

Driveway Entrance / Access Permit

The primary function of municipal roads, regional/county roads and provincial highways is to permit the safe and efficient movement of through traffic over relatively long distances at reasonable speeds. This important function is diminished where uncontrolled development adjacent to the road/highway creates turning and stopping movements which interfere with the free flow of traffic. A secondary function of municipal roads, regional/county roads and provincial highways is to provide access to properties at appropriate locations consistent with road safety.

Since the municipalities regulate the construction of driveway entrances onto municipal roads and ensure that entrances are installed according to municipal standards in appropriate locations and provide for safe and efficient road operation, to construct or alter a driveway entrance to a property from a municipal road, a driveway entrance permit / driveway access permit is required.

The Ministry of Transportation of Ontario (MTO) controls all residential and commercial driveway entrances to provincial highways and all driveway entrances must be constructed to Ministry of Transportation of Ontario (MTO) standards.

A new driveway entrance permit / driveway access permit from the Ministry of Transportation of Ontario (MTO) is required for a newly purchased property that has an existing driveway access to a provincial highway, as driveway entrance permits / driveway access permits from the Ministry of Transportation of Ontario (MTO) do not change ownership with title.

Construction of a driveway entrance to a highway from a commercial development, upgrade an existing residential driveway entrance to a commercial driveway entrance, or modifying an existing commercial entrance, etc., requires a driveway entrance permit / driveway access permit.

Property owners must apply for a driveway entrance permit / driveway access permit when:

- The use of the driveway entrance changes from temporary to permanent
- A driveway access is required for a new building to be constructed on a vacant lot
- A driveway access or an entrance is desired to vacant property where no entrance or access exists
- An existing land use changes to another land use
- A Site Alteration Permit has been issued by the Municipality or a Permit under Ontario Regulation 168/06 has been issued by the Conservation Authority
- A temporary driveway access is required.

A driveway entrance permit / driveway access permit application is also used if a property owner is requesting a curb cut (driveway widening) in the urban area.

Driveway widening and curb cuts will not be approved if:

- It will permit vehicle access to unauthorized front, side or rear yard parking areas;
- It requires removing a municipally owned tree or will damage an existing municipality owned tree;
- The proposed driveway entrance width will exceed the driveway entrance width specified in any applicable Zoning Bylaw;
- The proposed driveway entrance will encroach into the boulevard of an adjoining property, when the common lot line is projected perpendicular to the curb line of the abutting road;
- The widening is to an existing negative slope/depressed driveway or a truck loading dock accessed directly from an arterial street.

The maximum width of a driveway entrance in the residential urban zone shall not exceed the exterior dimensions of the garage, carport or the parking pad for a building containing only dwelling land uses. Typical single vehicle driveway entrances are 4 m (13 ft.) wide and multiple vehicle driveway entrances can be up to 8 m (27 ft.) in width unless otherwise permitted via site specific zoning bylaws. Rural residential driveway entrances shall have a minimum width of 5 m and a maximum width of 8 m unless otherwise permitted via site specific zoning bylaws. Unless otherwise permitted via site specific zoning bylaws, generally the maximum width of a driveway entrance within the road allowance shall be

- 7 m or 50% of the width of the frontage whichever is the lesser for 2 vehicles or less wide driveway.
- 10 m or 50% of the width of the frontage whichever is the lesser for 3 vehicle garages.

Generally only one driveway entrance is permitted along the frontage of lots having a frontage less than 36 m and no driveway entrances are permitted so as to provide access to the exterior flankage of a corner lot unless the flankage of the property is more than 100 m. Typically, no driveway entrances / driveway access are permitted so as to provide access to rear of a through lot unless the frontage of the lot is greater than 40 m and the flankage is greater than 100 m.

The minimum distance at the Curb Line between driveway entrances on the same property frontage shall be:

- a minimum of 15 m for urban residential lots;
- a minimum of 30 m for rural residential lots.

New driveway entrances will not be permitted at the following locations:

- Within the sight triangle at an intersection
- Within proximity to a bridge, or a culvert greater than 3.0m

New driveway entrances on a Regional road or a County Road may be refused for any of the following reasons:

- If access is available from a local municipal street
- Within a turning lane, truck climbing lane or acceleration/deceleration lanes
- Near intersections, bridges and railway crossings
- Where there is not a clear line of sight

All driveway entrances shall have unobstructed visual sightlines for entry/exit for any part of the municipal road including sidewalks and/or bike trails; Distance between a driveway entrance and a municipal intersection to be 7 m or more; Intersecting angle between the driveway entrance and the municipal road must be at or near 90°; Driveways are to be 1.2 m clear of municipal utility structures and hydrants.

In the case of new driveway entrances over roadside ditches, a driveway entrance culvert is required, and the work shall be carried out by and at the expense of the owner. The standard width of a driveway entrance culvert platform (not the culvert pipe) is 6 m (20 ft.) for residential properties.

The minimum turning radius for a residential driveway entrance is 3 m and the minimum turning radius for a commercial driveway entrance is 15 m. The turning radius at intersections must be either 20 m or a 12.5/20 m or 16/80m compound curve.

Driveway Entrance Culvert Requirements:

- Minimum permitted length of the driveway entrance culvert is 6 m and the maximum permitted length of the driveway entrance culvert is 9 m unless otherwise permitted via site specific zoning bylaws.
- Driveway entrance culverts shall be new Boss 2000 dual wall corrugated High Density Polyethylene (HDPE) drainage pipe or approved equivalent. Some municipalities permit the use of corrugated steel pipes. Re-use of a used culvert pipe is not acceptable for the construction of driveway entrance culverts.
- Driveway entrance culverts shall be constructed with granular bedding and backfill in accordance with OPSD 802.014 or 802.034. Driveway entrance culverts shall be backfilled with a minimum compacted cover of 300 mm of 19 mm limestone. The remainder of the driveway entrance within the right of way shall have a minimum compacted thickness of 150 mm, 19 mm limestone (or as specified by the municipality and/or manufacturer).

- Driveway entrance culverts must have a minimum size of 375 mm (some municipalities require a minimum of 450 mm or 500 mm, based on the site conditions and drainage flow volumes) with driveway side slopes top dressed with a minimum 100 mm of topsoil, sodded and graded to a maximum 3:1 ratio from the entrance driveway platform to the ends of the culvert invert. Driveway entrance culverts must be constructed to the proper grade to provide free and unimpeded flow of the water through the driveway entrance culvert. The capacity of the driveway entrance culvert must be sufficient to ensure a conveyance of 1:5 year storm event. Concrete headwalls must not be higher than the level of the road shoulder at the rounding and must meet Ontario provincial Standards.
- If the depth of fill on top of the driveway entrance culvert exceeds 0.9 m, cribbing is required at each side of the driveway entrance to stop erosion.
- Ditching is required within 2 m of the inlet side of the driveway entrance culvert and 2 m from the outlet end. Additional ditching may be required as necessary to maintain positive drainage.

Culvert

Shallow Depth < 1.2 m - Size: 450 mm; Gravel: ±20 tonnes; Install time: ±3 hrs

Medium Depth: 1.2-1.8 m - Size: 450-500 mm; Gravel: ±25 tonnes; Install time: ±4 hrs

Deep Depth: > 1.8 m - Size: > 600 mm; Gravel: ±30 tonnes; Install time: ±5 hrs

Any changes to a driveway entrance may require a new driveway entrance permit. For new homes, the driveway entrance permit is taken out as part of the Building Permit. Homeowners and builders are responsible for ensuring that the municipal infrastructure, public utilities and survey markers / monuments are not damaged during construction of a driveway entrance. The driveway entrance remains publicly owned and the owner of a property served by a driveway entrance shall remain responsible for maintenance of each driveway entrance to the property in accordance with the requirements of the municipality.

Where no municipal standard applies, construction shall adhere to Ontario Provincial Standards (OPSS, OPSD).

Required Documentation for Driveway Entrance / Driveway access Permit

Engineered Site Plan - detailed scaled site plan showing title, existing conditions, drainage patterns and all proposed work for the entrance and lot frontage, including location of existing and proposed buildings, trees, roads and driveways, physical characteristics of road, within 180 m of proposed driveway location and the existing 911 emergency fire department number signs on the adjacent lands.

Engineered Site Grading Plan - designed & stamped by Professional Engineer showing existing conditions, drainage patterns and all proposed work for the driveway entrance and lot frontage. An engineered grading/site plan is required where there is a new dwelling proposed; or for structures proposed that are over 60m²; or when determined by the municipality due to the complexity of the work

Traffic site plans required for Commercial, Industrial and Institutional driveway entrance permit applications / driveway access permit applications should show what the finished project will look like, including access design, parking layout and new structures.

What is required to show on the traffic site plan to support the driveway entrance permit application / driveway access permit application will depend on the magnitude of the development. For simpler developments, such as application for the driveway access permit to a residence, the plans may be simple. Driveway access permit application / driveway entrance permit application to a commercial, industrial, or multi-family development will require the preparation of a more detailed traffic site plan.

Site plans should contain all the information in the above diagram, including:

- a full description of the property
- the posted speed limit
- a north arrow
- the distance from the new entrance to the nearest side road or edge of property
- the width of the right-of-way
- existing driveway entrances in the vicinity
- the dimensions and area of the development parcel
- the names and widths of side roads
- the distance to the nearest town or road intersection.
- location of proposed driveway, including width, setback from property lines, identification of hydro poles, trees etc. situated on municipal right-of-way in location of proposed driveway; set-back from any trees or hydro poles within the vicinity of the proposed driveway;
- If two driveways, distance between driveways.

Traffic Site Plans should show what the finished project will look like, including driveway access design, parking layout and new structures, sight distance up and down the highway in relation to the highway speed, the need for adequate drainage and adequacy of the driveway access design.

When planning any driveway accesses, it is essential to consider sight distances. Incoming traffic must be able to see vehicles on the right-of-way at a far enough distance to allow safe entry onto the road.

Safe access / entry must consider:

- Stopping sight distance - the distance that traffic on the right-of-way must have to come to a safe stop. Stopping sight distance varies with prevailing vehicle, pavement and weather conditions.
- Turning sight distance - the distance a vehicle turning onto the right-of-way must have to accelerate to a satisfactory speed for merging with other traffic.

Determining sight distance can be complex. Documentation for site distances are available in the Transportation Association of Canada Geometric Design Guide for Canadian Roads.

Our fee for preparing stamped engineering driveway entrance drawings required for a residential driveway entrance permit application is \$875^{+HST} and for a Commercial, Industrial or Institutional driveway entrance permit application is \$1,975^{+HST}.

If deemed necessary by the Municipality, the applicant may be requested to provide following reports in support of the building permit application.

- Traffic Impact Study
- Swept Path Assessment
- Geotechnical Report
- Stormwater Management Report
- Arborist Report
- Slope Stability Report
- Hydrologic and/or Hydraulic Analyses

Depending on the scope of work, the fee for preparing the any of the above-mentioned reports/analyses may vary.

Field Entrance - Provide direct driveway access to agricultural fields for farming equipment to/from agricultural lands which are only used seasonally for keeping animals or for planting and harvesting operations. Field entrances / Field access shall be surfaced with at least 150 mm (6") pit run or crusher run gravel (Granular "B") and where a culvert is required, its length must be sufficient to provide a 2:1 slope up from the ditch invert to an entrance width of 6 m. A minimum cover on the culvert is to be 300 mm (12").

Farm / Agricultural Driveway Entrance - Provides direct driveway access to farm dwellings, storage or other farm buildings and agricultural lands. Driveway access shall be surfaced with a minimum of 150 mm (6") crushed gravel (Granular'A'). Where a culvert is required, its length must be sufficient to provide a 2:1 slope up from the ditch invert to an entrance width of 6 m. A minimum cover on the culvert is to be 300 mm (12"). If you propose to use large agricultural equipment or access fields and barns with the driveway, you probably need an agricultural driveway.

Residential Driveway Entrance - Provide driveway access to residential facilities of four units or less - Residential driveway access shall be surfaced with a minimum of 150 mm (6") crushed gravel (Granular'A'). Where a driveway entrance culvert is required, length of the culvert must be sufficient to provide a 2:1 slope up from the ditch invert to a driveway entrance width of 6 m. A minimum cover on the driveway access culvert is to be 300 mm (12"). On regional/ county roads and controlled access provincial highways, a driveway access permit is required to construct any driveway or other highway access. To build a single-family driveway on a side road outside a municipality, no driveway access permit or driveway entrance permit is required. Building a single-family driveway access on regional / county roads and provincial highways requires attention to sight distances.

Commercial/Industrial/Institutional Driveway Entrance - provides driveway access to a business where goods or services are manufactured or sold to the public and includes as well, residential facilities of five or more units - For Commercial, Industrial and Institutional entrances, the minimum pavement structure shall be 300mm of Granular 'B', 150mm of Granular 'A', 50 mm HL4, and 40mm HL3 which shall also apply for the fire route. Where a driveway access culvert is required, its length will be dictated by the driveway entrance design which will be site specific, having regard for number and type of vehicles expected to utilize the driveway entrance. Turning lanes and right turn tapers may be required depending on the site traffic requirements. A minimum cover on the driveway entrance culvert is to be 300 mm (12"). In large developments, the following factors frequently govern driveway locations:

- the need for adequate storage lengths in left-turn lanes
- auxiliary right turn lanes
- operational conflict with intersections or other developments

All commercial developments will be checked by the municipality and/or the Ministry of Transportation of Ontario (MTO) to determine if a transportation design report is required. The minimum desired spacing between driveway access points depends on the classification of road and reflects the differences in operating characteristics and desired levels of service for each road class.

Re-Classification Driveway Entrance - When an existing driveway entrance is to be used for other than its intended use (i.e. a field entrance to be used as a residential driveway entrance) will be required to be Re-Classified and to be upgraded to meet current municipal standards.

Temporary Driveway Entrance - Provides driveway access to properties for a limited period not to exceed one year for the purpose of construction, repairs or improvement on that property or to facilitate a staged development - The design and construction of temporary driveway entrances must be submitted to, and approved, by the municipality and a driveway access permit issued prior to work commencing on the driveway entrance within the limits of the road allowance of a municipal road or any works related to the said driveway entrance.

Emergency Driveway Access - Provides driveway access to subdivision developments for emergency vehicles only, if the main driveway access to the development is not passable. Adequate measures are to be incorporated in the emergency driveway access to prevent (adequately discourage) use by private residents or delivery vehicles. The design and construction of emergency driveway entrances must be submitted to, and approved, by the municipality and a driveway access permit issued prior to work commencing on the driveway entrance within the limits of the road allowance of a municipal road or any works related to said entrance.

Public Driveway Entrance - Provides driveway access onto a municipal road from a registered subdivision by means of a public road or street.

Alteration to Driveway Entrance - When the resident proposes changes to their existing driveway entrance i.e. to be widened and/or existing surface to be up-graded (gravel to hot mix asphalt). The design and construction of public driveway entrances must be submitted to, and approved, by the municipality and a driveway access permit issued prior to work commencing on the driveway entrance within the limits of the road allowance of a municipal road or any works related to said entrance.

Driveway Entrance Grade

The finished surface of the driveway access must drop away from the edge of the driving surface to the end of the shoulder rounding at a rate equal to the slope of the shoulder. For a distance of 5 m beyond the shoulder rounding, the slope of the driveway access is not to exceed 3%.

Curbs and/or Headwalls

No curb or headwall can extend above the surface of the roadway shoulder within the limits of the shoulder and its rounding. All curbs and headwalls are constructed at the sole expense and risk of the owner.

Curb and Gutter

Where curb and gutter exist at the location of the proposed driveway entrance, the owner will be required to construct a drop curb at the driveway entrance location. The existing curb shall be cut or removed and replaced using materials and construction methods acceptable to the municipality. The area between the curb and sidewalk is to be paved with hot mix asphalt, concrete or paving stones, in accordance with the municipal requirements. If there is no sidewalk, the driveway entrance is to be paved a distance of two metres behind the curb.

Maintenance of Driveway Entrances

Property owners having access to a municipal road or a provincial highway are fully responsible for the maintenance of the driveway access including the removal of snow and ice and keeping the portion of the driveway access within the right-of-way in a safe condition for vehicular traffic. Each driveway entrance to a municipal road or a provincial highway must be designed, constructed and maintained in a manner that will prevent surface water from the driveway entrance-way or from the adjoining property being discharged via the entrance onto the travelled portion of the municipal road or the provincial highway. In the event that the municipality or the province are required to perform maintenance to a driveway entrance, the municipality will only replace the surface with gravel or hot mix asphalt, as appropriate. The municipality will not install concrete, brick etc.

Maintenance activities may include and not limited to, driveway access culvert replacement or construction activities on the municipal roadway or the provincial highway. If the owner wishes to reinstall concrete, interlocking brick/stone etc. the municipality will pay (after installation) the equivalent of the cost of asphalt paving.

Number and Width of Driveway Accesses

It will be the policy of the municipalities to:

- Limit the width of driveway accesses to discourage the construction of driveway entrances wider than that required for the safe and reasonable use of the driveway entrance.
- Limit the number of driveway accesses to a property to the number required for the safe and reasonable access to the municipal road and in general conformity with the following:
 - Residences-One driveway entrance per property.
 - Farm Buildings-One driveway entrance per farm.
 - Farm Entrance-Minimum one field entrance per farm with additional field entrances where natural obstructions within the field prevent reasonable access across the field.
 - Commercial/Industrial Driveway Entrances - Maximum two driveway accesses with a minimum spacing of 30 m between driveway entrances and/or subject to municipal official plan

In general, new entrances will not be permitted at the following locations:

- Where access can reasonably be gained via a Town, Village or Township right-of-way.
- Along a lane which is identified for the purpose of an exclusive vehicular turning movement.
- Near intersections and bridges.

- No access will be permitted on truck climbing, acceleration or deceleration lanes.
- Where the following minimum sight distance requirements are not met:

Posted Speed	Minimum Sight Distance	Upgrade		Downgrade	
		3%	6%	3%	6%
50 km/hr	135m	-5m	-5m	NIL	+5m
60 km/hr	165-170m	-5m	-5m	+5m	+10m
70 km/hr	180-200m	-5m	-10m	+5m	+10m
80 km/hr	200-230m	-10m	-15m	+10m	+15m

The Ministry of Transportation Ontario (MTO) uses 120 m, 140 m, 160 m, and 180 m as minimum sight distances for 50 km/hr, 60 km/hr, 70 km/hr, and 80 km/hr respectively. If it is physically impossible to accommodate the minimum sight distances set by the municipality, these distances may be used.

Sight distance shall be measured from eye height of 1.05 m measured 3 m from outer edge of the traffic lane to an object height of 1.3 m above the road-way surface.

A driveway entrance adjacent to a bridge or other structure which may interfere with the clear vision of traffic using the driveway entrance must be located as follows:

- A Commercial driveway entrance in an area where the speed limit is 80 km/hr or more must be located at least 145 m (475 ft) from the end of the deck of the bridge or from the nearest part of the structure which actually interferes with the clear vision of traffic using that driveway entrance.
- A residential, farm or field driveway entrance in an area where the speed limit is 80 km/hr or more must be located at least 30 m (100 ft) from the end of the deck of the bridge or from the nearest part of the structure which actually interferes with the clear vision of the traffic using that driveway entrance. In areas where the speed limit is less than 80 km/hr, the municipality may restrict the location of a driveway entrance to that distance from the bridge or other structure which municipality deems advisable.

Access Over Unconstructed Rights-of-Way

A owner of a property could proceed with construction of a driveway access over an unconstructed right-of-way, but the Ministry of Transportation of Ontario (MTO) will not maintain any part of the driveway access. If the owner of the property chooses to go ahead, the Ministry of Transportation of Ontario (MTO) would ask the owner not to disturb any water courses, nor cut any trees on the unconstructed right-of-way.

The Ministry of Transportation of Ontario (MTO) would provide a Letter of Comfort, if requested, so that the property owner can obtain a building permit.

A traffic management plan is required to protect the work zone during the installation of the driveway access on the road allowance and must be completed by a qualified contractor In accordance with the Ministry of Transportation's most recent Ontario Traffic Manual, Book 7, Temporary Conditions

A security deposit is needed for driveway access permit / driveway entrance permit and a final inspection by the municipality is required before the deposit is refunded.

The property owners may install the entrance themselves but they must supply the municipality with a Certificate of Insurance in the minimum amount of \$2 million in General Liability and that the Certificate names the municipality as an Additional Insured.

The contractor shall possess valid Contractor Liability insurance as well as a current WSIB as required by Provincial legislation. The Contractor is required to obtain a "Road Occupancy Permit" prior to commencement of Construction.

Provincial legislation requires infrastructure locates to be completed prior to any excavation. Whomever is completing the work is responsible for calling Ontario One Call (ON1Call) for no charge infrastructure locates. Allow 5 to 10 business days for locates to be completed. It is the responsibility of the property owner to determine if the proposed driveway entrances are on to a public highway or unopened road allowance.

Contact us Anytime to Prepare the Required Supporting Documents to Obtain Driveway Entrance Permit / Driveway Access Permit.

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