

Permit Application Checklist



Access Modification

To make changes to the curb or culvert (pipe) typically located at the bottom of a driveway, or to propose a new point of access (driveway), you will require a general Access Modification Permit.

In order to obtain an approved Access Modification Permit, an application shall be made requesting planned access changes.

Incomplete or inaccurate applications cannot be processed. Please take a moment to review your application for completeness using the list below.

Your application package should include:

- ✓ A completed copy of the **Access Modification** application form.
- ✓ Address of work location;
- ✓ Owner's mailing address and contact information, including e-mail;
- ✓ Agent's mailing address and contact information including e-mail (if applicable);
- ✓ Owner's authorization, allowing agent to act on their behalf (if applicable);
- ✓ Existing and proposed measurements provided on the Curb Cut and/or Culvert Details diagram (in metric);
- ✓ Three (3) copies of related drawings (only required for non-residential, Site Plan Application, or Building Permit related proposals – see below for Technical Criteria)

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

Technical Criteria

Where related drawings are submitted, the drawings shall:

- be created and printed using a standard engineering scale in metric units;
- identify detailed site and boulevard information for all frontages, including:
 - hard surfaces, curbing, trees, utilities, catch basins, manholes, etc.;
 - the municipal sidewalk, splash pad, and road curb/culvert;
 - the existing and proposed driveway locations;
- ensure the proposed location allows for a minimum 1.5m set-back to trees and utilities within the municipal boulevard;

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- dimension the existing driveway width(s) at the street line, and the proposed driveway width(s) at both the property line and street line to determine the width(s) of curb/ culvert works required;
- indicate the municipal curb and sidewalk continuous through the driveway.

Note: Additional requirements/information may be requested upon further review.

Application packages can be submitted via email to tw.counter@mississauga.ca, fax, mail or in person via the drop box in front of the Transportation & Works Permit Administration Services office (Monday to Friday, 8:30 a.m.-4:00 p.m.).

Transportation & Works Permit Administration Services

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