

2025-05-14



**MINOR VARIANCE APPLICATION  
COMMENTS TO THE COMMITTEE OF ADJUSTMENT  
PANEL 3**

**PLANNING, DEVELOPMENT AND BUILDING SERVICES DEPARTMENT**

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Site Address:	1035 Galaxie Avenue
Legal Description:	Lot 14, Registered Plan 50M-113
File No.:	D08-02-25/A-00093
Report Date:	May 13, 2025
Hearing Date:	May 20, 2025
Planner:	Luke Teeft
Official Plan Designation:	Rural Transect; Village, Village Residential; Natural Heritage Features Overlay
Zoning:	V1E

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**DEPARTMENT COMMENTS**

The Planning, Development and Building Services Department **has 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 not satisfied that the requested minor variances meets the “four tests”.

The requested relief from the watercourse setback has not been adequately supported with any studies or reports. Staff have requested a Headwater Drainage Features Assessment and planting plan but have not received these to date. It is the opinion of staff that these reports are necessary to determine whether the variances sought are indeed minor and in keeping with the intent of the Official Plan.

**ADDITIONAL COMMENTS**

- 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/servicing plan prepared by a Professional Engineer, Ontario Land surveyor or a Certified Engineering Technologist will be required.

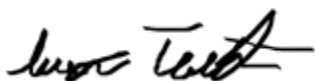
- Any proposed works to be located within the road allowance requires prior written approval from the Infrastructure Services Department.
- A private approach permit is required for any access off of the City street.
- Existing grading and drainage patterns must not be altered.
- The **Planning, Development and Building Services Department** requires proof that the Rideau Valley Conservative Authorities have granted their approval due to development being located within the regulatory limit.
- The **Planning, Development and Building Services Department** requires proof that the Ottawa Septic System office have granted their approval.

### Planning Forestry

- The lot in question is forested. While a permit is not required for the removal of privately-owned trees in the Rural area, a TIR and Tree Removal Permit application would be required for any work that would cause or require removal of any trees within the right-of-way.
- The owner/applicant(s) should refer to the *Planning around trees* page for guidance on working around their trees. In particular, the *Tree Protection Specification* should be implemented when working around trees that are to be protected & retained.

### Right of Way Management

- The Right-of-Way Management Department has no concerns with the proposed Minor Variance Application. 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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