

**APPLICANT INFORMATION**

Name: \_\_\_\_\_

Company (if applicable): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone Number: Home: \_\_\_\_\_ Work: \_\_\_\_\_ Cell: \_\_\_\_\_

Fax: \_\_\_\_\_ Email: \_\_\_\_\_

**PRESENT OWNER (IF DIFFERENT FROM APPLICANT)**

Name: \_\_\_\_\_

Company (if applicable): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone Number: Home: \_\_\_\_\_ Work: \_\_\_\_\_ Cell: \_\_\_\_\_

Fax: \_\_\_\_\_ Email: \_\_\_\_\_

**SUBJECT PROPERTY**

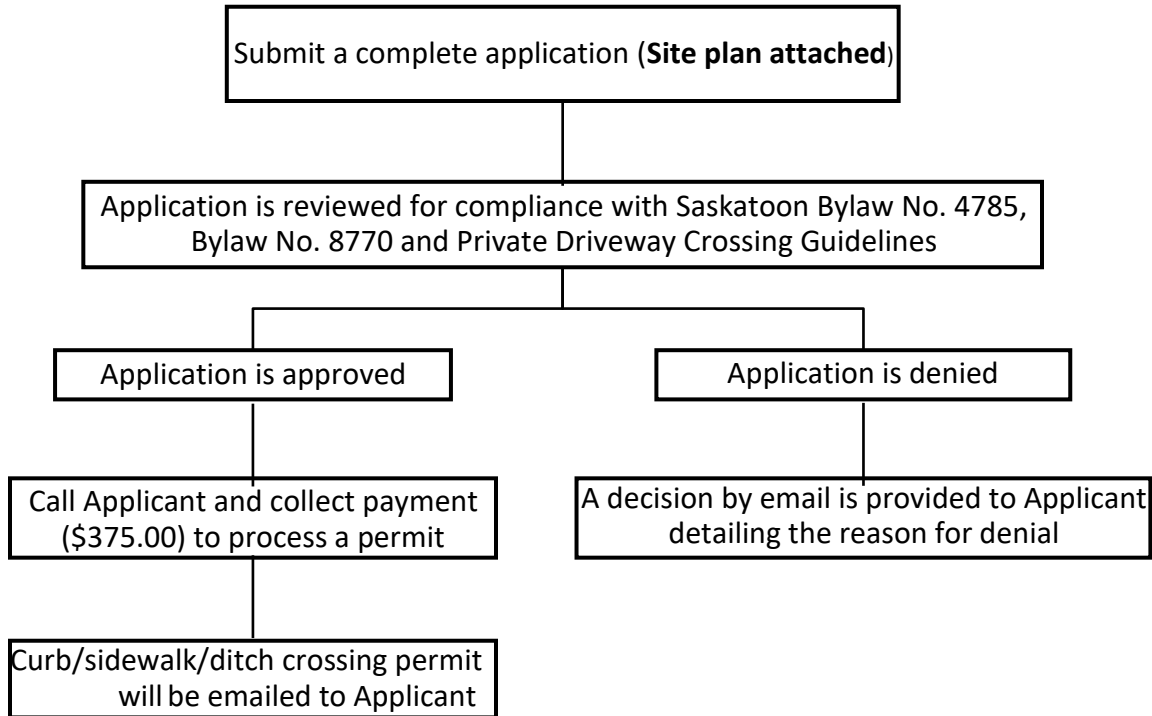
Civic Address: \_\_\_\_\_

Legal Address: Lot: \_\_\_\_\_ Block/Parcel: \_\_\_\_\_ Plan: \_\_\_\_\_

**SITE PLAN REQUIREMENTS**

A metric site plan (Legible hand sketch is acceptable) is required with this application, and must include the following information:

- Civic and legal address
- Labelled property lines
- All existing building/structures on the subject property including dimensions to the curb crossing
- Existing and proposed driveway crossings and on-site parking areas, with dimensions (if applicable)
- Location of all City-owned trees, in relation to the proposed crossing(s).
- Proposed crossings within 3.0 metres of a City-owned tree will not be approved. Email [TreeProtectionPlans@saskatoon.ca](mailto:TreeProtectionPlans@saskatoon.ca) for more information.
- Location and name of all streets, lanes, and alleys bordering the subject property
- Dimensioned drawing of proposed driveway location relative to any details within the street fronting the property, ie. Sidewalks, boulevards, curbs, utility poles, boulevard services, manholes, hydrants, lamp standards, bus signs, etc.



### TERMS AND CONDITIONS

I, the undersigned, being the owner(s) and/or agent for the owner, of the above property hereby acknowledge no development will commence without the approval of the City of Saskatoon which may include specifications and instructions issued by Transportation & Utilities in respect of work incidental to the development in accordance of this application.

**Note:**

All permits are **ONLY** valid for the same calendar year in which they are issued. If the curb and sidewalk crossing is not completed in the year, the permit will become void and a new application will be required in the year the applicant decides to complete the work.

### APPLICATION CHECKLIST

- Curb, Sidewalk and Ditch crossing application form
- Site Plan

### APPLICANT

\_\_\_\_\_  
Applicant Full Name (Print)

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date Signed

### SUBMISSION

Submit the complete application form, plans and supporting documents to:

In Person:

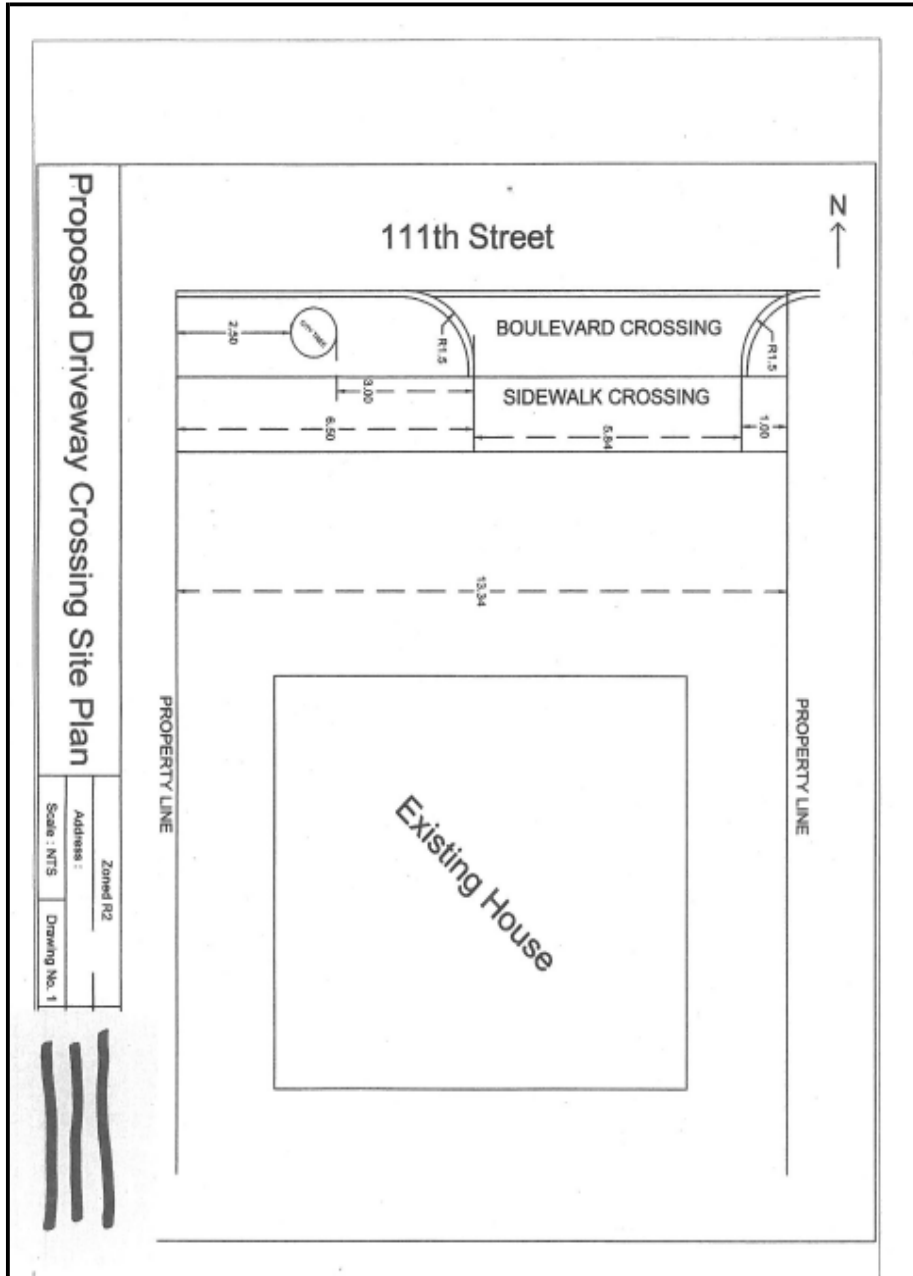
City of Saskatoon  
Transportation Division  
3<sup>rd</sup> Floor, City Hall  
222 3<sup>rd</sup> Ave-N, Saskatoon

Email:

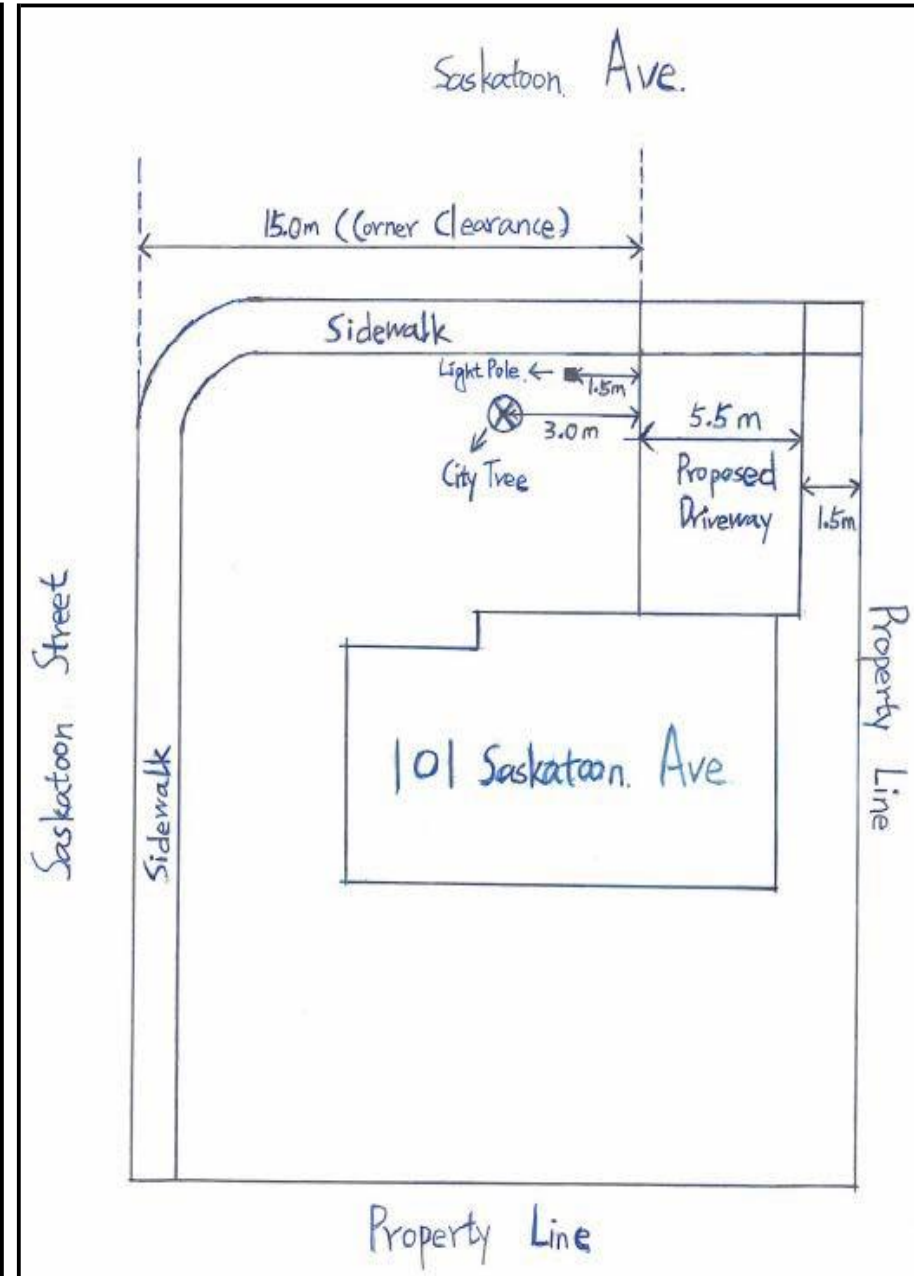
[DrivewayPermits@saskatoon.ca](mailto:DrivewayPermits@saskatoon.ca)

# EXAMPLES OF ACCEPTABLE SITE PLAN

CAD Drawing



Hand Sketch



## Private Driveway Crossing Guidelines

- 1) No parking shall be permitted in the front yard and no vehicular access to the site shall be permitted from the front street if the site has access to a rear lane. (Zoning Bylaw No.8770 - Subsection 8.3.7)
- 2) The maximum width for driveway crossings is as follows:
  - a. Residential: 6.1 metres (20')
  - b. Commercial: 10.7 metres (35')
  - c. Industrial: 12.2 metres (40')
- 3) Driveways shall not be constructed which are more than 1/3 of the total property frontage or flankage.
- 4) The minimum width for driveway crossings is 3.0 metres (residential).
- 5) For signalized intersections, the following minimum corner clearances shall be observed:
  - a. Arterials – 70 metres (230')
  - b. Collectors – 55 metres (180')
  - c. Local – 15 metres (50')
- 6) For un-signalized intersections, the following minimum corner clearances shall be observed:
  - a. Arterials – 30 metres (100')
  - b. Collectors – 20 metres (66')
  - c. Local – 15 metres (50')
- 7) The minimum distance between two driveway crossings is 3 metres (10') and crossings shall be constructed at least 1 metre (residential) and 3 metres (commercial and industrial) away from a property line in order to accommodate curb returns. A shared driveway crossing between two properties may be permitted as long as a shared crossing agreement is in place between the owners of both properties.
- 8) A Traffic Impact Assessment (TIA) may be required if driveway crossings are requested on a roadway classified as a collector or arterial.
- 9) No City-owned tree may be removed to accommodate installation of a private site access.
- 10) Concrete must be removed to the nearest control joint. **NO** partial squares of sidewalk will be permitted. A picture of the example is shown below:

