



Driveway Access Permit Application

Please schedule an appointment to meet with one of our Engineering Technicians to review the requirements for this application by calling 250-494-0431 or emailing works@summerland.ca

PROPERTY ADDRESS:			
LEGAL DESCRIPTION: LOT:	BLOCK:	DL:	PLAN:
CURRENT ZONING:			
DATE:			

Driveway Access Permit: Whereas the Council of the Corporation of the District of Summerland deems it necessary to establish regulations for the construction of driveways and driveway accesses to and from a highway for adjacent land.

PROPERTY OWNER	APPLICANT
Name:	Name:
Address:	Address:
Postal Code:	Postal Code:
Phone:	Phone:
Email:	Email:
Signature:	Signature:

ADDITIONAL INFORMATION	
Do you require curb, sidewalk, or offsite alteration?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you have a current Building Permit for the property?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Which are you requiring?	
<input type="checkbox"/> Construct a new entrance <input type="checkbox"/> Relocate or change the design of an existing entrance <input type="checkbox"/> Resurface existing driveway	
<input type="checkbox"/> Copy of a site plan must be included	

STAFF USE ONLY	
Refused: <input type="checkbox"/>	Approved: <input type="checkbox"/>
Date:	Date:
By:	By:
Comments:	Comments:

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DRIVEWAY ACCESS REQUIREMENTS

- Location of Driveways
 - For all urban and rural residential zones, driveways located on the corner lots must be a minimum of 5m from the lot corner nearest the intersection.
 - For commercial, industrial, agricultural, institutional, comprehensive and multifamily zones, driveways located on corner lots must be a minimum of 12m from the property line of the adjoining (perpendicular) road.
- Driveway access roads 45 metres (150 ft.) or less in length
 - Minimum road width shall be 3.6 metres (12 ft.)
 - Maximum road grade shall not exceed 20% for single lots
- Driveway access roads greater than 45 metres (150 ft.) in length
 - Minimum road width shall be 5 metres (16 ft.)
 - Maximum driveway grade shall not exceed 12%
- Minimum road surface shall be compacted all-weather gravel surface
- All driveway drainage needs to be retained onsite. All proposed driveways that grade towards a public road must make drainage considerations at property line.

APPLICATION FOR ACCESS PERMIT CHECKLIST

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COMPLETED APPLICATION FORM

Be sure to complete all of the required fields on the front of this sheet. Double check that the information provided is accurate and up to date.

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CURRENT CERTIFICATE OF TITLE FOR SUBJECT LAND(S) (WITHIN THE LAST 90 DAYS CURRENT)

And all relevant land title charges (easements, SROW, DP's or any item on registered title that is applicable). A title search is available for purchase through the District for a fee.

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COMPLIANCE WITH HIGHWAY ACCESS AND DRIVEWAY REGULATION BYLAW

Be sure that your application complies with all the conditions set out in the current Driveway Access Bylaw No. 92-047.

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ATTACH A SITE PLAN

Ensure that the site plan is drawn to scale and shows the following:

- Proposed building location and distance from the road.
- Proposed driveway location including offsets from the property lines, width, grade, surfacing material and drainage considerations.
- Lot dimensions and property lines.
- Existing accesses, culverts, utility poles, structures and all other features located within the highway right-of-way.
- The angle at which the access meets the highway right of way (between 70° and 110°).
- Site Plan must show the fire staging area and turnaround for driveways 61m or longer.
- Additional information may be required by the District.
- Is a Development or Building Permit required? Consult with Development Services Department. Is an Earthwork Permit required? Consult with Works & Infrastructure.

Please note that applications and drawings may be submitted electronically in Adobe PDF format, but must be accurate, including all dimensions, and be to scale. Professionally drafted plans are preferred, and only complete applications will be accepted.