



THE CORPORATION OF THE TOWN OF OAKVILLE
1225 Trafalgar Road
Oakville Ontario, L6H 0H3
Telephone: 905-845-6601 Fax: 905-815-6607

2018 APPLICATION TO LICENCE A COMMERCIAL PARKING LOT OPERATOR

STEP 1A: Pre- Consultation Meeting – In order to complete this step, complete the Business and Applicant information below and provide a Parking Plan (site plan) drawing along with the applicable fee.

\$50.00 (non-refundable, non-transferable)

Parking Plan (site plan) required at time of consultation

STEP 2: After approval, the following fee will be required. FEE: \$398.00 (non-refundable, non-transferable)

The following must be fully completed and submitted along with all required documents and the applicable fee.

Applications may be submitted as follows:

- In Person at ServiceOakville, 1225 Trafalgar Road;
By Mail to: Enforcement Services, Town of Oakville, 1225 Trafalgar Road, Oakville, ON L6H 0H3

BUSINESS:

NAME:

BUSINESS OWNER:

ADDRESS: UNIT: CITY/TOWN:

POSTAL CODE: TELEPHONE:

EMAIL ADDRESS:

CORPORATE NUMBER: Sole Proprietor: Partnership:

APPLICANT:

NAME:

ADDRESS: UNIT: CITY/TOWN:

POSTAL CODE: TELEPHONE:

EMAIL ADDRESS:

The following documents must be included with this application.

- If a corporation, provide a copy of the incorporating documents and corporate number.
If partnership, provide list of names, date of birth and address of each partner.
Certificate of Public Liability Insurance in the amount of two million dollars (\$2,000,000).
A Certificate of Occupancy, obtained from Building Services.
A site plan to the satisfaction of the Director of Planning Services, or designate.
A pedestrian circulation plan to the satisfaction of the Director of Planning Services, or designate.
A description of type of pay and display system.
A transportation impact study confirming that there are no adverse traffic impacts associated with implementing a commercial parking lot...

Please be advised:

- Incomplete applications will not be accepted and will be returned.
It is an offence to operate a business without a licence and charges may be laid without additional notice.

I hereby declare that I will comply with the provisions of all by-laws pertaining to the licence for which I am applying.

Signature

Date

OFFICE USE ONLY:

Pre-Con Meeting Fee: Receipt No. Pre-Con Parking Plan:

Licence:

Zoning: Planning: Engineering & Construction:

Approval Fee: Receipt No. Insurance: Pedestrian Plan: Machine:

Note: Personal information on this form is collected under the authority of the Municipal Act and the Town of Oakville Licensing By-law and will be used for business licensing and regulating. Questions about this collection should be directed to Municipal Enforcement Services, 1225 Trafalgar Road, Oakville, Ontario, L6H 0H3, telephone, 905-845-6601.