

**Residents are required to obtain approval to construct or widen a driveway access across the municipal boulevard connecting legal parking spaces on your property to the City street.**

All driveways, regardless of new construction or modification solely on your property, are subject to the zoning for your property. The issuance of access approval does not suggest the approval for property land use. It is the applicant's responsibility to determine the land use conforms to the Zoning Bylaws or is subject to Site Plan Control. Contact the Development Planning Section for clarification (905) 546-2424 ext. 1355 or 2799.

### **Typical Driveway Dimensions**

Parking spaces are typically 2.7 – 3.0 metres wide by 6.0 metres long. Parking spaces must be accommodated entirely on your property\*. Required parking spaces for site plans/building permits are subject to the Zoning requirements for your property.

City standards allow single wide driveway approaches 2.7 – 3.6 metres wide and double wide approaches 5.4 – 6.1 metres wide, not including flared transitions into the roadway. This applies to the portion of the driveway on City property, the portion of driveway on private property is subject to the Zoning By-Law.

The portion of the driveway on the municipal boulevard must be perpendicular to the road.

\*If your property is in what was the City of Hamilton prior to amalgamation, you may be eligible to install a driveway with the parking space encroaching on the City boulevard. See the Boulevard Parking Requirements & Acknowledgement Form for more information.

### **Establish limitations for your property:**

#### **Determine your Zoning**

- Enter your address in the search at the top of the [interactive map](#).
- Click somewhere on your property away from the address pin to open the zoning details. You will need your Zoning Code and Parent By-law Number.
- Click on the Parent By-law URL link to go to the City's Zoning By-laws where you can research the requirements for your Zone in your Zoning By-Law.

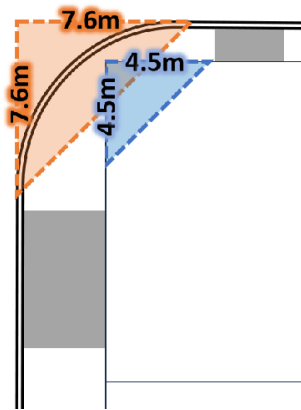
#### **Determine your Property Lines**

- Back on the Interactive Zoning Map, zoom into your property.
- Apply an Airphoto from the Basemap Gallery in the tool bar at the bottom of the map.

- Using the Measure function from the same tool bar, you can get an approximate measurement from the back of curb or back of sidewalk to your front property line. Similarly, your side property lines can be estimated by measuring from your house, fence, shed etc.
- Historic surveys or site plans may be available through the [land registry](#) for a nominal fee to facilitate more accurate determination of property lines.

Your driveway cannot cross the extension of your side lot line, in that your driveway cannot cut in front of the neighboring property.

### Intersections/Corner Properties



No portion of the driveway is permitted within the sightline triangles, which is the greater of:

- 7.6 metres from the point of intersection of the projected curb lines, or;
- the following distances measured from the property line dividing the residential lot from the road allowance of an intersecting street.
  - 4.5 metres (local road intersection with local road),
  - 9.0 metres (collector road intersecting with local or collector)
  - 15 metres (any intersection with an arterial road)

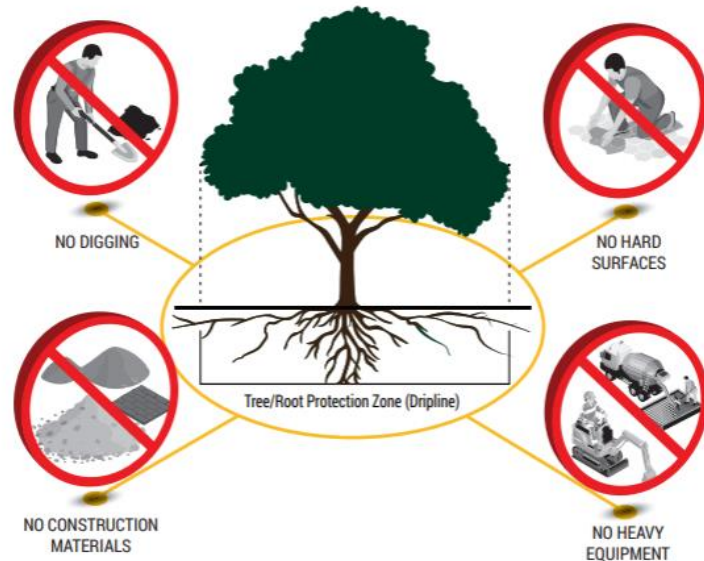
### Public Infrastructure

Driveways are not permitted within 1.0 metre of public infrastructure including, but not limited to; fire hydrants, utility boxes, streetlight/utility poles and signs.

### Trees

If there is a tree dripline within 1.0 metre of your proposed driveway that is:

- a City tree on the municipal boulevard.
- a private tree subject to either the Dundas Tree Protection By-Law or the Ancaster Tree Protection By-Law. (If you are unsure if one of these by-laws applies contact Property Standards at 905-546-2424 ext. 2782.)



You require approval from City Forestry, in writing, as part of your driveway application. Contact Forestry at [urbanforest@hamilton.ca](mailto:urbanforest@hamilton.ca).

Damage to public trees can result in fines up to \$10,000.

### Doors & Stairs

An unobstructed 1.0 meter minimum of clear space is required in front of the full width of an egress door, stair or ramp access. Your parking space cannot encroach on this area. E.g. if you wish to widen your driveway in front of your door, the section of driveway from the door would need to be at least 7 meters long from the door to the property line for a 6 meter long parking space.

### Prepare you diagram:

All applications require a site plan/property diagram which must:

- Include the property address.
- Be fully legible when printed on a 8.5 x 11 page
- Be to scale, all components of the drawing must be proportional to one another.
- Clearly show all structures and landscaped features in proximity to the driveway, including the curb/street edge, sidewalks, trees, raised planting beds, porches, sheds, fences, garages etc.
- Show all property lines.

- Any right of way and/or easements.
- Include labels for all key features.
- Clearly distinguish between any existing driveway and the proposed.
- All key dimensions in **METRES** to one decimal place (e.g. 3.4 m), including but not limited to:
  - Width of driveway
  - Length of driveway from back of sidewalk to house/garage/end.
  - Length of driveway from property line to house/garage/end.
  - Width of driveway.
  - Shortest distance from driveway to nearest property line
  - Distance from driveway to any trees or utilities.

Complete the [application form](#) and submit to [parking@hamilton.ca](mailto:parking@hamilton.ca).

You will be required to pay a non-refundable application fee of \$507 (incl. HST) prior to your application being reviewed.

You will also be responsible for all costs associated with the City installing/modifying the approach ramp, in addition to any private costs incurred to construct/modify the driveway itself.

Upon issuance of an access permit, the City's Public Works Department will provide a cost estimate to install (or widen an existing) driveway access ramp. The cost estimate will be provided directly to the property owner. A single driveway approach ramp typically costs between \$1,500 and \$2,500 whereas a two-vehicle driveway approach ramp typically costs between \$2,000 and \$3,500. The actual cost will vary depending on the work involved such as apron width, an adjacent catch basin, and affected sidewalk and curb areas.

Approach ramps must be completed by the City. Applicants are not permitted to hire their own contractor for approach construction. Approach ramp construction is seasonal, generally from April to November. Applications submitted after August 1 are generally installed in the following year's construction season.

False information or missing information will result in delays as we clarify your application. Delays in approval of your application for Access Permit, can be mitigated by your diligence in following this guide.

### **Application Checklist**

- ☐ Confirmed zoning requirements for your driveway including permitted width, parking

space size, location with respect to the house/garage, and greenspace.

- ☐ Confirmed your property lines.
- ☐ Portion of driveway on the municipal boulevard is 2.7-3.6 m, or 5.4-6.1 m wide.
- ☐ Proposed driveway is not within an intersection sightline triangle.
- ☐ Checked requirements for any trees whose dripline is within 1.0 m of proposed work.
- ☐ Confirmed no public infrastructure within 1.0 m of proposed work.
- ☐ Property diagram meeting all listed requirements.

Submit to [parking@hamilton.ca](mailto:parking@hamilton.ca).