

Application for
Access Modification Permit

- completed application form to be submitted to Permit
Administration Services (email, fax or in person)

City of Mississauga
Transportation and Works Department
Permit Administration Services
3185 Mavis Road, 1st Floor
Mississauga ON L5C 1T7
Tel: 905-615-4950 Fax: 905-615-3172
tw.counter@mississauga.ca



Personal Information on this form is collected pursuant to Section 286 (c) of the Municipal Act 2001, SO 2001, c.25 and City policy 04-05-02, and will be used for the purposes of administering City of Mississauga By-Law 487-78, as amended. Questions about this collection should be directed to 3-1-1 (905-615-4311 outside city limits).

Site Plan No.

Building Permit No.

☐ Temporary Access
Required

Property Address

Property Owner Contact Information

Name

Address

City

Postal Code

Phone Number (Bus)

Phone Number (Res)

E-mail

Agent Contact Information - when acting on behalf of the Property Owner

Name

Address

City

Postal Code

Phone Number (Bus)

Phone Number (Res)

E-mail

GENERAL INFORMATION REGARDING ACCESS MODIFICATION PERMIT APPLICATION

1. Review of a submitted application for an Access Modification Permit will take a minimum of ten (10) business days.
2. This application is subject to and must comply with all applicable laws and City by-laws, and may be approved as submitted,modified, or refused upon completion of the review process.
3. No access modification works shall be carried out without an approved and issued Access Modification Permit.
4. Should Applicant(s) proceed with work which has not been approved by the City of Mississauga and for which an Access Modification Permit has not been issued; the Applicant(s) will be held responsible for any repair of damages and/or restoration of non-approved works back to the original condition at the Applicant(s) own expense.
5. Should Permit Holder(s) on their own carry out work for which an Access Modification Permit has been issued but failed to notify the City of Mississauga prior to commencing such work, all payments to the City for the permit, including the Administration Fee, will be forfeited and a refund will not be issued.
6. Should Permit Holder(s) decide not to proceed with work for which an Access Modification Permit has been issued and paid; the Administration Fee portion of the payment will not be refunded.
7. Fees applicable as per current Transportation and Works Fees & Charges By-law, available at www.mississauga.ca/bylaws. Fees may be subject to Harmonized Sales Tax (HST).
8. Method of payment: certified cheque, bank draft, money order, credit card (Visa, MasterCard, American Express) or debit card. Certified cheque, bank draft or money order to be made payable to the “City of Mississauga”.
Please note that the City will not accept uncertified cheques.
9. All open permits that have not been paid in full will expire twelve (12) months after submission.

For Office Use Only:

Permit Number:

Print Form

I - Curb Cut Details

House Type:

- ☐ Detached
- ☐ Semi-detached
- ☐ Townhouse

Diagram labels and dimensions:

- A = m. (Existing Driveway Width)
- B = m. (New Driveway Width)
- D = m. (New Curb Cut Left or New Curb Reinstatement Left)
- C = m. (Existing Curb Cut)
- E = m. (New Curb Cut Right or New Curb Reinstatement Right)

Options for curb cuts and reinstatements:

- ☐ Curb Cut
- ☐ Curb Reinstatement
- ☐ Curb Cut
- ☐ Curb Reinstatement

II - Culvert Details

House Type:

☐ Detached

☐ Semi-detached

☐ Townhouse

A= m.

Existing Driveway Width

B= m.

New Driveway Width

Property Line

C= m.

New Culvert Extension Left or Culvert Removal Left

☐ Extension

☐ Removal

D= m.

New Culvert Extension Right or Culvert Removal Right

☐ Extension

☐ Removal

For Access Modification application: complete above drawing with existing and proposed measurement in metres.

For Site Plan/Building Permit Access Modification application: submit four (4) copies of development application drawings.

I, the Property Owner confirm that:

- ☐ I have read and understood the General Information Regarding Access Modification Permit Application, which form part of this permit application
- ☐ I hereby authorize to act as my agent with respect to submission of this application, the processing and administration of this application and the receipt of a permit, if issued.

Date

(signature of property owner)