



Committee of Adjustment
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2023-07-20

City of Ottawa | Ville d'Ottawa
Comité de dérogation

July 17, 2023

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

RE: 1469 Portal Street, Ottawa, ON – Combined Consent and Minor Variance and Secondary Consent Applications

To Whom It May Concern,

This letter accompanies our Application for Combined Consent and Minor Variance and Secondary Consent for 1469 Portal Street (“Site”) in the City of Ottawa. The application proposes to sever the existing lands and create one (1) new lot to be used for residential purposes. The existing detached dwelling would remain on the retained lands. A new two-storey detached dwelling is proposed to be developed on the severed lands.

We are seeking four (4) minor variances to permit the requested severance and proposed development as follows:

1. To permit a reduced lot width for the Severed Lands of 15.6 m, whereas the by-law requires 18 m;
2. To permit a reduced lot area for the Severed Lands of 529.7 m², where the by-law requires 665 m²; and
3. To permit a reduced front yard for the Severed Lands of 5.4 m, where the by-law requires 6 m; and
4. To permit an increased permitted projection for a canopy for the Severed Lands from 1.8 m to 3 m.

Included with our application package are the following documents:

1. Primary Consent Application form including a complete authorization signed by the Registered Owner;
2. Secondary Consent Application form including a complete authorization signed by the Registered Owner;
3. Minor Variance Application form including a complete authorization signed by the Registered Owner;
4. Planning Letter – July 13, 2023 – prepared by WSP;
5. PIN Abstract – July 14, 2023;
6. Topographic Plan of Survey – no date – prepared by Annis, O’Sullivan, Vollebekk Ltd.;
7. Draft Reference Plan – no date – prepared by Annis, O’Sullivan, Vollebekk Ltd.;
8. Site Plan – July 11, 2023 – prepared by Simmonds Architecture;

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9. Elevations – July 11, 2023 – prepared by Simmonds Architecture, including:
 - A200 – Front Elevation (North);
 - A201 – Right Elevation (West);
 - A202 – Rear Elevation (South); and
 - A203 – Left Elevation (East);
10. Tree Information Report – July 12, 2023 – prepared by Dendron Forestry Services;

A cheque in the amount of **\$6,536.00** (\$4,998 for Combined Consent and Minor Variance; \$1,538 for Secondary Consent) for the payment of the planning application fees for the Combined Consent and Minor Variance Application and Secondary Consent Application is included with the submission package to Committee of Adjustment staff.

Please feel free to contact us at Nadia.De-Santi@wsp.com or 613-690-1114, or Jill.MacDonald@wsp.com or 613-690-3936 if you have any questions regarding this submission.

Thank you.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'N. De Santi'.

Nadia De Santi, MCIP, RPP
Practice Lead

A handwritten signature in black ink, appearing to read 'Jill MacDonald'.

Jill MacDonald, MCIP, RPP
Project Planner