

APPLICATION FOR A FRONT PARKING PAD IN TORONTO

City of Toronto Permits & Enforcement – Off Street Parking department

Office: 416-397-7788, Monday to Friday from 8 a.m. to 4 p.m.

Email: ppfarsu@toronto.ca

Permits & Enforcement –
Off Street Parking
East York Civic Centre
850 Coxwell Ave., 2nd Floor
Toronto, Ontario
M4C 5R1

The criteria to qualify to apply for front pad parking is as follows:

1. Only certain wards allow applications; Bloor West is in Ward 13, and they do accept applications.
2. Is the narrowest point of the mutual driveway less than 7'2"? If so, you can proceed. If driveway is wider than 7'2", your application will not be successful. 321 Willard Ave. driveway is only 7'
3. The city considers if a parking spot will be lost by granting your home front pad parking. If not, that's works in your favour. FYI no parking spots will be lost at 321 Willard Ave.

Once you submit an application, the city will ask you for a petition with neighbours' signatures. You need to get a minimum of 50% of signatures from homeowners up to 100m on either side of 321 Willard Ave.

The city will send you a list of which homes need to be asked. They will also send out ballots to these homes polling them as a separate exercise.

Once the application is approved, a letter of approval will be sent from the city.

If you have a mutual driveway with your neighbour, a new curb cutout will not be needed.

Tree planting fee and construction fee needs to be paid

You will construct your parking pad (min. 2.2m x 5.3m max 2.6 x 5.9m)

City Inspector to inspect parking pad

Approval and licence granted.

Entire process takes about 8 months.

For more information, here is the website link to the city website:

<https://www.toronto.ca/services-payments/streets-parking-transportation/applying-for-a-parking-permit/residential-front-yard-boulevard-parking/>

The application can be found online (also attached in this package.

Please note: all of the information provided is a general guide. We recommend you contact the city directly for further details.

COSTS associated with a front parking pad:

Description	Fees
New Application	\$490.05+ HST
Transfer Fee (Change in Property Ownership)	\$157.72 + HST
Annual Fee - Renewal	\$315.45 + HST
Appeal Filing and Processing	\$1,025.01 + HST

Other Fees:

Description	Fees
Paving Permit	\$216.50 (No HST)
Temporary Asphalt Ramp	\$151.80 (No HST) for up to 3.0m ramp \$200.33 (North York Fee) (No HST) \$32.31 (No HST) for each additional metre.
Permanent Ramp	\$ (based on dimensions and work required)
Tree Planting	\$939.58 (No HST)
Inspection Fee for Unlicensed Pads	\$854.17 + HST
Property Information	\$170.35 (No HST)
Sign Post Installation Curbstone Installation/Removal	\$221.06 (No HST)

For further information, please contact the city directly.

APPLICATION PARKING ON RESIDENTIAL FRONT YARDS AND BOULEVARDS

Name of Applicant (First, Last) <i>(must be the registered owner of the property)</i>				This Box for Office Use Only			
				☐ New	File:	Racs:	Ward
				☐ Transfer			
Address of Applicant				Unit	City	Province	Postal Code
Applicant Home Telephone	Area Code & Number	Applicant Business Telephone	Area Code & Number	Email Address			
Address of Proposed Parking:							

Type of Vehicle to be parked	Year	Make	Model	Licence Plate Number

Your name, the address of the proposed parking and vehicle to be parked will be treated as public information and may also be included in reports to the Community Council.

In order to process your application, please submit the following:

- A non-refundable application fee of \$553.76 (\$490.05 + \$63.71 HST)* or a non-refundable transfer fee (change in property ownership for licensed locations) of \$178.22 (\$157.72 + \$20.50 HST)*;
- A detailed landscape proposal, drawn to scale and scale noted on plans, that shows all relevant dimensions, all highway names and municipal addresses, physical details such as utilities, sidewalks, walkways, trees and their dimensions (including distance of trees from other objects), fences, retaining walls, etc., north arrow, property lines and location of proposed front yard parking pad (more detailed drawings may be required if your proposal involves major landscaping);
- **If application is for transfer of parking privileges, a landscape proposal is not required**
- Copy of motor vehicle registration (no trucks, closed vans, campers or other oversize vehicles are permitted);
- Copy of Land Registry Office document (LRO #80) and survey

Upon approval of your application, it will be necessary to:

- Submit a petition signed by residents of at least 50% of the total number of residential properties within the block indicating support for the application, if polling is required;
- Obtain a paving permit prior to any construction. The fee for this permit is \$216.50 (no tax)*;
- Plant a tree in the front yard or fund the planting of a tree, the cost of which is \$939.58 (no tax)*;
- Pay the cost of the installation of the curb ramp, if applicable (an estimate will be provided at a later date);
- Pay an annual fee for the use of the City boulevard in accordance with the City of Toronto Municipal Code;
- Enter into a Parking on Residential Front Yards and Boulevards Agreement; and
- Enter into an Encroachment Agreement for any encroachments on the public right of way, and agree to pay the legal fees for the registration of any encroachments on title.

All payments can be made by Visa, American Express, MasterCard, Interac, or cheque. **All cheques must be made payable to the Treasurer, City of Toronto.**

*The fees are subject to an annual inflationary increase based on the City's User Fee Policy and change without prior notice, and subject to HST, where applicable, City of Toronto GST/HST BN No. 86740 2299 RT0001.

No parking, construction, etc., is permitted within the City boulevard and front yard until approval has been granted and the necessary agreements have been executed.

Approval of the parking pad may affect your on-street permit parking priority.

Please submit your signed application form with any necessary documentation to Transportation Services, Permits & Enforcement, Off Street Parking office at:

850 Coxwell Avenue
Toronto, ON M4C 5R1
Tel: 416-392-7768 Fax*: 416-392-1058

* Fax Alert: Sending personal information by fax is not a secure means of transmission. It is recommended you complete and return the form

The personal information on this form is collected under the authority of the City of Toronto Act, 2006, Chapter 11, Schedule A, s.136(c), City of Toronto Act, 2006, and the City of Toronto Municipal Code, Chapter 918 – "Parking on Residential Yards and Boulevards." The information is used for application for parking on residential front yards and boulevards and fee payment. Questions about this collection can be directed to Supervisors of Transportation Services, Permits & Enforcement by phone at 416-392-7768.

Applicant's Signature	Date (yyyy/mm/dd)
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BY SIGNING ABOVE YOU ACKNOWLEDGE THAT YOU ARE AWARE OF THE APPLICABLE BY-LAW(S) AND ITS REQUIREMENTS

321 Willard Avenue



↑ Mutual driveway with existing curb cutout



**For illustrative purposes only



