

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: 1301 Prince of Wales Drive  
Legal Description: Part of Lot 5, Registered Plan 32  
File No.: D08-02-25/A-00013  
Report Date: February 27, 2025  
Hearing Date: March 04, 2025  
Planner: Nivethini Jekku Einkaran  
Official Plan Designation: Outer Urban Transect, Neighbourhood,  
Evolving Neighbourhood Overlay  
Zoning: I1A

**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 will 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.

- 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.
- Any proposed works to be located within the road allowance requires prior written approval from the Infrastructure Services Department.
- 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.
- Encroachment on or alteration to any easement is not permitted without authorization from easement owner(s).

### Planning Forestry

While there are no major concerns with the requested variance, the construction of the proposed addition and interlock to the South would impact adjacent trees, which are on the property of 1305 Prince of Wales Dr. While the trees are below 30 cm, they are considered protected trees under Part IV of the by-law.

The applicant has been advised that construction impacts to these trees must be avoided and/or mitigated.

### Right of Way Management

The Right-of-Way Management Department has **no concerns** with proposed Minor Variance Applications, as there is no requested changes to the private approach.





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

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 Planner III, Development Review All Wards  
 Planning, Development and Building  
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