Corporation of the City of Victoria
ENGINEERING DEPARTMENT

Driveway Crossing - Application Form
(pursuant to Bylaw 91-38)

THIS APPLICATION IS NOT A PERMIT TO BEGIN WORK.

<table>
<thead>
<tr>
<th>APPLICANT</th>
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<tbody>
<tr>
<td>Name:</td>
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<tr>
<td>Address:</td>
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<td>Telephone No.:</td>
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☐ property owner OR ☐ property owner’s written authorization

I am applying to the City of Victoria for approval to:
☐ construct a new driveway crossing.
☐ remove or alter an existing driveway crossing.
☐ other - describe: ________________________________

Property Address: ________________________________

Street accessed by proposed driveway (if different from above): ________________________________

(i.e. corner property, access via alley/lane)

AN APPROVED CONTRACTOR IS REQUIRED TO DO THE WORK. The contractor must be issued a CONSTRUCTION PERMIT prior to commencing work.

Prior to commencing any work, the contractor or owner shall deposit, with the City, cash or an irrevocable Letter of Credit in the amount of 120% of the estimated cost of the work, as a guarantee that the work will be completed to City standards and specifications.

SITE PLAN REQUIREMENTS
A 1:100 or 1:200 metric site plan is required with this application, and must include the following information:
• zoning and existing use of property,
• all buildings on the property, in relation to the property lines,
• details within the street fronting the property, e.g. sidewalks, boulevards, curbs, trees, utility poles, boulevard services, manholes, hydrants, lamp standards, bus shelters, benches, etc.,
• existing and proposed driveway crossings and on-site parking areas, with all dimensions and grades,
• dimensions between the proposed edge of driveway, and any above ground obstruction (i.e. utility poles, trees, hydrants).

Note: Submitted site plans are to be in a form substantially similar to Engineering Department drawing STD 106 – Site Plan for Driveway Crossing Applications. Refer to Schedules B and C of the Highway Access Bylaw for standard widths for driveway crossings and sight line clearance requirements.

APPLICATION CHECKLIST
• Driveway crossing application form ☐
• Site Plan ☐

OFFICIAL USE

Date of Receipt: ________________________________ Approved by ________________________________
Date of Approval: ________________________________ (permit expires one year from Date of Approval)