



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:

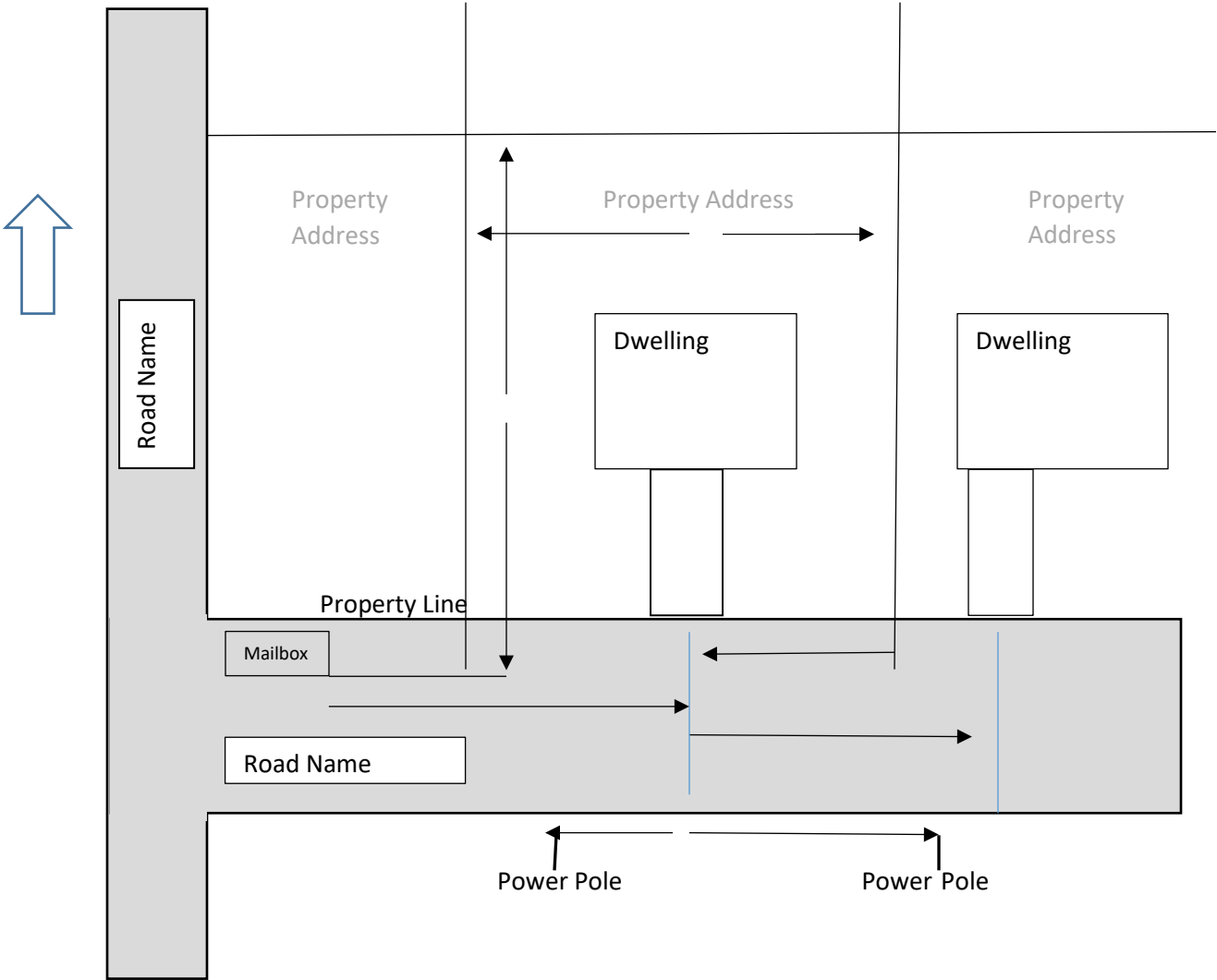
Indefinite Use Temporary Use (months ____) Decommission of Access

Section 1 (a) Owner Information		Section 1 (b) Agent Information Must submit Owner Authorization Form with Application	
Name		Name	
Address		Address	
City		City	
Phone		Phone	
Email		Email	
Section 2 Land Under Application			
Civic Address			
Lot	Block	District Lot	Plan
Parcel Identifier (PID)			
I request access at _____ (number) location(s) as shown on the accompanying site plan			
The intended land use is: Single-family Multi-family Other: _____			
Estimated date of completion of works:			
Permit Submission Contents		Staff Checks & Comments	
	Completed application form		
	Certificate of Title document (<90 days old)		
	SRW / Covenants/ or Easement documents		
	Site Plan 1 – Location Information, parking, septic field See www.peachland.ca/driveway-permit for sample site drawings		
	Site Plan 2 – Driveway construction details. Attached to pkg? See www.peachland.ca/driveway-permit for sample site drawings		
	Owner / Agent Declaration (if required) www.peachland.ca/owner_auth		
	Application Fee Paid \$100		
	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		Date	

SAMPLE SITE PLAN 1 – LOCATION INFORMATION

Site Plan is required with application for a driveway access permit and must include the following:

- Include NORTH arrow
- Distances to:
 - Property lines
 - Existing driveway accesses
 - Road intersections
 - Hydrants / Utility Poles / Street signs / Mailboxes
 - Other infrastructure
- Road Width
- Show Existing Driveway entrances in the vicinity
- Show Lot Dimensions and area
- Road Name
- Flag the position of the proposed driveway access for identification

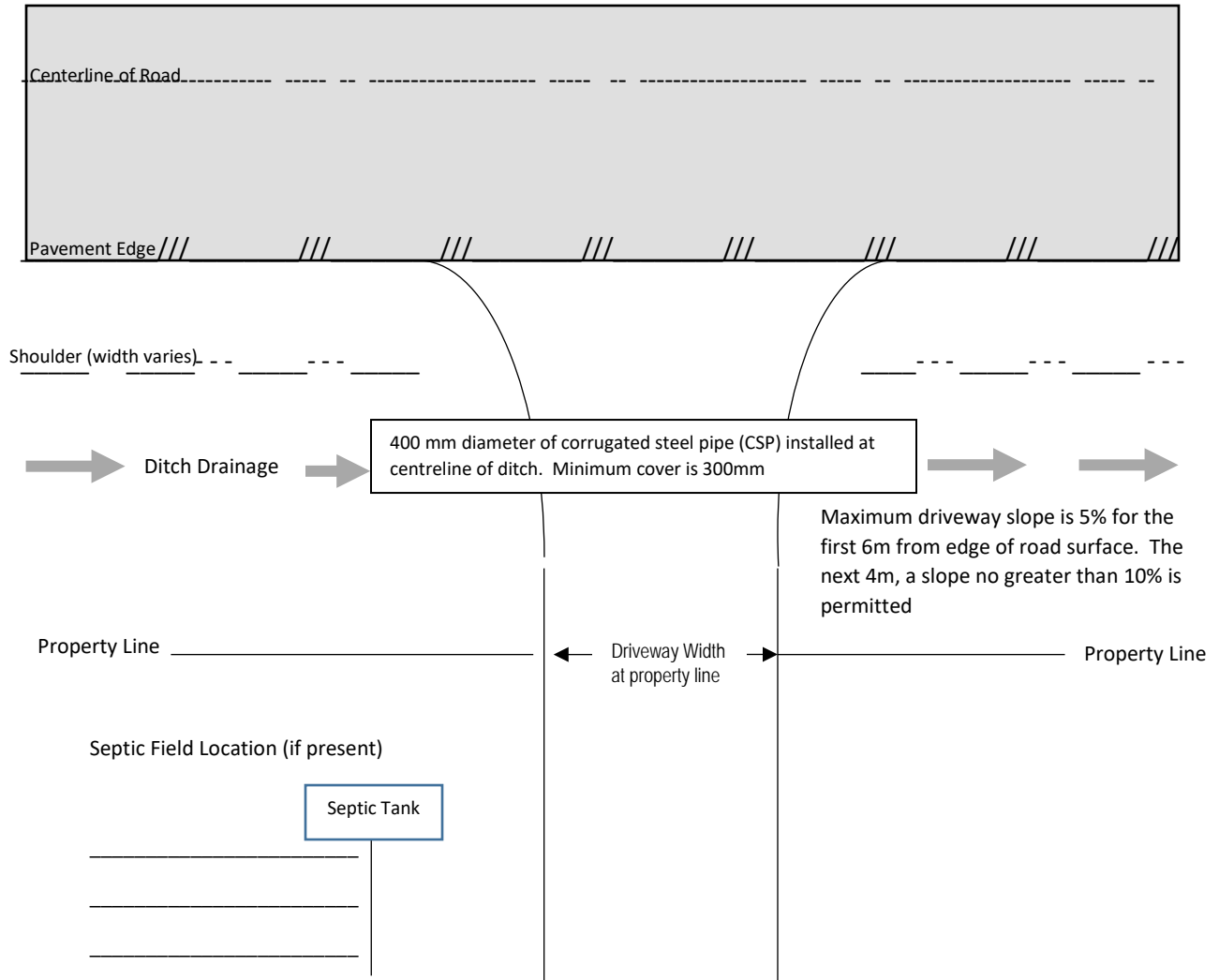


SAMPLE SITE PLAN 2 – DRIVEWAY CONSTRUCTION DETAILS

Site Plan is required with application for a driveway access permit and must include the following:

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

EXAMPLE BELOW



LOCATION, DESIGN AND CONSTRUCTION OF TYPICAL RESIDENTIAL DRIVEWAY AND CULVERT

PLANNING SECTION

Civic Address: _____

Folio: 318. _____ Zoning: _____

D.P. Area(s): NO__ YES (List) _____

of Frontages: _____ # of accesses requested: _____ Reciprocal access requested Y N

Required # of Parking stalls for building / use: Y N _____

Wastewater System: Community Sewer: _____ Septic System: _____

If Septic, is septic location shown on Site map? Y N

Does Driveway interfere with septic system? Y N

Are there any Easements, Covenants or SRWs on the property that will be affected: Y N

If Yes, is document attached: Y N

Previous DAP on File? Y N If Yes, is document attached? Y N

Notes

_____ Print Name _____ Signature _____ Day / Month / Year

BUILDING INSPECTIONS SECTION

Associated Building Permit (BP)		Yes	No	
If YES, BP status:	Under Review	Yes	No	
	Issued for Construction	Yes	No	BP #
	Project Complete	Yes	No	BP #
	Occupancy Permit Date:			

NOTES

_____ Print Name _____ Signature _____ D/M/Y

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.	
	Registration of a Restrictive Covenant.	
	Installation of a Culvert.	
	Conditions Specified in Permit (See attached Driveway Access Conditions, page 7).	
	Compliance to maximum 5% grade from edge of travelled surface to property line.	
PERMISSION TO CONSTRUCT ISSUED BY:		
Print Name	Signature	Day / Month / Year

Permit Valid until	(dd/mm/yy)	
Security Deposit in the amount of		\$
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)	
Date Returned	(dd/mm/yy)	

DRIVEWAY ACCESS CONDITIONS
OPERATIONS DEPARTMENT

APPLICATION # _____

DRIVEWAY LOCATION INFORMATION			
ZONING			
Hillside DP Area	Yes	No	
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

DRIVEWAY ACCESS CONDITIONS
TABLE 1.6 SDS BYLAW 1956

Minimum width at property line		
	m	
Maximum width at property line		
	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
Minimum length of driveway on private property = 6m		

CULVERT REQUIREMENTS		
Is a culvert required?	Yes	No
Culvert ends to be:	Capped and Buried	Headwalls
Culvert length (width of driveway + 2m)		
	m	
400 mm minimum diameter Culvert with min 0.3 m cover		
Distance to utilities (boxes, hydrants etc)		
	m	
Distance to corner / intersection		
	m	

OTHER DOCUMENTATION & REQUIREMENTS

Is a Building Permit issued?	Yes	No
If NO, is an Earthworks Permit Required?	Yes	No
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?	Yes	No
Date Received _____		
Date of Lot Plan: _____	Initial	

CONDITION TO DRIVEWAY ACCESS PERMIT

Please note that all conditions and regulations outlined in Bylaws #1231, 1956, and 2100 and other related bylaws apply. Following, are summarized conditions that are applicable.

1. Driveway must be hard surfaced.
2. Maximum of one (1) driveway / access per frontage. Any additional driveways must be removed.
3. Residential lots shall provide two (2) off-street parking spaces on private property.
4. Minimum of one (1) meter from transformers, junction boxes, hydrants, poles, streetlights, street signs and community mailboxes.
5. Minimum six (6) meters from intersection (local road) or ten (10) meters (collector road).
6. On corner lots, driveway shall be no closer than seven (7) meters from closest lot corner nearest intersection.
7. Minimum one (1) meter from nearest lot corner (neighbour).
8. Minimum length of driveway = six (6) meters.
9. Driveway shall be entirely located in front of the subject lot frontage.
10. Turn-around facilities are to be provided for any dead-end driveways greater than 45 meters long.
11. Permit applicant - property owner will be responsible to maintain their driveway.
12. 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.
13. Allow for snow plows and emergency vehicles. The District will not be liable for damage.

NOTES
