

THE CORPORATION OF THE
MUNICIPALITY OF GREENSTONE

POLICY MANUAL

SECTION: PUBLIC SERVICES

**SUBJECT: Application for
Driveway
Curb Cut**

DATE: March 13, 2017

AUTHORIZATION: 17-43

Purpose

To outline the application and approval process for driveway curb cuts.

Policy Statement

Any alteration to municipal road infrastructure for the purpose of vehicle entrance to a property requires Public Service Department authorization and inspection. Changes to municipal infrastructure shall be documented in the municipal assets inventory.

Guidelines

1. Property owners shall complete an "Application for Driveway Curb Cut" (attached) to be submitted to the Administration Office.
2. Any driveway curb cut and/or boulevard construction or reconstruction to be performed by a contractor must first be approved by the Municipality.
3. In the absence of any existing mountable barriers to serve as access points to a property, the Municipality will provide at no cost to the owner of a

residential or commercial lot, one curb cut and/or one related boulevard construction or reconstruction in accordance with the standard minimum dimensions as prescribed in this policy.

4. Driveway dimensions on the lot must be a minimum of three (3) meters in width x five (5) meters in length, (sufficient to accommodate one (1) vehicle), in order to qualify for curb cut or boulevard construction or reconstruction. Driveway dimensions shall not infringe on municipal property (eg. boulevards).
5. Any increase to the minimum width dimensions, or secondary curb cuts, or boulevard construction or reconstruction on municipal property must be approved by the Municipality. All costs associated with the project (materials and labour) will be billed to the property owner by the Municipality, for full cost recovery.
6. Where a drainage ditch is present, the requirement for a culvert will be assessed.