

# Commercial Parking Lot Licence Application Checklist

**SMALL LOTS (NO MORE THAN 100 PARKING SPACES)**

UNDER BY-LAW  
2025-065



Licence fee \$525 (\$25 new admin fee + \$500 Licence fee)

Driver's Licence – as per Section 3

Drawing of the proposed commercial parking lot with a full legal description as per Section 9. (1)

Commercial Insurance in the amount of \$2,000,000 received on the City form as per Section 10

Licensing Signage – as per Section 12

Garbage Receptacles – as per Section 13

Provide a 1 m setback from Street Right of Ways, fire hydrants, poles, and adjacent driveways, as per Section 16. (1)

Stable Surface – either Asphalt, Concrete, or permeable pavers as per Section 16. (4)

Proof of Ownership of Property (Transfer) and Lease if applicable

Adequate Lighting

Adequate Drainage

Fencing

Accessibility Requirements in accordance with By-Law 2019-44

Circle one of the following: 1) Ticket Office 2) Automatic Control Device 3) Attendant

Is Municipal Enforcement Inspection Booked? Circle YES or NO

Number Of Required Spaces for Business \_\_\_\_\_ and Number of Public Spaces \_\_\_\_\_

Address of Parking Lot \_\_\_\_\_

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I \_\_\_\_\_, the Owner/Agent of the Property, believe that my commercial parking lot is in compliance with all the provisions as contained within By-Law 2025-065.

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

In Compliance with all By-Law 2025-065 requirements:

Signature: (MLEO) \_\_\_\_\_ Date: \_\_\_\_\_