

Commercial Parking Lot Licence Application Checklist

LARGE LOTS (MORE THAN 100 PARKING SPACES)

UNDER BY-LAW
2025-065



A site plan agreement and the legislated requirements as contained in the City's zoning by-law No. 79-200 is required.

Licence fee \$1025 (\$25 new admin fee + \$1,000 Licence fee)

Driver's Licence – as per Section 3

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

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

Site Plan approval received File # SPC-year-## _____

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 _____

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: _____