

**Building and Planning
Services Department**

82 Erie Street, 3rd Floor
Stratford, ON N5A 2M4
Phone: (519) 271-0250
Fax (519) 271-5966
www.stratford.ca



Driveway Permit Application

WORK SHALL NOT COMMENCE UNTIL A PERMIT HAS BEEN ISSUED

PERMIT NUMBER: _____ DATE RECEIVED: _____

Please fill in all required information, as well as complete a diagram of the proposed driveway work. In addition to the application, we also require that you submit a copy of your legal lot survey (if available). Please include your payment with the completed application. Payment is non-refundable. The City of Stratford will contact you to advise the outcome of your application. Please allow five working days for the application to be processed.

Residents who widen their driveways or add driveway(s) without City approval are subject to fines and/or legal action. An excerpt of By-law 10-2022 is attached.

Application Checklist:

- Completed Application
- Driveway Permit Application Fee
- Proposed Diagram
- Copy of Legal Lot Survey (if available)

Comments or questions concerning this application can be directed to:
Telephone (519) 271-0250 ext. 5345, Fax (519) 271-5966
Email: building@stratford.ca

Municipal Address of Driveway: _____

Property Owner

Owner: _____

Address: _____ City: _____

Postal Code: _____ Phone: _____ Fax: _____

Email: _____

AUTHORIZATION

Authorization of Owner for Applicant to Make the Application

Please complete this section if the application is being submitting by an applicant on behalf of the owner:

I, _____(print name) am the owner of the land that is the subject of this application and I authorize _____ to make this application on my behalf.

Dated at (City) _____ ONTARIO on (date) _____

SIGNATURE OF OWNER _____

PRINT NAME OF OWNER _____

DECLARATION

It is understood that the issuance of a permit shall not be deemed a waiver of any of the requirements of all applicable Ontario Statutes and/or By-Laws and Regulations of the City of Stratford.

I am the Owner or Authorized Agent of the owner named in the above application and I certify the truth of all the statements or representations contained therein or attached thereto. I agree, if a permit is issued, not to depart from the plans and specifications proposed in this application.

Dated at (City) _____ ONTARIO on (date) _____

SIGNATURE OF OWNER OR AGENT _____

PRINT NAME OF SIGNATURE ABOVE _____

NOTICE OF COLLECTION

The personal information collected on this form is collected under the authority of the *Municipal Act, 2001* and will be used by Infrastructure and Development Services staff for the purpose of reviewing this application, to regulate driveway widening and for administrative purposes. Questions about the collection and use of this information may be made to the City Clerk, P.O. Box 818, Stratford, ON, N5A 6W1 or by telephone 519-271-0250 extension 5329 during business hours.

Excerpt from Bylaw No – 10-2022

b) The maximum width of a driveway associated with:

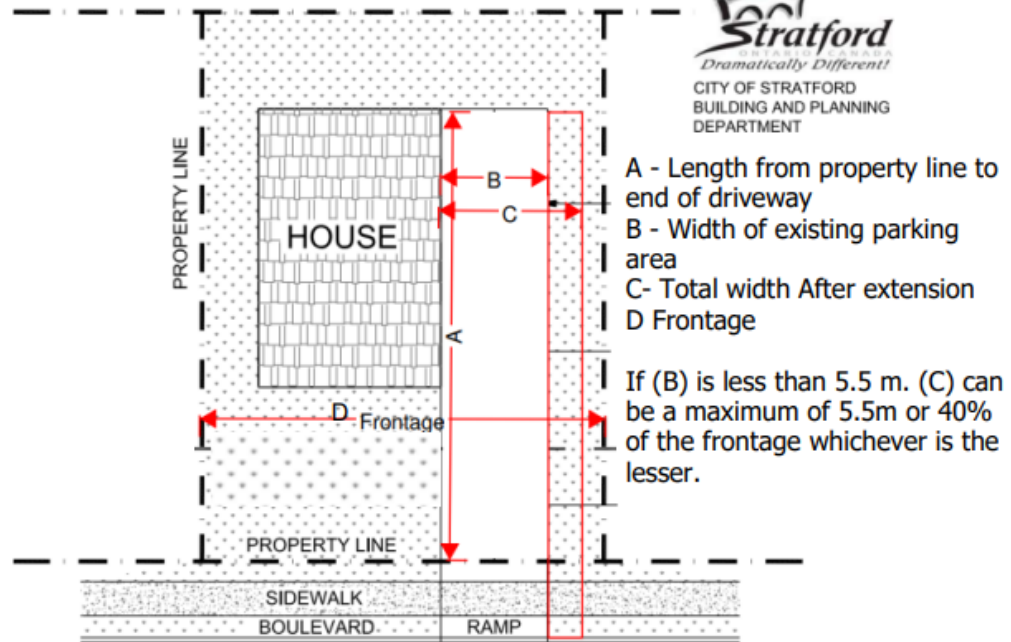
i) a dwelling shall be 8.0 m, except that:

- no driveways shall exceed in total width, one-half the width of the lot facing the street; and,
- no driveway leading directly to a parking area shall exceed the width of the parking area to which the driveway leads, within the required yard setback. Notwithstanding, where a parking area is 5.5 m in width or less, the driveway may have a maximum width of 5.5 m or 40% of the width of the lot, whichever is the lesser.

ii) an industrial use in an Industrial Zone shall be 10.0 m; and

iii) any other use or building not specified herein shall be 9.0 m; which shall be measured parallel to the street, at any point on the lot closer to the street than the setback required.

ZONING DIAGRAM



A required parking space shall have a minimum width of 2.4 m and a minimum length of 5.6 m

When the parking space abuts a lot line, wall or other obstruction 0.2 m or more in height the minimum width must be 3.0 m

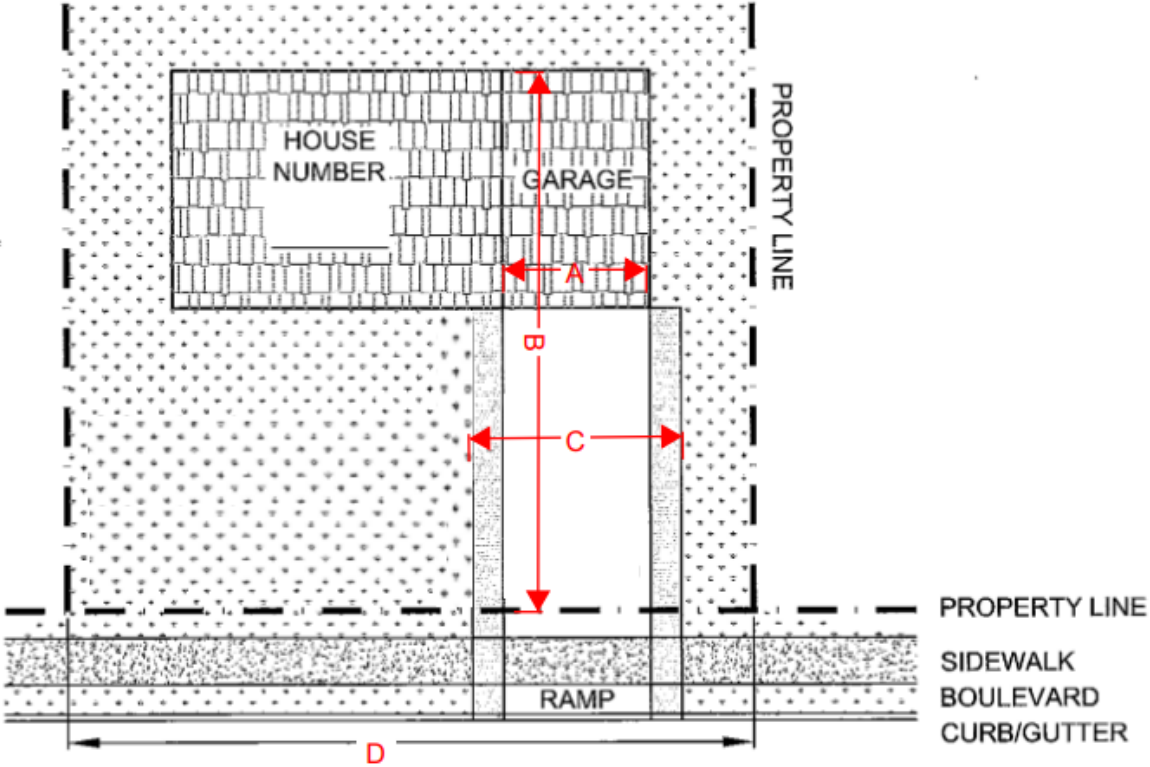
Driveway - Means a vehicle access provided between a street or lane and a parking area or a loading or unloading space, or between two parking areas but does not include a parking aisle

Parking Area - means an area provided for the parking of motor vehicles, and includes and related parking aisles and parking spaces including a private garage but does not include any part of a street or lane or driveway.

Parking Space - means a portion of a parking area, exclusive of any aisles, to be used for the temporary parking of motor vehicles.

Lot Frontage - means the horizontal distance between the side lot lines of a lot parallel to the front lot line.

SAMPLE DRAWING OPTION 1 - DRIVEWAY PERMIT



Notes: Please show the dimension for each item

- A - EXISTING WIDTH OF PARKING SPACE _____m
- B - EXISTING DRIVEWAY LENGTH FROM PROPERTY LINE TO END OF DRIVEWAY _____m
- C - PROPOSED DRIVEWAY WIDTH AFTER EXTENSION _____m
- D - FRONTAGE _____m