

2025-06-12



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

**PLANNING, DEVELOPMENT AND BUILDING SERVICES DEPARTMENT**

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Site Address:	6720 Notre Dame Street
Legal Description:	Part of Lot 5, Concession 2, Geographic Township of Gloucester
File No.:	D08-02-25/A-00134
Report Date:	June 12, 2025
Hearing Date:	June 17, 2025
Planner:	Penelope Horn
Official Plan Designation:	Suburban Transect, Neighbourhood Designation, Evolving Neighbourhood Designation
Zoning:	R1W

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**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 meets the “four tests”.

**ADDITIONAL COMMENTS**

**Infrastructure Engineering**

- 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.
- A private approach permit is required for any access off of the City street.
- Existing grading and drainage patterns must not be altered.

- Provide a minimum of 1.5m between the proposed driveway and the utility pole.

### **Right of Way Management**

The Right-of-Way Management Department has no concerns with the proposed Application, A Private Approach permit is required for this new driveway.

### **Transportation Engineering**

Notre Dame Street along the site frontage is undergoing road resurfacing this year (CP001031). With any further construction, coordination is required with the City of Ottawa infrastructure project manager. Contact Philip.Hulan@ottawa.ca to discuss renewal plans and coordination.

No modifications to the driveway slope are requested, provided that the access is narrowed, and a surface melting device is installed as noted.



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



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