



Private Approach Permit Application

Inquiries: ROWAdmin/emprises@ottawa.ca

Planning, Infrastructure and Economic Development
100 Constellation Crescent, Ottawa, ON, K2G 6J8, Mail Code: 26-61

I, wish to apply for a :

1. Residential Private Approach or Widening for a single residence, farm or field (\$159.00)
 - With ditch/inspection for culvert (additional \$93.00)
2. Private Approach for a farm or field access (\$159.00)
 - With ditch/inspection for culvert (additional \$93.00)
3. Commercial, Industrial or Multi-residential Private Approach or Private Approach Widening
 - 1-49 parking spaces (\$275.00) 50-99 parking spaces (\$550.00)
 - 100 or more parking spaces (\$704.00)
4. Temporary Access (\$159.00)
 - With ditch/inspection for culvert (additional \$93.00)
5. Closure of a Redundant Approach (\$159.00)

to the property at (street address):

Additional Information:

Is this private approach application being submitted in conjunction with a Building Permit application?

- Yes No

If yes, please list the Building Permit application number: _____

Are there any 30 cm reserves present on this property / lot?

- Yes No

Is this property / lot part of a plan of subdivision?

- Yes No

Notes:

- 1) If this private approach application is being submitted in advance of a planned building permit application for a new residential dwelling, please note that only a temporary access permit may be issued until a lot grading and drainage plan has been approved (where applicable).
- 2) A new residential dwelling that is located on a lot that is part of a plan of subdivision, does not require a private approach permit, unless otherwise instructed by Development Review Staff.

Drawing Requirements:

Please provide a sketch, site plan, grading and drainage plan or survey that clearly indicates:

- property lines, dimensions of lot, and any structures on the property;
- location and width of existing and/or proposed driveway;
- location and sizing of any culverts related to the proposed driveway (where applicable); and
- location of curb, sidewalk, and any road allowance features (fire hydrant, tree, etc.).

Note: All applications for a Residential Private Approach requiring culvert that are associated with the construction of a new residential dwelling on a lot, shall submit the approved Grading & Drainage plan with the private approach application.

Applicant Contact Information

Address: _____

City: _____ Province: _____ Postal Code: _____

E-mail address: _____ Phone Number: _____

Signature _____ Date _____

- Homeowner Representative

Personal information on this form is collected by the City of Ottawa under the authority of Municipal Act, 2001, S.O. 2001, c.25, ss.8-10, as amended, and By-law No. 2003-447, as amended, for the purposes of administering and issuing permits for private approaches on City roads.

For Office Use:			
Client Service Centre		Name of Clerk	
Receipt Number		Date	
A non-refundable fee in the amount of \$ <input type="text"/> is enclosed. Please make cheque or money order payable to the City of Ottawa.			

