

Private Approach Permit Application By-Law 2017-72



When is a Private Approach Permit required?

Being a By-Law to regulate the use of private approaches placed on municipal road allowances which provide access to private abutting lands. Without a Private Approach Permit, no person shall:

- construct new access onto adjacent municipal road allowance,
- relocate or move access to an alternate location within the municipal road allowance,
- alter or widen or change the access surface; and
- close a private approach

Instructions for Use

- Obtain copies of the Private Approach Permit Application and By-Law 2017-72 from either the City’s engineering department, Public Works office or from the City’s web site;
- Review the application and By-Law 2017-72 prior to submitting for a new Private Approach permit;
- To the best of your abilities, fill in all application sections and complete a plan drawing indicating the location of the private approach, street lines, property lines and other ancillary information (see attached example for residential property);
- Submit the application to either the City’s engineering department or Public Work’s office for review for completeness;
- If required by the City, the applicant will mark out the location of the proposed private approach for an onsite review by City staff.
- Within five business days, the City will be in contact with the applicant to finalize the permit.

Property Owner (Application must be made by Owner or Representative)

Owner Name:	Phone No.:
Address:	Postal Code:
Authorized Owner Representative:	Phone No.:
Address:	Postal Code:
Email Address:	

Address of Subject Property that Proposed Private Approach Will Service

Address (house number, street, postal code):
Legal Description (If municipal address not yet assigned):
Land Use (Discuss Commercial and Industrial Private Approaches directly with City Staff): <div style="display: flex; justify-content: space-around; padding: 5px;"> Residential Commercial Industrial Institutional </div>
Type of Installation: <div style="display: flex; justify-content: space-around; padding: 5px;"> New Private Approach Existing Private Approach (widening or altering) </div>

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Dimensions and Orientation (see example drawing)

Does Private Approach cross a curb?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If Yes, what is length (A)? Curb will need to be adjusted.	___m
Does Private Approach cross a ditch?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If Yes, what is depth (B)? Also, see Culvert Installation below (*1 and *2).	___m
Does Private Approach cross sidewalk?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If Yes, what is length (C)?	___m
Is the Private Approach a widening of an existing access?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, what is the width (D)?	___m
Is there an existing private approach on the same frontage?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If Yes, what is the width of frontage (E)?	___m
Is the Private Approach beside an adjacent lot?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If Yes, what is the distance from the edge of the access to the lot line (F)?	___m
Is the Property a corner lot?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If Yes, what is distance to edge of road (G)?	___m
Is the Private Approach Perpendicular to Road?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If No, what is angle (H)?	___°
Is there any infrastructure (pole, hydrant, sign, etc.) adjacent to Private Approach?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If Yes, what is the object (pole, hydrant, sign, etc.) and offset from edge of Private Approach?	Show on plan

Note: The dimensions provided will be indicated on the applicant's plan drawing (see Residential Drawing Example)

Culvert Installation

*1	New Private Approach will require a new culvert. Discuss with City Staff	Length of culvert _____m Diameter of culvert _____m
*2	Widened existing Private Approach will require a culvert extension(s). Discuss with City Staff	Number of culvert extensions _____ Length of culvert extension _____m, _____m Diameter of culvert extension _____m

Consideration for Private Approach

Is this a requirement of a building permit?	Yes No	If Yes, provide Permit Number and complete Private Approach Permit Application	# _____
Is this property going through a City Development review/approval process? (zoning, site plan control)	Yes No	If Yes, indicate type of review/approval process. Private Approach Permit Application is not required	_____
Are Sewer and/or Water service(s) being installed or replaced at this address?	Yes No	If Yes, then Street Work Permit and/or service contract may be required. Discuss with City staff	
Are other permits required from DFO, NBMCA, Hydro, Etc.	Yes No	If Yes, provide all Information on additional permits to City	

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Contractor

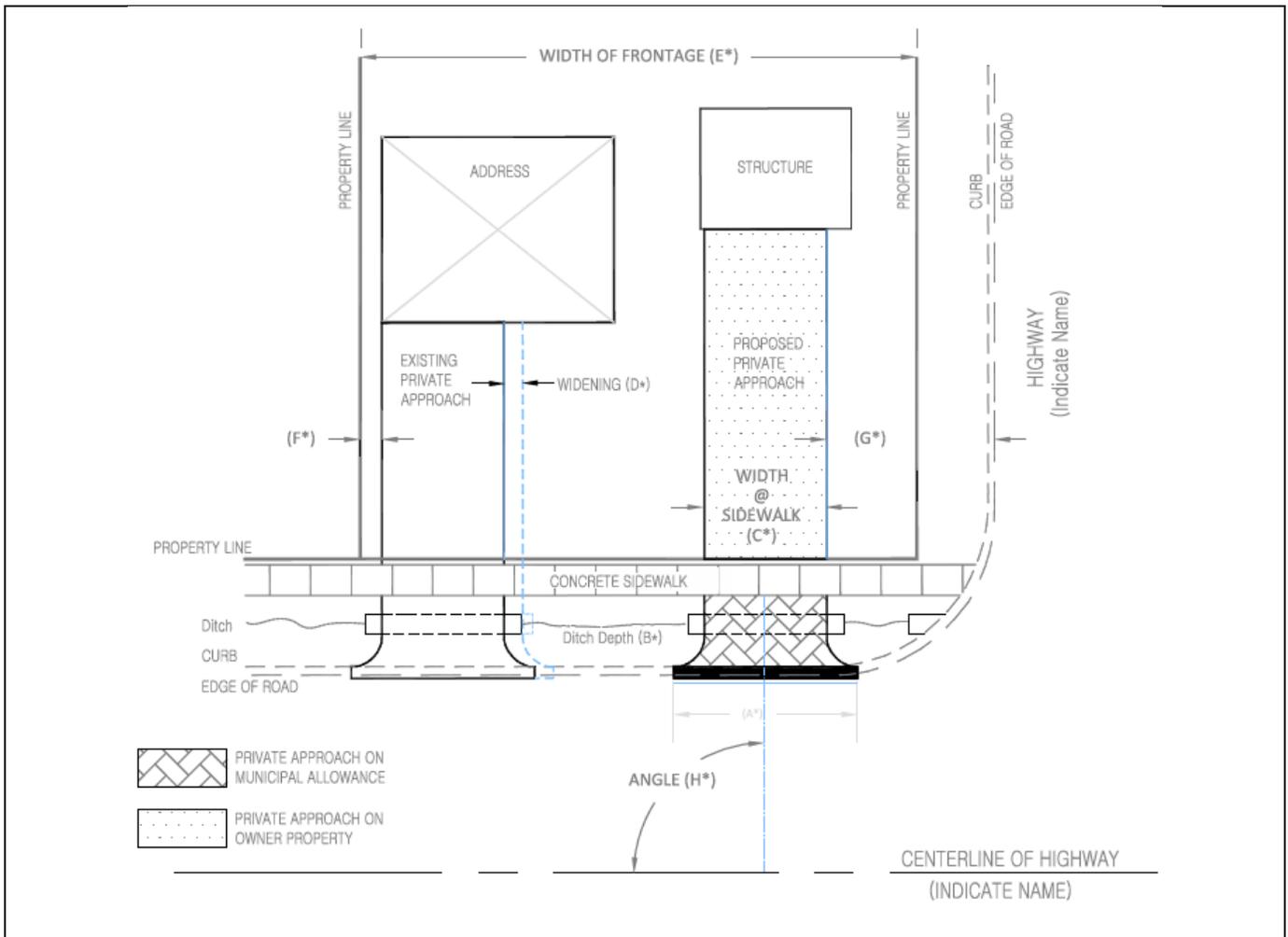
Contractor Information (Construction will be Completed By):

City Forces	Contractor (Complete below)	Other: (Complete below)
Contractor Name:	Address:	Phone Number:
Engineer/Architect:	Address:	Phone Number:

Private Approach Widths (within municipal right-of-way)

	Residential Zone Minimum Width	Residential Zone Maximum width	Commercial Zone Minimum Width	Commercial Zone Maximum width	Industrial Zone Minimum Width	Industrial Zone Maximum width
One-way Ramp	3.0m	4.3m	4.5m	7.5m	5.0m	9.0m
Two-way Ramp	6.0m	7.3m	7.2m	12.0m	9.0m	15.0m

Example of Residential Private Approach Plan of Drawing



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General Notes

1. High-density polyethylene (HDPE) will be used for culvert material and culvert extensions unless otherwise approved by the City;
2. Legal survey plan may be required from the applicant at the City Engineers request;
3. Street work permit and/or service contract may be required by City of North Bay Public Works and will be determined through the application review;
4. Culvert installation, curb & gutter replacement and other ancillary work within the municipal right-of-way must be completed by either an acceptable Contractor or City Forces; and
5. Prior to construction, underground utility locates must be obtained by the Contractor performing the work. If existing overhead utilities are present at driveway, the Contractor is responsible for contacting utilities to verify acceptable clearances.

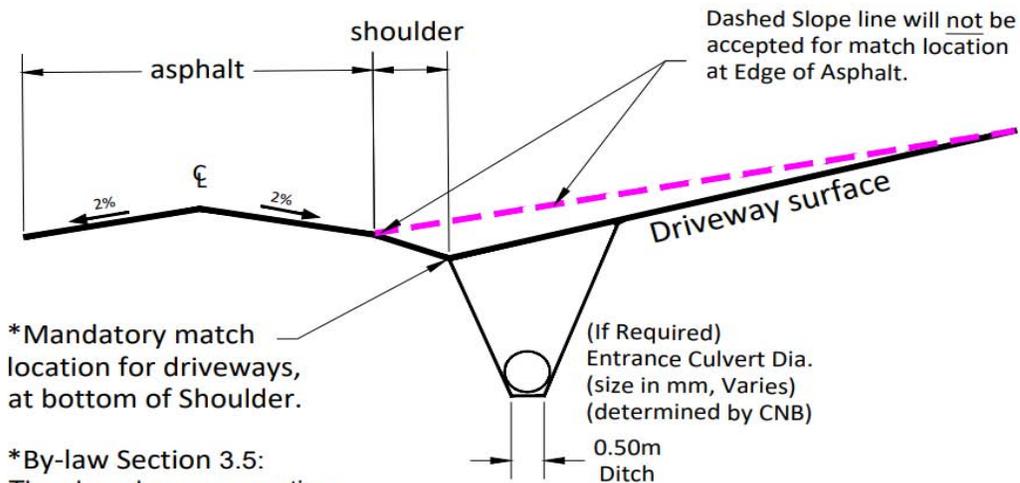
For Office Use Only

Private Approach Permit including Inspection. For construction on municipal road allowance add the cost of the street work permit	<input type="checkbox"/> Yes <input type="checkbox"/> No	\$235.00
Street Work Permit (required for any installation on municipal road allowance)	<input type="checkbox"/> Yes <input type="checkbox"/> No	\$85.00
Holdback security for construction on municipal road allowance (will be released to property owner once inspected and passed)	<input type="checkbox"/> Yes <input type="checkbox"/> No	\$1,000.00
New entrance culvert or culvert extension(s) using City of North Bay Labour and Materials. (requires a service contract)	<input type="checkbox"/> Yes <input type="checkbox"/> No	Labour and Material cost to be determined by the City
Existing Curb removed and replaced with mountable curb for access. (requires a service contract)	<input type="checkbox"/> Yes <input type="checkbox"/> No	Labour and Material cost to be determined by the City
Existing Sidewalk removed and replaced with new sidewalk to match grade of access. (requires a service contract)	<input type="checkbox"/> Yes <input type="checkbox"/> No	Labour and Material cost to be determined by the City
Where work on a Private Approach is completed on a Municipal right-of-way by a Contractor and not the City (requires a service contract)	<input type="checkbox"/> Yes <input type="checkbox"/> No	Administration cost will be determined by the City and included with the service contract.
Amount Paid		\$ _____

Permit Number: _____	Date Work To Begin (M/D/Y) _____
Authorized Signature: _____	Date Work To Be Completed (M/D/Y) _____
Date Issued: _____	

Comments:

PRIVATE APPROACH GRADING REQUIREMENTS



*Mandatory match location for driveways, at bottom of Shoulder.

*By-law Section 3.5:
The sloped or ramp portion of a private approach shall not extend into the roadway.

Insurance and WSIB requirements when applications are approved.

Include Certificate holder and additional insured:

The Corporation of the City of North Bay
200 McIntyre Street East
North Bay, ON P1B 8V6

The Vendor shall procure and maintain commercial general liability for all aspects of their operations in the provision of the Deliverables against claims for personal injury, bodily injury or property damage or loss, to the inclusive limit of not less than Five Million Dollars (\$5,000,000.00) on a per occurrence basis; and

Where the performance of the Deliverables requires the use of an automobile, the Vendor shall procure and maintain automobile liability insurance in respect of vehicles that are required by law to be insured under a contract by a motor vehicle liability policy to the inclusive limit of not less than Two Million Dollars (\$2,000,000) on a per occurrence basis for bodily injury, death and damage to property, covering all vehicles owned or leased by the Vendor; and

The Vendor shall be registered and in good standing with WSIB.

At the request of the City, the Vendor shall furnish an appropriate certificate of insurance and WSIB clearance certificate. The insurance shall not be terminated or cancelled unless written notice of such termination or cancellation is given by the insurers to the City at least thirty (30) clear days before the effective date thereof.