



City of Hamilton  
 Hamilton Municipal Parking System  
 80 Main St. W.  
 Hamilton, Ontario, L8P 1H6  
 905-540-6000

# DRIVEWAY ACCESS & RESIDENTIAL BOULEVARD APPLICATION

January 1, 2024 to December 31, 2024

## 1. APPLICATION REQUIREMENTS

Application must be submitted by the current property owner(s) or may be submitted on behalf of the property owner. The following documents are required in order to proceed with the application:

- An application form with all fields completed; and
- A detailed drawing of the proposed driveway (measurements in metres).
- Note: There will a **non-refundable application fee of \$472 which includes HST.**
  - *In addition to the application fee, upon approval of the driveway, there will be an additional cost for the construction of the approach ramp.*

## 2. PROPERTY, APPLICANT & OWNER INFORMATION

Property Address:		Postal Code:
Mailing Address:	City:	Postal Code:
Applicant Name:		
Applicant Address:	City:	Postal Code:
Applicant Email:	Applicant Phone No.:	
Owner Name:		
Owner Address:	City:	Postal Code:
Owner Email:	Owner Phone No.:	

## 3. TYPE OF REQUEST (SELECT ONE)

- Construct a new driveway and/or driveway approach
- Modify an existing driveway and/or driveway approach
- Construct or modify a new driveway with a culvert

## 4. APPLICATION SIGNATURE

Applicant Signature: \_\_\_\_\_ Date (MM/DD/YYYY): \_\_\_\_\_

**Collection Notice:**

Personal information, as defined by the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c.M.56, as amended (MFIPPA) is collected under the authority of sections 227 and 390(1) of the Municipal Act, 2001, S.O. 2001, c. 25 as amended, and in accordance with the provisions of MFIPPA. Personal information collected through the Driveway Access and Residential Boulevard Parking Application will be used solely for the purpose of issuing Driveway Access and Boulevard Parking Permits. Information collected for this initiative may be stored on servers located in Canada and may be subject to Canadian laws. By providing your email address, you are consenting to receiving emails from the City of Hamilton and/or their agents/contractors related to your driveway application. If you have questions or concerns about this collection, please contact the Senior Project Manager of Parking Planning, 80 Main St. W., Hamilton, Ontario, L8P 1H6, 905-540-6000, parking@hamilton.ca.

The City of Hamilton will use reasonable means to protect the security and confidentiality of information sent and received using electronic communication. However, due to risks such as accidental disclosure or interception by parties not intended to receive the information, we cannot guarantee the security and confidentiality of electronic communication and will not be liable for the improper disclosure of confidential information that is not the direct result of intentional misconduct of the City and/or its staff. You have been advised of the risks and have consented to receiving information in this manner. If, at any time, you wish to cease communicating by electronic means, please contact the sender.

## 5. SUBMIT THE APPLICATION

- Send a completed application and site plan/drawing to [Parking@hamilton.ca](mailto:Parking@hamilton.ca)
- Payment will be taken by Visa or Mastercard. Staff will contact the applicant after the application is processed to take payment over the telephone.

## DRAWING OR SITE PLAN REQUIREMENTS

The sketch or site plan must include the following measurements (in metres)

- (A) Location **and** dimensions of the existing (if present) **and/or** the proposed driveway;
- (B) Location **and** dimensions of the front porch, stairs and any walkways;
- (C) The distance between the front of the house to the start of the City sidewalk or edge of roadway if no sidewalk present;
- (D) The width of the property (side lot property line to side lot property line); and
- (E) The distance between the corner of the home and the edge of the driveway.

**Sketch Example:**

