
Residential/Commercial Entranceway Application

Application Date: _____ Issue Date: _____ Fee: \$176.10

Estimated Date of Completion: _____

Permit Address: _____

Owners Name: _____ Telephone: _____

Owners Address: _____

Driveway Details (check one)

New ☐ Widen Existing ☐ Field Upgrade ☐ Temporary ☐ Relocate ☐

Requirements:

This application must be accompanied by a detailed sketch showing measurements of: property frontage, property depth, location of proposed entrance, length and width of proposed entrance, and buildings on the property, distance from lot line to dwelling, distance from midline of proposed entranceway to entranceways on adjacent property. The diagram must also include any fixtures such as existing sidewalks, fire hydrants, lamp posts, manholes, etc., which may affect the location of the proposed entrance.

There shall be no cuts or damage done to existing sidewalk and/or curbs. If alterations or replacement is required for sidewalks or concrete/asphalt curbs (or any surface located in the City of Kingston right of way) as a result of construction of an approved entrance, then an additional permit in the form of a cut permit will be issued for this work to be done, and the applicant shall be responsible for all costs related to this construction.

Please Note:

- Allow a minimum of 7 days for processing of a complete application
- Application fee is non-refundable
- Entranceway Permit valid for one year from date of issue

Applicant Signature

N/A

Building Services

Transportation Department

For Office Use Only

Engineering Comments:

- A minimum of \$1000.00 damage deposit is required for a temporary entrance.

Building Comments: