

# INFRASTRUCTURE DIVISION

## DRIVEWAYS



### Do I need a permit to alter my driveway?

If you plan to alter or widen your driveway **within your property lines**, then **a site alteration permit** is required.

Altering the lands surface or grade could interfere with the way water is directed off the property. Improper surface water drainage can cause problems for yourself and your neighbour.



**A site alteration permit** is a “no-fee” permit that will provide us with a description of how you are adjusting the site.

Our staff will review your application to ensure that unanticipated drainage and site alteration is prevented.

For more information you can read our Site Alteration By-Law 45-23

<https://aylmer.ca/wp-content/uploads/2023/07/Town-Of-Aylmer-Site-Alteration-By-Law.pdf>

Please follow the link below to apply for **a site alteration permit**.

<https://portal.laserfiche.ca/j4889/forms/Site-Alteration-Grading-Form>

**Please note** that widening a driveway is taking away from landscaping features on your property. In the Town of Aylmer our Zoning By-Law requires a lot to have 30% minimum landscape open space in most zones. A driveway is excluded from counting as landscaping. A zoning review of your site alteration application will be conducted to ensure that you can still maintain the 30% minimum.

**The maximum allowable driveway width for a single-family dwelling is 6.0m (19.5’)  
from the entrance at the road**

If you plan to widen your driveway **beyond your front property line** and will be altering town property or cutting the curb, then **a road occupancy permit** is required. If you plan to close a town road, sidewalk or boulevard to conduct work then you must have a road occupancy permit before you begin. The Road



occupancy permit is required to ensure the proposed driveway alterations in the Town right-of-way will be completed as per the Towns standards (ie; curb cut by professional means)

A **road occupancy permit** has associated fees and insurance requirements. The permit and all required documentation will be reviewed by staff, and inspections will occur to ensure that the works have been completed to permit requirements.

For more information you can read Road Occupancy By-Law 39-21

<https://aylmer.civicweb.net/filepro/documents/?preview=80674>

Please follow the link to apply for **a road occupancy permit**

<https://portal.laserfiche.ca/j4889/forms/Road-Occupancy-Permit>

## **HAVE FURTHER QUESTIONS RELATING TO SITE ALTERATION OR ROAD OCCUPANCY PERMITS?**

**Please contact our Infrastructure Team at 519-773-3164 ext. 4927 or 4916**

### **Important Numbers to know before you begin digging.**

ON1CALL - Ontario One Call (natural gas, sewer/water lines, hydro) 1-800-400-2255, or directly to:

ERTH Power (hydro) 1-877-850-3128

Eastlink (telephone internet/cable) 1-888-345-1111

EPCOR (gas) 519-773-5321

Town of Aylmer (water/sewer) 519-773-4949