



## DRIVEWAY ACCESS APPLICATION

### APPLICANT AND LOCATION:

<b>NAME:</b>	
<b>MAILING ADDRESS:</b>	
<b>PHONE:</b>	<b>EMAIL:</b>
<b>CIVIC ADDRESS FOR DRIVEWAY ACCESS:</b>	
<b>LEGAL DESCRIPTION OF PROPERTY:</b>	

### General Terms and Conditions

1. Every applicant is required as part of their application to submit suitable plans or drawings of the proposed work, to the satisfaction of the Chief Administrative Officer or his delegate.
2. The fee for a permit shall be as set out in the Village's Driveway Access Bylaw and is non-refundable.
3. All work shall conform in every respect to the Village's Bylaws where applicable, and to the satisfaction of the Chief Administrative Officer or his delegate, who shall have free access to parts of the work for the purposes of inspection.
4. Prior to commencing construction, notice in writing of intent to construct shall be given to the Chief Administrative Officer or his delegate, at least seven (7) days before the work is commenced.
5. Where the work comes in contact with any culvert, ditch or other existing work, the existing work shall be maintained and supported so as not to interfere with its proper function. Where an existing work is damaged or disturbed, it shall be completely restored to its proper and original condition by the permit holder.
6. Where the work does not require a servicing agreement, the Chief Administrative Officer or his delegate may require a security deposit not to exceed \$1,000.00 for each work to be constructed or altered prior to the permit being issued.
7. Where required, all excavations and materials shall be fenced, secured, signed and monitored and all other precautions taken to ensure the safety of the public. Where, in the opinion of the Chief Administrative Officer or his delegate, the work endangers the safety of persons or property, the Chief Administrative Office or his delegate may, at the expense of the permit holder, require the construction of a retaining wall, culvert or other structure the Chief Administrative Officer or his delegate deems necessary, using plans prepared by a Professional Engineer.
8. Where the work has not been completed to the required specifications and standards, or Village property has been damaged by the work being installed, the security deposit shall be forfeited to the Village. The security deposit is not made as liquidated damages and the Village may recover from the permit holder such additional costs as may be incurred in excess of the security deposit. Upon satisfactory completion of the works and compliance with the terms and conditions specified in the permit, any monies remaining from the security deposit shall be returned to the permit holder.
9. Where ownership of the completed work is assumed by the Village, the permit holder shall maintain the work for a period of one year from the date of completion and the security deposit for the work shall be held by the Village for that period.
10. Where an adjustment to the completed work is required due to reconstruction of the highway, the person named on this permit shall be liable for the costs incurred for the adjustment.
11. This permit may be cancelled at any time by the Chief Administrative Officer or his delegate if, in their opinion, any aspect of the work is not being satisfactorily carried out.

I HEREBY COVENANT to and with the Village of Harrison Hot Springs that upon permission being granted to me pursuant to the Village's Driveway Access Bylaw to construct the works set out in this permit, I will construct it in accordance with the plans and specifications submitted as part of this application and to the satisfaction of the Chief administrative Officer or his delegate, and that I will observe, perform and carry out the regulations and provisions of all applicable Village bylaws and the terms and conditions of this application and permit.

I HEREBY CERTIFY that I will indemnify and save harmless the Village of Harrison Hot Springs of and from all claims, damages and causes of action whatsoever including costs, which may be made, brought against or suffered by the Village for or in respect of the construction, existence, maintenance or use, either directly or indirectly, of the work authorized by this permit.

I HEREBY REPRESENT that I have read, examined, and thoroughly understand the pertinent sections of all applicable Village bylaws and the terms and conditions of this application and permit and that the statements made by me on this application are true to the best of my knowledge.

**SIGNATURE:**

	<b>DATE:</b>
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**FOR OFFICE USE:**

PERMISSION IS HEREBY granted to construct the works set out in this permit pursuant to the Village's Driveway Access Bylaw, all other applicable municipal bylaws and subject to the following additional conditions:

1. Where a driveway access comes in conflict with a sewer and/or storm drain inspection chamber, the applicant must install protective cover(s) over these chambers to the satisfaction of the Chief Administrative Officer or his delegate.
2. If pouring exposed aggregate driveway, ensure that no concrete reaches the roadway or storm system.
3. Approval is for a 4 to 6 meter wide driveway access at a maximum of 15% grade.
4. Edge of driveway must maintain a minimum of 0.50 meter buffer set back from side yard property lines.
5. All driveway letdowns must conform to the Village of Harrison Hot Springs standards. All curb sections must be replaced and cannot be saw cut.

<input type="checkbox"/>	<b>Permit is valid for the period of:</b>		
<input type="checkbox"/>	<b>Permit Fee Received</b>	<b>FEE:</b> <b>\$100.00</b>	<b>RECEIPT NUMBER:</b>
<input type="checkbox"/>	<b>Security Deposit of:</b>	<b>FEE:</b>	<b>RECEIPT NUMBER:</b>
<input type="checkbox"/>	<b>Building Permit Obtained</b>	<b>Date:</b>	
<b>SIGNED:</b>			<b>DATE:</b>