

## Application Form – Curb Cut Permit

Town of Whitby Zoning [By-Law 2585](#) Section 6A Parking and Loading Requirements, is applicable to all properties within the Town of Whitby. Please review the Zoning By-Law and [Engineering Standard Drawing 305](#), prior to applying for the attached permit. The Road Occupancy and Municipal Access [By-law 6291-10](#) regulates any changes made to the curb in front of your property. The boulevard in front of your property is owned by the Town, and as such, approvals are required prior to making any changes to this piece of land. In addition to the above, thought should be given to where people will enter or exit vehicles and where ice and snow will be placed so as not to impact neighbouring properties.

### How to Submit Your Application and Fees

1. A copy of this completed form along with a sketch of the intended curb cut location showing current and proposed dimensions requested.
2. Fees associated to the curb cut are on the attached form and are subject to a yearly increase. Once reviewed and accepted, the fees shall be paid prior to any cuts being performed.
3. The form may be emailed to [ROP@whitby.ca](mailto:ROP@whitby.ca) or delivered in person at 333 McKinney Drive, Whitby, Ontario .
4. Once approved and Permit number assigned, fees can be submitted by Email transfer at [OperationsEpay@whitby.ca](mailto:OperationsEpay@whitby.ca)  
OR by cheque, payable to the Town of Whitby  
Please include permit number and address with payment.

### Location Sketch Indicate Which Side(s) of the Driveway Cut is Requested For



**Personal information on this form is collected under the authority of the Municipal Act, R.S.O. 1990, c.M.45, and will be used to determine compliance with the provisions of the Town's By-laws. This information may be forwarded to various Town Departments and the Region of Durham for comment. Questions about this collection should be directed to the Town of Whitby, 575 Rossland Road East, Whitby, Ontario L1N 2M8, 905.668.3437.**

## Application for Curb Cut

### Applicant Information

For Office Use Only	
Order No.	-26
Department	Right of Way Services
Account No.	399COR GE
HST G/L No.	1000-21162

Applicant Name:	Date:
Address:	Postal Code:
EMAIL:	Phone:

### Curb Cut Location

Street:	House No.:	Lot No.:
New Driveway	Second Driveway	Widen Existing Driveway
Other:	Existing Driveway Width:	metre(s)
Length of Curb Cut Requested:	metres(s)	

### Curb Cut Cost

Item	Quantity	FEE	Cost
Minimum Charge for the First 2.0 metres		\$92.37	
Cost Per Metre for Each Additional Metre		\$46.19	
Additional Cost Per Order When Cutting on Both Sides of Existing Driveway		\$65.59	
<b>Sub Total for Curb Cut</b>			
Non Refundable Administration Fee			
<b>Sub Total</b>			
H.S.T 13% (HST No. 12192 6182)			
<b>Total Cost</b>			

The applicant agrees to have the Town of Whitby or their agent perform the necessary work at a cost to be paid by the applicant before any work is performed. The length of curb-cut includes the vertical taper, which is the transition between the depressed curb and the full height curb (approximately 0.3 metres). After the curb cut is completed a hard surface driveway must be constructed as per the Town of Whitby Zoning By-laws.

Applicants Signature

Date

Application approved by

Date