



Committee of Adjustment
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City of Ottawa | Ville d'Ottawa
Comité de dérogation

City of Ottawa Committee of Adjustment
101 Centrepointe Drive, 4th Floor
Ottawa, ON K2G 5K7

January 31, 2024

Attn: Mr. Michel Bellemare
Secretary Treasurer

Re: 297 (295) Dovercourt (Minor Variance & Consent applications) - Ward 15
Li, Kuang & Xiangzhu, Chen
Lot 14 and Part Lot 13,
Registered Plan 310, City of Ottawa

On behalf of our clients, we are submitting the enclosed Minor Variance and Consent applications for the property at 297 Dovercourt Ave. in order to permit the construction of a pair of semi-detached dwellings. The property is zoned R3R[2687] H(8.5) as per the Zoning By-Law. It is within the Westboro Development Overlay and the Mature Neighbourhoods Overlay. The property is in the Inner Urban Transect, designated as a Neighbourhood, and is within the Evolving Overlay as per the City of Ottawa Official Plan. A building permit application (A23-005533) has been submitted for this property.

The intent of these applications is to allow the construction of a pair of semi-detached dwellings on separate lots. At the moment, the plan for this property is for the owner to reside in one of the primary units and a family member will rent or purchase the second primary unit. There are no existing or proposed easements affecting the property and there are no reciprocal right-of-ways proposed.

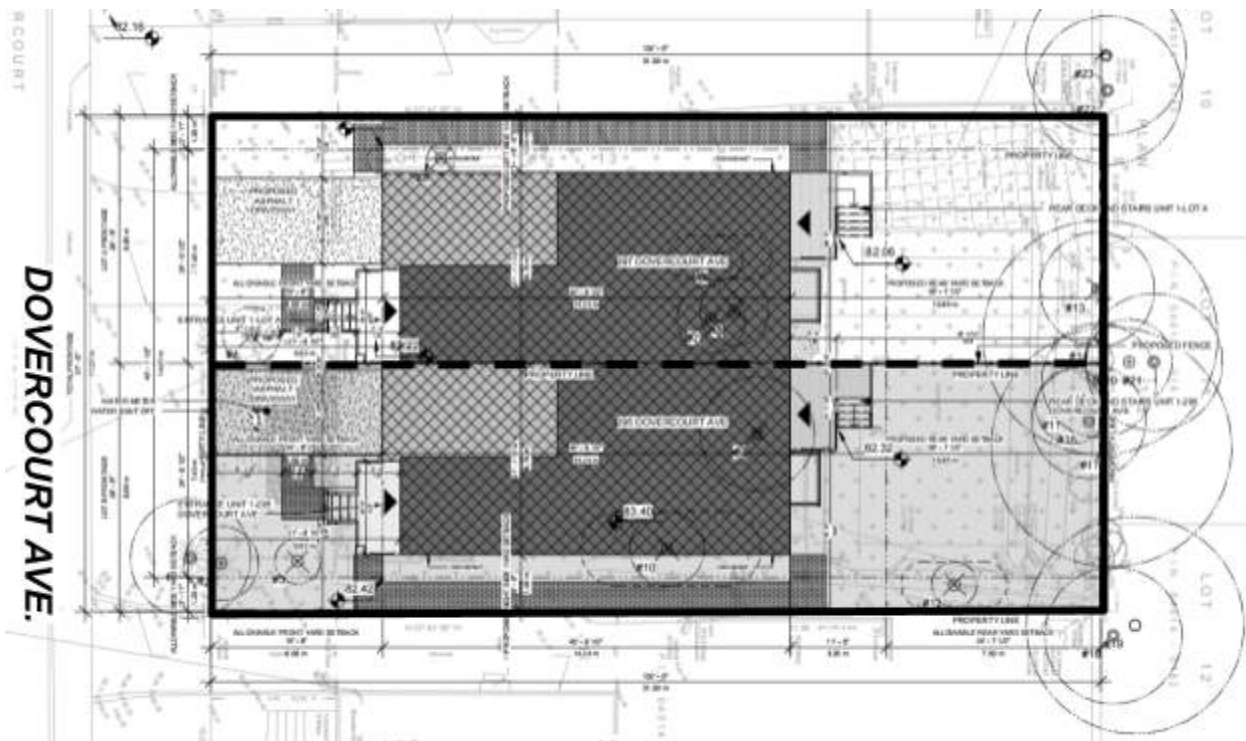


Image of subject property from Dovercourt Ave. (January 2023 imagery)

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Render of the proposed semi-detached dwellings at 297 Dovercourt Ave.



Site plan showing the pair of proposed semi-detached dwellings. Minor Variance Applications

Both lots will require the following variances:

295 Dovercourt Ave. (Part 2)

- a) To permit the construction of two front facing attached garages (one per primary unit) despite the dominant pattern of the streetscape prohibiting front facing attached garages. Whereas the Zoning By-Law requires that a front facing garage is permitted or prohibited according to the dominant pattern of garages. (Section 140, (7) (a), Zoning By-Law 2008-250, as amended).
- b) To permit the construction of two front facing attached garages (one per primary unit) despite the dominant pattern of the streetscape prohibiting front facing attached garages. Whereas the Zoning By-Law states any front facing attached garage or carport is subject to the following: within the Mature Neighbourhoods Overlay, no such garage or carport is permitted except subject to the SCA. (Section 139, (3) (c), Zoning By-Law 2008-250, as amended).



297 Dovercourt Ave. (Part 1)

- c) To permit the construction of two front facing attached garages (one per primary unit) despite the dominant pattern of the streetscape prohibiting front facing attached garages. Whereas the Zoning By-Law required that a front facing garage is permitted or prohibited according to the dominant pattern of garages. (Section 140, (7) (a), Zoning By-Law 2008-250, as amended).
- d) To permit the construction of two front facing attached garages (one per primary unit) despite the dominant pattern of the streetscape prohibiting front facing attached garages. Whereas the Zoning By-Law states any front facing attached garage or carport is subject to the following: within the Mature Neighbourhoods Overlay, no such garage or carport is permitted except subject to the SCA. (Section 139, (3) (c), Zoning By-Law 2008-250, as amended).

All other zoning requirements including lot size, building height, setbacks, soft landscaping, walkway widths, and driveway widths are all met by this proposal. The requested variances are for the same item for each primary unit but it is referenced in two separate sections in the Zoning By-Law therefore we require two variances per proposed lot.

The proposed development represents a gentle intensification for the area and maintains the neighbourhood's small-scale, low-rise dwelling typology. The proposal features a single lane driveway that is 3m in width leading to an attached front-facing garage for each semi. The semis have direct interior access from the garages to the house via interior stairs. The principal entrance is proposed to be accessed via a walkway from the single lane driveway. Each semi-detached dwelling will have access to the rear yard via a back door leading to a small patio and steps. Each semi-detached dwelling will contain 3 bedrooms on the upper floor, three and a half bathrooms, and a recreation room in the basement.

The relief requested is tied to the Streetscape Character Analysis (SCA) that was completed as per the concurrence letter filed with this application. A revised SCA form has been submitted for review. The SCA analysed 21 properties on Dovercourt Ave: 10 on the north side of the street, and 11 on the south side. The SCA found that 297 Dovercourt is not permitted to have a front-facing attached garage or carport due to a ratio of 8 in favour and 13 against.



It should be noted that as of January 2024 there are 54 properties on Dovercourt Ave. between Churchill Ave. N and Tweedsmuir Ave. 34 of these properties have attached front-facing garages or carports. Therefore, 63% of the dwellings on this stretch of Dovercourt feature attached front-facing garages or carports and at least five of these properties have been constructed in the last five years. This indicates that attached front-facing garages or carports are the dominant streetscape character for the overall street. This feature is also representative of the new construction in the area leading us to believe the streetscape is evolving to create more opportunities for attached garages.

It is our understanding that the Draft City of Ottawa Zoning By-Law to be released for public consultation in March 2024 is expected to remove the section of the Zoning By-Law that enforces a Streetscape Character Analysis thereby removing the need for the variances sought in this application. We understand that the speculations regarding the Draft Zoning By-Law are not confirmed, however we believe this should be considered when reviewing this application.

The four tests of a **Minor Variance** application from Section 45 (1) of the Planning Act are that the variances are to maintain the general intent and purpose of the Official Plan and the Zoning By-law, are desirable for the appropriate development or use of the land and building, and are minor in nature.

1. Official Plan

The City of Ottawa Official Plan indicates this property is within the Inner Urban Transect and designated as a Neighbourhood. It also indicates that this property is within the Evolving Overlay. The key sections of the Official Plan that apply to this application are the following:

➤ 2.2.1 Intensification and Diversifying Housing options

Policy 1 - Direct residential growth within the built-up urban area to support an evolution towards 15-minute neighbourhoods.

Response: The Westgate Shopping Centre is located within a Hub as per Schedule B2 of the Official Plan and it is approximately 750m from the subject property. The Westgate shopping centre provides a variety of amenities for daily and weekly needs such as pharmacies, clinics, grocery stores, a bank, cafes and restaurants.

Churchill Ave N and Kirkwood are Minor Corridors as indicated on Schedule B2 of the Official Plan and approximately 150m and 490m, respectively, from the subject site.



These corridors are north-south corridors that connect Richmond Rd and Carling Ave. Richmond Rd and Carling Ave are Mainstreet Corridors that also boast an impressive variety of amenities but also act as transit corridors that feature multiple bus stops and future O-Train stations. By replacing one dwelling unit with two, we are proposing to intensify a well-connected site which will support the evolution towards a 15-minute neighbourhood.

➤ 4.2.1 Enable greater flexibility and an adequate supply and diversity of housing options throughout the city

- 1) A diverse range of flexible and context-sensitive housing options in all areas of the city shall be provided through the Zoning By-law, by: a) Primarily regulating the density, built form, height, massing and design of residential development, rather than regulating through restrictions on building typology; b) Promoting diversity in unit sizes, densities and tenure options within neighbourhoods including diversity in bedroom count availability;

Response: The design of this development is based on the context of the streetscape. There are examples of dwellings on Dovercourt Ave with similar density, built form, height, and massing as the proposed development. The existing dwelling is a detached dwelling and was intended for families. The replacement units, while on smaller lots, are also designed with families in mind with three bedrooms and three and a half bathrooms in each unit. There is adequate soft landscaping in the front yard, and a suitable rear yard amenity area for each proposed dwelling.

- 2) The City shall support the production of a missing middle housing range of mid-density, low-rise multi-unit housing, in order to support the evolution of healthy walkable 15-minute neighbourhoods by: a) Allowing housing forms which are denser, small-scale, of generally three or more units per lot in appropriate locations, with lot configurations that depart from the traditional lot division and put the emphasis on the built form and the public realm, as-of-right within the Zoning By-law;

Response: This proposal contains a total of two primary units where previously only one primary unit existed. The development is categorised as low-rise due to the proposed building height of 7.74m. The inclusion of driveways and private garages is due to the building being designed for families; however, providing parking in a private garage does not limit public transit use. Within a 500m radius of the subject site, there are



approximately 8 transit stops. These stops are located on Carling, Churchill, Dovercourt, Clare, and Kirkwood. The stops are serviced by a variety of OC Transpo lines such as 50 (Lincoln Fields / Tunney's Pasture), 51 (Lincoln Fields / Tunney's Pasture), 81 (Merivale / Tunney's Pasture), and 85 (Bayshore / Gatineau).

- 4.6.5 Ensure effective site planning that supports the objectives of Corridors, Hubs, Neighbourhoods and the character of our villages and rural landscapes
(3) Development shall minimise conflict between vehicles and pedestrians and improve the attractiveness of the public realm by internalising all servicing, loading areas, mechanical equipment and utilities into the design of the building, and by accommodating space on the site for trees, where possible. Shared service areas, and accesses should be used to limit interruptions along sidewalks. Where underground parking is not viable, surface parking must be visually screened from the public realm.

Response: The proposed development will have vehicular accesses off of Dovercourt which lead to single lane driveways and attached garages. This keeps parking screened from the public realm and ensures that private vehicular parking will not interfere with the functionality of the public realm.

- 5.2.2 Prioritise walking, cycling and transit within, and to and from, the Inner Urban Transect
2) The transportation network for the Inner Urban Transect shall: a) Prioritise walking cycling and transit; b) Accommodate motor vehicle access and movement provided doing so does not erode the public realm nor undermine the priority of pedestrians, cyclists and transit users.

Response: The provided parking does not undermine the public realm and will not undermine the priority of pedestrians, cyclists, and public transit users. Proximity to amenities on Richmond Rd and Carling Ave, which are easily accessible via Churchill Ave N, encourage walking, cycling, and public transit use.

- 3) Motor vehicle parking in the Inner Urban Transect shall be managed as follows: d) Where new development is proposed to include parking as an accessory use, such parking: i) Shall be hidden from view of the public realm by being located behind or within the principal building, or underground; ii) Shall be accessed by driveways that minimise the impact on the public realm and on both City Owned trees and privately-owned distinctive trees.



Response: Parking will be located within the private garage of each unit and will be screened from the public realm. The proposal of driveways does not require the removal of any trees on the subject property. Any trees that are proposed to be removed are in conflict with the proposed building or services.

➤ 5.6.1.1 Provide built form direction for the urban area where intensification is anticipated to occur

(1)The Evolving Overlay will apply to areas that are in a location or at a stage of evolution that create the opportunity to achieve an urban form in terms of use, density, built form and site design. The Overlay is intended to provide opportunities that allow the City to reach the goals of its Growth Management Framework for intensification through the Zoning By-law, by providing: a) Guidance for a gradual change in character based on proximity to Hubs and Corridors, c) Direction to built form and site design that support an evolution towards more urban built form patterns and applicable transportation mode share goals;

Response: All properties east of Churchill, west of Kirkwood and south of Avondale are included in the Evolving Overlay. This overlay supports the intensification of this otherwise low density neighbourhood. The proposal is still considered a low-rise development but it represents intensification of the current site by replacing one dwelling unit with two. The semi-detached building typology represents a more urban built form as it is able to accommodate more people as the neighbourhood densifies.

2. Zoning By-Law

The proposed development is located in the R3R zone which permits semi-detached dwellings and is intended to:

- allow a mix of residential building forms ranging from detached to townhouse dwellings in areas designated as General Urban Area in the Official Plan; and
- 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.

The proposal will allow for the construction of a permitted dwelling type and allows for additional housing choices in the area. The streetscape features a combination of detached dwellings and semi-detached dwellings that range from one and a half to



three storeys. Therefore, this proposed design is consistent with the scale, massing, design, and land use of the surrounding neighbourhood.

The project conforms to all performance standards required by the R3R zone including lot size, building height, setbacks, and landscaping. The only relief required from the Zoning By-Law is for one single-wide attached garage per dwelling enforced due to the site's location within the Mature Neighbourhood Overlay.

Front-facing attached garages are not permitted due to the subject property's location on Dovercourt Ave. The 21 property Streetscape Character Analysis does not accurately measure the dominant streetscape characteristics of Dovercourt Ave. If the analysis was expanded to include the entirety of Dovercourt Ave between Churchill Ave N and Tweedsmuir Ave., then it would be clear that more than 60% of the dwellings feature attached front-facing garages or carports.

The inclusion of driveways and attached garages are major incentives for families who would reside in the semi-detached dwellings and it is a common feature for properties on Dovercourt. The intention is for the owner to reside in one of the semi-detached dwellings with his young family, and for a family member who also has a young family to reside in the other semi-detached dwelling. The specific purpose of the attached garage for these families is to have somewhere safe and protected for the owner's young children to enter and exit the family car.

3. Desirable and appropriate for the development or use of land and building

This application bears a striking resemblance to other constructed dwellings on Dovercourt Ave. A semi-detached dwelling with a single lane driveway and an attached garage is a typical building typology in this area with recent examples at 272/274, 275/277, 310/312, 322/324, 328A/328B, and 330/332 Dovercourt Ave (see images below).



272/274 Dovercourt Ave. (constructed approx. 2021)

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275/277 Dovercourt Ave. (constructed approx. 2015)

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310/312 Dovercourt Ave. (constructed approx. 2014)

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322/324 Dovercourt Ave. (constructed approx. 2015)

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328A/328B Dovercourt Ave. (constructed approx. 2018)

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330/332 Dovercourt Ave. (constructed approx. 2018)

Our proposal responds to a number of key design guidelines as noted in the Urban Design Guidelines for Low-Rise Infill Housing document. Some of these key guidelines include:

➤ **1.0 Streetscape**

1.1 Contribute to an inviting, safe, and accessible streetscape by emphasising the ground floor and street façade of infill buildings. Locate principal entries, windows, porches and key internal uses at street level.

1.2 Reflect the desirable aspects of the established streetscape character.

Response: Both principal entryways are located on the street-facing facade as required by the Streetscape Character Analysis, and are four steps above the surrounding grade. The front porch, driveways, and glazing are all elements that bring welcomed attention to the building’s facade from the street. Some of the desirable aspects of the streetscape character are the two storey building heights, high quality materials, and



inviting facades. This design incorporates a two storey building height which aligns with the overall streetscape form. It contains a mix of neutral toned masonry stone veneer, high quality siding, and metal and wood accents. Lastly, the proposal's street facing facade features recessed and extruded portions to create a dynamic facade.

➤ 2.0 Landscape

2.1 Landscape the front yard and right-of-way to emphasise aggregated soft landscaping as much as possible and provide adequate soil volume for the planting of large sized trees.

2.3 Design buildings and parking solutions to retain established trees located in the right-of-way, on adjacent properties and on the infill site.

Response: Soft landscaping is provided in the front yards of the proposed lots with areas of approximately 22m² per semi. By directing the front walkway through the driveway, the front yard area is open for tree planting and tree retention opportunities. The proposed development does not require the removal of any City-owned trees or trees owned by adjacent property owners. The trees that require removal are located within the buildable area of the lots or are in conflict with proposed servicing.

➤ 3.0 Building Design

3.1.1 Ensure that new infill faces and animates the public streets. Ground floors with principal entries, windows, porches and key internal uses at street level and facing onto the street contribute to the animation, safety and security of the street.

3.1.3 In determining infill lot sizes, recognize the provisions of the Zoning By-law, the Official Plan's Transect-, Overlay-, and Neighbourhood policies, and local lot sizes, including lot width, the existing relationship between lot size, yard setbacks and the scale of homes.

3.1.11 Respect the grades and characteristic first-floor heights of the neighbourhood by not artificially raising or lowering grades.

3.3.1 Design all sides of a building that face public streets and open spaces to a similar level of quality and detail. Avoid large blank walls that are visible from the street, other public spaces, or adjacent properties.



3.3.3 Provide primary building entrances that are inviting and visible from the street by adding architectural elements such as porches which promote street-oriented interaction;

Response: The proposed development features front entryways visible from the street. The front facade is articulated with porches, windows of varying sizes, and extruded and recessed elements to create visual interest along the street. The lots, when severed, will be of similar sizes compared to the other properties on Dovercourt. The majority of lots containing semi-detached dwellings on this street range from 180m² - 250m² in area, and approximately 7m in width. The proposed lot areas are 270m² with about 8m of width each. Therefore, the proposed development either meets or exceeds the lot sizes of a lot containing a typical semi-detached dwelling on this street. Many of the dwellings on Dovercourt feature between one to five stairs to reach the first level of the building, so the four steps at the front porch of the proposed design respects the streetscape standard. A number of properties on Dovercourt between Churchill Ave N and Tweedsmuir have been built within the last five years. The proposed design for this project compliments the materials, colours, and projections of the new developments in the area by using light coloured stone and siding, brown wood-type accents, and dark materials for the window trims, front doors, and garage doors.

4. The variances are minor in nature

It is our opinion that the variances are minor in nature. The Zoning By-Law requires that properties within the Mature Neighbourhoods Overlay abide by the Streetscape Character Analysis which only takes 21 properties into account. The only relief being requested is for an attached front-facing garage for each semi-detached dwelling because the findings of the SCA indicate that attached front-facing garages are not the dominant streetscape character. The need for two variances is due to the requirement being listed in two different sections of the Zoning By-Law.

When reviewing the properties on Dovercourt Ave. between Churchill Ave and Tweedsmuir, it is shown that 34 of the 54 properties, or 63%, feature front-facing garages or carports. The construction of the attached garages should be permitted as an analysis of Dovercourt Ave between Churchill Ave N and Tweedsmuir indicates that attached front-facing garages represent the dominant streetscape character.



The intent of the garages is to screen private parking from the public realm and provide a safe and secure area for the future residents to enter and exit their vehicle. This is especially important when considering the future residents are expected to be families with young children.

Consent Application

Section 53 (1) of the Planning Act indicates that ‘ an owner, chargee or purchaser of land, or such owner’s, chargee’s or purchaser’s agent duly authorised 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 reasons why this division of land can proceed as a consent application and does not need to be done via a Plan of Subdivision are provided below in the responses to the applicable sections of Section 51 (24) of the Planning Act.

Section 51 (24) of the Planning Act states that in considering the draft of a subdivision, the following factors will be considered:

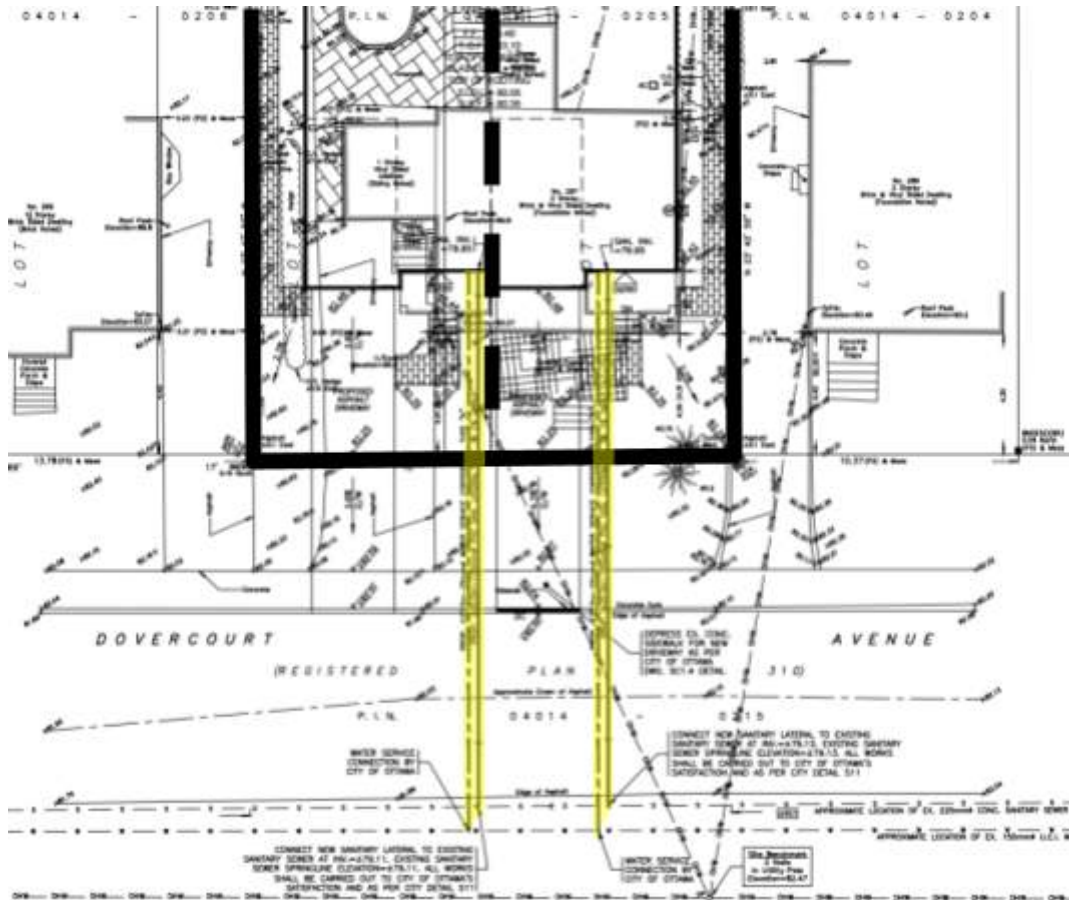
(a) the effect of development of the proposed subdivision on matters of provincial interest as referred to in section 2:

(d) the conservation of features of significant architectural, cultural, historical, archaeological or scientific interest;

Response: There are no significant architectural, cultural, historical, archaeological, or scientific interest elements to conserve on this site.

(f) the adequate provision and efficient use of communication, transportation, sewage and water services and waste management systems;

Response: The property currently has access to municipal services such as watermains and sanitary sewers measuring 150mm and 225mm respectively. Being within the urban boundary of the City, the site also has access to adequate communication, transportation, and waste management services.



Location of proposed services for each semi-detached dwelling.

(h) the orderly development of safe and healthy communities;
Response: This proposal represents the orderly development of safe and healthy communities because the resulting parcels will allow the owner to construct zoning compliant homes on appropriately sized lots. There are many examples of similarly sized lots on Dovercourt Ave., as well as Westhill Ave. to the south, and Duncairn and Avondale Ave. to the north.

(i) the adequate provision and distribution of educational, health, social, cultural and recreational facilities;



Response: The proposed development for the subject property will have access to various schools, clinics, community centres, and recreational facilities. For example, approximately 300m from the subject site is Clare Gardens Park, approximately 450m away is the Dovercourt Recreation Centre and Westboro Kiwanis Park, and approximately 750m away is Hampton Park. There are also various restaurants, retail stores, and pharmacies located on Richmond Rd and Carling Ave within a 1km radius from the subject property.

(p) the appropriate location of growth and development;

Response: Multiple lots in this area have been developed following the City of Ottawa's goals for intensification. Within the last five years, a new pair of semis have been constructed east of the subject property at 272/274 Dovercourt Ave. and at 263/265 Dovercourt. Within the last 10 years, semis have been constructed at 275/277 Dovercourt, 310/312 Dovercourt, 322/324 Dovercourt, 328A/328B Dovercourt, and 330/332 Dovercourt. It is also important to note that all the aforementioned properties contain attached front-facing garages.

Additionally, this site is located 150 m from Churchill ave and 800m from Byron Ave. Both streets are collector streets on Schedule C4 of the Official Plan. Churchill Ave is a north-south Minor corridor connecting Westboro to mainstreet corridors like Carling and Richmond Rd. About 1km from the subject site is Richmond Rd which is an east-west mainstreet corridor.

(q) the promotion of development that is designed to be sustainable, to support public transit and to be oriented to pedestrians

Response: This proposal is designed to provide the required amount of soft landscaping in the front yards of each semi-detached dwelling, and the rear yard is all softly landscaped except for the portion of land used as a deck needed to access the rear yard. We are proposing to plant one tree in front of 297 Dovercourt (Part 1) and retain two trees in front of 275 Dovercourt (Part 2).

The proposal only contains one parking space per primary unit despite the units being designed for families because the goal of the design is to minimise the opportunities for street parking and conflicts with pedestrians and cyclists. The property is also located within walking distance to various public transit routes located on Churchill Ave., Clare St., and Kirkwood Ave.



- (r) the promotion of built form that,
 - (i) is well-designed,
 - (ii) encourages a sense of place, and
 - (iii) provides for public spaces that are of high quality, safe, accessible, attractive and vibrant;

Response: The proposed design has been completed by a professional designer in coordination with the property owner to ensure the design connects to the fabric of the neighbourhood while suiting the owner's needs as a family. The proposed lots will have approximately 90m² of softly landscaped rear yard space per dwelling as well as interior recreational space which are both important for families with young children.

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

Response: The proposed severance is not premature and is in the public interest. The Westboro area features a variety of dwelling typologies on small to mid-sized lots. More specifically, east-west streets such as Westhill, Dovercourt, Duncairn, and Avondale feature a mix of detached dwellings, semi-detached dwellings, dwellings with additional dwelling units, dwellings without additional dwelling units, and duplexes. One of the key goals for development in the Westboro neighbourhood is to accommodate rapid residential growth.

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

Response: There are no adjacent plans of subdivision in this area. This proposal is designated as a Neighbourhood in the Inner Urban transect and is within the Evolving Overlay. The City of Ottawa's Official Plan indicates support for intensification and the 15-minute neighbourhood. This applies to residential development where municipal servicing and daily/weekly amenities are available. Many of the policies in Section 5.2 - Inner Urban Transect and Section 6.3 - Neighbourhoods are also oriented towards enhancing the urban space and supporting 15-minute neighbourhoods.

The proposed development is in an area easily accessible via public transit and is within 600m - 1km of a variety of amenities. These amenities include parks, recreation centres, restaurants, retail stores, gyms, banks, clinics, pharmacies, and schools. Public transit is available on Churchill Ave. (50 - Tunney's Pasture to Lincoln Fields), Clare St. (51 - Britannia to Tunney's Pasture), Kirkwood Ave. (81 - Tunney's Pasture to Clyde),



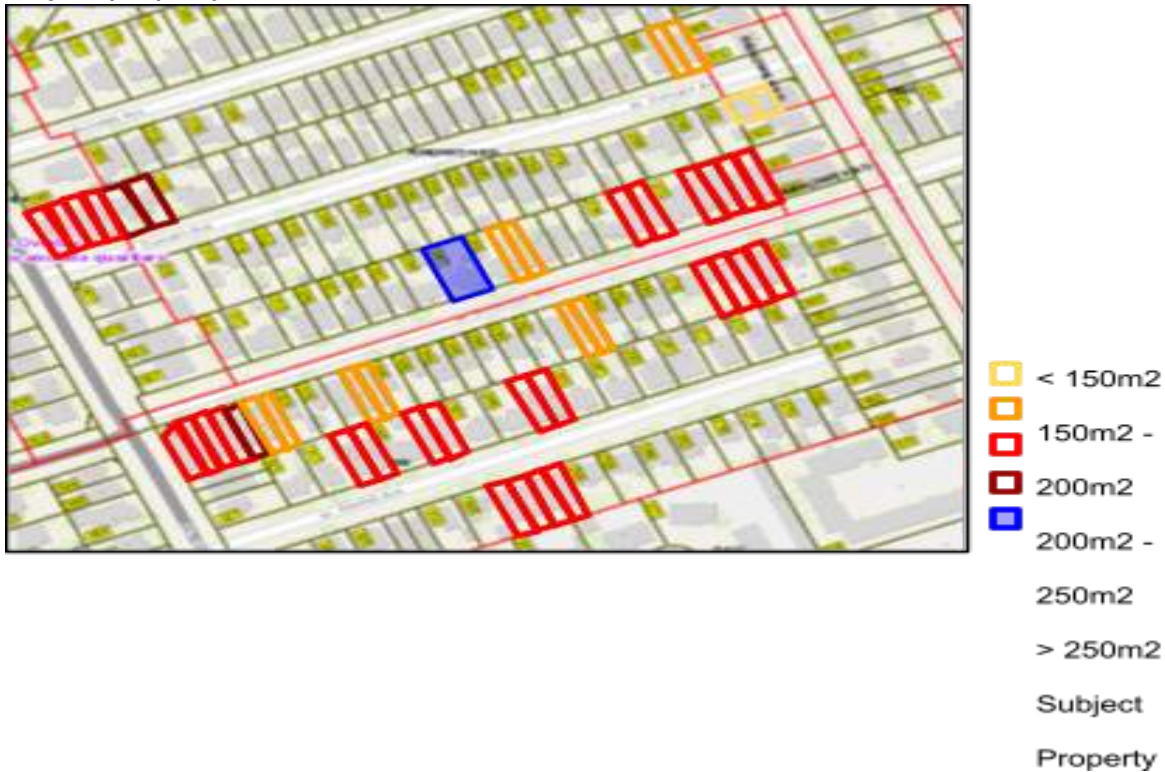
Carling Ave. (85 - Bayshore to Gatineau), and Richmond Rd (11 - Bayshore to Parliament, 153 - Tunney's Pasture to Lincoln Fields).

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

Response: The proposed lot pattern is consistent with the requirements of the R3 zoning and will produce adequately sized lots for a semi-detached dwelling that are compatible with the fabric of the neighbourhood.

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

Response: The proposed lots will have areas of 270m² per lot, and widths of 8.69m. The lot area required for a semi-detached dwelling in this zone is 180m², and the required lot width is 6m. Therefore, the proposed lots are compliant with the zoning requirements for lot width and lot area. Furthermore, the diagram below illustrates the various lot areas of lots containing a semi-detached dwelling within a 150m radius of the subject property.





(i) the adequacy of utilities and municipal services.

Response: The subject property currently has access to municipal services via Dovercourt. Namely, water and sanitary measuring 150mm and 225mm respectively. It is our understanding that the City of Ottawa is proposing an integrated renewal of Clare St and Dovercourt Ave in order to replace the existing road infrastructure, sanitary, and watermain in this stretch of Dovercourt as well as Clare St to the north.

(j) the adequacy of school sites.

Response: There are a variety of schools within 1.4km of the subject property. For example: Churchill Alternative School (750m), Machon Sarah High School (780m), Broadview Public School (880m), Nepean High School (880m), Westboro Montessori School (930m), Revel Academy (930m), St.Elizabeth School (930m), Notre Dame High School (970m), Hilson Avenue Public School (1.16km), Edelweiss Private Academy (1.18km), WE Gowling Public School (1.14km), and Elmdale Public School (1.38km).

A Plan of Subdivision would not be an effective method of severance for the subject property because there is no need for a road or servicing extension. A consent application will provide the sufficient mechanisms to sever the subject property in order to create two residential lots with a zoning compliant semi-detached dwelling on each.

At this time we are submitting the following in support of the application:

- Completed application form (1 original) for the consent application;
- Completed application form (2 originals) for the minor variance application;
- Property owner's authorization for submission of the application;
- Land Registry Office Transfer documents showing ownership;
- Lawyer's letter to request a retained lands certificate for the severed parcel;
- Tree Information Report;
- Site Plan showing the entirety of the proposed site;
- Elevations from all four sides for each semi-detached dwelling;
- Application fees;



- Draft 4R Plan and the severance line along the party wall;
- Survey plan of the entire property;
- Streetscape Character Analysis concurrence letter and supporting documents.

When the notification signs are ready for this application please email the undersigned and we will arrange for their installation on the property.

Best Regards,

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