



**STANDARD POLICY**

**S.P. NO: CrS-BL1**

**PAGE NO. 1 OF 6**

**DATE: Aug. 20/08**

**SUBJECT:  
OFF-STREET PARKING PERMITS  
(Formerly Policy No. CS74)**

**DEPARTMENT:  
Corporate  
Services  
DIVISION:  
By-law**

**COUNCIL AUTHORITY OR STAFF APPROVED:**  
By-law Committee July 11/07 - Council Resolution Aug 13/07  
Operations Advisory Committee - Feb. 18, 2009 - Council Resolution  
Mar. 23, 2009  
By-law Committee – May 3, 2012

**NEW:**  
**REVISED: X**  
**DATE: Apr.26/12**

On occasion, a property owner will request that parking be permitted off-street that normally contravenes the City traffic by-laws (i.e. on a boulevard) or the City's Zoning By-law which prohibits front yard parking in residential zones unless there is insufficient area in, or inadequate access to, the side or rear yard, as detailed in Standard Drawing OSS-113, except for access to a garage, carport or parking space to the side or rear yard. In such a case, the following procedure will be taken and requirements met:

1. An application form (attached) will be filled out by the applicant, accompanied by an administration fee as prescribed in the City of Owen Sound's Fees and Charges By-law No. 2011-086, as amended from time to time for assessment and engineering reports. Each application applies to one (1) space.
2. By-law Enforcement will conduct a preliminary site inspection to confirm the desired location, note and photograph any issues with the site, and confirm that parking in this space will not hinder traffic flow or contravene any other traffic ordinance or City By-law. This inspection still applies for parking on private property where it may become a violation of property standards by-laws.
3. By-law will then circulate the application to Operations, Planning and the County if applicable for comment.
4. When the form is completed, the applicant will be notified as to the decision of the division and the requirements of the property owner to maintain an approved off-street parking site.
5. Obligations of the property owner:
  - The space must be used only for parking for residents/customers of the property. This space will not be used for storage of vehicles or other materials.
  - The space must be hard-surfaced within sixty (60) days of receipt of the acceptance of the application, or other reasonable time for reasons of weather. By-law Enforcement will confirm this has been completed and will then finally sign off on the space or revoke the acceptance, whereby the applicant would be required to re-submit the application including administrative fee.



**STANDARD POLICY**

S.P. NO: CrS-BL1  
PAGE NO. 2 OF 6  
DATE: Aug. 20/08

**SUBJECT:**  
**OFF-STREET PARKING PERMITS**  
**(Formerly Policy No. CS74)**

**DEPARTMENT:**  
Corporate Services  
**DIVISION:**  
By-law

**COUNCIL AUTHORITY OR STAFF APPROVED:**  
By-law Committee July 11/07 - Council Resolution Aug 13/07  
Operations Advisory Committee - Feb. 18, 2009 - Council Resolution  
Mar. 23, 2009  
By-law Committee – May 3, 2012

**NEW:**  
**REVISED: X**  
**DATE: April 26/12**

- Setbacks from roads and sidewalks will be abided by.
- Any signage associated with the space(s) must abide by the Sign By-law.
- It is understood that the property owner is responsible for the upkeep of the space regardless if it is on City property, in accordance with all Property Standards By-laws or other applicable By-laws.
- Unless the space is on private property, the permit is valid for two (2) years from issue at which time the property owner must renew the permit for a fee as prescribed in the City of Owen Sound's Fees and Charges By-law No. 2011-086, as amended from time to time.
- The City reserves the right to revoke the permit with a minimum of sixty (60) days notice for the purposes of conducting City business involving the site.

**By-law reserves the right to inspect the use of the space at any time, and to revoke a valid permit or refuse a renewal with proper documentation that the property owner has not complied with the provisions of this policy. Appeals to this policy will be heard by the Community Heritage and Planning Advisory Committee.**



Date of Application: \_\_\_\_\_

<b>Application Number</b>
---------------------------

Name of Applicant: \_\_\_\_\_

Telephone Number: Home: \_\_\_\_\_

Other: \_\_\_\_\_

e-mail (optional): \_\_\_\_\_

Mailing Address Street: \_\_\_\_\_

of Applicant City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Municipal Address of Property (if different from mailing address):

Applicant is owner of property adjacent to the subject land:  YES  NO

Describe reasons for this request: \_\_\_\_\_

**Required for complete application:**

\_\_\_\_ Copy of legal survey showing all buildings, existing parking areas and driveways, property lines, sidewalk location (if any), utility poles, fire hydrants, telephone and cable junction boxes, utility valves & clean-outs or, if a legal survey is not available, a scale drawing using metric units showing the same information.

\_\_\_\_ Application Fee paid by:  Cheque  Cash  Money Order  Debit

\_\_\_\_ Inspection Fee paid by:  Cheque  Cash  Money Order  Debit

\_\_\_\_ Payment Received by: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_ Letter of consent from owner of adjacent property (required if applicant does not own the property)

**NOTE: Inspection Fee is required if DECLARATION on Page 2 is not signed by contractor**

Upon receipt of the completed application form, survey, application fee and letter of consent (if required), the City of Owen Sound By-law Division will begin processing your application. This involves a site inspection at the convenience of the Enforcement Officer to view, photograph and assess the application site. The application will then be forwarded to the City of Owen Sound Operations Department and Community Services Department for verification that parking on this site and/or the City road allowance would not interfere with traffic flow, utilities, drainage, zoning or any other public utility or infrastructure.

If applicable, the Application will be forwarded to the County of Grey for same.

Applicant shall receive notice of the decision within 45 days of the date of receipt of a **complete** application. Should the request be granted, the requirements of the applicant to hold the permit will be outlined.

Upon issuance of the permit for Off-Street Parking, the applicant will be required to construct the parking facilities, including hard surfacing (asphalt, concrete, brick, stone, etc.) according to the requirements of the City to conform to any applicable By-laws and Policies.

A Street Occupation Permit for Construction of Off-Street Parking is required for any work on City Property and must be obtained from the Engineering Services Division.

The permit is valid for two (2) years from date of issue. Upon expiry, the applicant may renew the permit, subject to re-evaluation by the City, for a renewal fee as prescribed in the City of Owen Sound's Fees & Charges By-law 2013-029 as amended.

**Applicant Has Read And Understood The Conditions Of This Application** \_\_\_\_\_  
Signature of Applicant

**Declaration of contractor regarding construction of off-street parking facilities:**

I, \_\_\_\_\_ certify that the approved off-street parking facilities are constructed in general compliance with the approved site layout, City of Owen Sound Policy CS-74 and City of Owen Sound Standard Drawings OSS-112, OSS-113 and OSS-117 (if applicable).

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

**FOR OFFICE USE ONLY**

**BY-LAW ENFORCEMENT**

Site Inspection Required  YES  NO

Inspection Date: \_\_\_\_\_

Inspector: \_\_\_\_\_

Signature: \_\_\_\_\_

Comments: \_\_\_\_\_

---

---

---

---

<b>NOTICE OF DECISION SENT</b>
Date: _____
Permit No.: _____
Permit Expiry: _____

**OPERATIONS DEPARTMENT**

Site Inspection Required  YES  NO      Inspector: \_\_\_\_\_

Inspection Date: \_\_\_\_\_      Signature: \_\_\_\_\_

The Operations Department verifies that issuance of this permit will have a minor impact on any public services provided by the City of Owen Sound.

Approved by: \_\_\_\_\_      Signature: \_\_\_\_\_

Comments: \_\_\_\_\_

---

---

---

---

**PLANNING DIVISION**

Date Application Received: \_\_\_\_\_

Approved by: \_\_\_\_\_      Signature: \_\_\_\_\_

Comments: \_\_\_\_\_

---

---

---

---

**OFF-STREET PARKING PERMIT SITE SKETCH**



By-Law Enforcement  
Owen Sound Police Service  
922 2<sup>nd</sup> Avenue West  
Owen Sound, ON N4K 4M7

TAX ROLL NUMBER: \_\_\_\_\_

MUNICIPAL ADDRESS: \_\_\_\_\_

PROPERTY OWNER: \_\_\_\_\_

SCALE: \_\_\_\_\_ DATE: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

PREPARED BY: \_\_\_\_\_

PHONE No.: \_\_\_\_\_ PERMIT No.: \_\_\_\_\_