

2025-06-12



MINOR VARIANCE APPLICATION

COMMENTS TO THE COMMITTEE OF ADJUSTMENT

PANEL 3

PLANNING, DEVELOPMENT AND BUILDING SERVICES DEPARTMENT

Site Address: 11 Turtleback Way  
Legal Description: Part of Lot 14, Registered Plan 722, Geographic Township of Goulbourn  
File No.: D08-02-25/A-00080  
Report Date: June 11, 2025  
Hearing Date: June 17, 2025  
Planner: Luke Teeft  
Official Plan Designation: Suburban (West) Transect; Neighbourhood  
Zoning: R1D

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

- 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.
- All trees on City property and private trees greater than 30cm in diameter in the inner urban area are protected under the Tree Protection By-law (2020-340), and plans are to be developed to allow for their retention and long-term survival. A Tree Removal Permit and compensation are required for the removal of any protected tree.

- 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 the **Planning, Development and Building Services Department**.
- A private approach permit is required for any access off of a City street.
- Existing grading and drainage patterns must not be altered.
- This property does not have frontage on a storm sewer.
- Provide a minimum of 1.5m between the proposed driveway and the utility pole.
- In accordance with the Sewer Connection By-Law a minimum spacing of 1.0m is required between service laterals and the foundation face.
- Encroachment on or alteration to any easement is not permitted without authorization from easement owner(s).

### **Building Code Services**

#### **Planning Forestry**

The TIR states that all trees on site are retainable but does not provide sufficiently specific recommendations for the protection of trees on site. The TIR should be updated to show the locations of tree protection fencing and provide specific mitigation measures to be implemented during construction.

Where adjacent or boundary trees are to be impacted, the applicant should consult with the neighbouring property owner. If the removal of any adjacent or boundary trees is required, the neighbour's consent must be obtained.

#### **Right of Way Management**

The Right-of-Way Management Department has no concerns with the proposed Minor Variance for a reduced lot width of 15.76 metres.

Prior to the lot being developed the applicant can apply for a temporary private approach permit or if there is an approved grading plan a permanent private approach permit.

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



---

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



---

Erin O'Connell  
Planner III, Development Review, All  
Wards  
Planning, Development and Building  
Services Department

110 Laurier Avenue West, Ottawa ON K1P 1J1 Mail code: 01-14  
110, av. Laurier Ouest, Ottawa (Ontario) K1P 1J1 Courrier interne : 01-14

Visit us: [Ottawa.ca/planning](http://Ottawa.ca/planning)  
Visitez-nous : [Ottawa.ca/urbanisme](http://Ottawa.ca/urbanisme)