

MTO Cheat Sheet

When to involve the Ministry of Transportation

- If property is adjacent to Provincial Highway or within the permit control area (see diagram)
- Within 45 metres from right of way
- Within 395 metres from centre point of intersection or interchange. (Most developments)
- Within 800 metres from all right of ways for very large developments.

What needs a permit from the Ministry?

- Construction/alteration of a building, structure or road/entrance.
- Changing the use of a property, building or structure.
- Construction and/or paving of a parking lot.
- Installation of a well, septic system, retaining wall, landscaping (including trees, shrub or hedge) or illumination. A fence or wall except a standard farm fence.
- Placement, erection or alteration of any power line, pole or other transmission line (underground etc.) within 400 metres of our highway.
- Any property grading.
- Moving a building or structure.
- Development of a golf course or cemetery.
- Construction of a fruit or produce stand
- Placement of stockpiled materials
- Signs
- Driveways
- Encroachments (typically to construct driveways or fences)

Permits from the Ministry must be issued before all municipal permits! It's the law!

Setback Requirements: 14 metres is the default setback from the right of way. Some exceptions include Wells, Pits, Quarries (30 metres), Cemetery Graves, Bulk Storage Tanks (27 metres), Parking Lot (3 metres unless bylaw required parking), Earth Berm, Hedge, Trees, Shrubs, Light Standard (0.3 metres)

Who do you call or email? For all Planning inquiries including preconsultation for developments, consent, minor variance, site plan, rezoning, official plan, plan of subdivision: Steve Kapusta, Corridor Management Planner - Kingston Office 613-545-4834 stephen.kapusta@ontario.ca

For all Permits including entrance/driveway, building and land use, signs, encroachments: Alexandre Gitkow, Corridor Management Officer - Ottawa Office 613-748-5270 alexandre.gitkow@ontario.ca

Please note that these requirements are subject to change. This document was created January 13th 2016 and should it should be confirmed annually that the information is current and up to date.

