



Private Approach Permit Application

Planning, Infrastructure and Economic Development
100 Constellation Crescent, Ottawa, ON, K2G 6J8, Mail Code: 26-61

Inquiries: ROWAdmin/emprises@ottawa.ca

Applicant Contact Information

Applicant name				Address:			
City:			Province:			Postal Code:	
E-mail address:					Phone Number:		
Permit applicant	<input type="radio"/> Homeowner		<input type="radio"/> Representative				

Representative Information (if different from above)

Representative name				Address:			
City:			Province:			Postal code:	
E-mail address:					Phone number:		

Permit Type:

- Residential Private Approach or widening for a single residence, farm or field (\$178.00)
 With ditch/inspection for culvert (additional \$104.00)
- Private Approach for a farm or field access (\$178.00)
 With ditch/inspection for culvert (additional \$104.00)
- Commercial, Industrial or Multi-residential Private Approach or Private Approach widening
 1-49 parking spaces (\$309.00)
 50-99 parking spaces (\$618.00)
 100 or more parking spaces (\$788.00)
- Temporary Access (\$178.00)
 With ditch/inspection for culvert (additional \$104.00)
- Closure of a Redundant Approach (\$178.00)

Property address:

Additional Information:

Is this Private Approach application being submitted in conjunction with a Building Permit application?

Yes No

If yes, please list the Building Permit application number: _____

Are there any reserves present that restrict access to this property/lot?

Yes No

Is this property / lot part of a Plan of Subdivision?

Yes No

Notes:

- If this Private Approach application is being submitted in advance of a planned Building Permit application for a new residential dwelling, please note that only a Temporary Access Permit may be issued until a lot Grading and Drainage Plan has been approved (where applicable).
- A new residential dwelling that is located on a lot that is part of a Plan of Subdivision, does not require a Private Approach permit, unless otherwise instructed by Development Review Staff.

Drawing Requirements:

Please provide a sketch, site plan, Grading and Drainage Plan or survey that clearly indicates:

- property lines, dimensions of lot and any structures on the property;
- location and width of existing and/or proposed driveway;
- location and sizing of any culverts related to the proposed driveway (where applicable); and
- location of curb, sidewalk and any road allowance features (fire hydrant, tree, etc.)

Note: All applications for a residential Private Approach requiring culvert that are associated with the construction of a new residential dwelling on a lot, shall submit the approved Grading & Drainage Plan with the Private Approach application.

Signature of Applicant

Date

Personal information on this form is collected by the City of Ottawa under the authority of Municipal Act, 2001, S.O. 2001, c.25, ss.8-10, as amended, and By-law No. 2003-447, as amended, for the purposes of administering and issuing permits for private approaches on City roads.

For Office Use Only:			
Client Service Centre		Name of Clerk	
Receipt Number		Date	
A non-refundable fee in the amount of \$		is enclosed. Please make cheque or money order payable to the City of Ottawa.	

