



Development Services and
Engineering Department

T: 705-325-2221
F: 705-329-2670
info@orillia.ca
orillia.ca
50 Andrew St. S., Suite 300,
Orillia, ON L3V 7T5

ENTRANCE PERMIT APPLICATION

Property Owner Information		
Name:	Phone Number:	
Street Address:	Postal Code:	
E-mail Address:		
Applicant Contact information: If application is being submitted on behalf of the Property Owner		
Name:	Phone Number:	
E-mail address:		
Contractor Contact information: If the Applicant is not the Contractor		
Company Name:	Contact Name:	
Email address:	Phone Number:	
Insurance Requirement:		
Please circle the party that will provide the insurance requirement in the event of an approved Entrance Permit.		
Property Owner	Applicant	Contractor

I, _____, _____ (Property Owner)
(print name) (signature)

give the Applicant _____, _____ consent to conduct
(print name) (signature)

business on my behalf regarding the above-mentioned property.



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Classification, Use and Details of Entrance	
Select one or more of the following to indicate proposed work:	
<input type="checkbox"/>	Construct an entrance
<input type="checkbox"/>	Alter the design of the existing entrance
<input type="checkbox"/>	Construct a temporary entrance
<input type="checkbox"/>	Use an existing entrance for something other than its original purpose or present use (residential to commercial)
Entrance Required For:	
<input type="checkbox"/>	Temporary Use <div style="border: 1px solid black; padding: 2px; display: inline-block;">Date entrance will be removed:</div>
<input type="checkbox"/>	Commercial
<input type="checkbox"/>	Residential
<input type="checkbox"/>	Institutional
<input type="checkbox"/>	Industrial
<input type="checkbox"/>	Other, please specify: <div style="border: 1px solid black; height: 20px; width: 100%;"></div>

- Number of Existing Entrances: _____
- Will the Existing Entrance be decommissioned? Yes or No
- Proposed Entrance Surface (circle): asphalt, concrete, interlock brick, OR
other: _____

*After approval of the Entrance Permit, Applicant may be required to obtain a **Road Occupancy Permit** which is available at the Municipal Operations Centre or on-line [here](#).*



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Please draw a sketch (with dimensions) of the location of proposed entrance. Show access in proximity to existing buildings, driveways, roads, etc.

↑
N

THE APPLICANT AGREES TO INDEMNIFY AND TO SAVE HARMLESS THE CORPORATION OF THE CITY OF ORILLIA (THE "CITY"), ALL ASSETS AND PERSONNEL IT IS IN LAW RESPONSIBLE FOR, FROM ANY AND ALL CLAIMS AND/OR ACTIONS THAT MAY ARISE FROM THE GRANTING OF THIS ENTRANCE PERMIT, AND FURTHER AGREES THAT ALL INSTALLATION AND REINSTATEMENT WORKS PERFORMED UNDER THIS ENTRANCE PERMIT WITHIN THE LIMITS OF THE CITY ROAD ALLOWANCE OR CITY PROPERTY WILL BE MAINTAINED AND GUARANTEED FOR A PERIOD OF 24 MONTHS FROM THE DATE OF WORK COMPLETION ACCEPTANCE BY THE CITY. I, THE UNDERSIGNED, HAVE READ AND UNDERSTAND THE INFORMATION PROVIDED AND AGREE TO ABIDE BY ALL GENERAL CONDITIONS, SPECIAL PROVISIONS AND ALL TERMS AND CONDITIONS OF THIS ENTRANCE PERMIT APPLICATION AND PERMIT ISSUED.

Additional Deposit due at time of Entrance Permit Application Approval

Permit Fee: \$120.00

Paid (mm/dd/yy): _____

Property Owner/Applicant Name (please print)

Property Owner/Applicant Signature



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Allow 15-20 business days to process properly completed applications. Applications which require additional submission of information or documentation may take longer. Personal information contained on this form is collected under the authority of the *Municipal Act*, 2001, c.25, s. 11(1)1, and will be used to control and record the issuance of this permit. Questions about collecting this information should be directed to the Freedom of Information Officer, City of Orillia, 50 Andrew St. S., Suite 300, Orillia, ON. L3V 7T5; (705) 325-1311

PLEASE REVIEW THE FOLLOWING BEFORE SUBMITTING:

City of Orillia Zoning By-law 2012-44:

Section 6.2.12: Driveways and Parking for Dwellings Requiring Four or Fewer Parking Spaces

Section 6.2.16: Location of Driveways

https://www.orillia.ca/en/city-hall/resources/Development_Services/ZoningBylaw2014-44.pdf

Engineering Design Criteria:

<https://www.orillia.ca/en/city-hall/resources/Engineering/Final-Combined-Scanned-Engineering-Design-Criteria-Manual--Revised-February-2015.pdf>

Ontario Provincial Standard Drawings (drawings included in the below FAQs):

OPSD 350.010	Urban Industrial, Commercial, and Apartment Entrances
OPSD 351.010	Urban Residential Entrances
OPSD 301.020	Rural Entrances to Roads in Earth Cut
OPSD 301.010	Rural Entrances to Roads on Fill

Requirements (City Use ONLY):

_____ Current Zoning

Yes No Traffic Impact Study

Yes No Access Analysis Required

Yes No Culvert Installation Required

_____ Size of Culvert Required (diameter in mm, length in m)

Yes No Curb Cuts Required

Yes No Sidewalk Replacement/Upgrade Required

_____ Number of Sidewalk Panels to be Replaced

Yes No Vegetation/Tree Trimming/Removal Required

_____ Abutting Roadway Classification



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ENTRANCE PERMIT GENERAL CONDITIONS – APPLICABLE TO ALL APPLICANTS:

All utilities, agencies, contractors, developers, private individuals, etc., desiring to excavate, remove, alter, install, or otherwise disturb the existing lands or improvements thereon within City of Orillia (the "City") road allowances or properties shall make application to the City for written permission to occupy or otherwise operate within the City road allowance or on City property in strict compliance with the following:

1. This Entrance Permit ("Permit") is subject to all Municipal By-laws.
2. Prior to commencing work, utility locate stakeouts applicable to the Permit work area must be obtained from all applicable utilities.
3. No work relating to this Permit shall be performed until the City has approved the Entrance Permit Application and a Permit has been issued by the City. For greater clarity, only once the City issues a completed Entrance Permit Application, executed by the City, including a Permit Number, shall the Entrance Permit Application be considered approved and may work commence.
4. All work must be performed in accordance with the approved plans & specifications and subject to the approval of the City. The Applicant is responsible for all such expenses.
5. The City has the right to perform any remedial work caused by the Applicant's operations with the use of the deposit.
6. The Applicant is responsible for staking the proposed Entrance in the field for City staff to review.
7. Through the course of any work performed by the Applicant, the Applicant must ensure that utilities are protected and identified. If damaged, repair to the utility's satisfaction is at the Applicant's sole expense.
8. The City retains the right to cancel the Permit for breach of the Permit, rules, laws etc. or for any reasons the City, in its discretion, deems proper.
9. The Applicant must ensure the construction area is cleaned to the satisfaction of the City after the work is complete.
10. Prior to or during construction, the public flow of traffic must not be disturbed, and the road must not be closed.
11. The approved Permit is not transferrable.
12. The Permit is valid for one (1) year from the time of Approval Date.
13. The Applicant may be required to obtain a Road Occupancy Permit after approval of the Permit.
14. All disturbed or affected areas are to be maintained and guaranteed, at the Applicant's expense, for 24 months after completion and final acceptance of the work by the City.
15. The Applicant accepts the City's right to perform any necessary remedial work caused by the Applicant's operations, subject to the following conditions:
 - a. At least 24 hours prior notification will be given to the Applicant of any remedial work. Should the Applicant not act on this notification within the time given and



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- this time elapses, the City will undertake to carry out the repairs;
- b. When it is deemed that a Public Safety is in jeopardy or an Emergency Situation has occurred, due to lack of or inferior remedial work, the City will perform immediate repairs by whatever means it deems necessary;
 - c. All costs to the City associated with remedial repair plus an administrative fee will be invoiced to the Applicant.
16. This Permit may be cancelled at any time for breach of the regulations or conditions of the Permit or for any such reasons as the City, in its discretion, deems proper.
17. **Limited Liability and Release:** The Applicant hereby releases and forever discharges the City, including its elected officials, officers, employees, agents and contractors, and the Applicant further agrees that notwithstanding anything to the contrary contained herein, the City, including its elected officials, officers, employees, agents, contractors and sub-contractors shall not be liable to the Applicant or to anyone for whom the Applicant may be in law responsible for, any loss or damage to property, personal injury or death, or any other losses, action, claims, causes of action, damages, both direct or indirect and such other costs and expenses, however and whatsoever incurred, suffered, or sustained by the Applicant's activities relating to any matters under this Permit, negligent misrepresentation, or breach of statutory duty on the part of the City or on the part of anyone for whom the City is in law responsible, the condition or state of repair of the Entrance and the breach of any provisions of this Permit by the City, including, but not limited to, any negligent act or omission of the City, its employees, agents, contractors or sub- contractors, which causes or contributes to any such injury, damage or loss.
18. **Indemnity:** The Applicant shall indemnify and save the City harmless, including the City's elected officials, officers, employees, agents and contractors, from and against any loss, cost and expense incurred by the City because of any demand, action or claim brought against the City as a result of any loss of or damage to property, personal injury or death, or any other losses or damages, both direct or indirect, including such other costs and expenses, howsoever and whatsoever incurred, suffered or sustained by the Applicant or by anyone for whom in law the Applicant is responsible, including any losses or damages which have been caused or contributed to by any negligence, negligent misrepresentation, or breach of statutory duty on the part of the City or on the part of anyone for whom the City is in law responsible, by the activities of the Applicant, the condition or state of repair of the roadway and the breach of any of the provisions of this Permit by the City, including, but not limited to, any negligent act or omission of the City, or its employees, agents, contractors or invitees, which causes or contributes to any such injury, damage or loss.

ALL CONDITIONS ARE SUBJECT TO REVISION AS NECESSARY. ALL REPAIRS SHALL BE EQUAL TO, OR SUPERIOR TO, ORIGINAL CONDITION.



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I, THE APPLICANT, confirm that I have read, understood, and accepted the Entrance Permit General Conditions, which form part of the Entrance Permit. I agree that I will be responsible for the cost of permanent and remedial repairs if carried out by the City of Orillia plus an administration fee. I further acknowledge and accept that I may only start work in accordance with this Entrance Permit Application once the City has issued approval of this Entrance Permit Application.

Property Owner/Applicant Name (please print)

Date

Property Owner/Applicant Signature

Important Notes and Clauses:

The Applicant shall post a deposit in cash, certified cheque or Letter of Credit in a form satisfactory to the City in the amount of \$500 for low density residential or \$2,000 for medium or high density residential, commercial, industrial or institutional lands at the time of permit issuance.

When the newly constructed Entrance is complete and an inspection has concluded that it meets all of the City of Orillia requirements, the deposit will be returned at the request of the Applicant.

Requirements (City Use ONLY):

Permit Number: _____

APPROVED [] DENIED []

Transportation Technologist/Parking

SIGNATURE: _____

DATE: _____

APPROVED [] DENIED []

Superintendent of Roads & Fleet

SIGNATURE: _____

DATE: _____

APPROVED [] DENIED []

Planning Administrator

SIGNATURE: _____

DATE: _____



Frequently Asked Questions

Do I get my money back if my Entrance Permit Application is not approved?

No, the application fee is a cost recovery in order to complete the approval process.

When do I have to give my Deposit?

Once you have been notified that your Entrance Permit has been approved, you will be required to post a deposit in cash, certified cheque or Letter of Credit in a form satisfactory to the City in the amount of \$500 for low density residential or \$2,000 for medium or high density residential, commercial, industrial or institutional lands.

Why do I need to give a Deposit?

A Deposit is required to hold the Property Owner accountable for the work that is completed on City property. This work must be done in accordance with the City of Orillia standards. If this is not the case, the City will take action to complete the Entrance/repairs at the Property Owners expense with the use of the Deposit.

When will I get my Deposit back?

The Deposit will be returned after a final inspection has confirmed that the Entrance is in accordance with City of Orillia standards. The Applicant must make a request for the return of the Deposit in writing.

Do I need an Entrance Permit if I am only improving private property?

No. However, you may still require a [Road Occupancy Permit](#) if you are staging equipment or materials on the City right-of-way.

What is the typical turnaround time for the approval process?

15-20 business days.



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What is the maximum area of a parking space attached to a Driveway permitted?

It shall not exceed 60% of a Front or Rear Yard, and the parking spaces shall meet the minimum size requirements.

What are the maximum sizes allowed for an Entrance?

For low density residential, the maximum width is 6.0 m or 60% of your Lot Frontage, whichever is lesser.

For light industrial/apartments and commercial the maximum width is 12.0 m.

For heavy industrial the maximum width is 15.0 m.

What are the minimum set back requirements of an Entrance?

An Entrance shall be set back a minimum of 0.3 m from any side lot line or 0.0 m if the Side lot separating is an attached Semi-Detached Dwelling or an attached Townhouse House dwelling.

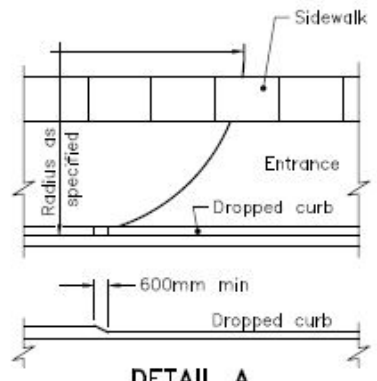
On a corner lot, no Entrance shall be located closer than 15.0 m to the edge of the travelled portion of a Local road or 20.0 m to the edge of the travelled portion of a Collector Road, Arterial Road or Provincial Highway.

If my property fronts on to a Provincial Highway, but still under the jurisdiction of the City of Orillia, do I apply for an Entrance Permit with the City or MTO?

Applications for Entrances off a Provincial Highway must be done through the MTO.

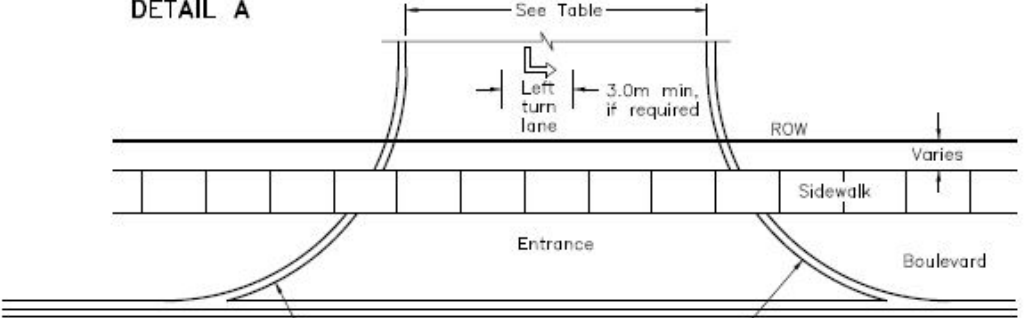
Can I have more than one (1) Entrance on my lot?

Only in the case of a corner lot, where you are allowed two (2) entrances.

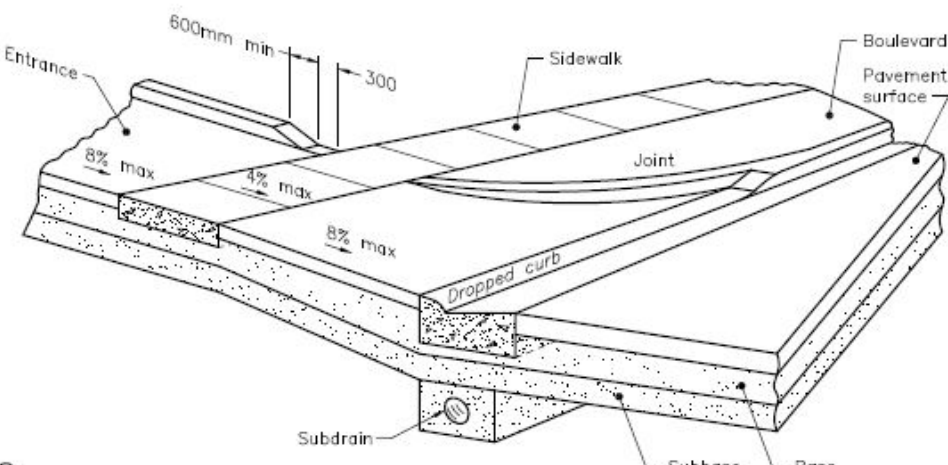


DETAIL A


LAND USE	WIDTH m				RADIUS m	
	One-Way		Two-Way		min	max
	min	max	min	max		
Light Industrial, Commercial, and Apartment	4.5	7.5	7.2	12.0	4.5	12.0
Heavy Industrial	5.0	9.0	9.0	15.0	9.0	15.0



PLAN



NOTES:
A All dimensions are in millimetres unless otherwise shown.

ONTARIO PROVINCIAL STANDARD DRAWING	Nov 2018	Rev 2	
URBAN INDUSTRIAL, COMMERCIAL, AND APARTMENT ENTRANCES	OPSD 350.010		

