



**ACCESS PERMIT APPLICATION**  
for Industrial, Commercial, Institutional,  
Multi-Residential and Farm Properties  
(Permanent & Temporary)

**DESCRIPTION AND LOCATION OF PROPERTY**

Property Owner:				
Contact Name:				
Property Address:				
Home Phone:		Work Phone:		Ext:
Cell Phone:		Fax Number:		
Email Address:				

**Property Class:**  
 Industrial     Commercial     Institutional     Multi-Residential     Farm

**Access Located on the:**  
 \_\_\_\_\_ side of \_\_\_\_\_ about \_\_\_\_\_ of \_\_\_\_\_  
North/East/ South/West                  Street Name                  Metre(s)                  North/East/ South/West                  Street Name

**Permit Required to:**  
 Construct a New Entrance  
 Relocate or Change the Design of an Existing Entrance  
 Construct a Temporary Entrance or use any part of the Right-of-Way of a Highway as means of Temporary Access to and from a property

**Additional Details:**  
 Are you changing the use of your property?  
 What type of vehicles will be using the driveway?  
 What width of driveway are you proposing?

**All work on road allowance must be completed by the City of Hamilton crews or by a contractor bonded by the City. Please provide contractor information below if the latter is applicable:**

Bonded Contractor:	Phone:
Contractor Address:	Fax:

**DECLARATION OF APPLICANT**

I HEREBY CERTIFY THAT THE INFORMATION CONTAINED IN THIS FORM IS TRUE TO THE BEST OF MY KNOWLEDGE.

\_\_\_\_\_ Name of Applicant                                  Signature of Applicant                                  Date

<b>PAYMENT METHOD</b>	<b>NOTE: Access permit fee is payable at time of application.</b> Credit Card payments may be processed over the phone by calling (905) 540-5920	
	<input type="checkbox"/> <b>CHEQUE</b> (payable to City of Hamilton) <input type="checkbox"/> <b>CASH</b> <input type="checkbox"/> <b>VISA</b> <input type="checkbox"/> <b>MASTERCARD</b>	
	VISA/MC #	EXPIRY
	_____ Name on Card	_____ Signature

## TERMS & CONDITIONS

1. This permit is not valid until a signed copy is received by the City of Hamilton Corridor Management Section.
2. It is the responsibility of the Owner/Applicant to contact **ONTARIO ONE CALL Ltd. (1-800-400-2255)** for all utility locates prior to excavation. Any required utility relocation(s) as a result of this access must be to the satisfaction of the respective utility company. All access works, including relocation of utilities, will be at the expense of the Owner/Applicant.
3. All work on road allowance must be completed by the City of Hamilton crews or by a contractor bonded by the City.
4. Road surfaces and sidewalks must be kept clear of debris and/or obstructions to avoid hazard or inconvenience to the public.
5. The Applicant must not cut, trim or interfere with any trees in the road allowance without City of Hamilton approval. For further information regarding tree protection please contact the Urban Forestry Protection Coordinator at (905) 546-2424 ext. 7375.
6. Any change from the approved plans shall be subject to re-approval by the City of Hamilton.
7. Fencing, gates, curbing, etc shall not be constructed or installed on the road allowance unless approved by the City of Hamilton.
8. Sidewalks shall be restored to City of Hamilton specifications.
9. The permit is issued for the use as stated on the permit and is valid for (1) year from the date of issue. Permit extensions must be approved by the Geomatics & Corridor Management Section.
10. The use or purpose of an access must not be changed in a manner that changes the classification of the entrance.
11. The City may restrict the location of an access at the road in the interest of public safety. New accesses will not be permitted at the following locations:
  - Within the storage and taper of a left or right turn lane
  - In close proximity to intersections or bridges
  - Where sight distances do not meet minimum standards as contained in the Transportation Association of Canada (TAC) manual.
12. The finished surface of the access must not exceed the maximum permitted grade of 3% within the widened road allowance and 5% for the first 7.5m on private property.
13. Reversing of vehicles onto/from the road allowance is not permitted. An access will not be granted unless the Owner/Applicant can demonstrate a vehicle can enter the site in a forward manner, turn around on private property, and exit the site in a forward manner.

## **ACCESS PERMIT PROCEDURE**

1. Owner/Applicant is required to fill in the Access Permit application and return the application to the Geomatics and Corridor Management Section for review.
2. A detailed sketch of the proposed access must be submitted with the Access Permit application. The sketch must be to scale and the proposed width, curve radii and distance from the closest intersection must be labeled on the sketch.
3. If the proposed access was approved through Site Plan Control, we will require one copy of the approved Site Plan as well as the Development Application number.
4. The proposed access must be staked out or otherwise indicated on site, by the Owner/Applicant. The location must be easily identifiable in the field (i.e. stakes coated with a bright fluorescent paint).
5. Staff from the Operations and Waste Management Section and the Corridor Management Section will review the location of the access on site to determine if it meets municipal requirements (see Terms & Conditions above).
6. It is the responsibility of the Owner/Applicant to determine if the use of the property conforms to Zoning By-laws or is subject to Site Plan Control. The Owner/Applicant may be required to contact the Development Planning Section to determine if a Site Plan or Rezoning is necessary. A Development Planner may be contacted at (905) 546-2424 ext.1355 or 2799.
7. Operations and Waste Management staff will provide an estimate for the work to be completed. If City forces are constructing the access the full estimated amount must be paid by the Owner/Applicant before work can commence.
8. The Access Permit will be issued once all requirements are determined to be satisfied.

## **FEES & SECURITIES**

1. The 2019 Access Permit fee is \$121.31 and can be paid by cheque, Visa or MasterCard. Cheques should be payable to the City of Hamilton.
2. A \$1000.00 security cheque is required for all Temporary Access Permits. The boulevard/curbing/sidewalk must be restored to its original condition or securities will be forfeited.