

Entrance permit application



Remit this form in person with payment (cash, debit, cheque only) to City Hall, Building Services, third floor.

Project address: _____

Zoning of property: _____

Determine zoning by visiting [Zoning By-law Schedule A: Defined Area Maps](#) at guelph.ca, or contact Building Services at 519-837-5615.

Additional instructions as required: _____

A. Applicant Information

Last name: _____ First name: _____

Mailing address: _____

Postal code: _____ Province: _____

Phone number: _____ Email: _____

Site contact: _____

Site contact phone number: _____

B. Maximum driveway widths by residential zoning

- R.1A zone maximum: 7.5 metres
- R.1B zone maximum: 6.5 metres
- R.1C zone maximum: 6.0 metres
- R.1D zone maximum: 5.0 metres
- R.2 zone maximum: 3.5 metres
- R.3 zone maximum: The driveway shall not exceed the width of the garage, as measured from the outside walls of the garage, **or** no more than 50% of the widest of the front yard, whichever is less. Minimum driveway width is 3 metres.
- R.4 zone maximum: Subject to Site Plan approval

Note: Specialized zones may have different maximum widths.

C. Curb cut/fill application

Step 1: Take measurements

Measurements for curbs are taken to and from the bottom of the curb drop (where it meets the gutter). Left and right are determined by facing the property from the

road. The existing curb drop width plus the curb cut minus the curb fill (if applicable) must be no greater than the maximum driveway width.

Existing curb drop width **in metres**: _____

Maximum driveway width **in metres**: _____

Step 2: Calculate fees

A \$25.00 administration fee will be added to the grand total.

Curb cut: Minimum \$60.00 fee per cut. Minimum cut measurement 0.4 metres.

Location	Measurement in metres	Fee	Total
Left side		\$60.00 per metre	
Right side		\$60.00 per metre	
New driveway location		\$55.00 per metre	

Curb fill: Minimum \$400.00 fee for each requested fill.

Location	Measurement in metres	Fee	Total
Left side		\$400.00 per metre	
Right side		\$400.00 per metre	

Important information

- Curb cuts are generally completed within 1 to 3 months, however the City does not determine or guarantee the schedule. A third-party contractor completes the work in a manner that is efficient with respect to geographic location, and makes no guarantee of delivery time. The City recommends applying for a curb cut well in advance.
- All curb fills will be included in the next available annual tender (approximately late spring or early summer) and completed approximately by the following November.
- All applications require a site visit prior to approval to check for constructability and distance from obstructions. Applicant will be contacted by the City if there are any issues preventing the approval of this application.
- If the curb and sidewalk are close together, as determined by the City, an additional fee (to be determined by the City upon review) to replace the sidewalk to accommodate the requested curb cut will be required prior to approval of this application.

D. Culvert application

Length of culvert **in metres**: _____

Diameter of culvert **in metres**: _____

Width of driveway **in metres**: _____

Installation by applicant's forces

Attach an approved site plan to this application. The applicant's contractor must have a valid [street occupancy permit](#) in place throughout the duration of all work on City property. City of Guelph SD-31 and SD-40 form part of this application.

- Inspection fee \$400.00
- Administration fee \$25.00

Installation by City forces

The cost of the installation will be estimated by the City, and a deposit for the full amount will be required. The applicant will be responsible for all actual costs, and the balance will be either refunded or invoiced.

- Administration fee \$25.00

Collection of Personal Information

Personal information is being collected and will be used for the purposes of communicating with the applicant and connecting them to the permit and payment.

Personal information, as defined by Section 2 of the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA), is collected under the authority of the Municipal Act, 2001, and in accordance with the provisions of MFIPPA.

If you have questions about the collection, use or disclosure of this personal information please call 519-822-1260 extension 2349 or email privacy@guelph.ca.

Alternate formats of this document are available as per the Accessibility for Ontarians with Disabilities Act by contacting Engineering and Transportation Services at 519-822-1260 or email engineering@guelph.ca.

For use by Principal Authority

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