



Guidelines for Entrances to the Township Road System – Tiered Access Control Standards

Section: Roads & Public Works

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Effective Date: August 13, 2026

By-law #: 48-2026

Purpose:

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.

The Township of Zorra regulates the construction of entrances onto Township roads, ensures that entrances are installed according to municipal standards in appropriate locations, and provides for safe and efficient road operation. To construct or alter an entrance access to a property from a municipal road an Entrance Access Permit is required.

The purpose of this guideline is to set out the criteria and standards for implementing a tiered approach to the approval, construction, alteration and maintenance of entrances providing access to roads within the Township Road system.

The primary purpose of entrances to Township roads is to provide safe and orderly access consistent with the functional and operational requirements of Township roads and the accessibility needs of the adjacent land uses. Decisions on each application for proposed entrances will be made with due consideration to the nature of the conditions and circumstances in the vicinity of the proposed entrance. Factors to be considered include location, the speed limit and traffic volume on the particular section of road, the geometry of the road and the adjoining geography, existing built development in the immediate surroundings, and the number and density of existing entrances.

Definitions:

“Applicant” means a person, business or corporation applying for the Entrance Access Permit. An applicant may be the owner or an agent of the owner

“Common Entrance / Mutual Entrance” means an entrance which serves more than one lot or more than one use on a single lot such as farm business, campground or commercial use with accessory residence

“Commercial / Industrial / Institutional Entrance” means entrance access to a business where goods or services are manufactured or sold to the public and also includes buildings containing five or more units.

“By-Law Officer” means a duly authorized person appointed by the Township of Zorra for the purpose of enforcing the provisions of municipal By-laws.



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“Director” means the Township Director of Public Services, or a designate authorized by the Director to issue Entrance Access Permits to this By-law;

“Emergency Entrance” provides entrance access to subdivision developments for emergency vehicles only, if the main entrance access to the development is not passable.

“Entrance” means physical vehicular or pedestrian access of any kind from a private property to a Township Road and includes, without limit, the types of entrances identified and defined in Section 1 of The Guidelines for Entrances to the Township Road System - Tiered Access Control Standards.

“Entrance Access Permit” means a permit, as issued by the Director, Zorra Township, to establish an Entrance to a Township Road from a property abutting a Township Road.

“Farm & Agricultural Entrance” Provides direct entrance access to farm dwellings, storage or other farm buildings and agricultural lands.

“Field Entrance” provide direct access to agricultural fields for farming equipment to and from agricultural lands which are only used seasonally for keeping livestock or for planting and harvesting operations

“Public Entrance” provides entrance access onto a municipal road from a registered subdivision by means of a public road or street.

“Reclassification” means when a land use or entrance usage changes from one type to another and must be reclassified according to its new usage (i.e. residential changing to commercial, etc.)

“Residential Entrance” means an entrance access to residential facilities of four units or less

“Roadway” means the part of the Township Road that is improved, designed or ordinarily used for vehicular traffic but does not include the shoulder and where a Township Road includes two or more separate roadways, the term “roadway” refers to any one roadway separately and not to all the roadways collectively.

“Sight Triangle” means the triangular space formed by the street lines and a line drawn from a point on one street line to a point drawn on the other street line, each such point being nine (9) metres, measured along the street line from the point of intersection of the street lines.

“Stopping Sight Distance” means 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.

“Temporary Entrance” means entrance access to properties for a limited period not to exceed



one year for the purpose of construction, repairs or improvements on that property or to facilitate a staged development.

“Turning Sight Distance” means the distance a vehicle turning onto the right-of-way must have to accelerate to a satisfactory speed for merging with other traffic.

“Township” means the Township of Zorra

“Township Road” means a common and public Highway, and includes any street, avenue, parkway, driveway, square, place, bridge, Janeway, viaduct, trestle or road allowance under the jurisdiction of the Township of Zorra as part of the Township Road network, any part of which is intended for or used by the general public for the passage of vehicles and includes the area between the lateral property lines thereof and, except otherwise provided, includes a portion of a Highway. It has the same meaning as “HIGHWAY” as defined in the *Municipal Act, 2001* or the *Highway Traffic Act, 1990* or both;

Guidelines:

1.0 When a Permit is Required

1.1 The Township requires owners to apply for an Entrance Access Permit for:

- Construction of a new entrance (paved or unpaved)
- Changing the design of an existing entrance
- Changing the location of an existing entrance
- Changing the existing land or entrance use to another use (reclassification)
- Construction of a temporary entrance or the use of any part of the Township Road right-of-way as a means of temporary access
- Changing the use of the entrance from temporary to permanent
- When a Site Alteration Permit has been issued by the Township or a Permit under Ontario Regulation 168/06 has been issued by the Conservation Authority or;
- When a property owner is requesting a curb cut (entrance widening) in the urban area. Any cost associated with the curb cut will be the sole responsibility of the applicant or property owner.

Any changes to an entrance may require a new Entrance Access Permit.

1.2 Entrance 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 entrance width will exceed the entrance width specified in any applicable Zoning Bylaw;



- The proposed 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 entrance, or a truck loading dock accessed directly from an arterial street.

2.0 Location of Entrances

2.1 New entrances shall be located, so as to provide, to the satisfaction of the Director:

- a) No undue interference with safe movement of vehicular traffic, pedestrians, or other users of the Township Road; and
- b) Safe and convenient vision, grade, and alignment conditions for all traffic using the proposed entrance to the Township Road.

2.2 Sight Distances

- a) When planning any entrance 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. Determining the correct sight distance can be complex. Documentation for sight distances are available in the Transportation Association of Canada Geometric Design Guide for Canadian Roads.

2.3 Safe access / entry must consider:

- a) 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.
- b) Turning sight distance – the distance a vehicle turning onto the right-of-way must have in order to accelerate to a satisfactory speed for merging with other traffic.

3.0 New Entrance Restrictions

3.1 New entrances will not be permitted where one or more of the following criteria are met:

- a) Entrances along a lane that is identified for the purpose of an exclusive vehicular turning movement
- b) Entrances within the sight triangle at any intersection
- c) Entrances within 30 meters centre-to-centre of another same-side entrance in areas outside of settlements with rural cross-sections

- d) Entrances in close proximity to intersections where the following minimum distance from the nearest edge of pavement requirements, taken from the TAC Guide, figure 3.2.8.2 “Suggested Minimum Corner Clearances to Accesses of Public Lanes at Major Intersections” are not met:

Speed Limit	Minimum Distance
50 km/hr	85m
60 km/hr	110m
70 km/hr	140m
80 km/hr	170m

- e) Where the following minimum sight distance requirements, taken from the TAC figure 2.3.3.4 “Sight Distance for Turning Movements from a Stop”, are not met:

Speed Limit	Minimum Distance
50 km/hr	160m
60 km/hr	200m
70 km/hr	250m
80 km/hr	300m

- f) Adjacent to a bridge or other structure, where the following minimum sight distance requirements, taken from the TAC Guide, table 2.3.3.5 “Sight Distance for Left Turns at Unsignalized Interchange Ramp Terminals” are not met:

Speed Limit	Minimum Distance
50 km/hr	115m
60 km/hr	135m
70 km/hr	150m
80 km/hr	170m

- g) Sight distance shall be measured from height of 1.05 m measured 3 m from outer edge of traffic lane to an object height of 1.3m above the road-way surface.
- h) An entrance adjacent to a bridge or other structure which may interfere with the clear vision of traffic using the entrance must be located as follows:
 - i. A Commercial 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 entrance.
 - ii. A residential entrance in an area where the speed limit is 80 km/hr or more must be located at least 30m (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 traffic using that entrance. In areas where the speed limit is less than 80 km/hr, the municipality may restrict the location of an entrance to that distance from the bridge or other structure which the municipality deems advisable.
 - iii. A farm or field 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 entrance. In areas where the speed limit is less than 80 km/hr, the municipality may restrict the location of an entrance to that distance from the bridge or other structure which the municipality deems advisable.

4.0 Design Standards

4.1 General

- a) Entrances shall be constructed with 50mm minimum HL3 asphalt surface, 150mm minimum Granular 'A' base and 300mm minimum Granular 'B' sub-base
- b) Entrances on new streets shall be designed based upon the following allowable slopes:
 - i. Between the curb and sidewalk, entrances shall have a minimum slope of 2% and maximum slope of 6%.
 - ii. Steeper slopes are permissible where the boulevard width is less than 1.0m between the sidewalk and property line, and entrances shall have a minimum slope of 2% and maximum slope of 10%.
- c) Entrances on existing streets shall be designed based upon the following allowable slopes:

- i. Between the curb and sidewalk, entrances shall have a minimum slope of 2% and maximum slope of 6%.
 - ii. Steeper slopes are permissible where the boulevard width is less than 1.0m;
 - iii. From the sidewalk to 0.5m behind, entrances shall have a slope of 2%;
 - iv. From 0.5m behind sidewalk to property line, entrances shall have a slope of 2% graded down to property line or a maximum slope of 10% graded up to property line.
- d) Radii of multi-family entrances at curb shall be 3.0m at the ingress and 1.8m at the egress
- e) Entrance width shall not exceed 50% of the total lot width
- f) Entrances are to be designed and installed perpendicular to the roadway
- g) No part of the entrance shall encroach upon the property boundaries when extended from the edge of the right-of-way to the roadway
- h) If a concrete entrance is installed, expansion joints are to be installed at the property line, at both sides of the sidewalk and at the curb
- i) The design of all entrances must be submitted to, and approved by, the Director and an Entrance Access Permit must be issued prior to work commencing on the entrance within the limits of the road allowance of a Township Road or any works related to said entrance.
- j) Filling in ditches in front of properties is prohibited, with the exception of works carried out as part of drainage work under the Drainage Act.
- k) Each entrance to a Township Road must be designed, constructed, and maintained in a manner that will prevent surface water from the entranceway or from the adjoining property being discharged via the entrance onto the traveled portion of the Township Road.
- l) Where no municipal standard applies, construction shall adhere to Ontario Provincial Standards (OPSS, OPSD)

4.2 Entrance Grade and Back Slope

- a) The finished surface of the entrance access where curb and gutter are not present, must drop away from the edge of the driving surface of the road to the end of the shoulder rounding at a rate equal to the slope of the shoulder. Entrances shall be



constructed as shown in the applicable OPSD. For a distance of 2.5 m beyond the shoulder rounding, the slope of the entrance access is not to exceed 3%.

4.3 Field Entrance

- a) The property owner shall provide the Director with a drawing showing the proposed entrance, including dimensions
- b) Field entrance access shall be constructed with a minimum 450 mm (18") pit run gravel (Granular "B") and surfaced with 150mm (6") of crushed gravel (Granular "A") and where a culvert is required, its length must be sufficient to provide a 3:1 slope up from the ditch bottom. A minimum cover on the culvert is to be 400 mm (15").

4.4 Farm / Agricultural Entrance

- a) The property owner shall provide the Director with a drawing showing the proposed entrance, including dimensions and grading plan.
- b) Farm / agricultural entrance access shall be constructed with a minimum of 450 mm (18") pit run gravel (Granular B) and surfaced with 150mm (6") of crushed (Granular "A"). Where a culvert is required, its length must be sufficient to provide a 3:1 slope up from the ditch bottom. A minimum cover on the culvert is to be 400 mm (15"). If the applicant intends to use large agricultural equipment or access fields and barns with the entrance, an agricultural entrance is likely required.

4.5 Residential Entrance

- a) Residential entrance access shall be constructed with a minimum of 450 mm (18") pit run gravel (Granular B) and surfaced with 150mm (6") of crushed (Granular "A"). Where an entrance culvert is required, length of the culvert must be sufficient to provide a 3:1 slope up from the ditch bottom. A minimum cover on the entrance access culvert is to be 300 mm (12").

4.6 Commercial / Industrial / Institutional Entrance

- a) Entrances associated with the following Planning Act applications will be considered by the Township for approval as part of the Township Public Works commenting process under the Planning Act for these applications:
 - i. Plan of subdivision
 - ii. Plans of vacant land condominium
 - iii. Consents
 - iv. Site plan approvals

- b) Based on acceptable geometry and location shown in the application documentation, a provisional approval will be given to submission of engineering drawings prior to construction. The following drawings and other requirements are to be submitted to the Director by or on behalf of the owner/applicant for the final approval:
- i. Technical drawings prepared by a qualified professional showing proposed entrance, including dimensions, grading plan, typical sections including type and thickness of granular base, projected traffic flows and all other entrances within 300 meters of proposed entrance
 - ii. Confirmation that entrance shall be surfaced with a minimum of two lifts, not less than 50mm (2") each, of hot mix asphalt
 - iii. Where a culvert is required, its length will be determined by the entrance design which will be site specific, having regard for number and type of vehicles expected to utilize the entrance
 - iv. The minimum cover of asphalt and granular material over the culvert is to be 550 mm (21")
 - v. The specific design of the sub-grade and granular base is to be designed by the property owner or agent thereof for the intended type and volume of traffic and subject to the Director's approval.
- c) Requirements
- i. For commercial, industrial and institutional entrances, the minimum pavement structure shall be 300mm of Granular 'B', 150mm of Granular 'A', 50 mm HL8, and 50mm HL4 which shall also apply for the fire route.
 - ii. Where an entrance access culvert is required, its length will be dictated by the entrance design which will be site specific, having regard for number and type of vehicles expected to utilize the entrance.
 - iii. Turning lanes and right turn tapers may be required depending on the site traffic requirements.
 - iv. A minimum cover on the entrance culvert is to be 450 mm (18").
 - v. In large developments, the following factors frequently govern entrance locations:
 - The need for adequate storage lengths in left-turn lanes;
 - Auxiliary right turn lanes; and



- Operational conflict with intersections or other development.

- d) All commercial developments will be checked by the Township to determine if a Transportation Design Report is required. The minimum desired spacing between entrance access points depends on the classification of road and reflects the differences in operating characteristics and desired levels of service for each road class.

4.7 Re-Classification Entrance

- a) When an existing entrance is to be used for anything other than its intended use (i.e. a field entrance to be used as a residential entrance) it is required that such entrance will be re-classified and upgraded to meet current municipal standards.

4.8 Temporary Entrance

- a) The design and construction of temporary entrances must be submitted to, and approved by, the Township, and an Entrance Access Permit must be issued prior to work commencing on the entrance within the limits of the road allowance of a municipal road or any works related to the said entrance.
- b) A temporary entrance shall be designed and constructed in a manner that is appropriate for the intended use, subject to the approval of the Director.
- c) Where any part of the Township Road right-of-way is used for a temporary entrance, the right-of-way shall be restored to its original condition by the owner to whom the permit is issued before the expiry date of the permit.
- d) Temporary entrance permits shall specify, to the satisfaction of the Director:
 - i. The expiry date
 - ii. Extent and nature of the works to be done on the property and the owner's responsibility to clean up all mud and debris from the road in a timely fashion
 - iii. If a time extension is required for a temporary entrance, the owner must apply for a new permit prior to the expiration of the existing permit.

4.9 Emergency Entrance Access

- a) Adequate measures are to be incorporated in the emergency entrance access to prevent and discourage use by private residents or delivery vehicles. The design and construction of emergency entrances must be submitted to, and approved, by the Township and an Entrance Access Permit issued.

4.10 Public Entrance

- a) Public entrances associated with the Planning Act applications for plan of subdivision, plans of vacant land condominium, consents, or site plan approvals will be considered by the Township for approval as part of the Township Public Works commenting process under the Planning Act for these applications. The subdivision owner shall provide to the Director technical drawings prepared by a qualified professional showing the proposed entrance, including dimensions, grading plan, typical sections including type and thickness of granular base and projected traffic flows. All other entrances within the bounds of the drawing shall be shown on the drawing. All other entrances within 300 metres of the proposed entrance shall be shown on a drawing or sketch submitted with the application package.

4.11 Alteration to Entrance

- a) When proposing changes to an existing 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 entrances must be submitted to, and approved by, the Township, and an Entrance Access Permit must be issued prior to work commencing on the entrance within the limits of the road allowance of a municipal road or any works related to said entrance.

5.0 Entrance Culvert Requirements

- 5.1 Entrance culverts shall be new Boss 2000 dual wall corrugated High Density Polyethylene (HDPE) drainage pipe or approved equivalent. Re-use of a used culvert pipe is not acceptable for the construction of entrance culverts.
- 5.2 Entrance culverts shall be constructed with granular bedding and backfill in accordance with OPSD 802.014 or 802.034. Entrance culverts shall be backfilled with a minimum compacted cover of 300 mm of 19 mm limestone. The remainder of the entrance within the right of way shall have a minimum compacted thickness of 300 mm, 19 mm limestone (or as specified by the Township and/or manufacturer).
- 5.3 Entrance culverts must be sloped appropriately to allow flow; culvert size will be to the satisfaction of the Director. Entrance side slopes shall be top dressed with a minimum 100 mm of topsoil, seeded or sodded and graded to a maximum 3:1 ratio from the entrance platform to the ends of the culvert invert. Entrance culverts must be constructed to the proper grade to provide free and unimpeded flow of water through the entrance culvert. The capacity of the entrance culvert must be sufficient to ensure a conveyance of 1:5-year storm event.
- 5.4 If the depth of fill on top of the entrance culvert exceeds 0.9 m, cribbing or filter cloth and rip rap is required at each side of the entrance to stop erosion.
- 5.5 Ditching is required within 2 m of the inlet side of the entrance culvert and 2 m from the outlet end. Additional ditching may be required as necessary to maintain positive drainage.

6.0 Required Documentation for Entrance Access Permits

The following plans are required:

6.1 Engineered Site Plan

- a) A 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 entrance location and the existing 911 emergency fire department number signs on the adjacent lands when determined by the municipality due to the complexity of the work.

6.2 Engineered Site Grading Plan

- a) Designed & stamped by a professional engineer showing existing conditions, drainage patterns and all proposed work for the 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.

6.3 Traffic Site Plan

- a) Required for commercial, industrial and institutional entrance access permit applications. These shall show what the finished project will look like, including access design, parking layout and new structures.
- b) The details required to be shown on the traffic site plan to support the permit application will depend on the magnitude of the development. For simpler developments, such as application for the entrance access permit to a residence, the plans may be simple. Application to a commercial, industrial, or multi-family development will require the preparation of a more detailed traffic site plan.
- c) Site plans shall contain all required information including:
 - i. A full description of the property
 - ii. The posted speed limit
 - iii. A north arrow
 - iv. The distance from the new entrance to the nearest side road or edge of property
 - v. The width of the right-of-way
 - vi. Existing entrances in the vicinity
 - vii. The dimensions and area of the development parcel
 - viii. The names and widths of side roads
 - ix. The distance to the nearest settlement or road intersection



- x. Location of proposed entrance including width, setback from property lines, identification of hydro poles, trees, etc. situated on municipal right-of-way in location of proposed entrance
 - xi. Set-back from any trees or hydro poles within the vicinity of the proposed entrance
 - xii. If there are two entrances, distance between entrances
- d) Traffic Site Plans should show what the finished project will look like, including entrance access design, parking layout, new structures, sight distance up and down the highway in relation to the highway speed, the need for adequate drainage, and adequacy of the access design.
- e) A Road and Work Use permit is not part of the Entrance Permit process.
- f) For new homes, the Entrance Access Permit is required separately from the building permit

7.0 Curbs and/or Headwalls

- 7.1 The construction of curbs and headwalls is prohibited within the Township road allowance. No curb or headwall can extend above the surface of the roadway shoulder within the limits of the shoulder and its rounding.
- 7.2 All existing curbs and headwalls within the Township Road network are the sole responsibility and risk of the property owner and may be removed, if necessary, at the discretion of the Director and at the property owner's expense.

8.0 Curb and Gutter

- 8.1 Where curb and gutters exist at the location of the proposed entrance, the owner will be required to construct a drop curb at the entrance location. The existing curb shall be cut or removed and replaced using materials and construction methods acceptable to the municipality.
- 8.2 The area between the curb and sidewalk is to be paved with hot mix asphalt, concrete or paving stones, in accordance with the Township Design Guidelines. If there is no sidewalk, the entrance is to be paved two (2) metres behind the curb.
- 8.3 If the owner chooses to use concrete or interlocking brick or any variation other than asphalt the municipality is not responsible for like replacement in the event of damage or construction for any reason.



9.0 Maintenance of Entrances

- 9.1 Property owners having access to a municipal road or a provincial highway are solely responsible for the maintenance of the entrance access including the removal of snow and ice and keeping the portion of the entrance access within the right-of-way in a safe condition for vehicular and pedestrian traffic. Each entrance to a municipal road or a provincial highway must be designed, constructed and maintained in a manner that will prevent surface water being discharged from the entranceway or from the adjoining property via the entrance onto the travelled portion of the municipal road.
- 9.2 If the municipality is required to perform maintenance to an entrance, the municipality will only replace the surface with gravel or hot mix asphalt, as appropriate. The municipality will not install concrete, brick etc.
- 9.3 Maintenance activities may include but are not limited to entrance 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.
- 9.4 Homeowners and builders are responsible for ensuring that the municipal infrastructure, sidewalks, public utilities, survey markers, and monuments are not damaged during construction of an entrance.
- 9.5 The entrance remains publicly owned and the owner of a property served by an entrance shall remain responsible for maintenance of each entrance to the property in accordance with the requirements of the Township.

10.0 Number and Width of Entrance Accesses

- 10.1 It will be the requirement of the municipality to:
- a) Limit the width of entrance accesses to discourage the construction of entrances wider than that required for the safe and reasonable use of the entrance.
 - b) Limit the number of entrance 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 sections, unless specified otherwise.
 - i. Residential Entrance
- Outside of settlements, the maximum width is nine (9) meters (29.5'). In settlements, the minimum width for a single entrance is three (3) metres (9.8'). For a double entrance or mutual entrance, the minimum width shall be 6.7 meters (22') and no more than nine (9) meters (29.5'). The entrance width cannot exceed 50% of the front yard or exterior side yard.

Every lot shall be limited to not more than two entrances up to the first 30 meters (98.4') of frontage; and not more than one additional for each 30 meters (98.4') of frontage, provided that where a lot has more than one entrance, a separation of at least 9 meters (29.5') shall be maintained between each entrance as measured along the street line between the said entrances.

ii. Farm / Field Entrance

One farm entrance per farm property with additional field entrances where natural obstructions within the field physically prevent access across the field or, where the property frontage exceeds 400 metres, an additional field entrance may be permitted for each additional 400 metres of frontage at the discretion of the Director. The normal entrance width is twelve (12) metres (39'). Wider entrances shall be permitted subject to the particular use or specific industry requirements as approved by the Township to a maximum width of fifteen 15.2 meters (50')

Corner lot entrance requests will be evaluated using traffic volumes (AADT) and 85 percentile speeds. Approval will only be granted if the new entrance is achievable onto a roadway with the lower AADT and 85 percentile speeds of the two roadways.

iii. Commercial / Industrial / Institutional / Multi-Residential Entrance

One per property where C/I / I / MR uses are permitted. Site plan deficiencies will not generally be accepted as a reason for a second entrance, nor will additional entrances be permitted to preclude the installation of warranted traffic signals. A second entrance may be approved by the Director in the case of special circumstances. For high traffic volume sites, a peer reviewed Traffic Impact Study may be required, at the discretion of the Director, for the approval of multiple entrances. The width is to be nine (9) metres (30') at the property line with a five (5) metre (16.5') radii.

iv. Temporary Entrances

The number and dimensions will be based on the proposed use.

v. Special Circumstances

Where there is a valid need for an exception to these criteria and standards based on topography or other special circumstances, such an exception may be granted at the discretion of the Director.



11.0 Mutual Entrances

- 11.1 Mutual entrances will be required where deemed necessary by the Director during the development process when direct access to a Township Road is sought for contiguous lots outside of settlements. Mutual entrances shall be subject to the criteria and standards of this Guideline for the purpose the entrance is intended to serve. The provision of access to the lots via a mutual entrance rather than through individual entrances shall be registered on title for all the affected lots. Mutual entrances may also be required inside settlements based on lot geometry, distance from intersections, topography issues, etc. at the discretion of the Director, through comments during the development process.

12.0 Access Over Unconstructed Rights-of-Way

- 12.1 If a property owner proceeds with construction of an entrance access over an unconstructed right-of-way, the Township will not maintain any part of the entrance access. If the owner of the property chooses to proceed, the Township requires the owner not to disturb any water courses, nor cut any trees on the unconstructed right-of-way.
- 12.2 A traffic management plan is required to protect the work zone during the installation of the entrance 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.
- 12.3 A security deposit is needed for an Entrance Access Permit and a final inspection by the municipality is required before the deposit is refunded.
- 12.4 The property owners may install the entrance themselves but must ensure the contractor carrying out the work holds insurance of at least 2 million in general liability and must supply the Township with a certificate naming "The Corporation of the Township of Zorra" as an additional insured for the project. 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 an entrance permit prior to commencement of construction.
- 12.5 Provincial legislation requires infrastructure locates to be completed prior to any excavation. Whoever 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 entrances open onto a public highway or unopened road allowance.

13.0 Entrance Permit Application Process

- 13.1 Where a proposed new entrance, or entrances, is requested as part of an application for plan of subdivision, place of vacant land condominium, consent, or site plan approval, the approval



decision for the entrance(s) will be made as part of the Township of Public Works commenting process associated with the particular application.

- 13.2 Applications for new entrances, or reclassifications of or alterations to existing entrances which are not part of any of the planning approvals identified in 12.1 above, shall be submitted by the property owner or an agenda using the link found on the Township's website. Approval of all Entrance Access Permits shall be subject to conditions, technical, financial, or otherwise, prior to, or as part of the installation of the entrance.
- 13.3 Proposed entrance location(s) shall be clearly illustrated in a drawing, which is to accompany the application. The drawing for a field, farm, or residential entrance may be a hand-drawn sketch, but it must provide enough information to enable Staff to locate it in the field (i.e. dimensions to buildings and/or landmarks such as fences, hedgerows, tree lines, etc.).
- 13.4 The following criteria will be considered in determining whether to grant approval to all applications for new entrances or alterations to existing entrances:
- a) Protection of the public through the orderly control of the traffic movements onto and from Township Roads, including possible requirements for left and/or right turn lanes
 - b) Maintenance of the traffic carrying capacity of the Township Roads network
 - c) Protection of the public investment in the Township Road network
 - d) Minimization of Township expenditures on the maintenance of entrances
 - e) Minimization of risk of future maintenance problems and reconstruction costs
 - f) Existence of sufficient legal access onto Township Roads via easement, right-of-way, or mutual entrance through adjacent property
- 13.5 An Entrance Access Permit will be issued upon satisfaction of the Director that all necessary arrangements, agreements, and financial securities and fees are provided to the Township.
- 13.6 Should the ownership of the property change after the date of the application, the new owner shall become the applicant.
- 13.7 A deposit may be required at the discretion of the Township.

14.0 Installation of Entrance

- 14.1 The entrance shall be installed at the applicant's expense, to the relevant OPSS and OPSD and in accordance with this Guideline. In the case of commercial, industrial, institutional, or multi-residential developments, where a licensed contractor has been retained to construct site services, installation of the entrance by the contractor will normally be permitted, subject to prior



approval of the Director. In all other cases, the entrance shall be installed by the Township, at the applicant's expense.

- 14.2 Approval of an entrance as part of an application for plan of subdivision, plan of vacant land condominium, consent, or site plan approval remains valid for the duration of the validity of the instrument wherein the approval was granted.
- 14.3 Work on an installation under the authority of an entrance permit must be completed within six (6) months of the date of issue of the entrance permit. Failure to complete the required work within six (6) months of entrance permit issuance may result in the cancellation of the entrance permit by written notice.
- 14.4 All works related to or forming a part of an entrance shall be carried out in accordance with the approved plans, specifications, and conditions, and are subject to the approval of the Director.
- 14.5 Where installation by the applicant's contractor is approved by the Director, the applicant shall be responsible for the construction, marking, and maintenance of the detours required, and for maintaining safety measures for the protection of the public during the construction of any works in respect of the entrance.

15.0 Fees

- 15.1 The fee for preparing stamped engineering entrance drawings required for a residential Entrance Access Permit application or a Commercial, Industrial, or Institutional Entrance Access Permit application are outlined in the Township's Fee By-law (11-09). These costs are at the property owner's expense.
- 15.2 If deemed necessary, the applicant may be required to provide additional reports in support of the Entrance Access Permit application, including but not limited to:
 - i. Traffic Impact Study
 - ii. Swept Path Assessment
 - iii. Geotechnical Report
 - iv. Arborist Report
 - v. Slope Stability Report
 - vi. Hydrologic and/or Hydraulic Analyses
- 15.3 The fee for preparing any of the additionally required reports/analyses will be the responsibility of the owner/applicant.

16.0 Entrance Installed without a Permit



Guidelines for Entrances to the Township Road System – Tiered Access Control Standards

Section: Roads & Public Works

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Effective Date: August 13, 2026

By-law #: 48-2026

- 16.1 Entrances installed without a permit are subject to removal by Township Staff at the property owner's expense, Additional fines may arise for any contravention of these guidelines, as listed in the Township Highway Obstruction By-law.

Next revision date: (every five years)

July 2031.

Accessible Formats:

If you require this document to be in an accessible format, please contact the Director of Corporate Services at clerk@zorra.ca or 519-425-2305.