

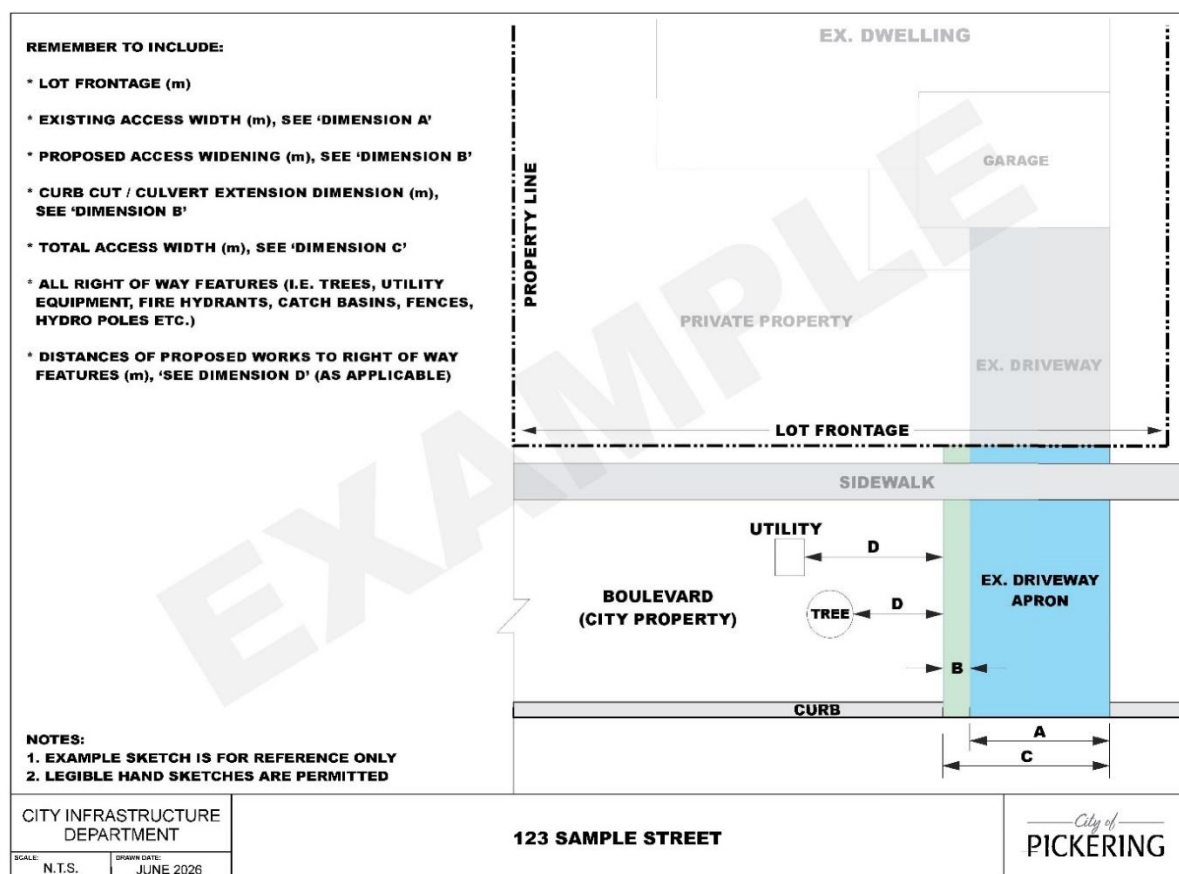
All submissions must include a completed application form and a sketch. Applications that are incomplete will not be processed until all required materials have been received.

To obtain the City of Pickering Driveway Apron Widening fees view the [Driveway Access Application Fees and Information Price List](#). All fees are to be made payable to the City of Pickering upon submission of the application.

Sketch Requirements

Submitted sketches are to include the following: (refer to example)

- boundaries and dimensions of the subject property
- property frontage dimensions
- existing driveway apron and driveway dimensions
- proposed works, complete with dimensions
- right-of-way features (i.e., trees, utility equipment, fire hydrants, catchbasins, fences, hydro poles etc.)
- dimensions of proposed existing driveway apron to all existing right-of-way features as noted above



If you have any questions, please do not hesitate to contact the City Infrastructure Department at cityinfra@pickering.ca.

1. Applicant Information

First Name _____ Last Name _____

Street Address _____ City _____

Postal Code _____ Telephone _____

Email Address _____

1.1 Owner's Information (if different from above)

First Name _____ Last Name _____

Street Address _____ City _____

Postal Code _____ Telephone _____

Email Address _____

2. Project Type (Check Appropriate Box)

- ☐ Driveway Access – Curb Cut
☐ Driveway Widening
☐ Culvert

2.1 Project Details

Street Address _____

Existing Entrance Width _____

Proposed Entrance Width _____

Please advise the nature of use for the proposal.

☐ Required Sketch Attached

2.2 Curb Cut Measurements

Left Side (in metres) _____ Right Side (in metres) _____

2.3 Culvert Details

Left Side (in metres) _____ Right Side (in metres) _____

☐ New Access

2.4 Associated Development Application or other Permit (if applicable)

Application	File Number
☐ Building Permit	
☐ Site Plan Approval	
☐ Development Agreement	
☐ Other	

3. Declaration/Authorization

I do hereby certify that:

☐ I am the owner herein. I am a duly authorized agent of the owner. I am an officer/employee of the owner. I have the authorization of the owner to make this application, and shall provide written evidence thereof, if requested. I understand that this permit does not grant municipal approval to park on the boulevard contrary to municipal traffic parking by-law. The statements contained herein are true and made with a full knowledge of all relevant matters and circumstances connected with the requested works.

Applicant Signature

Date

City of Pickering Office Use Only

File Number:
Application Fee:
Date Received:

1. Zoning By-law Review (City Development)

Zoning:	By-law:		
Provision	Required	Proposed	
Lot Frontage			
Landscape Open Space			
Maximum Driveway Width			
Parking			

Additional Zoning Comments (if applicable)

2. Work Order Information (City Infrastructure)

- ☐ Curb Cut
- ☐ Culvert Access up to 9 metres x up to 400 mm diameter
- ☐ Culvert Access greater than 9 metres to 15 metres x up to 400mm diameter
- ☐ Culvert Access, 3 metres extension and coupler
- ☐ Culvert Access, 6 metres extension and coupler
- ☐ Culvert Access, Other (T&M)
- ☐ Rural Access, No Culvert

City Approval Signature

Date

Personal information contained on this form is collected pursuant to the *Municipal Act* and the *Municipal Freedom of Information and Protection of Privacy Act*. This information is collected to process your Driveway Apron Widening Application. Any questions related to the collection of this information should be directed to the City Clerk, One The Esplanade, Pickering, ON L1V 6K7, 905.420.4611.