



Town of St. Marys
PO Box 998
408 James Street South
St. Marys ON N4X 1B6
Tel: 519-284-2340 ext 213
Fax: 519-284-0902

TOWN OF ST. MARYS – DRIVEWAY RAMP PERMIT APPLICATION

Driveway Ramp Permit Guidelines

1. A driveway ramp permit allows property owners to establish new or modify existing driveway ramps.
2. A driveway ramp permit is not required for new house construction subject to a building permit or new construction subject to the terms and conditions of a site plan agreement.
3. There is no application fee for a driveway ramp permit. All costs of works provided by the Town (ie curb cut, etc.) shall be the responsibility of the property owner.
4. Please attach an accurate drawing of the proposed driveway work including a legal lot survey if available. **All measurements to be in metric.** See page 4 of this package for drawing requirements.
5. All applications will be reviewed by the Town's Zoning Department for compliance with the provisions of the Town of St. Marys Zoning By-law.
6. The Town of St. Marys issues driveway ramp permits based on the information provided at the time of permit application and the applicant accepts liability for any unforeseen encroachment, etc. onto adjacent properties and indemnifies the Town of any costs or responsibilities therein related to any unforeseen encroachment, etc.
7. A driveway ramp permit is valid for six months from the date of issue.
8. **Work shall not commence until a driveway ramp permit has been issued.**

Driveway ramp permits issued by:
Town of St. Marys Operations Department
Municipal Operations Centre
408 James Street South, St. Marys
519-284-2340 ext 203
pwadmin@town.stmarys.on.ca

DRIVEWAY RAMP PERMIT APPLICATION

Applicant Information	
Name:	Phone:
Mailing Address:	Email:
Property Owner information (if different from Applicant)	
Name:	Phone:
Mailing Address:	Email:
Address of proposed work: _____	
Type of Driveway: Residential ____ Commercial ____ Industrial ____	
Driveway will access: Public Road Allowance ____ Private Town Lands ____	
Number of Driveway ramps currently at this address: _____	
Driveway ramp required as a result of: Land Severance ____ Relocation of Existing Driveway ____ Widening of Existing Driveway ____ Additional Driveway ____	
Will the existing driveway ramp be abandoned and removed? Yes ____ No ____	
Type of dwelling: Single family ____ Semi-detached ____ Duplex ____ Triplex ____ Four-plex ____ Town House ____ Converted Dwelling ____	
Is this property a Bed & Breakfast? Yes ____ No ____	
Existing driveway ramp width (measured at the property line):	
Proposed driveway ramp width (measured at the property line):	
Total lot frontage:	
Property zoning:	

PROPOSED DRIVEWAY RAMP REQUIRES:

1. Curb to be cut:

2. Fill in existing curb cut:

3. Sidewalk to be adjusted:

4. Signs or Guide Rail to be Removed:

5. Town trees impacted:

6. Culvert:
If culvert, diameter:

7. Remove existing culvert:

8. Headwalls:

9. Other:

FOR OFFICE USE ONLY:

Driveway ramp permit number: _____

Issue Date: _____

Permit is valid for six (6) months from date of issue.

Total estimated costs for work to be performed by Town: _____

Deposit Amount: _____

Deposit Receipt Number: _____

Additional Comments:

Driveway Ramp Permit Drawing – Guidelines

Please attach an accurate drawing to the permit application to include:

1. Property lines including all measurements.
2. Location and dimensions of dwelling and garage including distances to property lines.
3. Existing driveway including all dimensions (width to be measured at the property line).
4. Proposed driveway/driveway extension including all dimensions (width to be measured at the property line).
5. If on a corner lot, the measurement to the intersection of street lines at the corner.
6. Arrow North.

DECLARATION

I, the undersigned _____, am the authorized (owner/agent of owner) named in the above application and I certify the truth of all the statements or representations contained herein.

I understand that the issuance of a permit shall not be deemed a waiver of any of the provisions of any requirements of the Town of St. Marys Zoning By-law Z1-1997, as amended or regulations made thereunder, notwithstanding anything included in or omitted from the plans or other material filed in support of or in connection with the above application.

I understand that the Town of St. Marys issues driveway ramp permits based on the information provided at the time of permit application and the applicant accepts liability for any unforeseen encroachment, etc. onto adjacent properties and indemnifies the Town of any costs or responsibilities therein related to any unforeseen encroachment, etc.

I acknowledge that in the event a permit is issued, any departure from plans, specifications or locations proposed in the above application is prohibited and such could result in the permit being revoked.

I further acknowledge that in the event the permit is revoked for any cause or irregularity or non-conformity with the requirements of the Town of St. Marys Zoning By-law, or regulations made thereunder, there shall be no right of claim whatsoever against the municipal corporation or any official thereof and any such claim is hereby expressly waived.

Signed at the Town of St. Marys this _____ day of _____, 20____.

Owner/Authorized Agent

Witness

AUTHORIZATION FOR AGENT TO MAKE THE APPLICATION:

I _____ of the _____ in the County of _____ hereby grant permission to _____ to act as my authorized agent in obtaining a driveway ramp permit for driveway works to be conducted at _____.

Dated

Owner