



# 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](mailto: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

I have confirmed that the proposed driveway meets the zoning by-law.

## Notes:

- 1) 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).
- 2) A new residential dwelling that is located on a lot that is part of a Plan of Subdivision or Site plan, 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.	

