



**Environmental Services Department**  
**Operations Division – Roads & Transportation Services Section**  
**Private Driveway Permit (All but City Construction Projects)**

**Step 1 – The Request**

Date of Request: \_\_\_\_\_ Request was made to: \_\_\_\_\_

Owners Contractor: \_\_\_\_\_ Phone #: \_\_\_\_\_

Property Owner (the applicant): \_\_\_\_\_ Phone #: \_\_\_\_\_

Site Address: \_\_\_\_\_

**Step 2 – General Information for the Property Owner:**

This is a preliminary review of requirements for driveway revisions. All work completed on the right of way requires a Right of Way Occupancy Permit.

**The definition of a PARKING SPACE (from the zoning by-law 50-88)**

Is where the space is rectangular in shape and the dimensions of which are not less than 2.75 metres by 5.5 metres and does not include sidewalk or boulevard areas of the street fronting the property. In addition, the laneway portion of a property frontage cannot be greater than 50% coverage. The type of Surface used shall be Asphalt, Interlocking Stone, or Concrete (Must be Dust Free).

**Traffic Control**

All activities on the right of way are required to provide traffic control as per OTM Book 7 & Ministry of Labour requirements.

**Water Control Box**

If there is a Water control box in the driveway, the Water/Wastewater section must be involved before & after work to assure proper operation.

**Sidewalk and curb/gutter**

Must conform to Ontario Provincial Standard Drawing OPSD - 310.050 & City of St. Thomas standard M-12 (copy attached).

**Step 3 – Staff Review for Private Driveway Permit**

- The applicant has requested a Driveway Widening
- The applicant has requested a New/additional Driveway
- The applicant has requested a Replacement Driveway (resurfacing, with no size change-no plan required)
  
- The applicant has supplied a plan (to scale) of the property that indicates all property lines and location of work.
- Are there any encumbrances of the right of way at this address (list) \_\_\_\_\_
- The existing driveway conforms to Zoning By-Law & standards.
- Electronic before photo on file.
- Sidewalk replacement required as per attached specifications \_\_\_\_\_
- Curb/gutter replacement required as per attached specifications \_\_\_\_\_
- Curb cut required size of opening permitted \_\_\_\_\_
- Boulevard restoration required.
- Follow up inspection will be required.
- The requested revisions to driveway conform to Zoning By-Law & Standards.
- A copy of this review was EXPLAINED TO or LEFT WITH the applicant (DATE: \_\_\_\_\_).

**Step 4 – Private Driveway Permit Details (permit valid for 6 months from issue date)**

Right of Way occupancy permit received (permit number \_\_\_\_\_).

The applicant agrees to carry out all work in accordance to City specifications. All concrete work shall conform to the City of St. Thomas Mix Design. All existing City trees must be protected and any questions regarding such shall be directed to the Parks Division.

APPLICANT NAME (please print): \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

**PERMIT ISSUERS NOTES:**

Permit Issued By: \_\_\_\_\_ Permit Issue Date: \_\_\_\_\_

Inspected By: \_\_\_\_\_ Inspection Date: \_\_\_\_\_