



# BUILDING CODE SERVICES

## Private Road Naming Application

### PROJECT INFORMATION

**Municipal Address:** \_\_\_\_\_  
**Legal Description:** \_\_\_\_\_  
 \_\_\_\_\_  
**Proposed Use:** \_\_\_\_\_  
**Occupancy Date:** \_\_\_\_\_

Date  
Stamp  
Here

|                         |              |          |             |
|-------------------------|--------------|----------|-------------|
| <b>Applicant/Agent:</b> | Name         |          |             |
|                         | Company name | email    |             |
|                         | Address      |          | Postal Code |
|                         | Phone No.    | Cell No. | Fax No.     |

|                        |           |          |             |
|------------------------|-----------|----------|-------------|
| <b>Property Owner:</b> | Name      |          | email       |
|                        | Address   |          | Postal Code |
|                        | Phone No. | Cell No. | Fax No.     |

- |    |   |   |
|----|---|---|
| 1. | Does a Condominium Corporation currently own the land?<br>If yes, please provide the CCC number.                        | <input type="checkbox"/> Yes <input type="checkbox"/> No<br>CCC # _____ |
| 2. | Do all of the road(s) for the property or project presently exist?<br>If no, describe the current stage of development. | <input type="checkbox"/> Yes <input type="checkbox"/> No                |
| 3. | Does the Property Owner own the full length of the road(s)?   | <input type="checkbox"/> Yes <input type="checkbox"/> No                |

### Suggested Street Name(s)

List suggested street names in order of preference. Refer to "Submission Requirements and Information".

|    | Suggested street name | Is this the first, last, first/last name of an individual? |                             |
|----|-----------------------|--|-----------------------------|
| 1. |                       | <input type="checkbox"/> Yes                               | <input type="checkbox"/> No |
| 2. |                       | <input type="checkbox"/> Yes                               | <input type="checkbox"/> No |
| 3. |                       | <input type="checkbox"/> Yes                               | <input type="checkbox"/> No |

Provide or attach background information (origin, history, etc.) related to each name

### Declaration of Applicant

I, \_\_\_\_\_ certify that:  
(print name)

- The information contained in this application and attached plan is true to the best of my knowledge.
- I have authority to bind the corporation or partnership (if applicable).

\_\_\_\_\_  
(Signature of Applicant)

\_\_\_\_\_  
(Date)

*Personal information on this form is collected under the authority of the Addressing By-law and Municipal Act and will be used in the processing of your Private Road Naming Application.*

### For Office Use Only

**Application Number:** \_\_\_\_\_ **Ward Number:** \_\_\_\_\_  
**Commemorative?**  Yes  No **CNC Approval Date:** \_\_\_\_\_

# Private Road Naming Application Submission Requirements and Information



This information package has been prepared to assist with the submission of a **Private Road Naming Application** as required by City of Ottawa Addressing By-law 2014-78. This application, to be completed and submitted to the City, must be accompanied by the plans and documentation described below. Please check off boxes (☐) to ensure submission requirements have been met.

## 1) Submission Requirements

- An **application form** completed in full
- Proof of ownership** of the land (a copy of the deed or an equivalent document that clearly specifies the full current legal description, PIN number and ownership)
- Site Plan** (as submitted during the Site Plan Control approval process) showing
  - location of the present and/or proposed private road(s)
  - main entrance of the building(s) or unit(s)
  - pedestrian walks
  - parking areas, aisles and driveways

The Site Plan, drawn to scale, must be submitted in the following formats:

- two (2) copies in letter-size (216 mm x 279 mm)
- one (1) copy on A1-sized paper (594 mm x 841 mm) folded to letter-size (216 mm x 279 mm)
- electronic version in AutoCAD format, to be submitted to [addressingandsigns@ottawa.ca](mailto:addressingandsigns@ottawa.ca).
- Applicable **fee\***, by cheque payable to the City of Ottawa. For fee information, please visit the City of Ottawa's website at <http://documents.ottawa.ca/en/node/5790>  
**Note:** A discounted fee is available for a Private Road Naming application submitted on the same day and for the same lands as a Site Plan Control application.

## 2) Selection of Private Road Names

- List the proposed private road name(s) in order of preference, and provide background information (origin, history, etc.) related to each name. It is recommended that you propose alternates in case the first choice is not available/suitable. The Building Code Services Branch will review the proposed names to ensure they comply with the City's street naming criteria.
- Please indicate if a suggested name is in recognition of an individual. If it is the first name, last name or first/last name of a person, you must apply for approval under the Commemorative Naming Policy. For a complete list of the commemorative naming criteria and a Commemorative Naming Application form, contact [namingottawa@ottawa.ca](mailto:namingottawa@ottawa.ca).
- The private road name will be assigned the street type designation "Private" ("privé" in French), except in limited circumstances (e.g. lands under federal jurisdiction) where an approved alternate street type designation may be approved by the Director, Building Code Services Branch.

## 3) Submit your application by:

- Visiting a Client Service Centre with the completed application form and payment. For a list of Client Service Centre locations, please contact [addressingandsigns@ottawa.ca](mailto:addressingandsigns@ottawa.ca) or visit [ottawa.ca](http://ottawa.ca)
- Mailing your completed application form and fee payment to the City of Ottawa, Building Code Services Branch, 101 Centrepointe Dr, 3<sup>rd</sup> Floor, Nepean, ON K2G 5K7.