BE PROCESSED
ONLY COMPLETE APPLICATIONS WILL BE ACCEPTED.

DRIVEWAY APPLICATION

APPLICATION Number _____

This page is to be completed by applicant.

Office Use Only

The Purpose of this driveway access is:

Indefinite Use Temporary Use (months ____) Decommission of Access

Section 1 (a) Owner Information	Section 1 (b) Agent Information <small>Must submit Owner Authorization Form with Application</small>
Name	Name
Address	Address
City	City
Phone	Phone
Email	Email

Section 2 Land Under Application

Civic Address	Zoning
Development Permit Area(s):	
Parcel serviced by: <u>private septic / community sewer collection system / none</u> <small>(circle one above)</small>	
Parcel contains: <u>Easement / Statutory Right-of-Way / Covenant / Shared Access</u> <small>(circle all applicable above)</small>	
I request access at: _____ <small>(number) location(s) as shown on the accompanying site plan</small>	
The intended land use is (Single-family / Multi-family / Other): _____	
Estimated date of completion of works:	

Permit Application Submission Contents	Staff Checks & Comments
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<input type="checkbox"/> Completed application form <small>(only complete applications will be accepted)</small>	
<input type="checkbox"/> Certificate of Title document (<90 days old)	
<input type="checkbox"/> All SRW / Covenants/ Shared Access/ and Easement documents	
<input type="checkbox"/> Applicable Building Permit #:	
<input type="checkbox"/> Site Plan 1 – Location Information, parking, septic field	
<input type="checkbox"/> Site Plan 2 – Driveway construction details. Attached to pkg?	
<input type="checkbox"/> Owner / Agent Declaration (if required) www.peachland.ca/owner_auth	
<input type="checkbox"/> Application Fee Paid \$100	
<input type="checkbox"/> Security Deposit \$1,000 paid	

Application fee paid on (d/m/yr) _____ Receipt # _____ GL Code: 211-545-125
 Security Deposit fee paid on (d/m/yr) _____ Receipt # _____ GL Code: 214-130-700

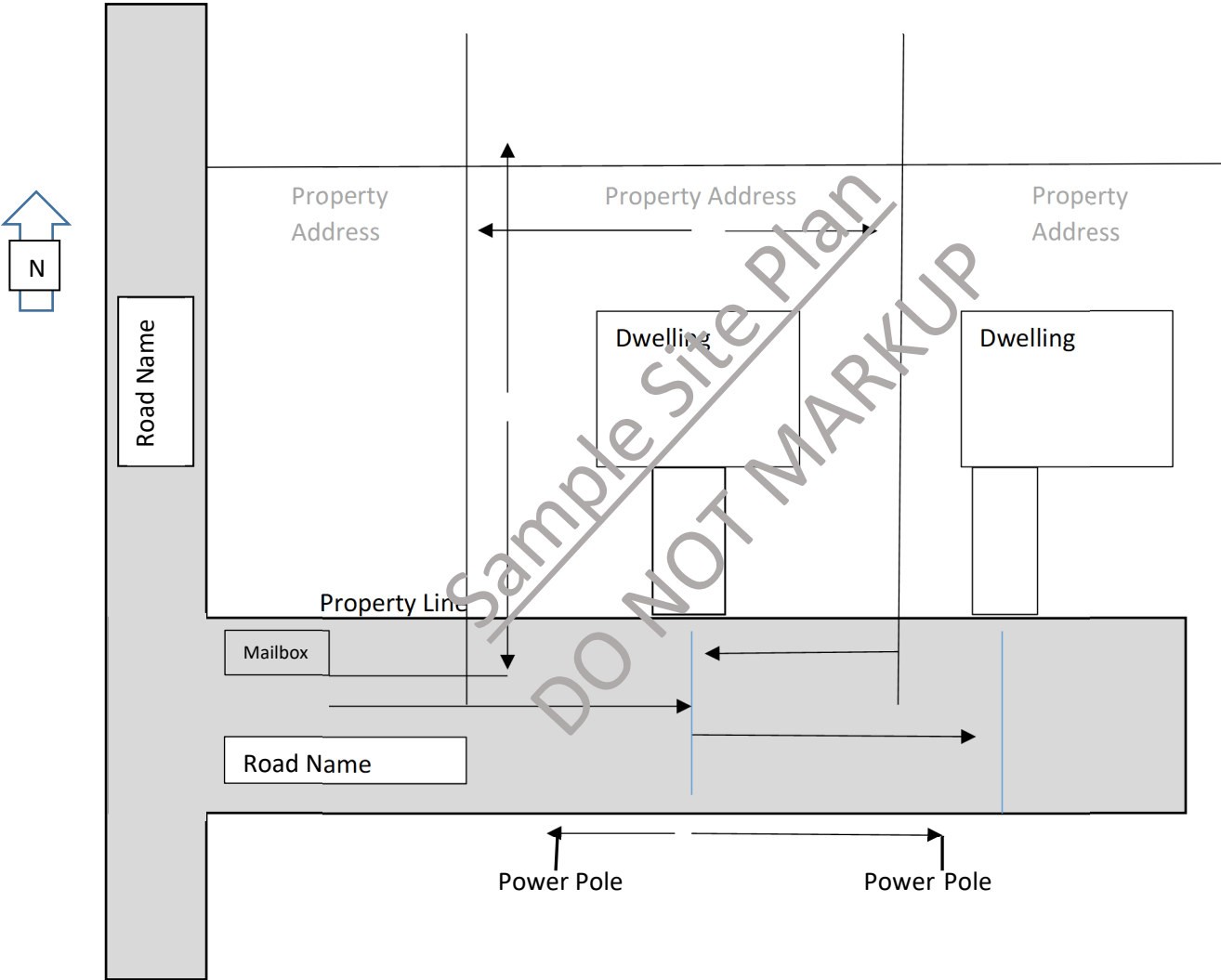
I hereby apply for permission to construct, use and maintain access works within the right-of-way of a public highway in accordance with the particulars, plan and specifications submitted herewith. I understand the submission of this form constitutes an application only and the works **may not be commenced unless and until permission is received**. In the case of an access already installed, but not covered by a driveway access permit, this application is still required in order to authorize use of same.

Applicant Signature: <small>(Must be signed for completion)</small>	Date:
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SAMPLE SITE PLAN 1 – LOCATION INFORMATION

A Site Plan is required with the application for a driveway access permit **please check** that your site plan includes the following:

- Include NORTH arrow
- Include distances in meters to:
 - a. Property lines
 - b. Existing driveway accesses
 - c. Road intersections
 - d. Hydrants / Utility Poles / Street signs / Mailboxes
 - e. Other infrastructure
- Road width (m)
- Show existing driveway entrances in the vicinity
- Show lot dimensions and area (m)
- Road names
- Flag the position of the proposed driveway access for identification

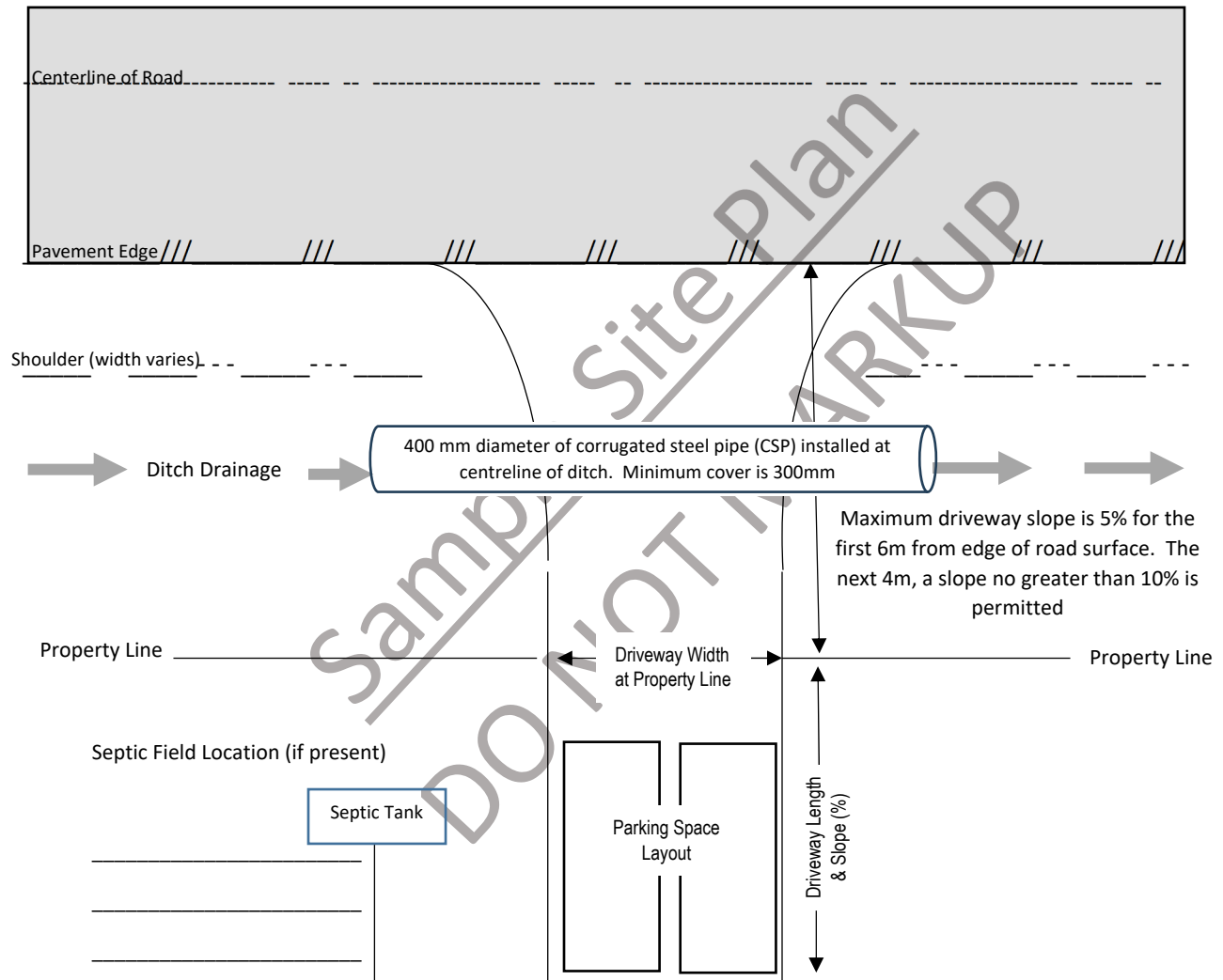


SAMPLE SITE PLAN 2 – DRIVEWAY CONSTRUCTION DETAILS

A Site Plan is required with the application for a driveway access permit **please check** that your site plan includes the following:

- Width of driveway (m)
- Length of driveway (m)
- Slope of driveway (in %)
- Access from street (name the street)
- Property line
- Parking layout
- Drainage direction
- Culvert details if necessary
- Location of septic field (if present)
- Surface treatment proposed. (Must be hard-surface such as concrete, asphalt, pavers)
- Location of house or any buildings

EXAMPLE BELOW – Do Not Mark Up



LOCATION, DESIGN AND CONSTRUCTION OF TYPICAL RESIDENTIAL DRIVEWAY AND CULVERT

DRIVEWAY ACCESS – PERMIT TO CONSTRUCT

Folio #	318.
Civic Address:	

APPROVED SUBJECT TO THE FOLLOWING:

	Approved as per application and drawing submitted including changes where noted
	Installation of a culvert
	Conditions Specified in Permit (See attached Driveway Access Conditions, page 7).
	Maximum grade: <ul style="list-style-type: none"> - 5% for first 6 meters (measured from edge of travelled surface or back of curb to lot line) - 10% for next 4 meters - 15% for remainder (if connecting to Local or Collector road), or - 10% for remainder (if connection to Arterial road)
	Registration of a Restrictive Covenant if maximum slopes in bylaw cannot be met

PERMISSION TO CONSTRUCT ISSUED BY:

Print Name	Signature	Day / Month / Year

Permit Valid until	(dd/mm/yy)	
Security Deposit in the amount of	\$	<input type="checkbox"/> with BP # _____
GL Code for Application Fee: 211-545-125 GL Code for Security Deposit: 214-130-700		
Date Collected	(dd/mm/yy)	
Date Requested to be Returned – In writing	(dd/mm/yy)	<input type="checkbox"/> with BP# _____ <input type="checkbox"/> N/A
Folio File Entry Date	(dd/mm/yy)	
Restrictive Covenant registration date (if required)	(dd/mm/yy)	

1 st Inspection	Date	Inspector	Notes
Final Inspection	Date	Inspector	Notes

DRIVEWAY ACCESS CONDITIONS
OPERATIONS DEPARTMENT

APPLICATION # _____

DRIVEWAY LOCATION INFORMATION			
DP Area(s):	Yes	No	
If yes, list type:			
Entering Arterial Roadway	Yes	No	
If yes, Name of Road:			
Entering Urban / Rural Road Cross Section	Urban	Rural	
Length of Proposed Driveway (m):			
Type of existing curb along roadway	None	Barrier	Rollover
Wastewater System	Community Sewer		Septic System
If septic, does driveway interfere with system?	Yes	No	

DRIVEWAY ACCESS CONDITIONS

Minimum width at property line and edge of asphalt/back of curb. m

Maximum width at property line and edge of asphalt/back of curb. m

5% maximum grade for first 6m from edge of road / curb

10% maximum grade for next 4m from edge of road / curb

Maximum grade allowable for remainder of driveway %

Letdown or curb return necessary

Yes	No
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CULVERT REQUIREMENTS

Is a culvert required?	Yes	No
Culvert ends to be:	Capped and Buried	Headwalls
Culvert length (width of driveway + 2m)	<input type="text"/> m	
400 mm minimum diameter Culvert with min 0.3 m cover		

OTHER DOCUMENTATION & REQUIREMENTS

Is a Building Permit issued?	Yes	No
If YES, Building Permit No: <input type="text"/>		
If NO, is an Earthworks Permit Required?		
Is a second access being requested?	Yes	No
Is an existing access permit attached?	Yes	No
Are there any easements, SRWs or Encroachment Agreements on the property that will be affected?	Yes	No
Is Registration of a Restrictive Covenant or Execution of an Encroachment Agreement required? (If more than max. allowable slope)	Yes	No
Date Received:	Initial	
Date of Lot Plan: _____		

CONDITION TO DRIVEWAY ACCESS PERMIT

Please note that all conditions and regulations outlined in the District Subdivision and Development Servicing Bylaw, Zoning Bylaw, Building Bylaw, Driveway Access Regulations Bylaw, Official Community Plan Bylaw and other related bylaws apply. Following, are summarized conditions that are applicable.

1. Driveway must be hard surfaced. Except in areas where curbs have been installed, no concrete driveways are permitted on the public property portion of a driveway.
2. Residential lots shall provide two (2) off-street parking spaces on private property.
3. Minimum of one (1) meter from transformers, junction boxes, hydrants, poles, streetlights, street signs and community mailboxes.
4. Located no closer than seven and a half (7.5) meters from an intersection. If one of the roadways in the intersection is a *lane*, driveways are not permitted closer than four and a half (4.5) meters from the intersection.
5. Minimum one (1) meter from nearest lot corner (neighbour).
6. Minimum driveway length on the *Lot(s)* shall be six (6) meters.
7. Driveway shall be entirely located in front of the subject lot frontage.
8. Turn-around facilities are to be provided for any dead-end driveways greater than 45 meters long.
9. Permit applicant - property owner will be responsible to maintain their driveway.
10. The District will not be liable from damages / repairs resulting from an inadequately / poorly designed drainage system on private property. Discharge and disposal of run-off collected in a driveway (from onsite and public roadways) will be the owner's responsibility. Any debris or damage to roadway will be repaired / cleared at owner's expense.
11. Allow for snowplows and emergency vehicles. The District will not be liable for damage.
12. No residential crossing shall be constructed narrower than 3m or wider than 6m at any point on public property, except when providing reciprocal access to

NOTES
