

By-law 2014-234

A By-law of the City of Greater Sudbury to Amend By-law 2011-220 Regulating the Use of Private Entrances

Whereas the Council of the City of Greater Sudbury wishes to amend By-law 2011-220 being a By-law Regulating the Use of Private Entrances;

Now therefore the Council of the City of Greater Sudbury hereby enacts as follows:

1. By-law 2011-220 being a By-law Regulating the Use of Private Entrances is hereby amended by repealing Section 7 and enacting in its place and stead the following Section 7 :

“Application for Permit

7.-(1) Every applicant for a permit under this By-law shall:

- (a) file with the General Manager an application in the form established by the General Manager from time to time, which includes the following:
 - (i) particulars of the owner, municipal address, legal description and zoning of the private property to which the application applies;
 - (ii) a telephone number or other acceptable emergency contact information;
 - (iii) particulars of the work for which authorization is sought, including the size, type of construction, design and grade of any proposed private entrance including particulars of any required culvert;
 - (iv) particulars of the location of any existing private entrance and the proposed location of the new or replacement private entrance;

- (v) particulars of any culvert to be installed, replaced or reset;
 - (vi) in the case of a application for a property with a single family dwelling or a semi-detached dwelling, whether the applicant proposes to have the City install, replace or reset any culvert at the applicant's expense, or will make other arrangements for the work to be done;
 - (vii) the number of the building permit application where the application is made in conjunction with an application for a building permit;
 - (viii) such other particulars as the General Manager may require to investigate and process the application; and
 - (ix) the signature of the applicant, and where the applicant is a corporation, the signature of a person who has authority to bind the applicant, certifying the accuracy of the information provided.
- (b) file with the General Manager as part of the application a sketch drawn to scale showing, as applicable:
- (i) the dimensions of the private property for which the application is being made and of any adjoining property;
 - (ii) the location and dimensions of any existing private entrance and any existing culvert under the private entrance;
 - (iii) the location and dimensions of any proposed private entrance and any proposed culvert under a private entrance;
 - (iv) the location of any tree, shrub, utility pole or access box, hydrant, or other structure or topographical feature likely to affect the private entrance;
 - (v) the location of any 0.3 reserve or any easement adjacent to the proposed private entrance;

- (vi) the location of the nearest cross street to the private property which is the subject of the application and distance from property lines;
 - (vii) the location of the private entrance to each abutting property and the distance from the proposed entrance way;
 - (viii) the grade profile, elevation from the centre of the road to the building on the private property and the distance from the centre of the road to the building on the property unless the General Manager determines such to be unnecessary; and
 - (ix) such other information as the General Manager may require to assess the application;
- (c) pay a non-refundable application fee determined in accordance with the City's Miscellaneous User Fee By-law then in effect;
 - (d) where in the case of a property with a single family dwelling or semi-detached dwelling, the applicant has requested that the City install, replace or reset a culvert, pay the applicable fee determined in accordance with the City's Miscellaneous User Fee By-law then in effect. The City shall not install, replace or reset a culvert in the case of a commercial, industrial or institutional property; and
 - (e) where necessary, file an application for a road occupancy permit under the City's Road Occupancy By-law.
- (2) Where the application is for a private entrance to a private property with 50 or more parking spaces or carries traffic which, in the opinion of the General Manager might impact adversely the quality of traffic service on the adjacent highway, the owner shall provide an access impact study in addition to the information and materials provided in Subsection 7(1).
 - (3) Every applicant for a permit shall submit a fully complete application at least 20 working days before the applicant proposes to start the work or activity to be authorized by the Permit. The application is complete once all required information, documentation and fees have been submitted."

2. This By-law shall come into force and take effect immediately upon the final passing thereof.

Read and Passed in Open Council this 7th day of October, 2014

_____“original signed”_____ Mayor

_____“original signed”_____ Deputy
Clerk