

## APPLICATION FOR AN RESIDENTIAL ACCESS PERMIT

**NOTE:** Access to a City Road must comply with the provisions of the City of Cambridge Policy and Procedures for Access onto a City Road, as amended from time to time.

**OWNER CONTACT INFORMATION:**

Owner Name:	Company:	
Street Address:		Suite:
City:	Province:	Postal Code:
Telephone:	Email:	

**APPLICANT CONTACT INFORMATION: (If applicant different from property owner, please provide the following details)**

Name:	Company:	
Street Address:		Suite:
City:	Province:	Postal Code:
Telephone:	Email:	

**LOCATION OF ACCESS:**

Property Number: \_\_\_\_\_ Street Name: \_\_\_\_\_

**PURPOSE: (check all that apply)**

- Close an existing access
- Construct an unpaved entrance
- Construct a paved entrance
- Change the design of an existing entrance
- Change the location of an existing entrance
- Construct a temporary entrance or use any part of the right-of-way of a City Road as a means of temporary access to and from a property

**ACCESS DETAILS: (Plans must be submitted for approval)**

Applications are to be completed by the applicant and submitted along with a copy of a site plan/driveway layout. The site plan should be drawn to scale and where required provide the following information

- property line
- width and location of roadway and highway
- curbs
- shoulders
- boulevard
- ditches
- existing accesses
- aboveground utilities
- landscaping
- existing structures
- a key plan (indicating location of property)
- north arrow
- proposed accesses
- landscaping
- all dimensions

If required, the applicant is responsible to stake or suitably mark the location of a proposed access and/or the limits of the frontage of the subject property immediately following an application for access. The applicant is responsible to ensure that any application for access is in accordance with local land use and zoning by-laws.

**I hereby confirm that the information provided in this Application for Access Permit, and any attachments, is complete, true and accurate.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Form to be submitted to City in person at Cambridge City Hall, 1<sup>st</sup> Floor, Service Cambridge**