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July 31, 2024

City of Ottawa  
Committee of Adjustment  
Ben Franklin Place, 4th Floor  
101 Centerpointe Drive  
Ottawa, Ontario, K2G 5K7

**Committee of Adjustment**  
Received | Reçu le

**2024-08-12**

City of Ottawa | Ville d'Ottawa  
**Comité de dérogation**

**Re: 169 & 173 Riverdale Ave - Request for Severance of Constructed Semi-Dwelling**

Dear Planner,

I am writing to formally request a severance for a semi-dwelling located at 169 & 173 Riverdale Ave. The Owners would like to subdivide their property into two parcels of land to create separate ownerships for each half of the semi-detached dwelling built.

Details of the Request:

1. Property Description:

- o Address: 169 and 173 Riverdale Ave, Ottawa, Ontario
- o Legal Description: Lot 124, Reg. Plan 283252
- o Zoning: R3P
- o Ward: 17 – Capital

2. Supporting Documents:

- o 1 copy of the completed Application Form
- o 1 copy of this cover letter prepared by Terri-Anne Boehme, BOEMAC
- o 1 copy of the Minor Variance D08-02-19/A-00013 Decision
- o 1 full-sized copy and 1 reduced copy of the Draft Plan of Survey showing each of the severed and retained lots, prepared by Monument-Urso Surveying Ltd. Ontario Land Surveyors
- o 1 full-sized copy and 1 reduced copy of the Site Plan and Elevation Drawings prepared by Precision Home Design.
- o 1 full-sized copy and 1 reduced copy of the approved Lot Grading & Servicing Plan prepared by T. L Mak Engineering Consultants Ltd.
- o 1 copy of the Tree Information Report
- o A cheque payable to the City of Ottawa, and a copy of the Parcel Register showing ownership

### 3. Planning Act

- The proposed severance does not require a Plan of Subdivision; as the proposal is intended to facilitate the creation of one additional residential lot which complies with the underlying zone and minor variance approval March 29, 2019. The semi-detached dwellings complied with the appropriate performance standards as per the approved building permit, site servicing and lot/grading plan. The units were developed in a proper manner to coordinate with the approved semi-design, street character and municipality requirements for each unit to be separate.

### 4. Pre-Consultations

- Planning Forester Nancy Young and Jason Chiquen confirmed that the original TIR filed for Building Permit was valid as no trees were removed during construction
- Hydro Ottawa confirmed that the utility layout was completed for dedicated separate meters along with an upgraded transformer to power both units
- All infrastructure (ROW, Water, Road Cut permits) have all been completed to provide separate services to each dwelling
- Minor Variance provided the neighbors and neighborhood association with the understanding a semi was to be constructed; along with land planning, street character analysis and land intent; the severance application request is to solidify the independence of each dwelling land parcel

I am committed to ensuring that this process complies with all relevant regulations and standards and am open to discussing any modifications or additional requirements you might have.

Thank you for considering my request.

Sincerely,

A handwritten signature in black ink, appearing to read 'TAB', enclosed within a large, loopy circular flourish.

Terri-Anne Boehme