Driveway Crossing Application Form

A "Driveway Crossing Application" is required when there is a request to install a new driveway, change its location, or modify its size to a property without a Building Permit that requires an access review. Please ensure all required information and attachments are provided. Incomplete applications will not be accepted

Address of Installation: _____

Contact Name: _____

Contact Phone#: _____ Email: _____

☐Application fee in the amount of $222.00 (plus tax)
☐Original Letter of Authorization from Owner (if not registered owner)

Type of Driveway Access:
☐Residential ☐Industrial ☐Commercial

Location of Driveway Crossing:
☐Keep Existing "AS IS" – No changes ☐Front Street Access ☐Lane Access

☐ Submitted a **Tree Permit** application if the proposed driveway crossing location is within any protected trees' critical root zone (CRZ). Refer to the City of New Westminster's webpage at www.newwestcity.ca, tree permits, and small projects for the step-by-step instructions.

A protected tree is any of the following:

- a tree or shrub of any size located on City-owned or occupied land;
- a tree of any species with a DBH of 20 centimetres or greater; and
- a tree with evidence of nesting by a bird, as "bird" is defined in the Wildlife Act, RSBC 1996, c 488.

☐ **SITE PLAN ATTACHED – Drawings must show the following (if applicable):**

"Driveway Crossing" means the improved portion of the Boulevard or Sidewalk specifically designated and improved to provide vehicular access to a parcel of land, and shall include the widest extent of the driveway flare (*Street and Traffic Bylaw No. 7664, 2015*).

- Standard width of a driveway crossing is 4.5m as it crosses over City property (between the road and the property line). Refer to Table 7.3 and Supplementary Drawing No. SDR-16 in *City of New Westminster Subdivision and Development Control Bylaw No. 7142, 2007* for more information.
- Driveway access must not be built within 1.5m from hydrants, 1.5m from power & street light poles, 6.0m from street corners, etc. Refer to Table 7.4 in *City of New Westminster Subdivision and Development Control Bylaw No. 7142, 2007* for more information.
- Driveway crossing must be located to access the Lane or the Street with the lower classification, unless otherwise approved by the City Engineer.
- Only one driveway access is allowed to a parcel of land, unless otherwise approved by City Engineer.
- Access off a residential street must lead to an approved parking structure or parking pad.

- Off-set measurement from the nearest property corner to the beginning of the driveway.
- Maximum grade at any point between the garage and the property line is 20%. The maximum grade at any point between the edge of the road and the property line is 8% and must allow for a sidewalk with a maximum cross grade of 2%.
- Distance between the garage/carport to property line must be at least 6.0m to ensure a vehicle can park on the driveway and not block the sidewalk.
- Lane access for detached garage must not exceed width of the garage.
- Lane access for a dedicated parking pad for secondary suite – a single parking pad cannot exceed 3.0m in width.
- Identify all existing ditch or culverts within the vicinity of proposed driveway crossing.
- Identify all existing trees within the vicinity of proposed driveway crossing.

The application will be submitted for review. Once the drawings are approved and all concerns have been addressed, we will provide an estimate for the proposed works and collect the required deposits along with the Public Works Inspection fee. Should the cost to complete the work be less than the deposits collected, the remaining funds will be returned to you. If the costs exceed the deposits, you will be invoiced the difference. Works scheduling and final inspection to be coordinated with Public Works at 604-526-4691.

Applicant Signature: _____Date: _____

For Office Use:

Amount Paid: $222.00 plus tax

Received by: _____

Folder No.: _____

File No.: _____

Customer No.:_____

Assigned to: _____

Notes: _____

_____

Date Stamp Received

Persons acting for the Property Owner as an agent (such as a contractor, or as the Permit Applicant) are required to provide a completed and signed letter of authorization.

Only original letters will be accepted.

The City of New Westminster is committed to protection your privacy. This information is collected by the City under section 26(c) of the *Freedom of Information and Protection of Privacy Act* and will be used for the purpose of administering and processing your Driveway Crossing Application. Should you have any questions about the collection or use of your personal information, please contact the FOI and Privacy Coordinator, 511 Royal Avenue, New Westminster, V3L 1H9, 604-527-4523, privacy@newwestcity.ca.

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