

2025-05-14



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

PLANNING, DEVELOPMENT AND BUILDING SERVICES DEPARTMENT

Site Address: 81 Burland
Legal Description: Lot 310, Registered Plan 384
File No.: D08-02-25/A-00086 & D08-02-25/A-0087
Report Date: May 14, 2025
Hearing Date: May 20, 2025
Planner: Elizabeth King
Official Plan Designation: Outer Urban Transect, Neighbourhood, Evolving
Neighbourhood Overlay
Zoning: AM [2181] H(11)

DEPARTMENT COMMENTS

The Planning, Development and Building Services Department **requests an adjournment of** the applications.

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 have noted that additional minor variances are required to provide one visitor parking for the proposal and reduced setbacks for eave projections or revised plans are to be submitted showing zoning compliance. Additionally, a new Tree Information Report needs to be submitted for Forestry Staff’s review.

Staff also have concerns with the functionality the proposed parking in the front of “Townhouse C” as parked vehicle would prohibit access to the dwelling as there is no walkway proposed.

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/servicing plan prepared by a Professional Engineer, Ontario Land surveyor or a Certified Engineering Technologist will be required.
- 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 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.
- Existing services are to be blanked at the owner's expense.
- Asphalt overlay would be required if three or more road-cuts proposed on City Right of way. This includes the road cut for blanking of existing services, and any other required utility cuts (ie, gas, hydro, etc.).
- Provide a minimum of 1.5m between the proposed driveway and the utility pole.
- Provide a minimum of 3m between the proposed driveway and the fire hydrant.

Planning Forestry

The TIR submitted is for the previous application and does not relate to the new site plan. A revised TIR is required to allow for adequate review of the requested variances; if any protected trees are proposed to be impacted, the TIR should be accompanied by a planting plan showing the location(s) and species or size(s) of all required compensation trees. If this cannot be provided prior to the hearing, an adjournment is recommended to provide the necessary plans.

Right of Way Management

The Right-of-Way Management Department has no concerns with the proposed Minor Variance Applications. From the plans, there are plans for parking and therefore private approach permit(s) may be required; one for the new entrance and maybe a second one if the existing entrance is modified. 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 or visit the City webpage [Driveways | City of Ottawa](https://www.ottawa.ca/urbanisme) to submit a Private Approach application.



Elizabeth King
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