

DRIVEWAY ACCESS PERMIT APPLICATION

I, _____, being the owner/agent, apply for a driveway access permit as shown on attached site plan and staked at/on:

Lot _____ Block _____ Plan _____ District Lot _____

Site Address: _____

I agree to construct a driveway access in conformance with the Town of Ladysmith "Typical Driveway Grades" as attached, and conditions set out in the permit. I further agree to indemnify the Town of Ladysmith from any and all claims, demands, actions, suits or other proceedings by anyone, made or brought against the Town of Ladysmith by reason of, or arising out of the work covered in this application. I further agree to maintain the driveway access in good condition and repair.

NO CONSTRUCTION IS TO COMMENCE PRIOR TO SITE INSPECTION AND PERMIT TO CONSTRUCT

Signature (Owner/Agent)

Date:

Address:

Postal Code:

Name of Owner/Agent (if different):

Driveway Access Permit Fee: \$50.00

Security Deposit: As per Building & Plumbing Bylaw

Permission has been granted to construct a driveway access to the above referenced property in accordance with the following conditions:

ALL CONSTRUCTION TO CONFORM TO THE ATTACHED DRIVEWAY SPECIFICATIONS. OWNER/AGENT IS TO ENSURE THE ROAD BOULEVARD IS MAINTAINED IN GOOD CONDITION THROUGHOUT BUILDING CONSTRUCTION PERIOD.

OWNER/AGENT CALLS INFRASTRUCTURE SERVICES FOR INSPECTION OF DRIVEWAY GRADE PREPARATION.

Signature of Infrastructure Services Department

Date

Internal Use Only

Infrastructure Services Inspection – Driveway Grade Preparation:

Date:

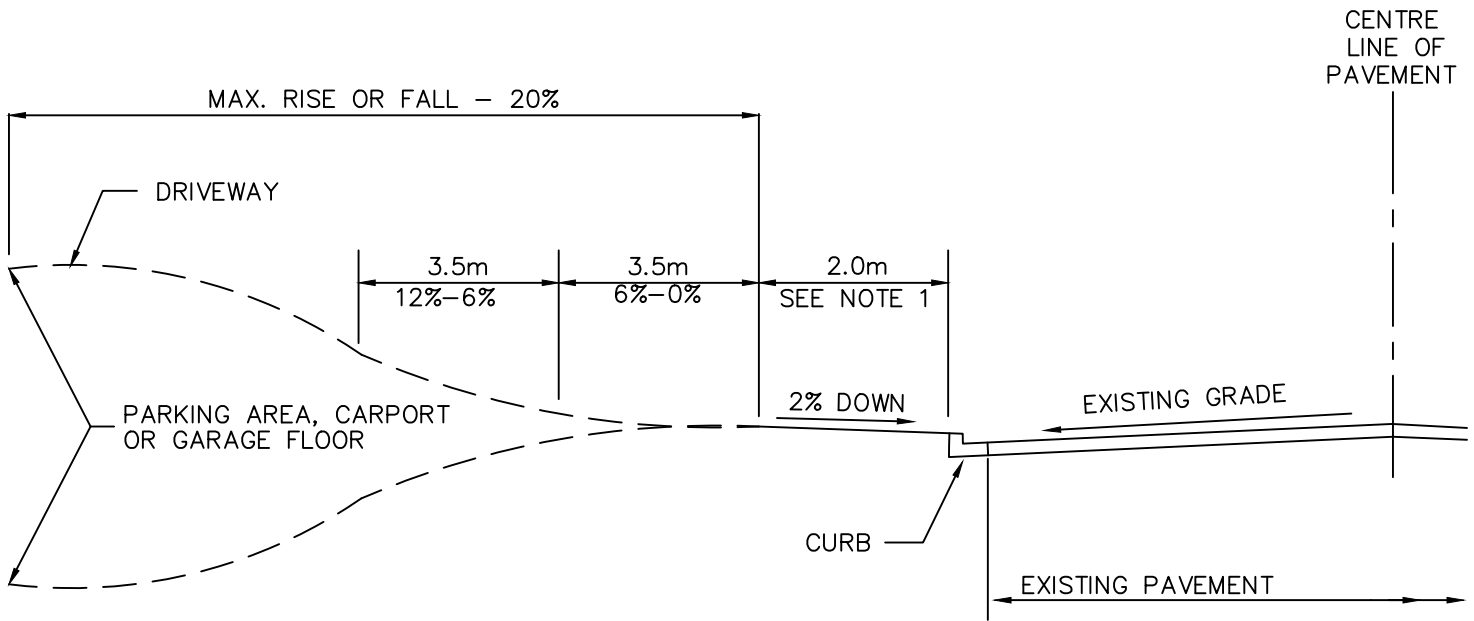
Approved:

Not Approved:

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20% = 1.2m RISE IN 6.0m RUN
(4 ft.) (20 ft.)



NOTES:

1. THE MAXIMUM GRADE OF THE DRIVEWAY SHALL BE 20% WITH A CHANGE IN RISE OR FALL NOT EXCEEDING 6% FOR EACH HORIZONTAL 3.5m THE RISE OR FALL OF THE DRIVEWAY SHALL BEGIN 2.0m BEHIND THE CURB TOWARDS THE PROPERTY.
2. THE SLOPE OF THE EDGES OF THE DRIVEWAY OR FILL SHALL BE A MAXIMUM OF 1 VERTICAL TO 1 1/2 HORIZONTAL ROCK SLOPES AND CUTS SHALL BE A MAXIMUM OF 4 VERTICAL TO 1 HORIZONTAL.
3. DRIVEWAYS ARE NOT TO EXCEED 6.0 METRES (20 FEET) IN WIDTH WITHIN THE ROAD RIGHT OF WAY.
4. MAXIMUM NUMBER OF DRIVEWAY ACCESS' PER LOT IS ONE. A DOUBLE DRIVEWAY FOR DUPLEX AND MULTIFAMILY MAY BE EXTENDED TO 7.0 METRES (23 FEET) WITHIN THE ROAD RIGHT OF WAY.
5. DRIVEWAY ACCESS MUST BE LOCATED AT A MINIMUM DISTANCE OF 7 METRES (23 FEET) FROM THE INTERSECTION OF ANY TWO ROADWAYS 0.75 METRES (2.5 FEET) FROM THE BASE OF ANY BOULEVARD TREE.
6. OWNER/AGENT IS TO SUBMIT A PLAN SHOWING LOCATION, PROFILE, OUTLINE, AND DIMENSIONS OF DRIVEWAY, BLDG LOCATION, ELEVATION OF GARAGE/PARKING AREA RELATIVE TO THE BACK OF THE EXISTING CURB & LOCATION OF EXISTING BOULEVARD PLANTINGS.
7. DRIVEWAY IS TO BE ROUGH GRADED TO PUBLIC WORKS APPROVAL.
8. ALL WATER AND SEWER ACCESSES AND/OR CLEANOUTS WITHIN THE PROPOSED DRIVEWAY SHALL BE PROTECTED IN ACCORDANCE WITH THE TOWN OF LADYSMITH STANDARDS ATTACHED.
9. EXCEPTIONS TO THIS STANDARD WILL BE ALLOWED ONLY AT THE DISCRETION OF THE TOWN ENGINEER.



TOWN OF LADYSMITH
ENGINEERING STANDARD

TYPICAL DRIVEWAY GRADES.

DATE: MAR 2026

APP. BY:

DRAWING No.

R10

REV.

05