



Building and Planning Services Department  
 By-law Enforcement, Building Division  
 82 Erie Street, 3<sup>rd</sup> Floor  
 Stratford ON N5A 2M4

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## Application for Driveway Permit

City of Stratford Zoning By-law #10-2022

No work shall commence until a permit has been issued.

Owners who widen or add driveway(s) without City approval are subject to fines and/or legal action. An excerpt of By-law #10-2022 is attached in Appendices A and B.

### Application Checklist

- Application Form Completed in Full
- Application Fee(s)
- Proposed Diagram of Driveway Alteration
  - o For a sample drawing, please refer to Appendix C
- Copy of Legal Lot Survey (if available)

### Property Information:

Municipal Address of Driveway		
Type of Dwelling	<input type="checkbox"/> Single Family	<input type="checkbox"/> Townhouse
	<input type="checkbox"/> Semi-detached	<input type="checkbox"/> Bed and Breakfast
Property Owner		
Property Owner Mailing Address		
Property Owner Phone Number		
Property Owner Email Address		

### Applicant or Agent Information:

Applicant/Agent Name	
Mailing Address	
Phone Number	
Email Address	

### Company Completing Work:

Company Name	
Contact Name	
Mailing Address	
Phone Number	
Email Address	

### Project Information:

Work Proposed	<input type="checkbox"/> Existing driveway widening <input type="checkbox"/> Adding additional driveway Number of existing driveways: _____
Is a Curb Cut Needed?	<input type="checkbox"/> Yes <input type="checkbox"/> No
What Material will be used to Surface the Driveway?	
Does the Property Contain: <i>Check any/all that apply</i>	<input type="checkbox"/> Attached Garage <input type="checkbox"/> Detached Garage <input type="checkbox"/> Carport
Existing Parking Space Width	Meters: _____ OR Feet: _____
Proposed Driveway Width	Meters: _____ OR Feet: _____
Total Lot Frontage	Meters: _____ OR Feet: _____

### Authorization

To be completed if the application is being submitted by an agent 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.

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Date



## Declaration

The issuance of a permit shall not be deemed a waiver of any requirements of applicable Ontario Statutes and/or By-laws and Regulations of the City of Stratford.

I am the Owner or Authorized Agent(s) of the Owner named in the above application, and I certify the truth of all 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.

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Signature of Applicant

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Date

### **Notice of Collection**

The personal information collected on this form is collected under the authority of the *Municipal Act* and will be used by City staff for the purpose of processing 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 ext. 5329 during business hours.

If you require this form in an alternate format, contact the Building and Planning Services Department at 519-271-0250 extension 5345.



## Appendix A - Excerpt from City of Stratford Zoning By-law #10-2022

### Section 5.3 Driveway, Parking Aisle and Parking Area Dimensions

#### 5.3.1 Driveway and Parking Aisles Dimensions

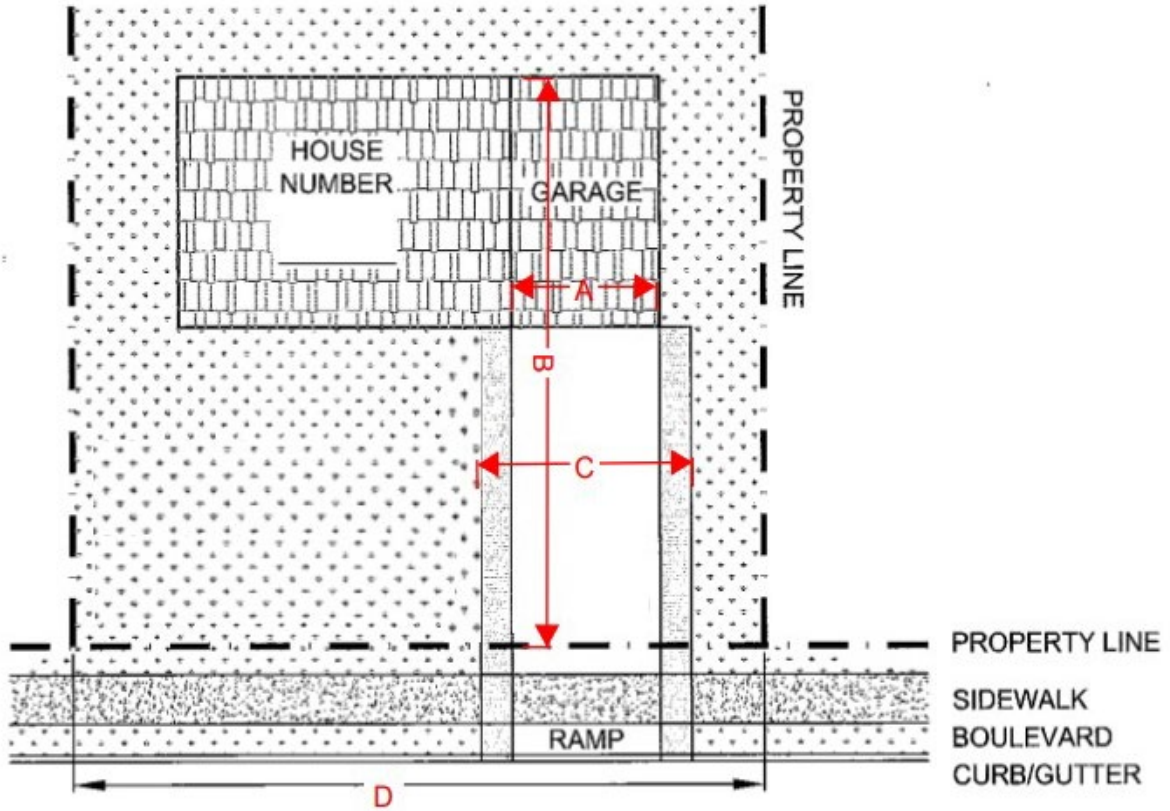
- b) For all Residential Zones, the maximum width of a *driveway* shall be the lesser of 8.0 m or 50% of the frontage of the lot, measured along the street line. Within any required yard, no driveway providing access to a parking area shall exceed the width of the parking area.
- c) For all Industrial Zones, the maximum width of a driveway shall be 10.0 m, measured along the street line; and
- d) For all other Zones, the maximum width of a driveway shall be 9.0 m, measured along the street line.

Driveways are further regulated through the following sections:

- Section 5.2 Parking Space Dimensions and Requirements
- Section 5.3 Driveway, Parking Aisle and Parking Area Dimensions
- Section 5.4 Barrier Free Parking Space Requirements



## Appendix B - Sample Drawing for Driveway Permit Application



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



## Appendix C – General Information and Definitions

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

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

**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 any 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 parking 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.

