

Driveway Access Permits

A Driveway Access Permit is required to construct, re-construct or re-locate a driveway on a property zoned for Low Density Residential Development, including A-1, A-2, RR-1, RR-2, R-1, RC-1 and R-2 zoned lots, to ensure the location and grade does not create a safety hazard, ensures emergency vehicle access to the site and that construction does not damage public infrastructure.

Driveway Access Permit applications should be submitted prior to or with a building permit application for any low density residential dwelling unit (single detached house, secondary or garden suite or duplex. The permit application must demonstrate compliance with the requirements of the following District of Peachland bylaws as applicable:

- Driveway Access Bylaw 2171 (Regulations)
- Subdivision and Development Servicing Bylaw 1956 (Technical Standards);
- Building Bylaw 1574 (Application requirements);
- Official Community Plan Bylaw 1600 (Development Permit Area designations); and
- Zoning Bylaw 2100 (Land use designation).

The Planning and Development Services Department will provide information regarding the OCP, Zoning and Building Bylaws. The Operations Department will provide information regarding the location of existing infrastructure and technical construction issues).

Checklist: What to include with your Driveway Access Permit application

- Completed application form
- Application fee (\$100.00)
- Current Certificate of Title for the subject lot dated within 90 days of the date of application and all relevant land title charges (easements, SROW, Restrictive Covenants, etc.)
- Site Plan showing what the finished project will look like, including the access from the street, the parking layout and any anticipated new structures. The following details must be included on the site plan: the location, alignment and grade of the access and driveway, details of facilities ensuring site drainage is kept on site, existing infrastructure, proposed construction within the road right-of-way and details regarding culvert and driveway construction methods as applicable.

Incomplete applications will not be accepted.

Things to keep in mind:

1. No retaining wall may be constructed within the boulevard area unless separate permission is granted by the District.
2. Drainage is the water that runs from adjacent properties, accesses and the road into the ditch at the side of the road or the storm sewer system. When a lot is either higher or lower than the road, a slight swale should be installed at the property line to direct drainage to the ditch or storm drain as applicable.
3. Washout of an exposed aggregate surface must be done so that all fines are filtered in a manner to ensure that the slurry does not enter the District Storm Drain System.
4. The driveway must be constructed in accordance with the standards contained in Subdivision and Development Servicing Bylaw 1956, Schedule 1 – Roads, Section 1.12 Driveways/Crossovers.

5. A turnaround area must be provided for a dead-end access driveway greater than 45m (148 ft.) in length to ensure that emergency vehicles (i.e. fire truck, ambulance) can efficiently enter and exit the property. This area must be kept open for use at any time; no parking or storage can occur in this area.
6. The Damage Deposit (Building Bylaw 1574, sec. 16.0) requirement is mainly intended to protect existing works and utilities located on the District road right-of-way; however, it also serves to encourage the permittee to complete the work in a timely way. The final inspection will confirm that no damage has been done or that any damage has been repaired appropriately and that the driveway access has been installed in accordance with the issued permit. An approved Final Inspection of a Driveway Access Permit adds value to a residential property.
7. If after the permit is issued, any conflict is noted with any infrastructure, the permittee must cease construction and inform the District of what changes are intended to avoid conflicts.

Approval Process: What happens next?

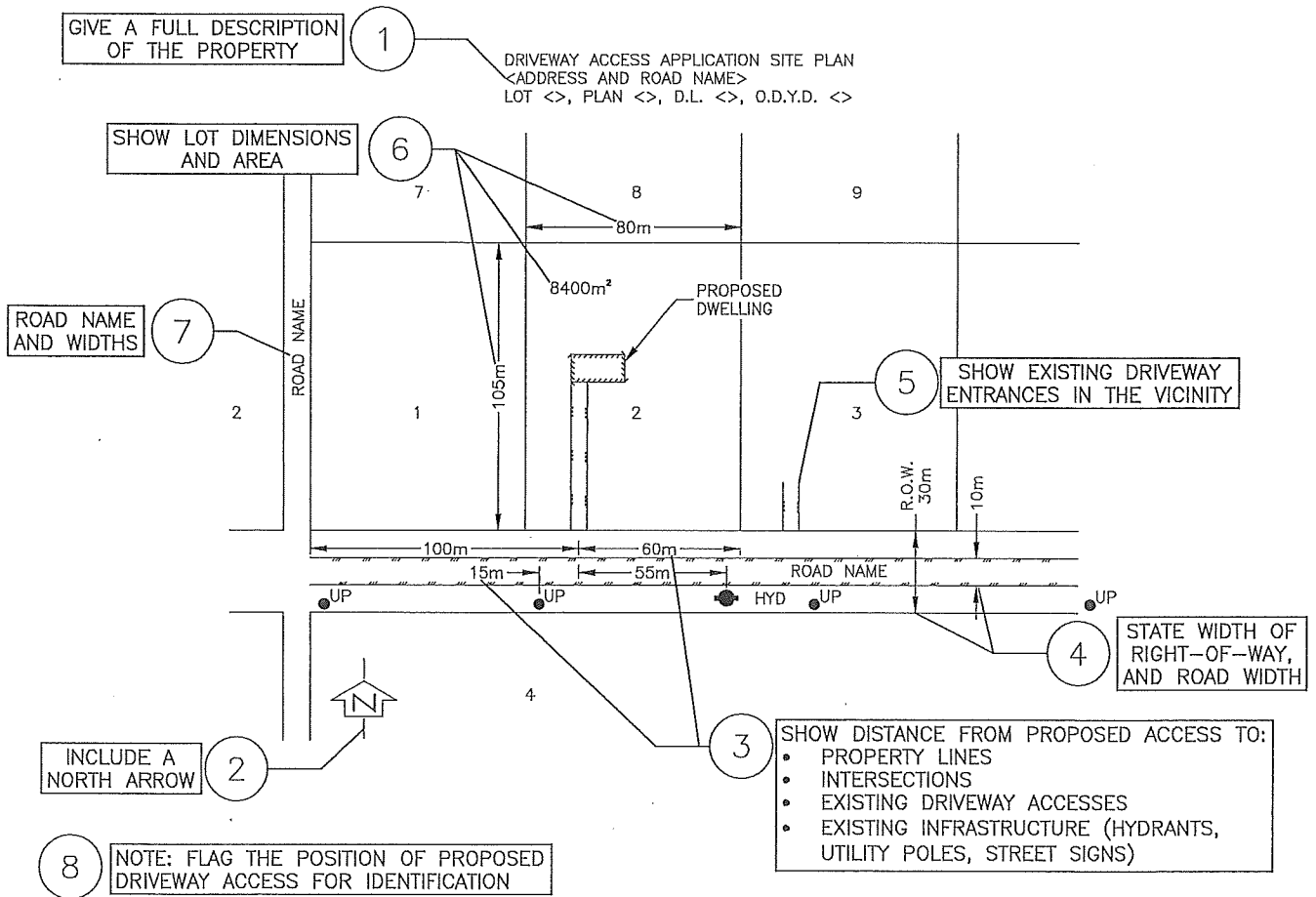
1. Following submission of your complete application staff will review the submission and refer it to internal departments and/or external agencies.
2. Staff with the appropriate expertise will consider each aspect of your application and approve, amend or reject the application. An Engineering Technician may contact you to discuss details of your development, obtain further information, discuss layout considerations or request that the location of the proposed access be flagged for inspection.
3. Staff will advise you via email/phone of any additional information requirements.
4. Once approved, staff will phone to advise that the permit is ready for pick up and what outstanding fees/deposits are owed.

As a condition of issuing a Driveway Access Permit the District will require the property owner to provide the District with a Damage Deposit as a guarantee that the access and driveway will be constructed in accordance with the issued permit and without any damage to District owned property or infrastructure (Building Bylaw 1574, Sec. 16.0). The Damage Deposit is \$1000.00 (Building Bylaw 1574, Schedule H – Schedule of Fees).

5. The Driveway Access Permit will be released upon payment of the Damage Deposit.
6. Construction may proceed on site. All costs of driveway access, including engineering, construction and culvert installation shall be borne by the property owner. Any questions regarding and/or during construction should be directed to the Operations Department.
7. Once completed, the permittee shall contact the Operations Department to arrange for a final inspection of the driveway access. **All driveway access construction shall pass a Final Inspection by the Works Inspector prior to regular use.**
8. Confirmation of approval will be provided by the Operations Department to the Development Services Department. The Development Services Department will release the Damage Deposit and consider issuance of Occupancy Permits for buildings serviced by the driveway access. **Occupancy Permits for buildings serviced by the driveway access shall not be issued until Final Inspection of the Driveway Access has been approved.**

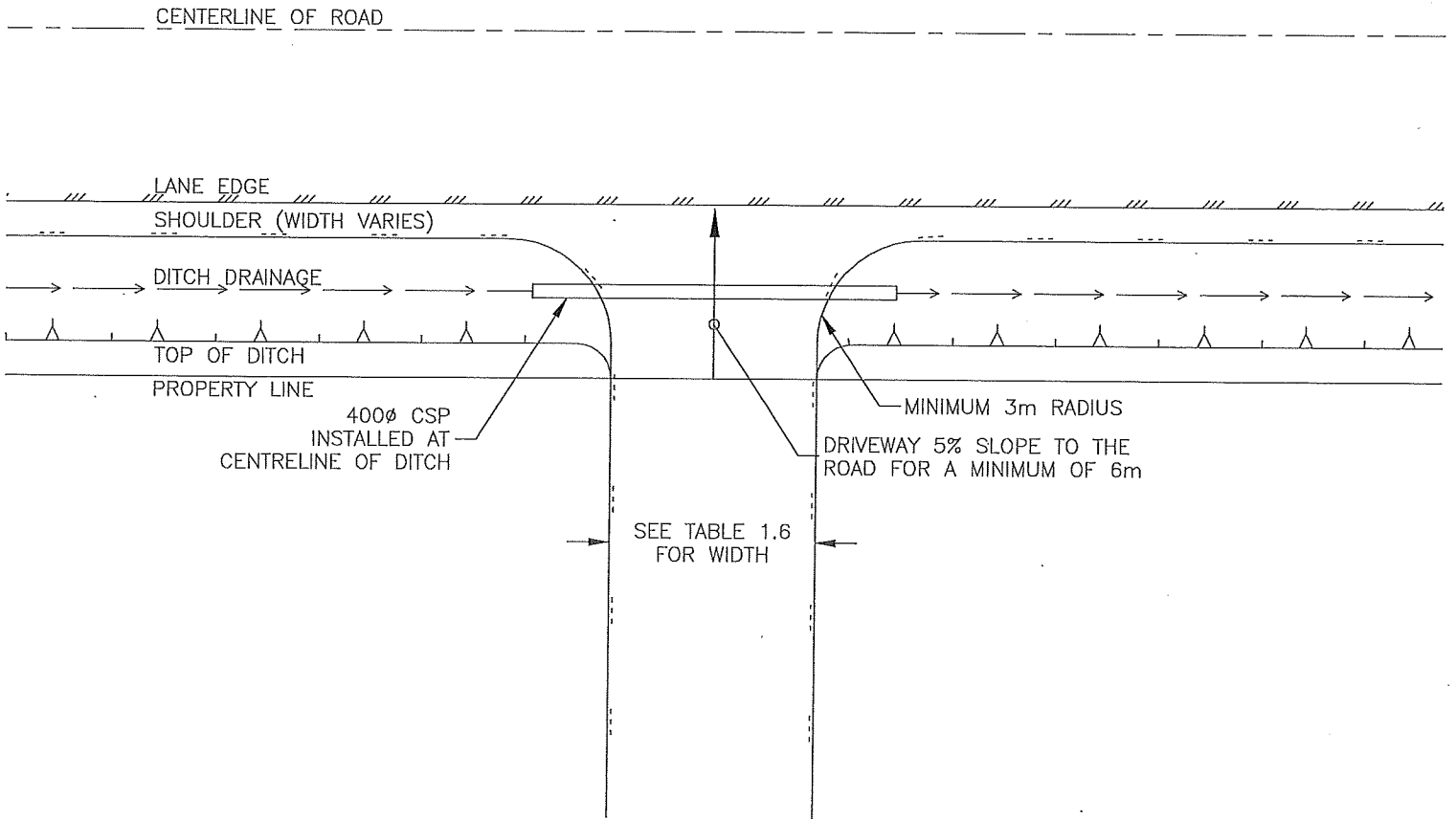
SITE PLAN #1

REQUIRED WITH APPLICATION FOR A DRIVEWAY ACCESS PERMIT



SITE PLAN #2

REQUIRED WITH APPLICATION FOR A DRIVEWAY ACCESS PERMIT



LOCATION, DESIGN AND CONSTRUCTION OF TYPICAL RESIDENTIAL DRIVEWAY AND CULVERT

NOT TO SCALE