

March 29, 2023

Committee of Adjustment
101 Centrepointe Drive
Ottawa, ON, K2G 5K7

Attention: Michel Bellemare, Secretary – Treasurer

**Reference: 432 and 436 Ravenhill Avenue
Applications for Consent and Minor Variance
Our File No.: 121288**

Committee of Adjustment
Received | Reçu le

2023-04-04

City of Ottawa | Ville d'Ottawa
Comité de dérogation

Novatech has been retained by the owners of the properties municipally known as 432 and 436 Ravenhill Avenue (the "Subject Property") to prepare and file consent and minor variance applications to sever the Subject Property into three separate parcels to support the development of one detached dwelling, one semi-detached dwelling, and to retain the existing semi-detached dwelling at 436 Ravenhill Avenue.

This letter describes the existing conditions of the Subject Property, the proposed severances, the proposed minor variance, and provides a rationale in support of the applications.

Existing Conditions

432 and 436 Ravenhill Avenue are located in the Kitchissippi Ward (Ward 15) of the City of Ottawa southwest of the intersection of Cole Avenue and Ravenhill Avenue (see Figure 1). The Subject Property has 25.36 metres of frontage along Ravenhill Drive, 35.99 metres of frontage along Cole Avenue, and an area of 561 square metres, and an area of 923.6 square metres.

Figure 1. Subject Property



432 and 436 Ravenhill Avenue have merged on title. 432 Ravenhill Avenue is legally described as part of lots 10 & 11, Plan 235, Ottawa/Nepean. The property is designated Neighbourhood and Evolving Neighbourhood Overlay in the City of Ottawa's Official Plan. The property is zoned residential fourth density subzone UA, urban exception 2686, and includes a height suffix of 8.5 metres (R4UA [2686] H(8.5)). The property is currently developed with a detached dwelling that faces Ravenhill Avenue. A driveway off Cole Avenue provides access to a detached garage along the southern property line.

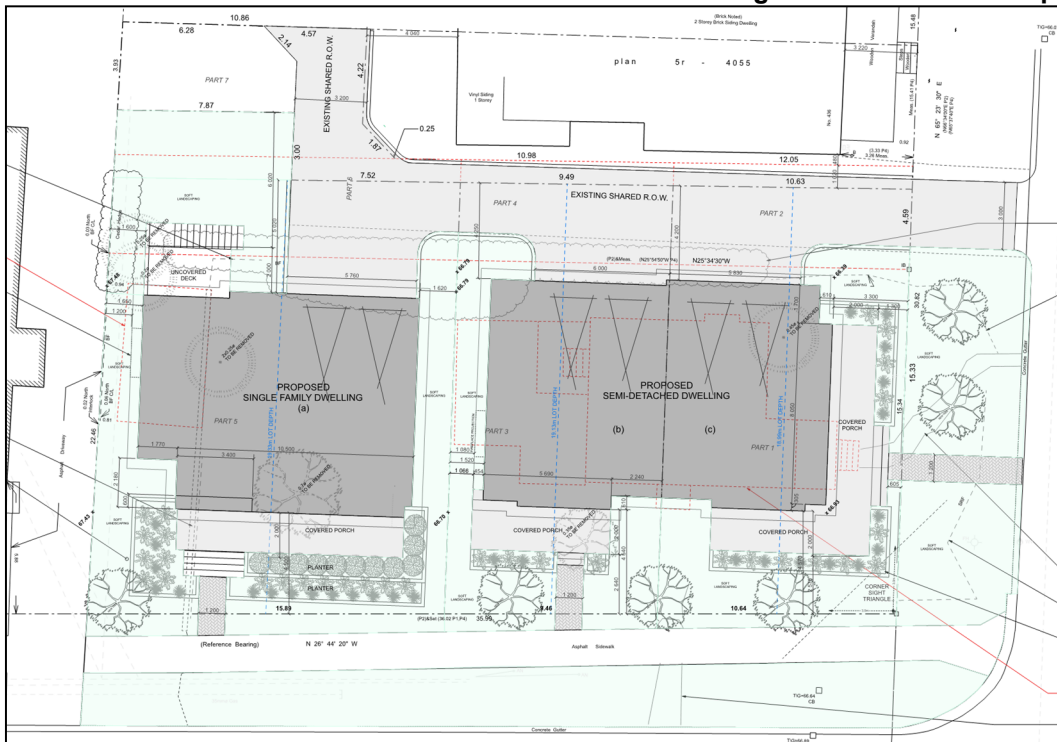
436 Ravenhill Avenue is legally described as part of lots 10 & 11, Plan 235, Ottawa/Nepean. The property is designated Neighbourhood and Evolving Neighbourhood Overlay in the City of Ottawa's Official Plan. The property is zoned residential third density subzone R, urban exception 2687, and includes a height suffix of 8.5 metres (R3R [2687] H(8.5)). The property is currently developed to accommodate a semi-detached dwelling. The second half of the semi-detached dwelling is located on the property to the west at 438 Ravenhill Avenue.

A driveway east of the semi-detached dwellings at 436 and 438 Ravenhill Avenue provides access to the rear yards of both units. A right-of-way over the existing driveway is registered on title of the Subject Property.

Proposed Development

It is proposed to sever the Subject Property into three parcels to facilitate the development of one detached dwelling, one semi-detached dwelling, and to retain the existing semi-detached dwelling at 436 Ravenhill Avenue (see Figure 2). The detached garages on the Subject Property will be demolished. No parking space will be provided for the semi-detached dwelling at 436 Ravenhill Avenue. The driveway off Ravenhill Avenue will continue to provide access to a rear yard of 438 Ravenhill Avenue.

Figure 2. Site Plan Excerpt



Four new trees are proposed along Cole Avenue, and two new trees are proposed along Ravenhill Avenue (see Figure 2). Covered porches are proposed along Cole Avenue and along Ravenhill Avenue (see Figure 3). No new driveways are proposed off Cole Avenue or off Ravenhill Avenue. All areas of the front and corner side yards, excluding porches, walkways and the existing driveway, will be soft landscaping. The existing driveway will provide access to three attached garages (see Figure 4). The existing driveway is divided between the three proposed parcels. Easements are requested as required to provide access to the proposed garages, and to access the rear yard at 436 Ravenhill Avenue.

Figure 3. Front Elevations



Figure 4. Rear Elevations



Consent Application 1:

This application will sever parts 6, 8, and 9 on the draft reference plan (see Figure 5) to create a new residential parcel (identified as (a) on the Site Plan) for the development of a detached dwelling. The parcel will have 15.9 metres of frontage along Cole Avenue and an area of 324.5 square metres (see Figure 6). An easement is proposed over part 6 in favour of parts 3, 4, 5, and 7 to provide access to the rear yard of 436 Ravenhill Avenue. The proposed severed parcel and detached dwelling conforms with the provisions of the Zoning By-law. No variances are required.

Consent Application 2:

This application will sever parts 1 and 2 on the draft reference plan (see Figure 5) to create a new residential parcel (identified as (b) and (c) on the Site Plan) for the development of a semi-detached dwelling. The parcel will have 20.09 metres of frontage along Cole Avenue, 18.77 metres of frontage along Ravenhill Avenue, and an area of 380.2 square metres (see Figure 7). An easement is proposed over part 2 in favour of parts 3, 4, 5, 6, 7, 8 and 9 to provide access to the attached garage of the proposed detached dwelling, and to provide access to the rear yard of 436 Ravenhill Avenue. The proposed severance does not fully conform with the provisions of the Zoning By-law. A minor variance application has been filed in support of consent application 2.

Consent Application 3:

This application will sever parts 3, 4, 5, and 7 on the draft reference plan (see Figure 5) to create a new residential parcel for the existing semi-detached dwelling at 436 Ravenhill Avenue. The parcel will have 6.57 metres of frontage along Ravenhill Avenue and an area of 218.9 square metres (see Figure 8). An easement is proposed over part 3 in favour of parts 1, 2, 6, 8, and 9 to provide access to the attached garages of the proposed detached dwelling and semi-detached dwellings. An easement is proposed over part 5 in favour of parts 6, 8, and 9 to provide access to the attached garage of the proposed detached dwelling. The proposed severed parcel conforms with the provisions of the Zoning By-law. No variances are required.

Figure 5. Draft Reference Plan Excerpt

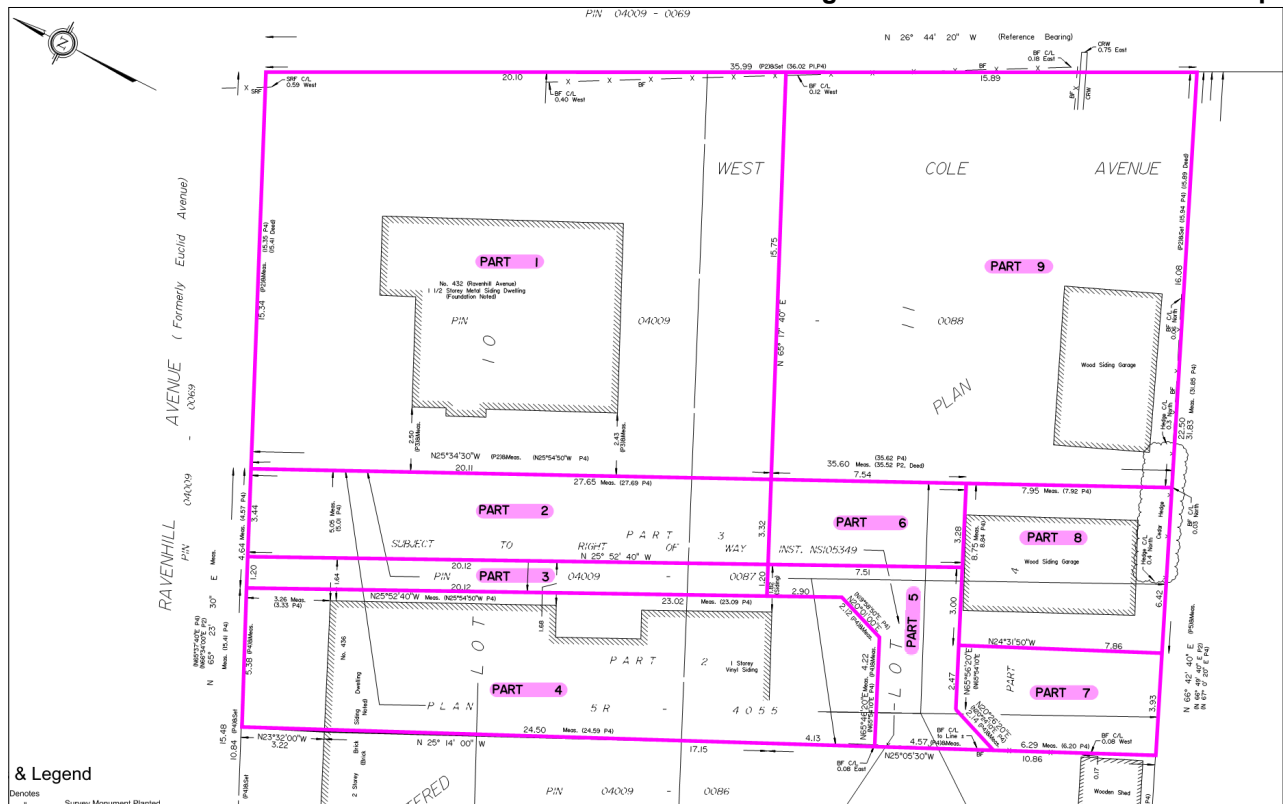


Figure 6. Consent Sketch 1 Excerpt

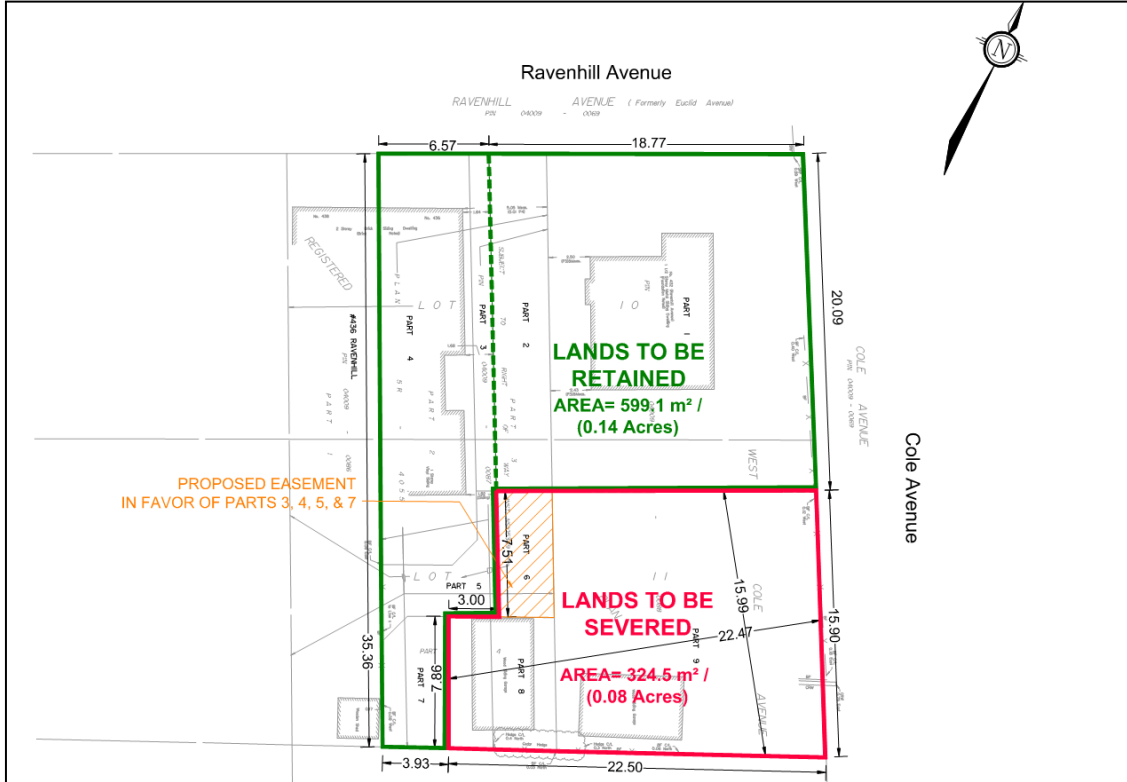


Figure 7. Consent Sketch 2 Excerpt



Figure 8. Consent Sketch 3 Excerpt



Consent Rationale

Planning Act

Subsection 53(1) of the Planning Act states (*emphasis added*):

“An owner, chargee or purchaser of land, or such owner’s, chargee’s or purchaser’s agent duly authorized in writing, may apply for a consent as defined in subsection 50 (1) and the council or the Minister, as the case may be, may, subject to this section, give a consent if satisfied that a plan of subdivision of the land is not necessary for the proper and orderly development of the municipality. 2021, c. 25, Sched. 24, s. 4 (1).”

The proposal does not necessitate the construction of new public infrastructure, including roads and services. A plan of subdivision is not required for the proper and orderly development of the municipality.

Subsection 53(12) of the Planning Act states (*emphasis added*):

“A council or the Minister in determining whether a provisional consent is to be given shall have regard to the matters under subsection 51 (24) and has the same powers as the approval authority has under subsection 51 (25) with respect to the approval of a plan of subdivision and subsections 51 (26) and (27) and section 51.1 apply with necessary modifications to the granting of a provisional consent. 1994, c. 23, s. 32.”

This rationale will speak to the following criteria outlined in subsection 51(24) of the Planning Act.

51. (24) In considering a draft plan of subdivision, regard shall be had, among other matters, to the health, safety, convenience, accessibility for persons with disabilities and welfare of the present and future inhabitants of the municipality and to,

(a) the effect of development of the proposed subdivision on matters of provincial interest as referred to in section 2;

432 and 436 Ravenhill Avenue are within the urban area of the City of Ottawa. The proposed severances have regard for the following matters of provincial interest:

- the adequate provision and efficient use of communication, transportation, sewage and water services and waste management systems;
- the orderly development of safe and healthy communities;
- the adequate provision of a full range of housing, including affordable housing; and
- the appropriate location of growth and development.

(b) whether the proposed subdivision is premature or in the public interest;

The Subject Property is located within a fully developed neighbourhood where hard and soft services are available. The proposed severances are not premature and are in the public's interest.

(c) whether the plan conforms to the official plan and adjacent plans of subdivision, if any;

432 and 436 Ravenhill Avenue are designated Neighbourhood on Schedule B2 of the City of Ottawa's Official Plan. Section 6.3 of the 2021 OP sets out policies for lands designated Neighbourhood. Section 6.3 states:

"Neighbourhoods are planned for ongoing gradual, integrated, sustainable and context-sensitive development, or where an Overlay directs evolution, for gradual well-planned transformation."

The requested severances will facilitate replacing an existing detached dwelling at 432 Ravenhill Avenue with one detached dwelling and one semi-detached dwelling in a well-established low-rise residential neighbourhood. The proposed severances are a relatively mild form of intensification by replacing one detached dwelling with three residential dwellings. The requested easements will provide access to proposed rear yard garages, and access to the rear yard at 436 Ravenhill Avenue. The existing driveway will continue to function as a right-of-way in favour of 438 Ravenhill Avenue. The requested consent applications represent context-sensitive development and gradual well-planned transformation.

Policy 4 of Section 6.3.1 states:

"The Zoning By-law and approvals under the Planning Act shall allow a range of residential and non-residential built forms within the Neighbourhood designation, including:

- a) Generally, a full range of Low-rise housing options sufficient to meet or exceed the goals of Table 2 and Table 3b;"*

Table 2 in the Official Plan identifies a residential intensification target of 49,000 ground-oriented / large-household dwellings. The proposed severances will facilitate the development of one detached dwelling and one semi-detached dwelling on the property at 432 Ravenhill Avenue. The proposed detached dwellings are a form of low-rise residential development, are considered ground-oriented / large-household dwellings, and will contribute to meeting the City's residential intensification target in the Official Plan.

The Subject Property is within the Inner Urban Transect as shown on Schedule A of the Official Plan. Table 3b in the Official Plan identifies a Target Residential Density Range for Intensification of 60 to 80 dwellings per net hectare in the Inner Urban Transect. It is proposed to retain the existing semi-detached dwelling at 436 Ravenhill Avenue, and develop one detached dwelling and one semi-detached dwelling on the property at 432 Ravenhill Avenue. The total area of 432 and 436 Ravenhill Avenue is 923.6 square metres. The proposed development has a residential density of 43.3 dwelling units per net hectare.

There are two residential blocks between the Subject Properties and the Richmond Road to the North. The block immediately north of the Subject Property is developed with a lawn bowling club and low-rise residential properties. The block further north is developed with two mid-rise apartment buildings and a restaurant. Existing residential development transitions in height from the Richmond Road to the Subject Property. The distance from the Subject Property to Dominion Station and Richmond Road, and the existing transition from mid-rise residential development to low-rise residential development makes the Subject Property suitable for low-rise residential development with a lower density than the range identified in Table 3b of the Official Plan.

Policy 5 of Section 6.3.1 states:

*"The Zoning By-law will distribute permitted densities in the Neighbourhood by:
b) Allowing lower densities and predominantly ground-oriented dwelling forms further away from rapid-transit stations, Corridors and major neighbourhood amenities;"*

Detached dwellings and semi-detached dwellings are considered ground-oriented forms of residential development. The proposed severances will facilitate the development of one detached dwelling and one semi-detached dwelling on the property at 432 Ravenhill Avenue. The closest rapid-transit station to the Subject Property is Dominion Station. The closest road designated a corridor to the Subject Property is the Richmond Road. The Subject Property is approximately 610 metres walking distance from the Dominion Station, and approximately 185 metres walking distance from the Richmond Road (see Figure 9).

The proposed severances conform to the policies of the Official Plan.

Figure 9. Walking Distances



(d) the suitability of the land for the purposes for which it is to be subdivided;

432 and 436 Ravenhill Avenue are designated Neighbourhood and Evolving Neighbourhood Overlay on Schedule B2 of the City of Ottawa’s Official Plan. The policies of the Neighbourhood and Evolving Neighbourhood Overlay designations support the development of new residential uses through intensification. The Subject Property is proposed to be severed into three lots to accommodate the development of a detached dwelling, one semi-detached dwelling, and to retain the existing semi-detached dwelling at 436 Ravenhill Avenue. The proposed parcels are suitable to be developed for residential purposes.

(d.1) if any affordable housing units are being proposed, the suitability of the proposed units for affordable housing;

Not applicable.

(e) the number, width, location and proposed grades and elevations of highways, and the adequacy of them, and the highways linking the highways in the proposed subdivision with the established highway system in the vicinity and the adequacy of them;

Not applicable.

(f) the dimensions and shapes of the proposed lots;

The proposed severed parcels meet the minimum required lot width and minimum required lot area of the R4UA [2686] H(8.5) zone and the R3R [2687] H(8.5) zone as these zones relate to the Subject Property.

(g) the restrictions or proposed restrictions, if any, on the land proposed to be subdivided or the buildings and structures proposed to be erected on it and the restrictions, if any, on adjoining land;

There is a right-of-way registered on title of the Subject Property. The right-of-way permits the owner of 438 Ravenhill Avenue to use the existing driveway for ingress and egress to access the rear yard of their property. Should the proposed severances be finalized, the right-of-way will remain registered on title of the Subject Property and continue to provide access to the rear yard at 438 Ravenhill Avenue.

(h) conservation of natural resources and flood control;

The Subject Properties are not within nor adjacent to a flood plain. There are no identified natural resources on the Subject Property.

(i) the adequacy of utilities and municipal services;

Municipal services are available along Cole Avenue.

(j) the adequacy of school sites;

Churchill Alternative School, Nepean High School, and Broadview Public School are schools located in proximity to the Subject Property. The proposed severances are not anticipated to have an impact on the adequacy of school sites.

(k) the area of land, if any, within the proposed subdivision that, exclusive of highways, is to be conveyed or dedicated for public purposes;

A corner sight triangle and parkland dedication are anticipated to be requested by City planning staff to be provided to the City of Ottawa as conditions of approval of the consent applications.

(l) the extent to which the plan's design optimizes the available supply, means of supplying, efficient use and conservation of energy; and

Not applicable.

(m) the interrelationship between the design of the proposed plan of subdivision and site plan control matters relating to any development on the land, if the land is also located within a site plan control area designated under subsection 41 (2) of this Act or subsection 114 (2) of the City of Toronto Act, 2006. 1994, c. 23, s. 30; 2001, c. 32, s. 31 (2); 2006, c. 23, s. 22 (3, 4); 2016, c. 25, Sched. 4, s. 8 (2).

Not applicable.

The requested severances have regard for the criteria outlined in subsection 51(24) of the Planning Act.

Provincial Policy Statement

Section 3 (5) of the Planning Act states:

“A decision of the council of a municipality, a local board, a planning board, a minister of the Crown and a ministry, board, commission or agency of the government, including the Tribunal, in respect of the exercise of any authority that affects a planning matter,

(a) shall be consistent with the policy statements issued under subsection (1) that are in effect on the date of the decision;”

A decision by the Committee of Adjustment with respect to a planning matter must be consistent with the Provincial Policy Statement (PPS). The PPS sets out policy direction on matters of provincial interest related to land use planning and development.

432 and 436 Ravenhill Avenue are within a settlement area (the urban area) of the City of Ottawa. Section 1.1.3 of the PPS sets out policies for settlement areas. Policy 1.1.3.1 of the PPS states: *“Settlement areas shall be the focus of growth and development.”*

Policy 1.1.3.2 of the PPS states:

“Land use patterns within settlement areas shall be based on densities and a mix of land uses which:

a) efficiently use land and resources;

b) are appropriate for, and efficiently use, the infrastructure and public service facilities which are planned or available, and avoid the need for their unjustified and/or uneconomical expansion;”

The Subject Property is located within an established residential neighbourhood. The proposed severances will efficiently divide the Subject Property to facilitate the development of one detached dwelling and one semi-detached dwelling at 432 Ravenhill Avenue. The proposed severances will also create a severed parcel for the existing semi-detached dwelling at 436 Ravenhill Avenue. Infrastructure, including public sanitary and storm sewers, and watermains are available along Cole Avenue. Public service facilities are available in proximity to the Subject Property including the Byron Linear Tramway Park, Churchill Senior Recreation Centre, Dovercourt Recreation Centre, Churchill Alternative School, Nepean High School, and Broadview Public School.

The PPS defines “*intensification*” as:

“the development of a property, site or area at a higher density than currently exists through:

- a) redevelopment, including the reuse of brownfield sites;*
- b) the development of vacant and/or underutilized lots within previously developed areas;*
- c) infill development; and*
- d) the expansion or conversion of existing buildings”*

It is proposed to demolish the existing detached dwelling at 432 Ravenhill Avenue and redevelop the property to accommodate one detached dwelling and one semi-detached dwelling. The proposed infill development is considered intensification.

Section 1.4 of the PPS sets out policies for housing. Policy 1.4.3 states (*emphasis added*):

“Planning authorities shall provide for an appropriate range and mix of housing options and densities to meet projected market-based and affordable housing needs of current and future residents of the regional market area by:

- b) permitting and facilitating:*
 - 2. all types of residential intensification, including additional residential units, and redevelopment in accordance with policy 1.1.3.3;*
- c) directing the development of new housing towards locations where appropriate levels of infrastructure and public service facilities are or will be available to support current and projected needs;*
- d) promoting densities for new housing which efficiently use land, resources, infrastructure and public service facilities, and support the use of active transportation and transit in areas where it exists or is to be developed;”*

The proposed severances will facilitate the development of one detached dwelling and one semi-detached dwelling on the Subject Property, and create a severed parcel for the semi-detached dwelling at 436 Ravenhill Avenue. The proposed redevelopment of the Subject Property is considered intensification. The new dwellings will be serviced by existing infrastructure along Cole Avenue. There are a variety of public service facilities in proximity to the Subject Property. The proposed lot severances will efficiently provide new housing on the property at 432 Ravenhill Avenue, and efficiently use existing infrastructure and public service facilities.

The consent applications are consistent with the policies of the PPS.

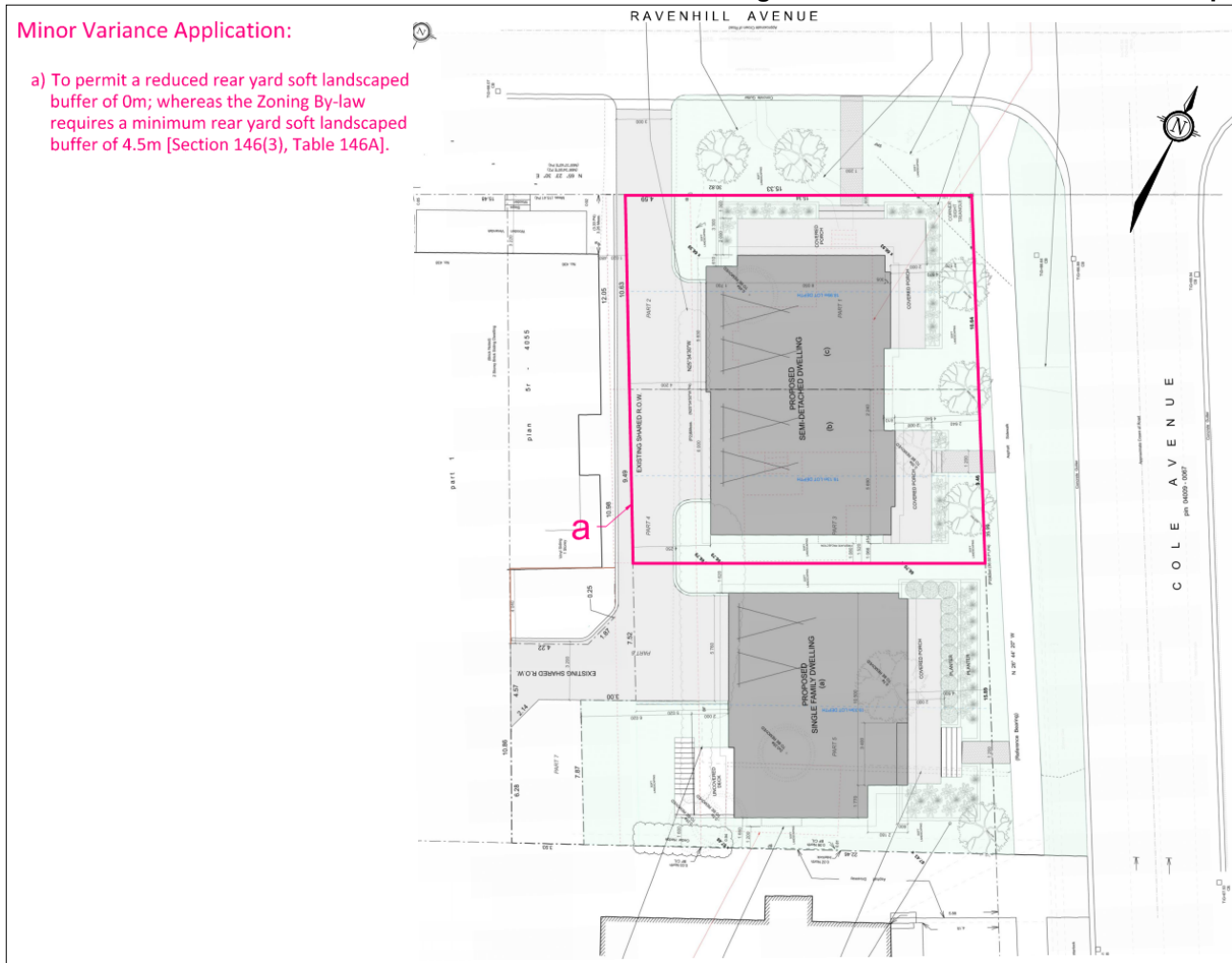
The requested severances and easements at 432 and 436 Ravenhill Avenue have regard for the criteria outlined in subsection 51(24) of the Planning Act, and are consistent with the policies of the PPS.

Minor Variance Application

The following minor variance is requested (see Figure 10):

- a) To permit a reduced rear yard soft landscaped buffer of 0 metres; whereas the Zoning By-law requires a minimum rear yard soft landscaped buffer of 4.5 metres [Section 146(3), Table 146A].

Figure 10. Minor Variance Sketch Excerpt



Minor Variance Rationale

The requested variance meets the four tests for minor variance as set out under Section 45(1) of the Planning Act.

The first test for minor variance is that the general intent and purpose of the Official Plan is maintained.

432 and 436 Ravenhill Avenue are designated Neighbourhood and Evolving Neighbourhood Overlay on Schedule B2 the Official Plan. Section 6.3 sets out policies for lands designated Neighbourhood. Section 6.3 states: *“Neighbourhoods are planned for ongoing gradual, integrated, sustainable and context-sensitive development, or where an Overlay directs evolution, for gradual well-planned transformation.”*

Section 5.6.1 of the Official Plan sets out policies for Built Form Overlays, including the Evolving Neighbourhood Overlay. Section 5.6.1 of the 2021 OP states:

“The Evolving overlay is applied to areas in close proximity to Hubs and Corridors to signal a gradual evolution over time that will see a change in character to support intensification, including guidance for a change in character from suburban to urban to allow new built forms and more diverse functions of land.”

The requested variance is to permit a reduced rear yard soft landscaped buffer on the proposed corner parcel, identified as (b) and (c) on the Site Plan. This variance is required to support of the creation of the proposed corner parcel. The corner parcel is proposed to accommodate a semi-detached dwelling. The requested variance will facilitate infill development and intensification of the Subject Property that enhances and compliments the low-rise residential character of existing dwellings along Cole Avenue and Ravenhill Avenue. The proposed development provides for the gradual well-planned transformation of the Subject Property. The requested variance maintains the intent of the Neighbourhood and Evolving Neighbourhood Overlay designations in the Official Plan.

The requested variance maintains the general intent and purpose of the City of Ottawa’s Official Plan.

The second test for minor variance is that the general intent and purpose of the Zoning By-law is maintained.

432 Ravenhill Avenue is zoned residential fourth density subzone UA, urban exception 2686, and includes a height suffix of 8.5 metres (R4UA [2686] H(8.5)) under the City of Ottawa Zoning By-law 2008-250. The purpose of the R4 Zone is to:

- “(1) allow a wide mix of residential building forms ranging from detached to low rise apartment dwellings, in some cases limited to four units, and in no case more than four storeys, in areas designated as General Urban Area in the Official Plan;*
- (4) regulate development in a manner that is compatible with existing land use patterns so that the mixed building form, residential character of a neighbourhood is maintained or enhanced.”*

436 Ravenhill Avenue is zoned residential third density subzone R, urban exception 2687, and includes a height suffix of 8.5 metres (R3R [2687] H(8.5)) under the City of Ottawa Zoning By-law 2008-250. The purpose of the R3 Zone is to:

- “(1) allow a mix of residential building forms ranging from detached to townhouse dwellings in areas designated as General Urban Area in the Official Plan;*
(4) regulate development in a manner that is compatible with existing land use patterns so that the mixed dwelling, residential character of a neighbourhood is maintained or enhanced.”

A semi-detached dwelling is a permitted use listed in Provision 1 of Section 159 of the Zoning By-law. The existing semi-detached dwelling is a permitted use at 436 Ravenhill Avenue. A detached dwelling and a semi-detached dwellings are permitted uses listed in Provision 1 of Section 161 of the Zoning By-law. The proposed detached dwelling and semi-detached dwellings are permitted uses at 432 Ravenhill Avenue.

The proposed variance requests a reduced rear yard soft landscaped buffer on the proposed corner parcel, identified as (b) and (c) on the Site Plan. The variance is required as a result of the proposed severance of the corner parcel and the preservation of the existing driveway. This variance is technical in nature as the rear lot line of the proposed corner lot is located on the existing driveway. Preserving the driveway eliminates any ability to provide a softly landscaped buffer adjacent to the rear lot line.

The requested variance supports the continued use of the driveway to provide access to the rear yards at 436 and 438 Ravenhill Avenue, and to access proposed attached garages. The requested variance helps to regulate development so that the existing low-rise residential character of the community is maintained.

The requested variance maintains the general intent and purpose of the Zoning By-law.

The third test for minor variance is that the minor variance is considered desirable for the use of land.

The requested variance is to permit a reduced rear yard soft landscaped buffer on the proposed corner parcel, identified as (b) and (c) on the Site Plan. Following completion of the severance of the proposed corner lot, the rear lot line will be over the existing driveway accessed from Ravenhill Avenue. There is a right-of-way registered on title of the Subject Property that permits the owner of 438 Ravenhill Avenue to use the existing driveway to access their rear yard. This right-of-way will continue to be on title over the driveway following finalization of the proposed severances. The existing driveway is required to be maintained to continue to provide access to the rear yard at 438 Ravenhill Avenue. The requested variance is technical in nature as the rear lot line of the proposed corner lot is located on the existing driveway, and this situation eliminates any ability to provide soft landscaping adjacent to the rear lot line of the proposed corner parcel. The requested variance facilitates the continued use of the right-of-way.

432 and 436 Ravenhill Avenue are designated Neighbourhood and Evolving Neighbourhood Overlay by the Official Plan. These designations permit the existing and proposed low-rise residential uses on the Subject Property. The requested variance supports the proposed low-rise residential infill development of the Subject Property.

The requested variance is considered desirable for the use of the land.

The fourth test for minor variance is that the minor variance is considered minor in nature.

The requested variance is to permit a reduced rear yard soft landscaped buffer on the proposed corner parcel, identified as (b) and (c) on the Site Plan. No changes are proposed to the location of the driveway or to amenity area in the rear yard of 436 Ravenhill Avenue between the driveway and the semi-detached dwelling. The rear yard of 436 and 438 Ravenhill Avenue will continue to be easily accessible via the existing driveway and the proposed easements.

The requested variance is technical in nature as the proposed rear lot line of the corner parcel is located on the existing driveway. This driveway is required to be maintained to provide access to rear yard parking at 438 Ravenhill Avenue, the rear yard at 436 Ravenhill Avenue, and access to rear yard garages. No impacts on adjacent properties are anticipated by retention and continued use of the existing driveway.

The requested variance is considered minor in nature.

Conclusions

The consent applications at 432 and 436 Ravenhill Avenue do not require a plan of subdivision for the orderly development of the land and have regard for the criteria set out in subsection 51(24) of the Planning Act. The consent applications are consistent with the policies of the Provincial Policy Statement.

The proposed minor variance maintains the general intent and purpose of the City of Ottawa's Official Plan, and the City's Zoning By-law 2008-250. The requested variance is considered desirable for the use of the land and is minor in nature. The consent applications and proposed minor variance represent good land use planning.

In support of the applications for consent and minor variance, please find enclosed:

- One (1) copy of this Cover Letter;
- Tree Information Report, prepared by Manotick Tree Movers Inc., dated May 6, 2022 (one copy);
- Tree Information Report Site Plan Map (one 11x17 copy);
- Complete Consent Application Form 1 (one copy);
- Complete Consent Application Form 2 (one copy);
- Complete Consent Application Form 3 (one copy);
- Complete Minor Variance Application Form (one copy);
- Consent Sketch 1 (one 11x17 copy);
- Consent Sketch 2 (one 11x17 copy);
- Consent Sketch 3 (one 11x17 copy);
- Minor Variance Sketch (one 11x17 copy);
- Site Plan, Revision 5, prepared by Ardington +Associates Design, dated March 3, 2023 (one 11x17 copy);
- Elevations A2-A8, Revision 4, prepared by Ardington +Associates Design, dated February 27, 2023 (one 11x17 copy);
- Draft Reference Plan (one 11x17 copy);

- Survey Plan, prepared by Annis O'Sullivan Vollebekk Ltd., dated April 26, 2021 (one 11x17 copy);
- Parcel Abstract for 432 Ravenhill Avenue, PIN: 040090088 (one copy); and
- Parcel Abstract for 436 Ravenhill Avenue, PIN: 040090087 (one copy).

Should you have any questions regarding these applications, please do not hesitate to contact the undersigned.

Yours truly,

NOVATECH

Ryan Poulton

Ryan Poulton, M.PL.
Project Planner