

**ORILLIA CITY CENTRE**  
50 ANDREW STREET S., SUITE 300  
ORILLIA, ONT. L3V 7T5  
TELEPHONE: (705) 325-1311  
FACSIMILE: (705) 325-5178



**MUNICIPAL OPERATIONS CENTRE**  
20 JAMES STREET W.  
ORILLIA, ONT. L3V 6Y3  
TELEPHONE: (705) 326-4585  
FACSIMILE: (705) 326-3373  
Email: [mocop@orillia.ca](mailto:mocop@orillia.ca)

**ENVIRONMENT AND INFRASTRUCTURE  
SERVICES DEPARTMENT  
ENTRANCE PERMIT**

Permit Number \_\_\_\_\_

Applicant: \_\_\_\_\_

Registered Property Owner: \_\_\_\_\_

I, \_\_\_\_\_ (registered property owner) give the  
Applicant, \_\_\_\_\_ consent to conduct business on my behalf  
regarding the above mentioned property

Applicant's Address: \_\_\_\_\_

Applicant's Postal Code: \_\_\_\_\_

Applicant's Phone Number: \_\_\_\_\_

Registered Owner's Phone Number: \_\_\_\_\_

Subject Property Address: \_\_\_\_\_

Current Zoning: \_\_\_\_\_

Check one or more of the following to indicate proposed work:

- Construct an access
- Change the design of the existing access
- Change location of existing access
- Construct a temporary access
- Use an existing access for other than its original or present use  
(from residential to commercial)

**Classification, Use, Purpose, and Detail of Access**

Access required for:

\_\_\_\_\_ Temporary \_\_\_\_\_ Date access will be removed (mm/dd/yy)

\_\_\_\_\_ Commercial \_\_\_\_\_ Residential \_\_\_\_\_ Industrial

\_\_\_\_\_ Number of Existing Accesses

\_\_\_\_\_ Proposed Access Surface (asphalt, concrete, interlock brick). All accesses shall be surfaced from the edge of roadway up to property line.

Contractor that will be installing access \_\_\_\_\_

Contractor's contact number \_\_\_\_\_

(City Use Only)

Requirements

Yes No Traffic Impact Study Required

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

All costs associated with the approval and installation of the access shall be borne by the applicant. These costs may include costs for the construction or alteration of an access such as labour and materials for the access itself, alteration to the roadway, utilities, traffic control devices, layout and surveying of the access, legal costs, preparation of plans, etc. For the purpose of clarity, work performed by the City or a City approved contractor shall be at the expense of the applicant.

Date: \_\_\_\_\_ Applicant's Signature: \_\_\_\_\_

Permit Fee: \$100.00 Paid (mm/dd/yy): \_\_\_\_\_

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



Applicant is responsible for staking proposed access in the field for City staff to review.

APPROVAL SIGNATURE: \_\_\_\_\_ TITLE: Transportation Technologist/Parking DATE: \_\_\_\_\_

APPROVAL SIGNATURE: \_\_\_\_\_ TITLE: Supervisor of Roads, Source & Storm DATE: \_\_\_\_\_

APPROVAL SIGNATURE: \_\_\_\_\_ TITLE: Manager of Source Protection & Operations DATE: \_\_\_\_\_

**Note: Permit is valid for one (1) year from time of Approval Date**