



Development Services and  
Engineering Department

T: 705-418-3227  
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.



## Development Services and Engineering Department

T: 705-418-3227  
 F: 705-329-2670  
 info@orillia.ca  
 orillia.ca  
 50 Andrew St. S., Suite 300,  
 Orillia, ON L3V 7T5

Classification, Use and Details of Entrance	
Select one or more of the following to indicate proposed work:	
	Construct an entrance
	Alter the design of the existing entrance
	Construct a temporary entrance
	Use an existing entrance for something other than its original purpose or present use (residential to commercial)
Entrance Required For:	
	Temporary Use ( <b>please specify date entrance will be removed</b> ):
	Commercial
	Residential
	Institutional
	Industrial
	Other, please specify:

- 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](#).*



**Development Services and  
Engineering Department**

T: 705-418-3227  
F: 705-329-2670  
info@orillia.ca  
orillia.ca  
50 Andrew St. S., Suite 300,  
Orillia, ON L3V 7T5

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

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



## Development Services and Engineering Department

T: 705-418-3227  
F: 705-329-2670  
info@orillia.ca  
orillia.ca  
50 Andrew St. S., Suite 300,  
Orillia, ON L3V 7T5

### TIMELINE

Allow 15-20 business days for City Staff 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](#)

[Engineering Design Criteria](#)

#### **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



## Development Services and Engineering Department

T: 705-418-3227  
F: 705-329-2670  
info@orillia.ca  
orillia.ca  
50 Andrew St. S., Suite 300,  
Orillia, ON L3V 7T5

### **ENTRANCE PERMIT GENERAL CONDITIONS – APPLICABLE TO ALL APPLICANTS:**

When requesting a new driveway entrance onto a City of Orillia municipal right-of-way or road, or when conducting any work, replacement, or addition to an existing driveway entrance onto a City of Orillia road, a Driveway Entrance Permit is required. This requirement applies to driveway entrances with or without culverts.

These guidelines apply to all roads and municipal rights-of-way under the jurisdiction of the City of Orillia.

Applicants must utilize the Application for Driveway Entrance Permit Form provided by The City of Orillia.

Construction on a project for which a permit is granted must commence within ten (10) months of the permit issuance date. Failure to do so may result in the permit being revoked by the City of Orillia.

The approved Driveway Entrance Permit is not transferrable.

Applications for Entrances off a Provincial Highways must be executed through the MTO.

#### **Location of Driveway Entrances**

New driveway entrances may be permitted for existing lots where no driveway entrance has previously been provided, subject to the restrictions of this guideline and the City of Orillia Engineering Design Criteria.

New driveway entrances may be permitted to replace existing driveway entrances, provided they establish superior standards over existing conditions.

Approval from the Manager of Park Planning and Development is required for a driveway located within 4 metres of a tree on City property before applying for a Driveway Permit.

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

#### **Multiple Driveway Entrances**

Corner-lot properties may have two driveway entrances, limited to one driveway entrance per frontage.

For lots with a frontage exceeding 33 metres, a circular driveway entrance may be permitted. The minimum separation distance between two driveway entrances on the same lot crossing the same lot line, measured at the property line, shall be:

- 9.0 metres for access to an arterial road.
- 15.0 metres for access to a local road or collector road.



## Development Services and Engineering Department

T: 705-418-3227  
F: 705-329-2670

✉ info@orillia.ca

🌐 orillia.ca

📍 50 Andrew St. S., Suite 300,  
Orillia, ON L3V 7T5

### **Restrictions on Driveway Entrance Locations**

The following locations are not permissible for new driveway entrances or widening of existing driveway entrances onto a City of Orillia Right of Way:

- Within a Plan of Subdivision, such as Westridge, Stoneridge.
- Within 20 metres of a signalized intersection from curblines of intersecting street.
- Within 20 metres of an intersection of a Collector Road, Arterial Road, or Provincial Highway.
- Within 15 metres of an intersection from curblines of intersecting Local Road.
- Within 15 metres of a bridge termination.
- Within 15 metres of an at-grade railway crossing.
- Within 30 metres of a roadside guardrail treatment.
- Within 1.5 metres of an existing driveway entrance edge for residential.
- Within 3.0 metres of an existing driveway entrance edge for commercial and industrial uses.
- Driveway cuts shall be located at a minimum distance of 0.3 metre 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.
- Within exclusive lanes for channelization, acceleration, or deceleration.
- Where minimum stopping sight distances, as determined by the TAC Design Guide, are not met.
- Where the entrance obstructs or interferes with City-approved on-street parking spaces.
- When reviewing an application, the General Manager or designate shall consider,
  - Any potential adverse effect on public health and safety
  - Any potential inconvenience to the public.
  - Any concerns for the deposit of persons or property

### **Driveway Entrance Design**

Driveway entrances and aprons must be finished with materials such as asphalt, paving stones, impressed concrete, or other durable hard surfaces to the satisfaction of the Director of Engineering or designate.

The municipal sidewalk and roadway curb must be continuous through all driveways.

Driveway entrances must be set flush with the top of sidewalk elevation within 300mm of either side of the sidewalk.

If there is a need to provide parallel parking between driveway entrances along the roadway, a spacing of 6.5 metres is required.

The minimum distance of a driveway to the face of a utility shall be as follows:

- Hydro Pole/Signal - 1.0 metre
- Pole/Light Standard Fire Hydrant - 1.5 metres
- Communications Pedestal - 1.0 metre (Telecommunication utilities)
- Hydro Transformer - 2.5 metres



## Development Services and Engineering Department

T: 705-418-3227  
F: 705-329-2670  
info@orillia.ca  
orillia.ca  
50 Andrew St. S., Suite 300,  
Orillia, ON L3V 7T5

### Construction Requirements

All driveway entrances ways must be constructed in accordance with City standards, By-Laws or, where no City standard applies, adhere to Ontario Provincial Standards (OPSS, OPSD).

The Developer/Contractor/Landowner is responsible for the grading, gravelling, and the paving of all driveway entrances from the curb to the streetline or to the sidewalk where sidewalks are existing or proposed.

A Road Occupancy Permit is required for work on City right-of-way or property.

Contractors must ensure compliance with safety regulations and possess working knowledge of relevant legislation.

Prior to or during construction, the public flow of traffic must not be disturbed, and the road must not be closed.

A driveway entrance permit may be revoked at any time for violation of the regulations or conditions outlined in the permit, or for reasons deemed appropriate by the Director of Engineering or their designee at their discretion.

It is the responsibility of the applicant to arrange for the installation of the driveway entrance and culvert if required.

Utility locates must be completed prior to construction and ensure proper coverage over utilities is maintained. If damaged, repair to the utility's satisfaction is at the Applicants' sole expense.

No work relating to this Permit shall be performed until the City has approved the Driveway Entrance Permit Application and a Permit has been issued by the City.

***For greater clarity, only once the City issues a completed Driveway Entrance Permit Application, executed by the City, including a Permit Number, shall the Driveway Entrance Permit Application be considered approved and may work commence.***



## Development Services and Engineering Department

T: 705-418-3227  
F: 705-329-2670  
info@orillia.ca  
orillia.ca  
50 Andrew St. S., Suite 300,  
Orillia, ON L3V 7T5

The minimum consolidated depth requirements for the granular base and asphalt in driveways shall be as follows. Alternate types of driveway entrances (i.e. paving stones, concrete pads, etc.) will be subject to approval by the City.

### Driveways with Curbs

#### a) Single-Family Residential

- Asphalt
  - 50 mm of HL3 asphalt
- Granular base
  - 300 mm of Granular "A"

#### b) Commercial, Light Industrial and Apartments

- Asphalt
  - 50 mm HL8 base course
  - 40 mm HL3 surface course
- Granular base
  - 300 mm Granular "B"
  - 150 mm of Granular "A"

#### c) Heavy Industrial Driveways

- Asphalt
  - 75 mm HL8 base course
  - 40 mm HL3 surface course
- Granular base
  - 300 mm Granular "B"
  - 150 mm of Granular "A"

### Driveway Approaches with Open Ditches

#### a) Residential

- Asphalt
  - 50 mm of HL3 asphalt
- Granular base
  - 300 mm of Granular "A"

#### b) Commercial, industrial and apartment driveways

- Asphalt
  - 50 mm HL8 base course
  - 40 mm HL3 surface course
- Granular base
  - 300 mm Granular "B"
  - 160 mm of Granular "A"





## Development Services and Engineering Department

T: 705-418-3227  
F: 705-329-2670  
info@orillia.ca  
orillia.ca  
50 Andrew St. S., Suite 300,  
Orillia, ON L3V 7T5

### **Driveway Entrance Grades**

Driveway entrance grading shall be in accordance with OPSD 350.010 for industrial, commercial and apartment entrances and OPSD 351.010 for residential entrances.

Maximum grades are not recommended and should be employed only in exceptional cases where physical conditions prohibit the use of lesser grades.

The minimum driveway entrance grade shall be 0.5%.

The use of negative grade driveway entrances is actively discouraged. Negative sloping driveway entrances will only be considered in estate residential developments under special circumstances. Where negative sloping driveway entrances are used, a positive slope of at least 2.5 % must be maintained from the garage over a minimum distance of 10.0 metres.

### **Driveway Entrance Depressions**

The width and location of the depressions in the curb and gutter for single-family residential driveway entrances shall be as detailed on OPSD 351.010 with particular attention being placed on the location of the garage and the direction of traffic flow.

Driveway cuts shall be located at a minimum distance of 1.0 metre from any side lot line.

Driveway entrances depressions are to be placed when concrete curb and gutter is initially poured. Double driveway entrances depressions are to be placed for all single-family residential lots.

The width and location of the driveway entrance depressions for apartment, commercial, and industrial driveway entrances shall be as detailed on OPSD 350.010. These driveway entrances shall be designed to accommodate the anticipated vehicular traffic without causing undue interference with the traffic flow on the street.

All apartment, commercial and industrial driveway entrances shall be provided with barrier curbs constructed to blend into the roadway curb and gutter.

### **Culverts**

The minimum length of each residential C.S.P. driveway culvert shall be 7.0 metres and the minimum diameter shall be 400 mm. The maximum length of residential driveway entrance culverts shall be 9.0 metres. The maintenance and repair of such culverts shall remain the responsibility of the Developer/Land Owner until such time as the Works have been accepted by the City.

Culverts shall be backfilled with a minimum compacted base of 150 mm of 19 mm limestone and cover of 300 mm of 19 mm limestone.

The construction of driveway entrance headwalls at each end of the driveway culvert will not be permitted, unless otherwise approved by the City.



## Development Services and Engineering Department

T: 705-418-3227  
F: 705-329-2670  
info@orillia.ca  
orillia.ca  
50 Andrew St. S., Suite 300,  
Orillia, ON L3V 7T5

A 3.0-metre-wide platform area shall be constructed in the ditches fronting each fire hydrant. The minimum culvert length shall be 6.5 metres and minimum diameter shall be 400 mm.

### **Completion and Approval**

Restoration of the roadway following driveway entrance construction is the responsibility of the applicant/contractor and must meet requirements determined by the Director of Facilities, Climate Change, and Operations or designate.

Restoration may include but not be limited to topsoil and seed/sod, rip-rap, gravel or other road surface materials.

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

City of Orillia initiated driveway repairs within the road allowance will be restored with asphalt at the City of Orillia's cost. Replacement with concrete or interlocking brick will be the responsibility of the property owner, with a potential contribution from the City.

Driveway entrances not meeting City standards must be removed by the applicant upon written direction from the City, with potential removal by City staff or City directed contractors at the applicant's expense for non-compliance.

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 this time elapses, the City will undertake to carry out the repairs;

The City of Orillia reserves the right to refuse approval if any objectives or requirements of these guidelines are compromised, at the discretion of the Director of Engineering or designate.

The City retains authority to relocate or close any driveway entrance not compliant with these guidelines.

The Applicant must ensure the construction area is cleaned to the satisfaction of the City after the work is complete

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. All costs to the City associated with remedial repair plus an administrative fee will be invoiced to the Applicant.

When the newly constructed driveway 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.

**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



## Development Services and Engineering Department

T: 705-418-3227  
F: 705-329-2670

✉ info@orillia.ca

🌐 orillia.ca

📍 50 Andrew St. S., Suite 300,  
Orillia, ON L3V 7T5

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

**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.**



## Development Services and Engineering Department

T: 705-418-3227  
F: 705-329-2670  
info@orillia.ca  
orillia.ca  
50 Andrew St. S., Suite 300,  
Orillia, ON L3V 7T5

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: \_\_\_\_\_



## Development Services and Engineering Department

T: 705-418-3227  
F: 705-329-2670  
✉ info@orillia.ca  
🌐 orillia.ca  
📍 50 Andrew St. S., Suite 300,  
Orillia, ON L3V 7T5

### 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.

#### **Where do I find out the design and engineering requirements for an entrance?**

The City of Orillia has an Engineering Design Criteria that includes specific requirements for driveway entrances.



## Development Services and Engineering Department

T: 705-418-3227  
F: 705-329-2670  
info@orillia.ca  
orillia.ca  
50 Andrew St. S., Suite 300,  
Orillia, ON L3V 7T5

### **Why are Private Plan of Condominium or New Plan of Subdivisions excluded?**

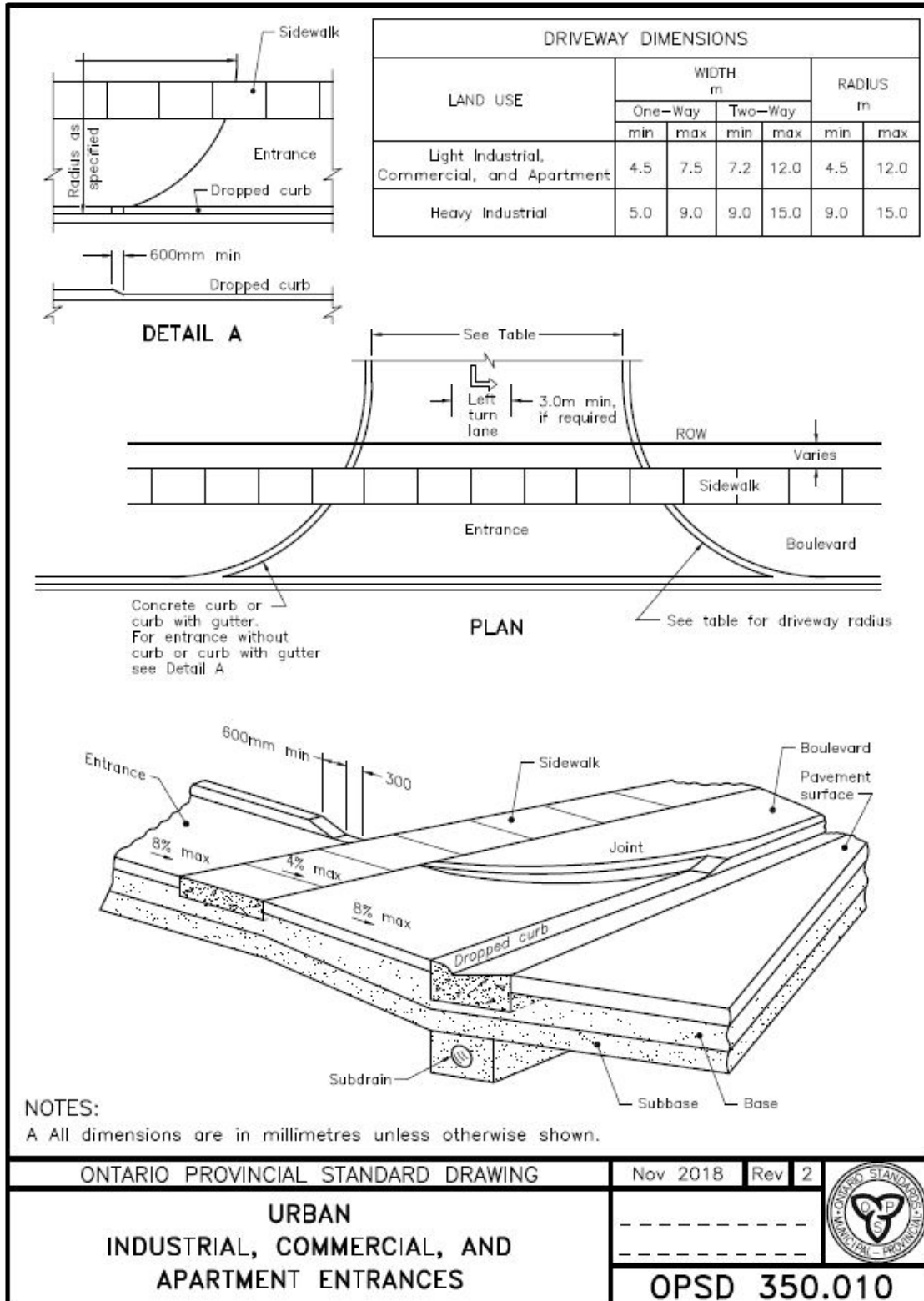
These areas have been designed and approved with specific prescribed amounts of hardscape. Any increase beyond these limits leads to various issues, including inadequate snow storage, parking shortages, and the need for additional and upgraded storm infrastructure. This includes underground storm sewers, quantity or quality control devices, and the expansion and maintenance of stormwater retention ponds, all of which come with significant costs.

### **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?**

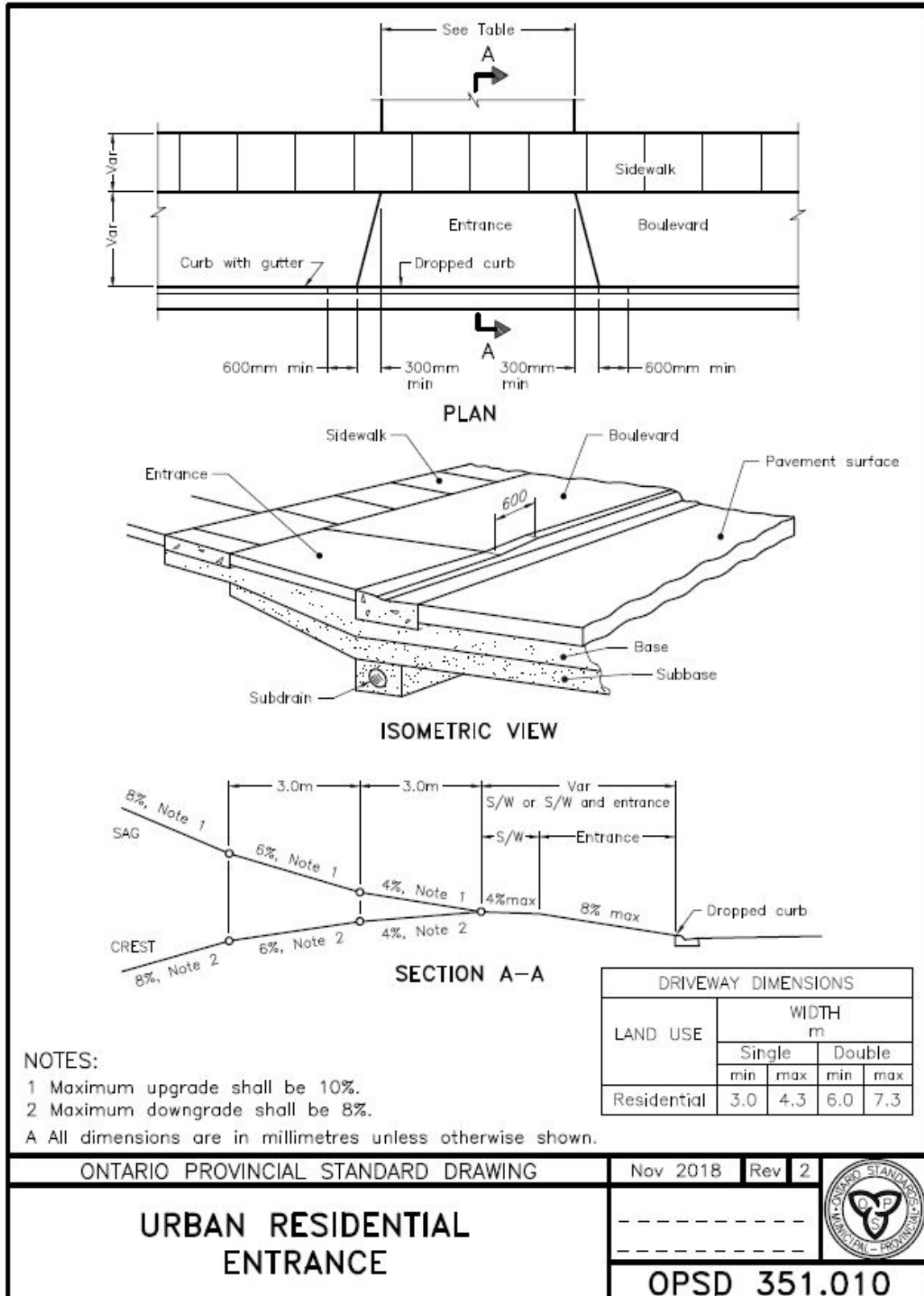
Applications for Entrances off a Provincial Highway must be done through the MTO.

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

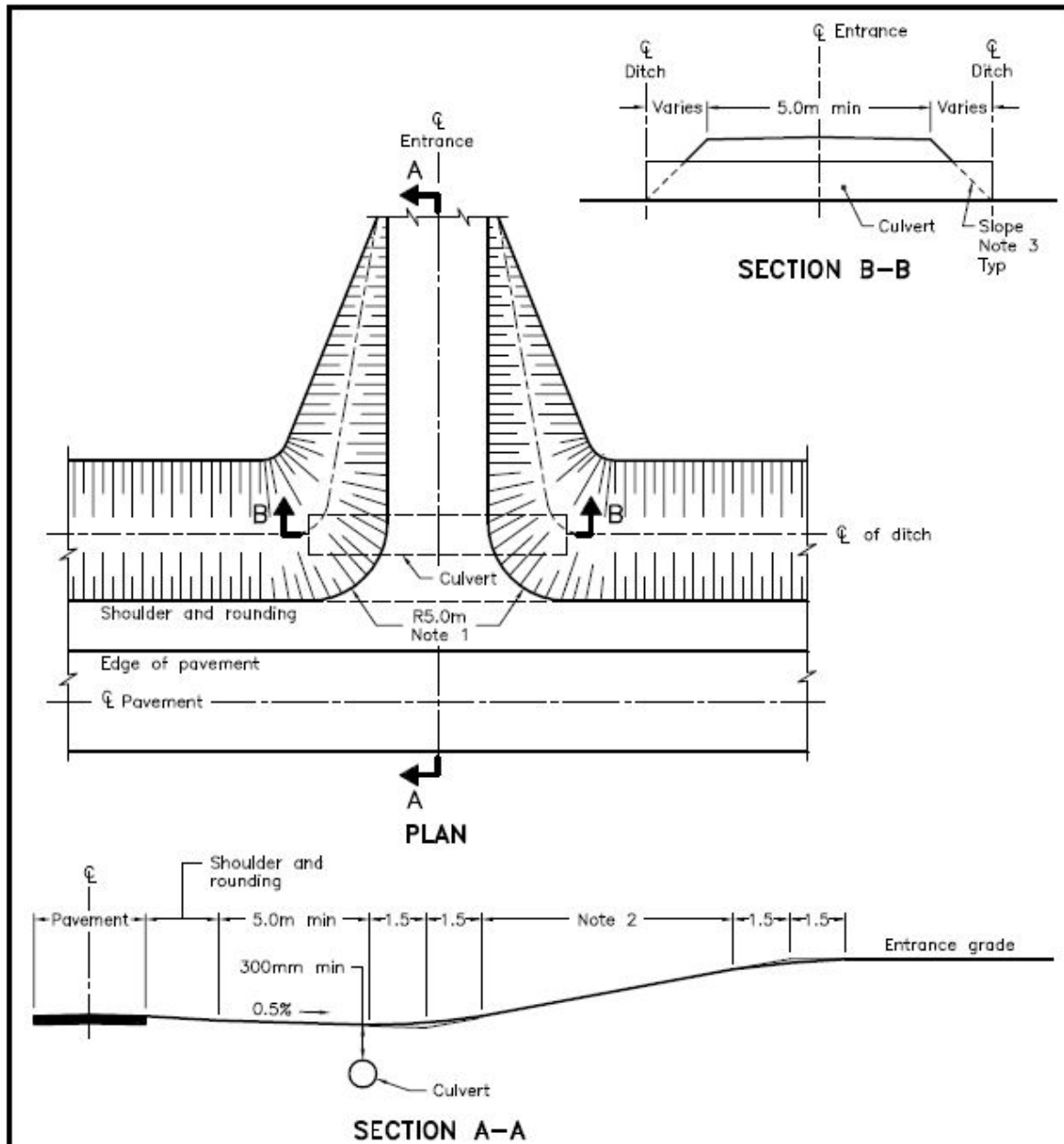
Corner-lot properties may have two driveway entrances, limited to one driveway per frontage, and lots with a frontage exceeding 33 metres can have a circular driveway.








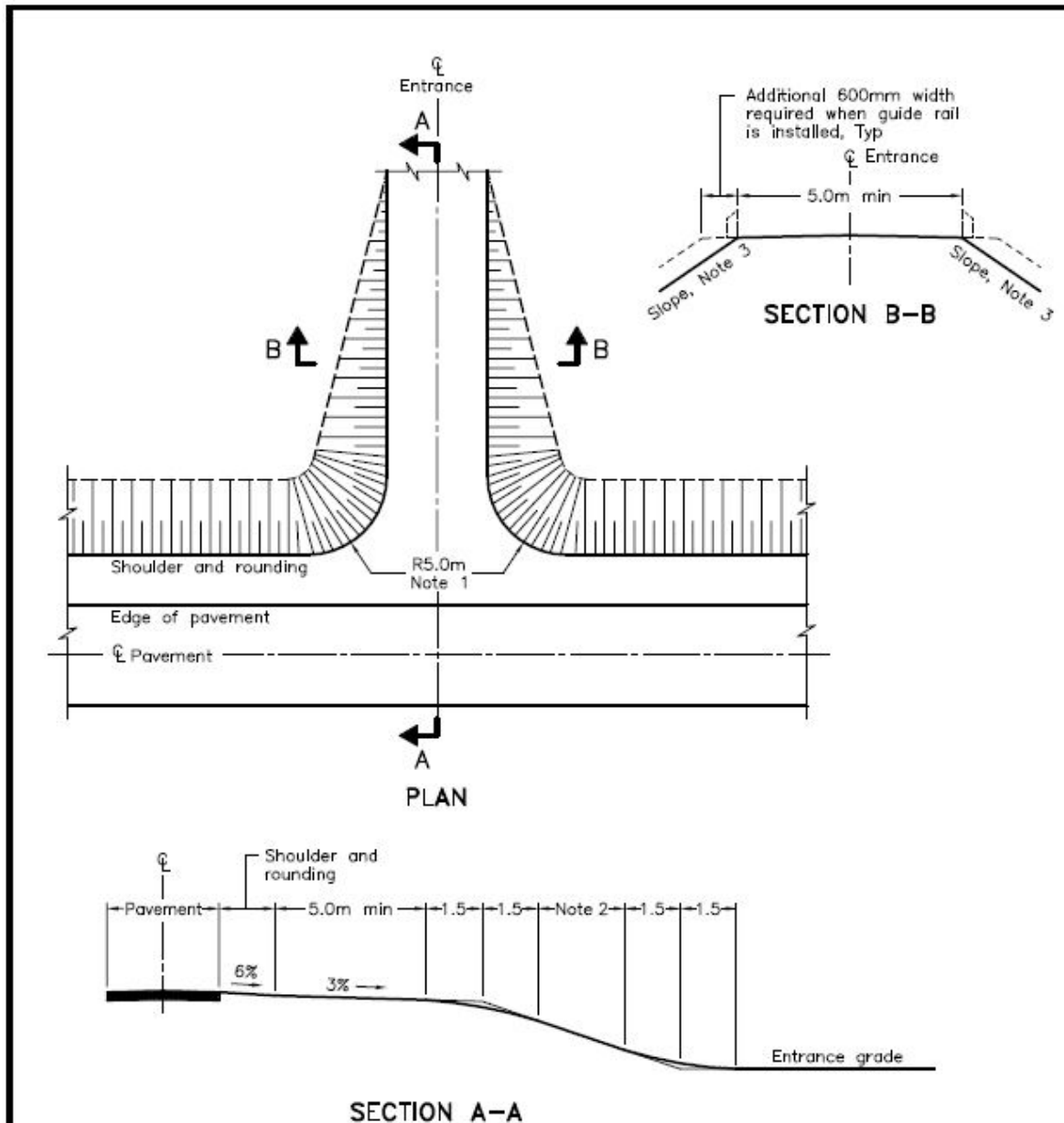




NOTES:

- 1 Radius shall be 8.0m when entrance is used for farm equipment.
  - 2 Maximum gradient: 6% for residential entrances and 10% for farm and field entrances.
  - 3 Slope shall be 3H:1V or flatter when specified.
- A All dimensions are in metres unless otherwise shown.

ONTARIO PROVINCIAL STANDARD DRAWING		Nov 2010	Rev 2	
<b>RURAL ENTRANCES TO ROADS IN EARTH CUT</b>		-----		
		-----		
<b>OPSD 301.020</b>				



**NOTES:**

- 1 Radius shall be 8.0m when entrance is used for farm equipment.
  - 2 Maximum gradient: 6% for residential entrances and 10% for farm and field entrances.
  - 3 Slope shall be 3H:1V or flatter when specified.
- A All dimensions are in metres unless otherwise shown.

ONTARIO PROVINCIAL STANDARD DRAWING

Nov 2010 Rev 2

**RURAL ENTRANCES  
TO ROADS ON FILL**



**OPSD 301.010**