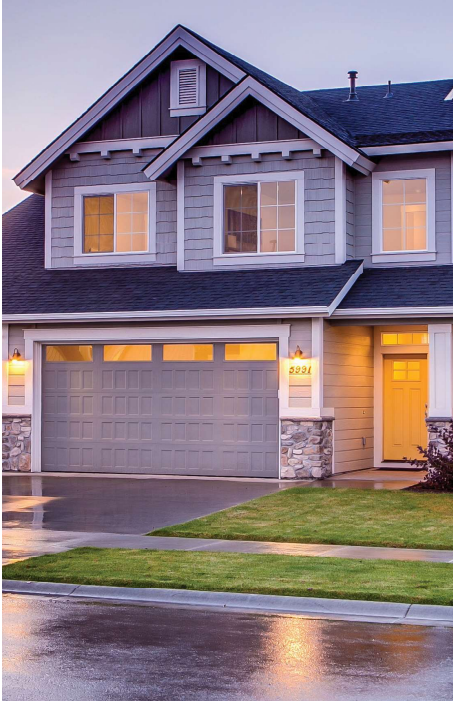




HAMPSTEAD
www.hampstead.qc.ca

DRIVEWAY AND WALKWAY CONSTRUCTION AND MAINTENANCE PERMIT APPLICATION AND USEFUL INFORMATION



For more detailed information,
please visit the Town's website:
Hampstead.qc.ca

Driveway and walkway permits are required when the cladding materials of the driveway is being replaced. Resurfacing of the driveway with tar or regular maintenance work like patching holes does not require a permit. If the current driveway is to be torn out and replaced by another cladding material, a driveway permit is required.

FOR THE DRIVEWAY AND WALKWAY PERMIT APPLICATION, please submit the following documents:

*These documents can be submitted through My Hampstead
or in person at town hall (when possible).*

- ☐ A duly completed permit application form
- ☐ Cost estimate and detailed description of the work to be done
- ☐ Name and contact information of the company doing the work
- ☐ One (1) PDF copy or one (1) paper copy of the certificate of location showing the existing condition of the property
- ☐ One (1) PDF copy of the plans with dimensions showing the proposed layout
- ☐ Sample of the materials used to surface the driveway or walkway (if different than existing ones)
- ☐ Permit application fee paid with proof of payment

DISPOSITIONS GÉNÉRALES RELATIVES AUX ALLÉES VÉHICULAIRES

- Driveway must be maintained by the owner of the property. This includes the section of the driveway that is situated on the Town's property (right-of-way)
- There must be a strip of grass or natural plant material at least 1 meter wide between a vehicular access and a walkway. However, in the case of semi-detached dwellings, a strip of vegetation between a vehicular access and a pedestrian access is not mandatory
- Semi-circular vehicular accesses are prohibited, except in zone RC-1 (Côte-St-Luc road)
- Only one vehicular access is permitted per landsite.

LOCATION OF VEHICULAR ACCESS

- 1 metre from any landsite boundary line, which space must be covered by grass or plants, except in the case of a shared parking area
- 1.5 metres from a tree
- 3 metres from an intersection, as measured from the point of intersection of the two street lines
- In the case of single-family dwellings, a vehicular access may extend a maximum of 2 metres beyond the rear construction line of the main building

DIMENSIONS OF VEHICULAR ACCESS

- The maximum width of a sidewalk opening for a vehicular access is 7 metres
- Generally, the combined width of a vehicular access and pedestrian access may not exceed 40% of the landsite width in that location. This rule does not apply to all zones in the Town. To verify the maximum width of the driveway for a specific zone, please consult the Town bylaws at Hampstead.qc.ca, or contact the urban planning department
- The dimensions of a vehicular access must have:
 - A minimum width of 2.25 metres for the entire depth of the access
 - A maximum width of 7 metres for the entire depth of the access
- For multifamily dwellings (H5), the dimensions of a vehicular access must have:
 - A minimum width of 6 metres for the entire depth of the access
 - A maximum width of 7 metres for the entire depth of the access
- For a shared vehicular access, the dimensions of a vehicular access must have:
 - A minimum width of 3.5 metres for the entire depth of the access
 - A maximum width of 7 metres for the entire depth of the access

SLOPING VEHICULAR ACCESS

- Vehicular access must lead to a garage
- Slope of the driveway may not exceed 10%
- The junction with the sidewalk or curb must be at the same elevation as the sidewalk or curb over a minimum width of 0.3 metres, for the full width of the access
- An exterior drain must be installed at the lowest point
- A rise at least 0.1 meters high must be created at least 0.9 meters from the sidewalk or curb, over the entire width of the access.

PERMITTED CLADDING MATERIALS:

- Concrete, paving, honeycomb paving, asphalt.

PROHIBITED CLADDING MATERIALS

- Gravel, sand, pebble stone, crushed stone, stone dust.

COÛT DE LA DEMANDE DE PERMIS D'ALLÉE ET DE PASSERELLE

Tariffs By-law 1010 is available in By-laws and Regulations on the Town's website

A \$1000.00 deposit is required for a driveway project

A \$500.00 deposit is required for a walkway project

These deposits are to ensure that the Town has resources to repair the sidewalk or any other town infrastructure that may get damaged during the work

These deposits will be reimbursed when the work is completed, and an inspection is conducted by the urban planning and building inspections team

SANCTIONS

Construction of a driveway or walkway without a permit will result in a stop work order with a \$1000 - \$2000 fine for individuals and \$2000 - \$4000 for corporations for a first offence. For subsequent offences a \$2000 - \$4000 fine for an individual and a \$4000 - \$8000 fine for a corporation.