

2025-02-27

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: 30 Mayo Avenue  
Legal Description: Lot 61 Registered Plan 378959  
File No.: D08-02-24/A-00302  
Report Date: February 27, 2025  
Hearing Date: March 4, 2025  
Planner: Elizabeth King  
Official Plan Designation: Outer Urban Transect, Neighbourhood  
Zoning: R1E [1722]

**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 driveway variance requested meet the four tests, as depicted in the plans submitted.

Staff note that the proposed driveway width is 16.52 metres and Staff’s opinion is contingent upon the current design and that the existing private approach is not changing.

**ADDITIONAL COMMENTS**

**Planning Forestry**

The driveway has already been constructed well within the Critical Root Zone of the identified protected tree; this tree must be monitored for impacts related to this grade change. There are no tree-related concerns with the lot coverage, but the tree must be protected in accordance with the TIR and Tree Protection By-law throughout construction. The final driveway surfacing should be permeable to maintain water and air flow to the roots.

**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.

### Right of Way Management

The Right-of-Way Management Department has no concerns with the proposed Minor Variance to construct a new one-storey detached garage. However, from the plans, the entrance to the new garage is from the existing driveway, which is not being modified, so no concerns from Private Approach By-law.

The Private Approach By-law would not permit an entrance from the road as it would not meet the required 9m from the existing driveway. A Private approach permit is required to construct any newly created or modified driveway/approaches or close redundant approaches. 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](http://www.ottawa.ca/urbanisme) to submit a Private Approach application.




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