

# 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.**

<b>APPLICANT</b>	Name: _____ Address: _____ Telephone No.: _____ <input type="checkbox"/> property owner      OR <input type="checkbox"/> property owner's written authorization
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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): _____ (ie. corner property, access via alley/lane)
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\_\_\_\_\_  
Property Owner (or Authorized Applicant) Signature

\_\_\_\_\_  
Date

**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 (ie. 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

<b>OFFICIAL USE</b>	PERMIT NUMBER _____
Date of Receipt: _____	Approved by _____
Date of Approval: _____	(permit expires one year from Date of Approval)