

# Entrance permit application



This application is for the purpose of requesting the City to have the dropped portion of the curb, at your entrance, either lengthened (curb cut) or shortened (curb fill) to better match the layout of your driveway.

**How to apply:**

- **In person with payment (cash, debit, credit card or cheque) to City Hall, Building Services, third floor, or;**
- **By email to [building@guelph.ca](mailto:building@guelph.ca) (City staff will contact you with payment instruction)**

Project address: \_\_\_\_\_

Determine the Zoning of the Property as well as the maximum driveway/curb cut permitted by contacting [zoning@guelph.ca](mailto:zoning@guelph.ca) or 519-837-5615.

Zoning of property: \_\_\_\_\_

**A. Applicant Information**

Last name: \_\_\_\_\_ First name: \_\_\_\_\_

Mailing address: \_\_\_\_\_

Postal code: \_\_\_\_\_ Province: \_\_\_\_\_

Phone number: \_\_\_\_\_ Email: \_\_\_\_\_

**B. Maximum driveway widths, by zoning of property**

Please contact [zoning@guelph.ca](mailto:zoning@guelph.ca) or call 519-837-5615 to determine the maximum driveway/curb cut width for your property.

## C. Curb cut/fill application

### Step 1: Take your measurements

Measurements for curbs are taken along the lowest part of the dropped curb. Don't include the sloped transition in any measurement. Left and right are determined by facing the property from the road. When you request a curb cut and/or a curb fill, the resultant dropped curb may not be any wider than the maximum driveway widths permitted by the zoning of the property.

**In metres**, what is the length of the dropped portion of the curb, at the entrance, currently? : \_\_\_\_\_

**In metres**, what is the maximum driveway width, according to the zoning of the property (see section B) : \_\_\_\_\_

### Step 2: Tell us what you would like to request



**Curb CUT:** Fill out this section if you are requesting to lengthen the dropped portion of the curb at your entrance.

Curb CUT fees are per metre, however **a minimum fee of \$225.00 applies to each application** to cover the cost of equipment mobilization. A \$30.00 administration fee will be added to the total. "New driveway" applies only if there is no entrance currently.

Location of CUT	Measurement in metres	Fee	Total
Left side		\$60.00 per metre	
Right side		\$60.00 per metre	
New driveway		\$55.00 per metre	
Administration fee	n/a	\$30.00	\$30.00
		<b>Total (minimum \$255.00)</b>	

**Curb FILL:** Fill out this section if you are requesting to shorten the dropped portion of the curb at your entrance.

Curb FILL fees are per metre, however **a minimum fee of \$400.00 applies to each application** to cover the cost of equipment mobilization. A \$30.00 administration fee will be added to the grand total.

<b>Location of FILL</b>	<b>Measurement in metres</b>	<b>Fee</b>	<b>Total</b>
Left side		\$400.00 per metre	
Right side		\$400.00 per metre	
Administration fee (if applying for both cut and fill, applies only once)	n/a	\$30.00	\$30.00
		<b>Total (minimum \$430.00)</b>	

### **What to expect after you apply**

- Curb cuts and curb fills do not occur during the winter months
- Curb cuts will take approximately 1 to 3 months to complete
- Curb fills will be included in the next available annual tender (approximately late spring) and will be completed approximately by the November following the tender
- If there are any issues with your application, a staff member will contact you
- Builders: Your curbs must be free and clear of debris for us to assist. You will not be contacted to clean the debris.

### **Collection of Personal Information**

Personal information is being collected and will be used for the purposes of communicating with the applicant and connecting them to the permit and payment.

Personal information, as defined by Section 2 of the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA), is collected under the authority of the Municipal Act, 2001, and in accordance with the provisions of MFIPPA.

If you have questions about the collection, use or disclosure of this personal information please call 519-822-1260 extension 2349 or email [privacy@guelph.ca](mailto:privacy@guelph.ca).

Alternate formats of this document are available as per the Accessibility for Ontarians with Disabilities Act by contacting Engineering and Transportation Services at 519-822-1260 or email [engineering@guelph.ca](mailto:engineering@guelph.ca).