

## APPLICATION FOR A COMMERCIAL/INDUSTRIAL 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.**

<b>OWNER CONTACT INFORMATION:</b>		
Owner Name:	Company:	
Street Address:		Suite:
City:	Province:	Postal Code:
Telephone:	Email:	
<b>APPLICANT CONTACT INFORMATION: (If applicant different from Property Owner, please provide the following details)</b>		
Name:	Company:	
Street Address:		Suite:
City:	Province:	Postal Code:
Telephone:	Email:	

<b>LOCATION OF ACCESS:</b>		
Property Number:	Road Name:	Site Plan Number:

<p><b>PURPOSE: (check all that apply)</b></p> <p><input type="checkbox"/> Close an existing access</p> <p><input type="checkbox"/> Construct an unpaved entrance</p> <p><input type="checkbox"/> Construct a paved entrance</p> <p><input type="checkbox"/> Change the design of an existing entrance</p> <p><input type="checkbox"/> Change the location of an existing entrance</p> <p><input type="checkbox"/> Site Plan Development Approved Location</p> <p><input type="checkbox"/> 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</p>
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<p><b>ACCESS DETAILS: (Plans must be submitted for approval)</b></p> <p>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:</p> <ul style="list-style-type: none"> <li>• property line</li> <li>• width and location of roadway and highway</li> <li>• curbs</li> <li>• shoulders</li> <li>• boulevard</li> <li>• ditches</li> <li>• existing accesses</li> <li>• aboveground utilities</li> <li>• landscaping</li> <li>• existing structures</li> <li>• a key plan (indicating location of property)</li> <li>• north arrow</li> <li>• proposed accesses</li> <li>• landscaping</li> <li>• all dimensions</li> </ul> <p>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.</p>
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<p><b>ACCESS FEES:</b></p> <p>The following fee payments are required before the Access Permit application can be processed for approvals:</p> <ul style="list-style-type: none"> <li>• Access Permit Application (\$204 + HST)</li> <li>• Access Permit Inspection (\$200 + HST)</li> <li>• Access Permit Security (\$5000.00)</li> </ul> <p><b>Please note:</b> Access permit security fee payment will be refunded after one (1) year warranty period.</p>
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**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**