

2025-02-12



MINOR VARIANCE APPLICATION

COMMENTS TO THE COMMITTEE OF ADJUSTMENT

PANEL 1

PLANNING, DEVELOPMENT AND BUILDING SERVICES DEPARTMENT

Site Address: 511 Highcroft Avenue  
Legal Description: Lot 3, Registered Plan 473  
File No.: D08-02-25/A-00003  
Report Date: February 12, 2025  
Hearing Date: February 19, 2025  
Planner: Nivethini Jekku Einkaran  
Official Plan Designation: Inner Urban Transect, Neighbourhood  
Zoning: R3R [2687] H (85)

DEPARTMENT COMMENTS

The Planning, Development and Building Services Department **has no concerns with** the application.

DISCUSSION AND RATIONALE

Staff have reviewed the subject minor variance application against the “four tests” as outlined in Section 45 (1) of the *Planning Act*, R.S.O. 1990 c. P.13, as amended. Staff are satisfied that the requested minor variance(s) meet(s) the “four tests”.

ADDITIONAL COMMENTS

Infrastructure Engineering

- The Planning, Development and Building Services Department will do a complete review of grading and servicing during the building permit process.
- At the time of building permit application, a grading plan prepared by a Professional Engineer, Ontario Land surveyor or a Certified Engineering Technologist may be required.
- A Grading Plan, prepared by a relevant professional, is required for the construction of additions, garages, decks, or other structures over 55 sq. meters in size.
- The surface storm water runoff including the roof water must be self-contained and directed to the City Right-of-Way, not onto abutting private properties as approved by Planning, Development and Building Services Department.

- Existing grading and drainage patterns must not be altered.

### Planning Forestry

Through pre-consultation it was determined that there are no tree-related concerns with the requested variance. Tree protection fencing must be installed and maintained around the existing trees in proximity to the work area throughout the duration of construction.

### Right of Way Management

The Right-of-Way Management Department has no concerns with the proposed Minor Variance Application, as there are no requested changes to private approaches. The Owner shall be made aware however, that a private approach permit is required to construct any new entrance, as well as to modify or close an existing entrance that becomes redundant. **Please contact the ROW Department for further information at [rowadmin@ottawa.ca](mailto:rowadmin@ottawa.ca).**



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Planner I, Development Review All Wards  
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Services Department



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