

2025-01-09

City of Ottawa | Ville d'Ottawa  
Comité de dérogation



**MINOR VARIANCE APPLICATION  
COMMENTS TO THE COMMITTEE OF ADJUSTMENT  
PANEL 2**

**PLANNING, DEVELOPMENT AND BUILDING SERVICES DEPARTMENT**

Site Address: 2173 Auburn Ridge Drive  
Legal Description: Lot 18, Registered Plan 4M-965  
File No.: D08-02-24/A-00300  
Report Date: January 09, 2025  
Hearing Date: January 14, 2025  
Planner: Nivethini Jekku Einkaran  
Official Plan Designation: Suburban Transect, Neighbourhood,  
Evolving Neighbourhood Overlay  
Zoning: R1VV

**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 any proposal that requires a permit if the proposed works, including hard landscaping are less than 1.2 metres from a property line.

- 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

The existing trees on site must be protected through construction by implementing the [Tree Protection Specifications](#), to ensure no encroachment into the Critical Root Zone.

### Right of Way Management

The Right-of-Way Management Department has **no concerns** with the proposed Minor Variance for reduced interior side yard setback to construct the sunroom.

As they will need to create a new construction entrance off of Auburn Ridge drive to gain access to the rear yard, they would need to apply for a Private Approach temporary access permit.

Please contact the ROW Department for any additional information at [rowadmin@ottawa.ca](mailto:rowadmin@ottawa.ca) or visit the City webpage [Driveways | City of Ottawa](#) to submit a Private Approach application.



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Nivethini Jekku Einkaran  
Planner I, Development Review All Wards  
Planning, Development and Building  
Services Department



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Erin O'Connell  
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Planning, Development and Building  
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