



**Town of Saugeen Shores**  
**Protective Services – Building Department**

600 Tomlinson Drive, P.O. Box 820

Port Elgin ON N0H 2C0

Telephone: (519) 832-2008 Fax: (519) 832-2140

Toll Free: 1-866-832-2008 [www.saugeenshores.ca](http://www.saugeenshores.ca)

**DRIVEWAY PERMIT APPLICATION**

**Regulations**

1. All fees and approvals are required prior to issuance of a building permit or starting work.
2. No construction or landscaping on municipal lands save and except for approved work.
3. All costs for tree removal and/or replacement will be the expense of the applicant.

|   |   |
|---|---|
| <b>Residential Zone (3 dwelling units or less)</b>  |   |
| <b>DRIVEWAY AND ACCESS REQUIREMENTS</b>   |   |
| Driveway Width (minimum)  | 3.0 m   |
| Driveway Width (maximum)  | 7.5 m or no more than 50% of the lot frontage for lots less than 15 m   |
| Number of Driveways (maximum)   | 1 driveway for the first 15 m of street line<br>2 driveways for the first 30 m of street line<br>Plus 1 additional driveway for each additional 30 m of street line thereafter. |
| <b>YARD(S) IN WHICH PARKING AREA PERMITTED</b>  |   |
| <ul style="list-style-type: none"> <li>- Interior side yard and rear yard</li> <li>- No part of any parking area shall be located closer than 1 m to any lot line</li> <li>- No more than 50% of the area of a front yard or exterior side yard of any lot in a Residential Zone shall be devoted to parking area</li> </ul>  |   |
| <b>SURFACING</b>  |   |
| As per Section 3.24.9 of Zoning By-law 75-2006, all driveways in urban areas shall comply with the Town of Saugeen Shores Engineering Development Manual. The homeowner/ builder will be required to hard surface the driveway apron (the area between the paved portion of the street and the front lot line). If there is a sidewalk located through the driveway, the homeowner is required to hard surface the Town property on both sides of the sidewalk. |   |
| <b>Agricultural Zone</b>  |   |
| Driveway Width (minimum)  | 3.0 m   |
| Driveway Width (maximum)  | 10.0 m  |
| Number of Driveways (maximum)   | 1 driveway for the first 30 m of frontage plus 1 additional driveway for each additional 30 m of frontage thereafter, to a maximum of 3 driveways                               |
| <b>YARD(S) IN WHICH PARKING AREA PERMITTED</b>  |   |
| <ul style="list-style-type: none"> <li>- All yards provided that no part of any parking area, other than a driveway, is located closer than 3 m to any street line.</li> <li>- Driveway serving a non-residential use shall not be located closer than 3 m to a lot containing a dwelling as a principle use.</li> </ul>  |   |
| <b>SURFACING</b>  |   |
| Driveways in an Agricultural Zone shall be finished with a hard surface or treated with crushed stone or gravel.  |   |

## **Application Requirements**

The following documents are to be submitted with this application:

1. Completed Application
2. Site Plan including the following details:
  - i. Driveway location and surface type
  - ii. Approximate sewer and water service location
  - iii. Existing or proposed structures
  - iv. All dimensions and distances from property lines
  - v. Location of trees on Municipal property to be removed and replaced
3. Permit application fee of \$261.38

## **Application Process**

- An inspector will come to inspect your proposed driveway/entrance. If approved for installation, you will be contacted by staff and if requested, a signed copy of your driveway permit will be sent to you. Please allow for at least two weeks to receive driveway approval.
- The copy of the driveway permit will also indicate if you need to install a culvert under your driveway/entrance (and will give the size of culvert required).
- After the driveway/entrance has been installed, you will need to call the Building Department at 519-832-2008 ext. 118 to book a final inspection.
- If your new driveway/entrance passes the final inspection you will be contacted by staff and if requested, a copy of your entrance permit with the final inspection signature will be sent to you.



Town of Saugeen Shores
Protective Services – Building Department

600 Tomlinson Drive, P.O. Box 820
Port Elgin ON N0H 2C0
Telephone: (519) 832-2008 Fax: (519) 832-2140
Toll Free: 1-866-832-2008 www.saugeenshores.ca

DRIVEWAY PERMIT APPLICATION

PERMIT # \_\_\_\_\_

FEE: \$61.38 (cash, cheque, visa, M/C or debit)
DEPOSIT: \$200.00 (cash, cheque or debit - returned upon final inspection approval)

DATE: \_\_\_\_\_

REQUIRED INFORMATION

ROLL # \_\_\_\_\_

OWNER INFORMATION

NAME \_\_\_\_\_
ADDRESS \_\_\_\_\_ LOT \_\_\_\_\_ PLAN \_\_\_\_\_
MAILING ADDRESS \_\_\_\_\_
PHONE \_\_\_\_\_
E-MAIL ADDRESS \_\_\_\_\_

APPLICANT INFORMATION SAME AS ABOVE

NAME \_\_\_\_\_
MAILING ADDRESS \_\_\_\_\_
PHONE \_\_\_\_\_
E-MAIL ADDRESS \_\_\_\_\_

OFFICE USE ONLY

CULVERT REQUIRED: YES [ ] NO [ ] \*HDPE CULVERT REQUIRED
CULVERT DIAMETER: \_\_\_\_\_ LENGTH: MIN: \_\_\_\_\_ MAX: \_\_\_\_\_
COMMENTS \_\_\_\_\_

TREE REPLACEMENT: YES [ ] NO [ ]
\$ \_\_\_\_\_ Tree removal and replacement is applicant's expense

APPROVED FOR INSTALLATION AS SPECIFIED FINAL INSPECTION OF INSTALLATION APPROVED

BY: \_\_\_\_\_ BY: \_\_\_\_\_

DATE: \_\_\_\_\_ DATE: \_\_\_\_\_

ALL ASSOCIATED WORK PERTAINING TO THE ENTRANCE IS AT THE OWNER'S EXPENSE (CURB CUTS, ETC.)