

April 23, 2025  
Revised May 21, 2025

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Committee of Adjustment  
City of Ottawa  
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Ottawa, ON  
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Committee of Adjustment  
Received | Reçu le  
Revised | Modifié le : 2025-06-02  
City of Ottawa | Ville d'Ottawa  
Comité de dérogation

**Attention: Michel Bellemare, Secretary - Treasurer**  
**Reference: 15 Deerfox Drive**  
**Applications for Consent and Minor Variance**  
**Our File No.: 121096**

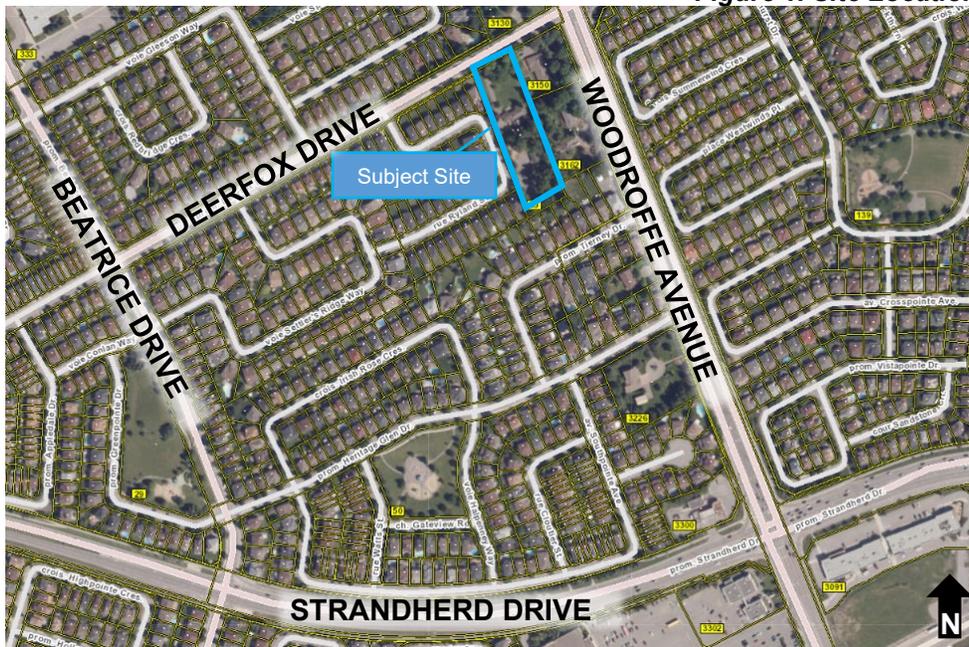
Novatech has been retained by the owner of the property municipally known as 15 Deerfox Drive (the "Subject Site") to prepare and file consent and minor variance applications to sever a portion of the Subject Site fronting on Deerfox Drive into four new lots to support the development of four, long-semi detached dwellings. The balance of the lands on the Subject Site will be retained for future development.

This letter describes the existing conditions of the Subject Site, the proposed severances and minor variances, and provides a rationale in support of the applications.

**Existing Conditions**

The Subject Site is located in Ward 24 – Barrhaven East within the City of Ottawa. Specifically, the Subject Site is located in the Old Barrhaven East neighbourhood, to the north of Strandherd Drive, to the south of Deerfox Drive, to the east of Beatrice Drive, and to the west of Woodroffe Avenue (See Figure 1). The Subject Site is an interior lot with an area of 7,448 square metres (after road widening) and a frontage of 46.24 metres along Deerfox Drive. The existing detached dwelling on the property will be retained.

**Figure 1. Site Location**

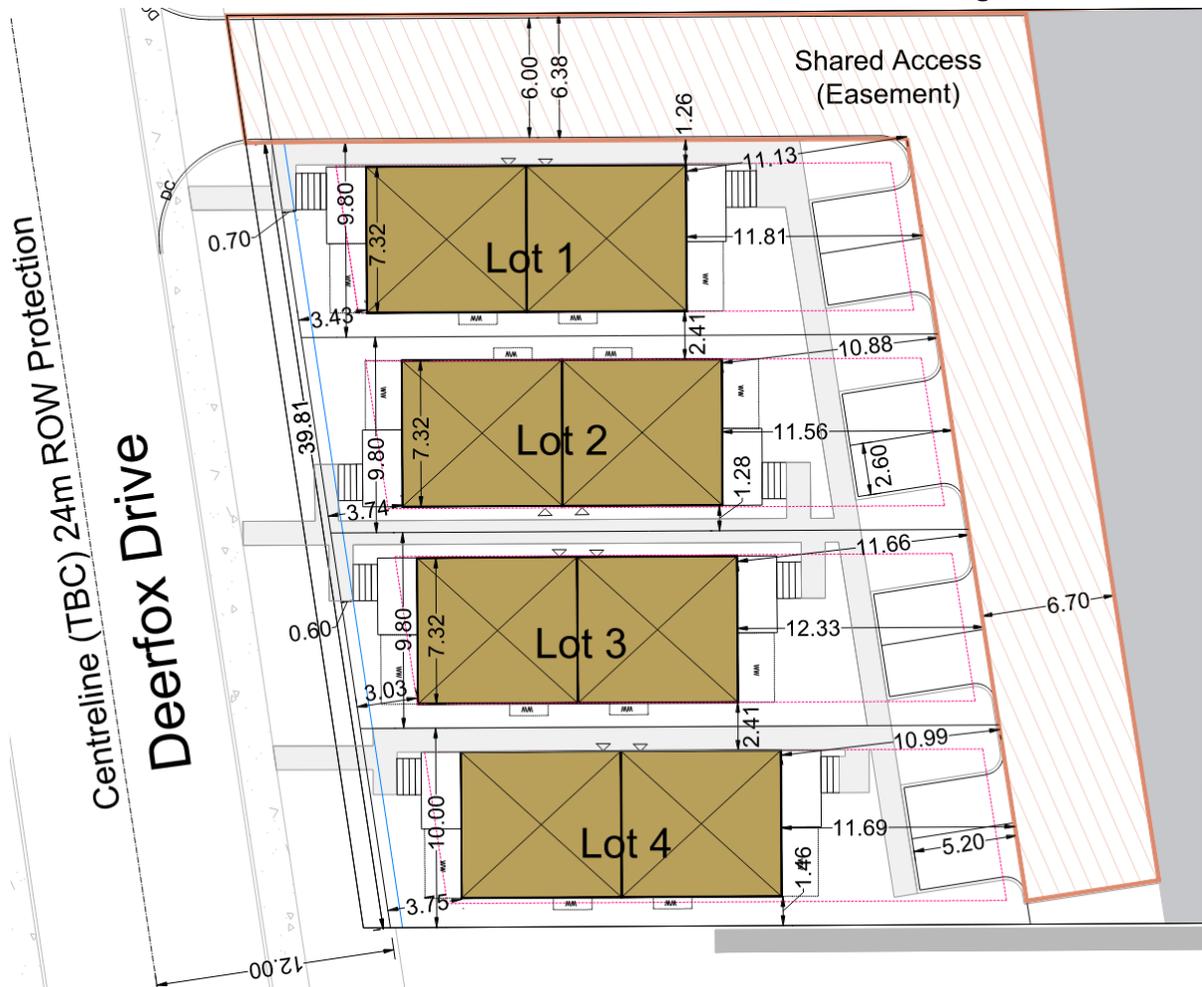


15 Deerfox Drive is legally known as Part of Lot 15, Concession 2 in the City of Ottawa. The Subject Site is designated Neighbourhood in the City of Ottawa Official Plan (2022). The Subject Site is zoned Residential Second Density, Subzone V, Exception 2050 with a holding provision (R2V[2050]-h), under the City of Ottawa Zoning By-law 2008-250. Existing services are available off Ryland Street. Servicing upgrades through Deerfox Drive and Woodroffe Avenue have recently been approved by the City that will provide sufficient capacity for connections to the Subject Site.

**Proposed Development**

It is proposed to sever 15 Deerfox Drive into five separate lots to facilitate the development of four, long semi-detached dwellings each with frontage on Deerfox Drive. The retained portion of the lot will provide shared access to rear yard parking off Deerfox Drive via an access easement (see Figure 2).

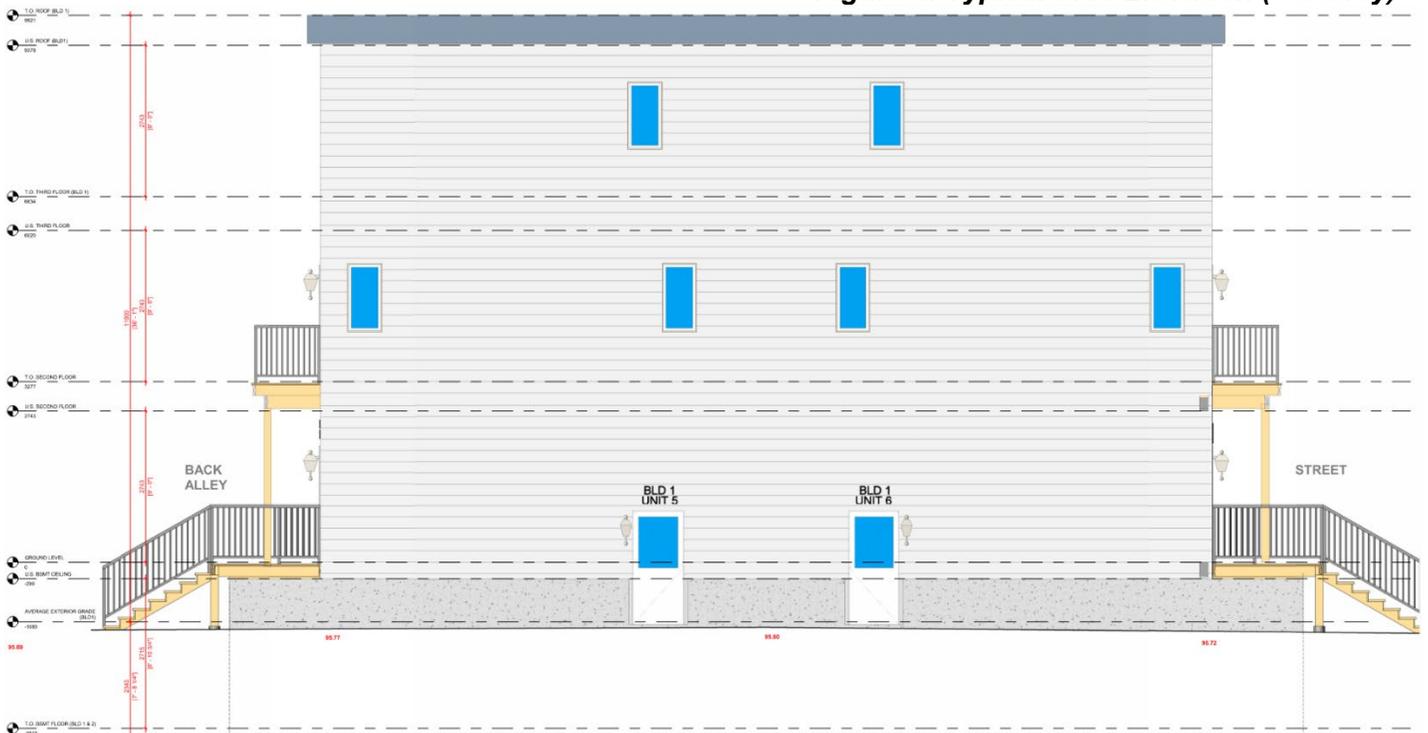
**Figure 2. Site Plan**



**Figure 3. Typical Front Elevation (3-storey)**



**Figure 4. Typical Side Elevation (3-Storey)**



Four, three-storey long semi-detached dwellings are proposed on the Subject Site (see Figures 3 and 4). The proposed dwellings will each have frontage on Deerfox Drive. All areas of the front and interior side yards, excluding porches, walkways and window wells, will be developed with soft landscaping. Two parking spaces are proposed for each building accessed from Deerfox Drive via a shared drive aisle in the rear yard.

## **Reciprocal Severance Applications**

### *Severance Application 1:*

This application will create the lot labelled as Part 2 and Part 11 on the Draft Reference Plan (Figure 5). Parts 2 and 11 will have a total area of 333.6 square metres, an approximate depth of 33.39 metres, and a frontage of 10.10 metres on Deerfox Drive. This lot will be occupied by one long semi-detached dwelling.

### *Severance Application 2:*

This application will create the lot labelled as Part 3 and Part 10 on the Draft Reference Plan (Figure 5). Parts 3 and 10 will have a total area of 326.1 square metres, an approximate depth of 33.31 metres, and a frontage of 9.9 metres on Deerfox Drive. This lot will be occupied by one long semi-detached dwelling.

### *Severance Application 3:*

This application will create the lot labelled as Part 4 and Part 9 on the Draft Reference Plan (Figure 5). Parts 4 and 9 will have a total area of 325.6 square metres, an approximate depth of 33.23 metres, and a frontage of 9.9 metres on Deerfox Drive. This lot will be occupied by one long semi-detached dwelling.

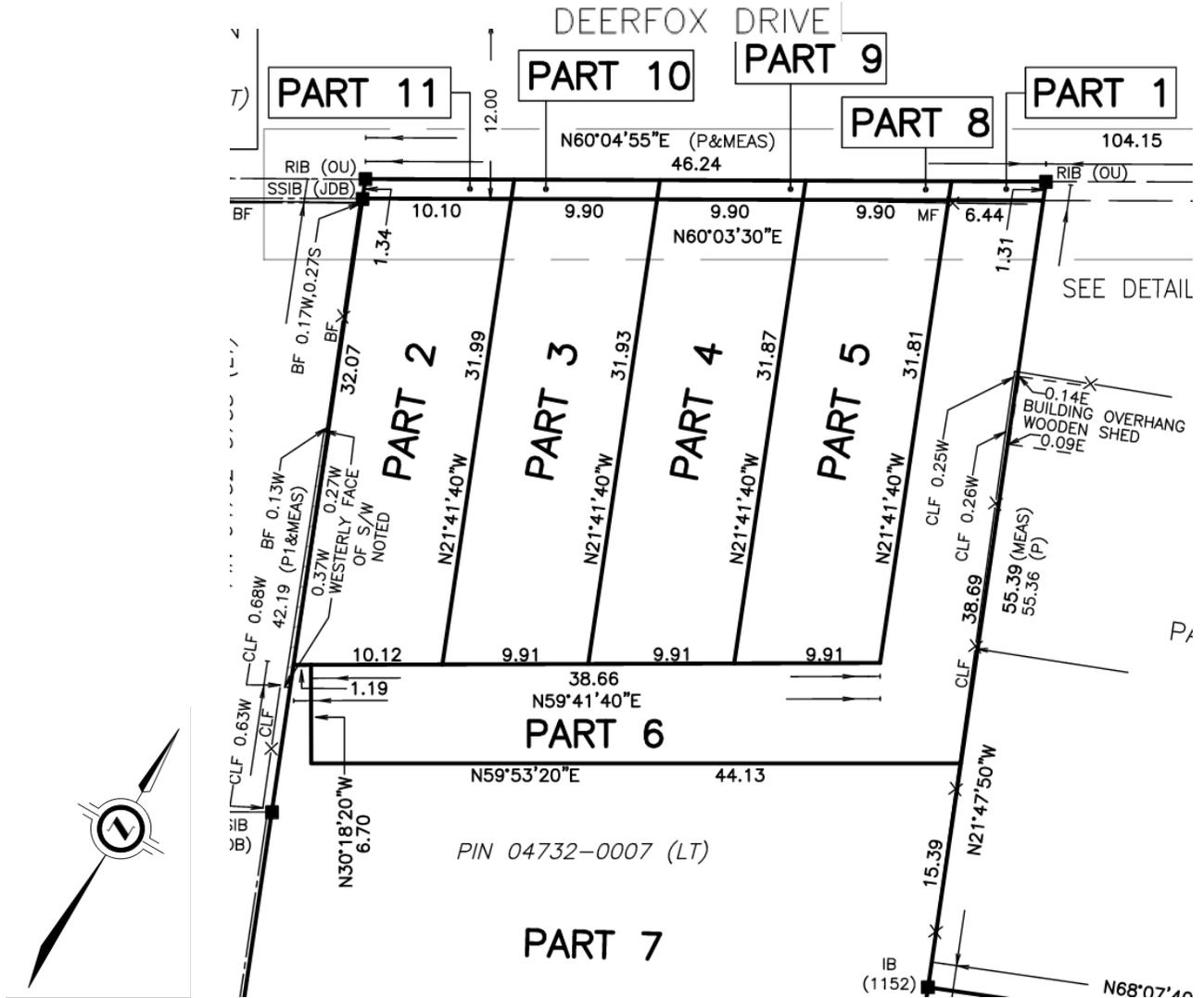
### *Severance Application 4:*

This application will create the lot labelled as Part 5 and Part 8 on the Draft Reference Plan (Figure 5). Parts 5 and 8 will have a total area of 324.9 square metres, an approximate depth of 33.16 metres, and a frontage of 9.9 metres on Deerfox Drive. This lot will be occupied by one long semi-detached dwelling.

### *Consent Application 5:*

This application will create an easement over Parts 1 and 6 on the Draft Reference Plan (Figure 5). To provide access to rear yard parking, an easement in favour of Parts 2, 3, 4, 5, 8, 9, 10 and 11 is required over Parts 1 and 6. Parts 1 and 6 will have a total area of 514.4 square metres, and a frontage of 6.44 metres on Deerfox Drive.

Figure 5. Draft Reference Plan Excerpt



**Rationale (Consent Applications)**

Provincial Planning Statement (2024)

The Provincial Planning Statement (PPS) was issued under Section 3 of the Planning Act and came into effect on October 20, 2024.

Section 2.2.1 of the PPS states that:

“Planning authorities shall provide for an appropriate range and mix of housing options and densities to meet projected needs of current and future residents of the regional market area by:

- a) permitting and facilitating:

2. all types of residential intensification, including the development and redevelopment of underutilized commercial and institutional sites (e.g., shopping malls and plazas) for residential use, development and introduction of new housing options within previously developed areas, and redevelopment, which results in a net increase in residential units in accordance with policy 2.3.1.3;

b) promoting densities for new housing which efficiently use land, resources, infrastructure and public service facilities, and support the use of active transportation;

The proposed development of four, long semi-detached dwellings on the Subject Site supports an appropriate range and mix of housing options to meet the projected needs of residents in the neighbourhood. The proposal also promotes cost-effective development patterns by intensifying lands within the urban boundary, minimizing land consumption and municipal servicing costs.

### *Planning Act*

Subsection 53(1) of the Planning Act states:

*“An owner, chargee or purchaser of land, or such owner’s, chargee’s or purchaser’s agent duly authorized in writing, may apply for a consent as defined in subsection 50 (1) and the council or the Minister, as the case may be, may, subject to this section, give a consent if satisfied that a plan of subdivision of the land is not necessary for the proper and orderly development of the municipality. 2021, c. 25, Sched. 24, s. 4 (1).”*

Existing services are available off Ryland Street. Servicing upgrades through Deerfox Drive and Woodroffe Avenue have recently been approved by the City that will provide sufficient capacity for connections to the Subject Site. The proposal does not necessitate the construction of new public infrastructure, including roads and services. A plan of subdivision is not required for the proper and orderly development of the municipality.

Subsection 53(12) of the Planning Act states:

*“A council or the Minister in determining whether a provisional consent is to be given shall have regard to the matters under subsection 51 (24) and has the same powers as the approval authority has under subsection 51 (25) with respect to the approval of a plan of subdivision and subsections 51 (26) and (27) and section 51.1 apply with necessary modifications to the granting of a provisional consent. 1994, c. 23, s. 32.”*

This rationale will speak to the following criteria outlined in subsection 51(24) of the Planning Act.

*51. (24) In considering a draft plan of subdivision, regard shall be had, among other matters, to the health, safety, convenience, accessibility for persons with disabilities and welfare of the present and future inhabitants of the municipality and to,*

*(a) the effect of development of the proposed subdivision on matters of provincial interest as referred to in section 2;*

15 Deerfox Drive is within the urban area of the City of Ottawa. The proposed severances have regard for the following matters of provincial interest:

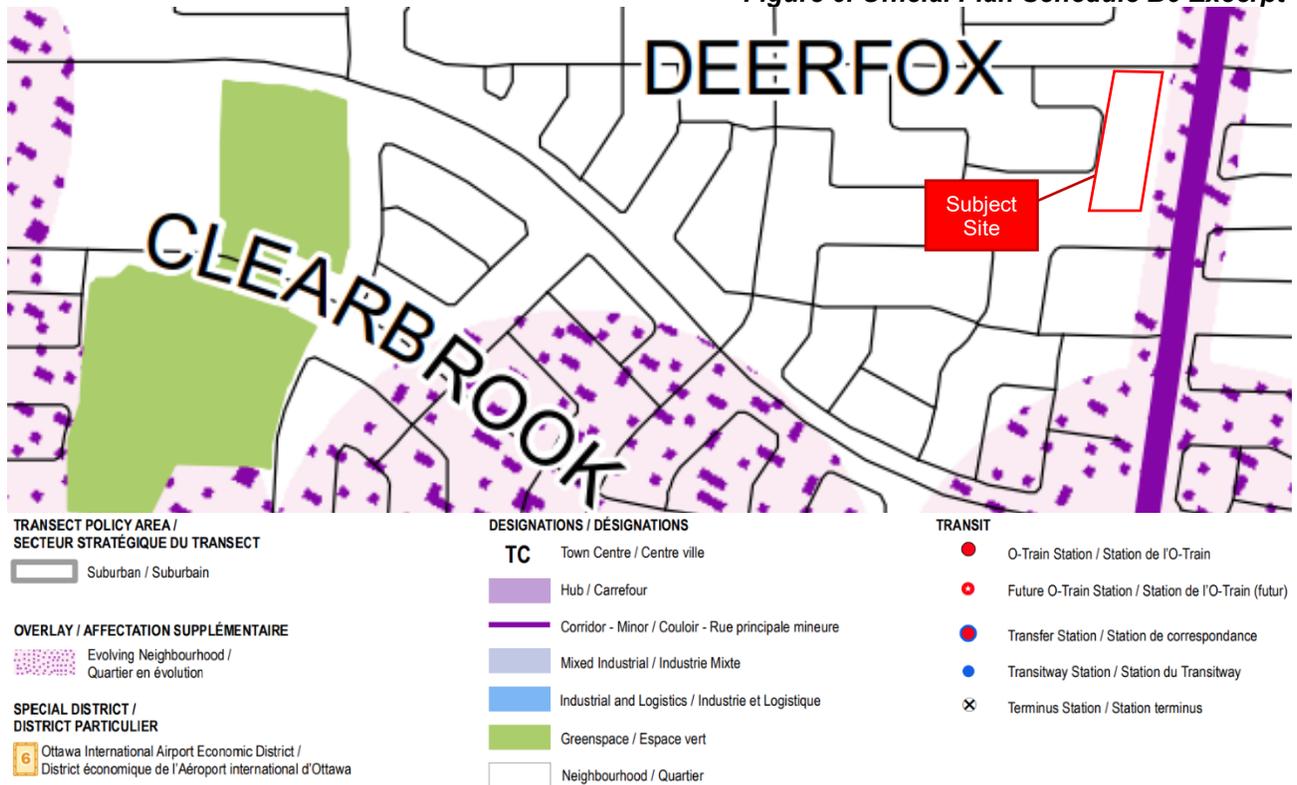
- the adequate provision and efficient use of communication, transportation, sewage and water services and waste management systems;
- the orderly development of safe and healthy communities;
- the adequate provision of a full range of housing, including affordable housing; and
- the appropriate location of growth and development.

(b) whether the proposed subdivision is premature or in the public interest;

The Subject Site is located within a fully developed neighbourhood where hard and soft services are available. The proposed severances are not premature and are in the public's interest.

(c) whether the plan conforms to the official plan and adjacent plans of subdivision, if any;

Figure 6. Official Plan Schedule B6 Excerpt



### City of Ottawa Official Plan

The Subject Site is designated “Neighbourhood” in the Suburban (Southwest) Transect on Schedule B6 of the City of Ottawa Official Plan. Section 3.2 of the Official Plan encourages infill and intensification within the urban area. Policy 3 of Section 3.2 of the Official Plan states that: *“The vast majority of Residential intensification shall focus within 15-minute neighbourhoods, which are comprised of Hubs, Corridors and lands within the Neighbourhood designations that are adjacent to them”*.

The consent to sever applications will support intensification in a Neighbourhood designation that is in proximity to Woodroffe Avenue, designated as a Minor Corridor, with a permitted form of housing that

compliments the lot pattern, scale, and desirable characteristics of development along Deerfox Drive and contributes to the growth of 15-minute neighbourhoods (see Figure 6).

*(d) the suitability of the land for the purposes for which it is to be subdivided;*

The proposed severances will facilitate development of four new semi-detached dwellings. Semi-detached dwellings are compatible with existing land use patterns and the lot fabric of the neighbourhood.

*(d.1) if any affordable housing units are being proposed, the suitability of the proposed units for affordable housing;*

Not applicable.

*(e) the number, width, location and proposed grades and elevations of highways, and the adequacy of them, and the highways linking the highways in the proposed subdivision with the established highway system in the vicinity and the adequacy of them;*

Not applicable.

*(f) the dimensions and shapes of the proposed lots;*

The proposed severances will result in lot widths and lot areas for the newly created parcels that are compatible with existing land use patterns and the lot fabric of the neighbourhood.

*(g) the restrictions or proposed restrictions, if any, on the land proposed to be subdivided or the buildings and structures proposed to be erected on it and the restrictions, if any, on adjoining land;*

Not applicable.

*(h) conservation of natural resources and flood control;*

The Subject Site is not within or adjacent to a flood plain or any areas of natural interest.

*(i) the adequacy of utilities and municipal services;*

The proposed lots have connections to existing utilities and municipal services. Additional capacity will be provided along the Deerfox frontage.

*(j) the adequacy of school sites;*

Monsignor Paul Baxter School, Farley Mowat Public School, Michaëlle-Jean Public School, Adrienne Clarkson Public School and St. Andrew School are in proximity to the Subject Site.

*(k) the area of land, if any, within the proposed subdivision that, exclusive of highways, is to be conveyed or dedicated for public purposes;*

It is anticipated that cash-in-lieu of parkland dedication will be a condition of approval.

*(l) the extent to which the plan's design optimizes the available supply, means of supplying, efficient use and conservation of energy; and*

Infill and intensification within the urban area efficiently utilizes energy (infrastructure, services, transit, etc.) and land.

*(m) the interrelationship between the design of the proposed plan of subdivision and site plan control matters relating to any development on the land, if the land is also located within a site plan control area designated under subsection 41 (2) of this Act or subsection 114 (2) of the City of Toronto Act, 2006. 1994, c. 23, s. 30; 2001, c. 32, s. 31 (2); 2006, c. 23, s. 22 (3, 4); 2016, c. 25, Sched. 4, s. 8 (2).*

Not applicable.

**The proposed severances are appropriate for the Subject Site.**

### **Minor Variance Applications**

#### Minor Variance Application 1 (Part 2 and Part 11):

- a) To permit an increased building height of 11.0 metres; whereas the By-law permits a maximum building height of 9.5 metres (Section 158, Table 158A, Subzone V, Column VI).

#### Minor Variance Application 2 (Part 3 and Part 10):

- b) To permit a reduced lot width of 9.8 metres; whereas the By-law requires a minimum lot width of 10 metres (Section 158, Table 158A, Subzone V, Column IV).
- c) To permit an increased building height of 11.0 metres; whereas the By-law permits a maximum building height of 9.5 metres (Section 158, Table 158A, Subzone V, Column VI).

#### Minor Variance Application 3 (Part 4 and Part 9):

- d) To permit a reduced lot width of 9.8 metres; whereas the By-law requires a minimum lot width of 10 metres (Section 158, Table 158A, Subzone V, Column IV).
- e) To permit an increased building height of 11.0 metres; whereas the By-law permits a maximum building height of 9.5 metres (Section 158, Table 158A, Subzone V, Column VI).

#### Minor Variance Application 4 (Part 5 and Part 8):

- f) To permit a reduced lot width of 9.8 metres; whereas the By-law requires a minimum lot width of 10 metres (Section 158, Table 158A, Subzone V, Column IV).
- g) To permit an increased building height of 11.0 metres; whereas the By-law permits a maximum building height of 9.5 metres (Section 158, Table 158A, Subzone V, Column VI).

#### Minor Variance Application 5 (Part 1 and Part 6):

- h) To permit a reduced lot width of 6.38 metres; whereas the By-law requires a minimum lot width of 10 metres (Section 158, Table 158A, Subzone V, Column IV).

## **Rationale (Minor Variance Applications)**

The minor variances listed above meet the four tests for minor variance under Section 45(1) of the Planning Act.

**The first test for minor variance is that the general intent and purpose of the Official Plan is maintained.**

### *City of Ottawa Official Plan*

Section 3.2 of the Official Plan encourages infill and intensification within the urban area. Policy 3 of Section 3.2 of the Official Plan states that: *“The vast majority of Residential intensification shall focus within 15-minute neighbourhoods, which are comprised of Hubs, Corridors and lands within the Neighbourhood designations that are adjacent to them.”*

The proposed development on the Subject Site is an example of infill and intensification within the Suburban Transect and Neighbourhood designation. The proposed development supports the creation of 15-minute neighbourhoods and will contribute to residential intensification in a Neighbourhood designation that is adjacent to lands designated Minor Corridor in the Official Plan.

The Subject Site is designated “Neighbourhood” in the Suburban Transect on Schedule B6 of the Official Plan. Policy 1 of Section 5.4.5 of the Official Plan states that: *“Neighbourhoods located in the Suburban Transect and within a 15-minute neighbourhood shall accommodate residential growth to meet the Growth Management Strategy”.*

The proposed development on the Subject Site is within walking distance of Woodroffe Avenue, designated “Minor Corridor” in the Official Plan. The proposed development will contribute to residential growth within the Suburban Transect and Neighbourhood designations to meet the targets of the Growth Management Framework.

Policy 3a) of Section 5.6.1 of the Official Plan states that: *“The City will generally be supportive of applications for low-rise intensification that seek to amend the development standards of the underlying zone”.* The Subject Site is in a suitable location to move beyond the development standards of the underlying R2V zone and will contribute to achieving intensification objectives by providing reduced lot widths and increased building heights required to facilitate the proposed development.

**The minor variances maintain the general intent and purpose of the Official Plan**

**The second test for minor variance is that the general intent and purpose of the Zoning By-law is maintained.**

The Subject Site is zoned Residential Second Density, Subzone V, Exception 2050, with a holding provision (R2V[2050]-h) under the City of Ottawa Zoning By-law 2008-250. The purpose of the R2 Zone is to:

- (1) *“restrict the building form to detached and two principal unit buildings in areas designated as General Urban Area in the Official Plan;*
- (2) *allow a number of other residential uses to provide additional housing choices within the second density residential areas;*
- (3) *permit ancillary uses to the principal residential use to allow residents to work at home;*

- (4) regulate development in a manner that is compatible with existing land use patterns so that the detached and two principle dwelling, residential character of a neighbourhood is maintained or enhanced; and
- (5) *permit different development standards, identified in the Z subzone, primarily for areas designated as Developing Communities, which promote efficient land use and compact form while showcasing newer design approaches.”*

Holding provision 2050 relates to servicing the Subject Site prior to development being permitted to proceed. Existing services are available off Ryland Street. Additional servicing capacity will be provided along Deerfox Avenue to facilitate removal of the holding provision. A separate application to lift the holding provision will be filed for approval prior to obtaining building permits.

The requested minor variances are to facilitate the development of four, long semi-detached dwellings, which are a permitted use under the R2 zoning. The proposed development meets the performance standards for minimum lot area, front yard setback, interior side yard setback, and rear yard setback.

Provisions of the Residential Second Density, Subzone V zone require a minimum lot width of 10 metres for a long semi-detached dwelling. The proposed severances will create lots with lot widths that are less than required by the zoning by-law. Lot 1, Lot 2, and Lot 3 will be 9.8 metres in lot width. The lot providing shared access to the severed and retained lands shown as Parts 1, 6 and 7 on the Draft Reference Plan will be 6.38 metres in lot width.

Provisions of the Residential Second Density, Subzone V zone permit a maximum building height of 9.5 metres for a long semi-detached dwelling. The proposed development is to construct buildings that are greater in height than permitted by the zoning by-law. Proposed long semi-detached dwellings on Lot 1, Lot 2, Lot 3 and Lot 4 will be 11 metres in building height.

The requested minor variances are to facilitate a reduced lot width for Lots 1, 2, 3 and the lot providing shared access, and an increased building height for Lots 1, 2, 3 and 4. Lot 4 meets the minimum lot width requirement.

“Low-rise” is defined as buildings four-storeys or less. Each proposed building will be three-storeys in height. Low-rise residential uses including long semi-detached dwellings are permitted on lands designated General Urban Area (Neighbourhood). The requested variances meet the intent and purpose of the R2 zone. The proposed long semi-detached dwellings are compatible with the existing low-rise residential development along Deerfox Drive and will contribute to maintaining the existing residential character of the neighbourhood.

**The minor variances meet the general intent and purpose of the Zoning By-law 2008-250.**

**The third test for minor variance is that the minor variance is considered desirable for the use of land.**

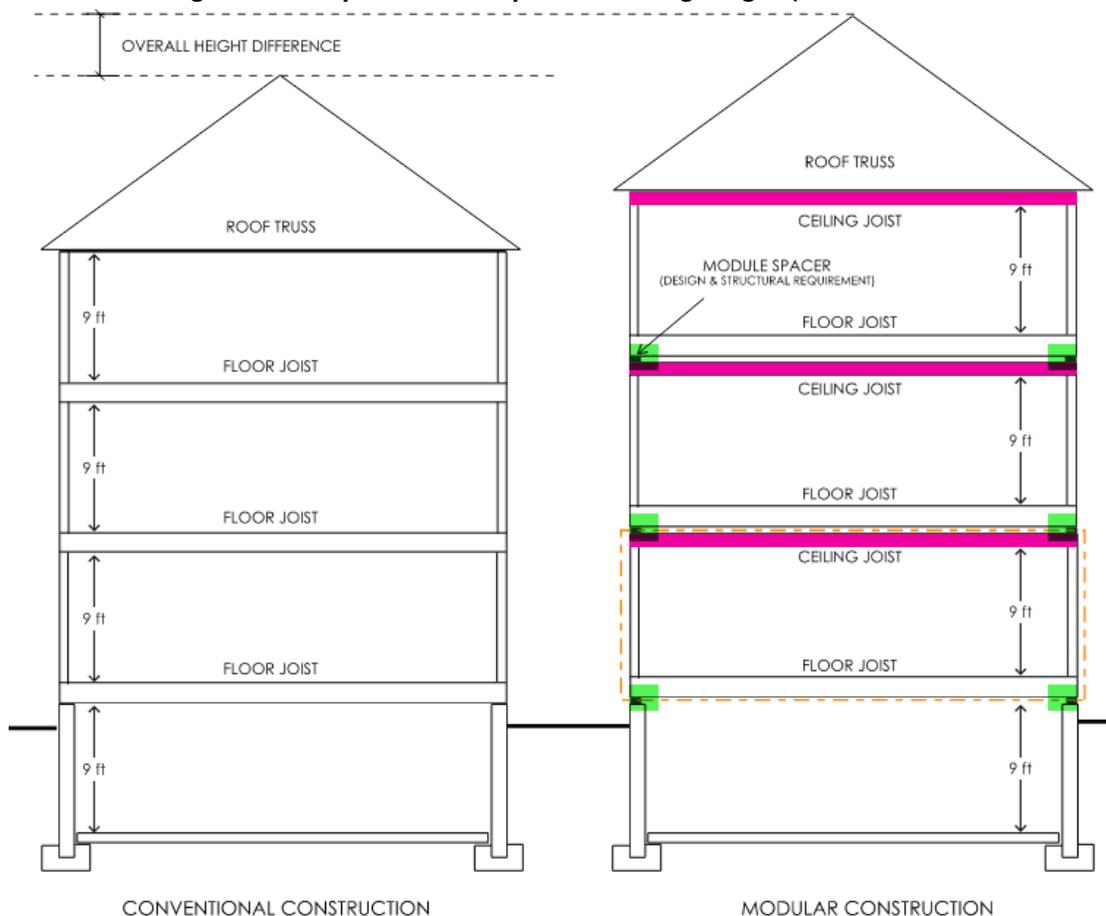
Variances b), d) and f) request a reduced lot width of 9.8 metres for Lot 1, Lot 2 and Lot 3, and variance h) requests a reduced lot width of 6.38 metres for the shared access whereas the By-law requires a lot width of 10.0 metres for long semi-detached dwellings (Section 158, Table 158A, Row V, Column IV). The requested variances for reduced lot width on the newly created lots represent a reduction of 0.2m from the zoning requirement. The requested variance for reduced lot width on the shared access represents a reduction of 3.62m from the zoning requirement that will provide a fully conforming driveway to parking spaces in the rear. The proposed lot widths are compatible with the lot fabric of the neighbourhood. The proposed lot widths for the newly created Lots 1, 2, 3 and 4, and the shared access are appropriate in this location.

Variations a), c), e) and g) request an increased building height of 11.0 metres for Lot 1, Lot 2, Lot 3 and Lot 4; whereas the By-law permits a maximum building height of 9.5 metres for long semi-detached dwellings (Section 158, Table 158A, Row V, Column VI). The requested variations for increased building height on the newly created lots represent an increase of 1.5 metres from the zoning requirement. “Low-rise” is defined as buildings four-storeys or less. Each proposed long semi-detached dwelling will be a maximum of three-storeys in building height. The proposed building heights are compatible with the scale of existing buildings in the neighbourhood. The proposed building height for the newly created Lots 1, 2, 3 and 4 are appropriate in this location.

Policy 3a) of Section 5.6.1 of the Official Plan states that: *“the City will generally be supportive of applications for low-rise intensification that seek to amend the development standards of the underlying zone”*. The Subject Site is in a suitable location to amend the development standards of the underlying R2V zone and will contribute to achieving intensification objectives by providing reduced lot widths and increased building heights required to facilitate the proposed development.

The proposed variations will facilitate low-rise intensification on the Subject Site in a desirable building form that is within walking distance of Woodroffe Avenue, designated as a Minor Corridor on Schedule B6 of the Official Plan.

**Figure 7. Comparison of required building height (Conventional vs Modular)**

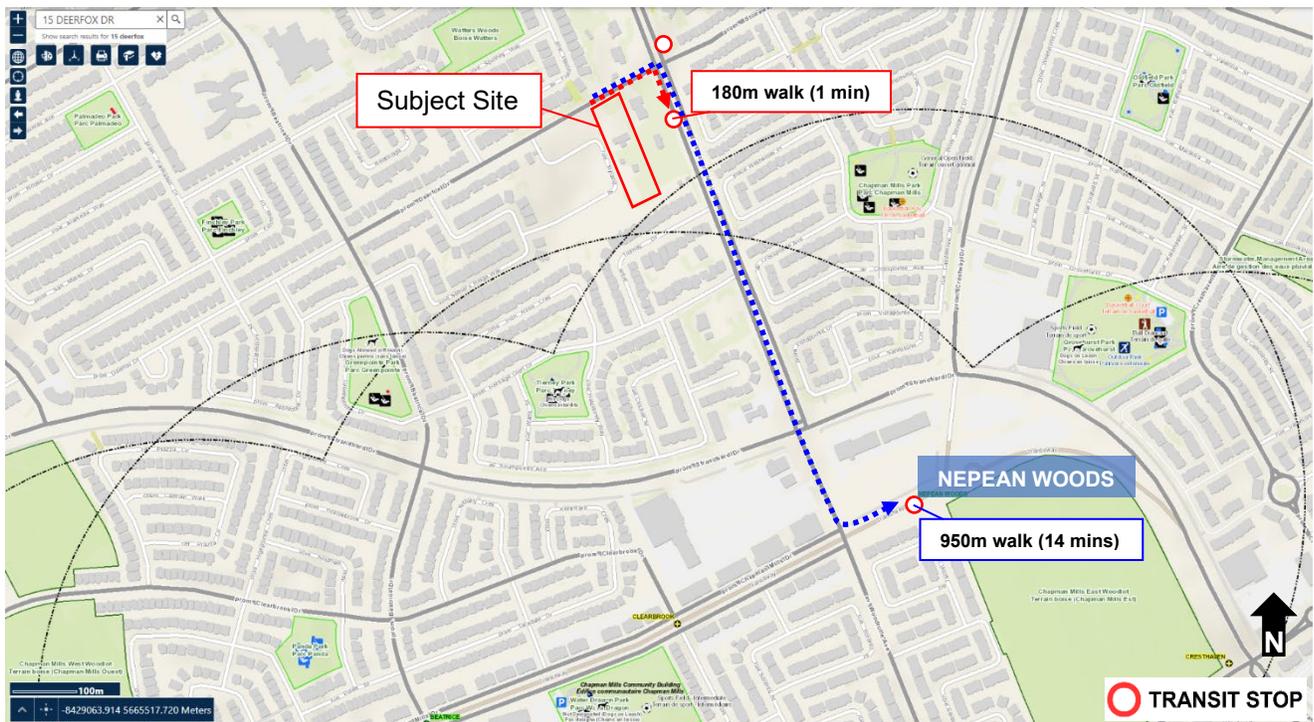


The buildings are proposed to be developed using a modular design to increase construction quality and efficiency. As highlighted in pink on Figure 7 above, a modular construction requires the use of

additional structural elements for the purposes of on-site assembly. Using a standard 9-foot ceiling height, modular construction results in a minor increase to the maximum height requirements for a three-storey building when compared to conventional construction.

This infill development supports intensification while having regard for existing uses, built form, and lot fabric of the neighbourhood. Based on Official Plan policy which supports applications for intensification that “seek to amend the development standards of the underlying zone” and challenges presented by increased building height requirements to facilitate modular construction on the Subject Site, a reduction to the minimum required lot width of less than a metre and an increase to the maximum permitted building height of 1.5 metres for each proposed building is compatible with the overall form, scale and streetscape characteristics of the neighbourhood.

**Figure 8. Transit near the Subject Site**



The Subject Site is a 1-minute walk (180 metres) from transit at the intersection of Woodroffe / Deerfox, which services the 74 bus route offering all day service. The Subject Site is also a 14-minute walk (950 metres) from the Nepean Woods Transitway Station, which currently services five bus routes (See Figure 8). The Subject Site is near many neighbourhood amenities, such as shops and restaurants. It is also near schools, parks, and community centres. The minor variances requested facilitate an appropriate form and scale of development near established neighbourhood amenities and transit routes.

The requested minor variances are to facilitate a reduced lot width for Lots 1, 2 and 3 and the lot providing shared access, and an increased building height for Lots 1, 2, 3 and 4. The requested minor variances are consistent with the existing lot fabric and streetscape characteristics of the neighbourhood. The minor variances are considered desirable for the use of land.

**The fourth test for minor variance is that the variance is considered minor in nature.**

Variances b), d) and f) are requested to permit a reduced lot width for Lots 1, 2 and 3. Lots 1, 2 and 3 will be 9.8 metres in lot width, representing a reduction of 0.2 metres from the zoning requirement. Variance h) requests a reduced lot width of 6.38 metres for the shared access off Deerfox Drive. The shared access will be 6.38 metres in lot width, representing a reduction of 3.62 metres from the zoning requirement. The shared access will provide a fully conforming driveway to parking spaces in the rear. The requested variances for reduced lot width will have no impact on the streetscape. The requested variances to permit a reduced lot width for Lots 1, 2 and 3 and for the shared access off Deerfox will not affect the functionality of the site.

Variances a), c), e) and g) are requested to permit an increased building height for Lots 1, 2, 3 and 4 by 1.5 metres. A 1.5 metre increase to the maximum permitted building height is a minor increase from the zoning provision. The requested variance to permit an increased building height for Lots 1, 2, 3 and 4 will not affect the functionality of the site and will have no impact on the streetscape.

The proposed lots can accommodate long semi-detached dwellings at a form and scale that is appropriate in this location. The proposed development meets the performance standards for minimum lot area, front yard setback, interior side yard setback and rear yard setback. The surrounding area to the west, south and north across Deerfox is characterized by low-rise residential uses. Woodroffe Avenue is designated "Minor Corridor" in the Official Plan and located within 200 metres walking distance to the east of the Subject Site. The Subject Site is in an area where higher density mid-rise, mixed use development along Woodroffe Avenue is permitted.

The proposed long semi-detached dwellings are designed to provide a gentle transition to the Woodroffe corridor and represent a size and scale that is compatible with the low-rise context to the west, south and north of the Subject Site. The request for reduced lot width and increased building height on the Subject Site is consistent with the character of the surrounding context and will have no impact on the streetscape, or on the functionality of the site.

**The requested variances are considered minor in nature.**

The requested variances maintain the general intent and purpose of the City of Ottawa Official Plan and Zoning By-law 2008-250. The requested variances are considered desirable for the use of the land and are minor in nature.

**The proposed development represents good land use planning.**

A Tree Information Report was prepared in support of the applications for consent and minor variances by Dendron Forestry Services, dated April 22, 2025. The Tree Information Report provides recommendations on proposed tree removals for trees 5, 6, 7, 8, 9 and 10 based on the location of the driveway, trees 12, 13, 14, 15, 17, 18 and 19 based on location within or in proximity to excavation and tree 22 based on impacts from previous construction. The accompanying Tree Replacement Plan recommends compensation plantings of 4 trees (including 2 City owned trees) in the front yard and 5 trees in the rear yard. No impacts to existing trees on abutting properties are anticipated as a result of the proposed development.

In support of the applications for consent and minor variance, please find enclosed:

- One (1) copy of this Cover Letter
- A Severance Application Form for Part 2 and Part 11 (one original copy)
- A Severance Application Form for Part 3 and Part 10 (one original copy)
- A Severance Application Form for Part 4 and Part 9 (one original copy)
- A Severance Application Form for Part 5 and Part 8 (one original copy)
- A Consent (Easement) Application Form for Part 1 and Part 6 (one original copy)
- A Severance Sketch for Part 2 and Part 11 (one copy of 11x17 and one 8 ½x11)
- A Severance Sketch for Part 3 and Part 10 (one copy of 11x17 and one 8 ½x11)
- A Severance Sketch for Part 4 and Part 9 (one copy of 11x17 and one 8 ½x11)
- A Severance Sketch for Part 5 and Part 8 (one copy of 11x17 and one 8 ½x11)
- An Easement Sketch for Part 1 and Part 6 (one copy of 11x17 and one 8 ½x11)
- A Minor Variance Application Form for Part 2 and Part 11 (one original copy)
- A Minor Variance Application Form for Part 3 and Part 10 (one original copy)
- A Minor Variance Application Form for Part 4 and Part 9 (one original copy)
- A Minor Variance Application Form for Part 5 and Part 8 (one original copy)
- A Minor Variance Sketch for Parts 1 to 6, 8, 9, 10 and 11 (one copy of 11x17, one 8 ½x11)
- Plan of Survey (one copy of 11x17 and one 8 ½x11)
- Parcel Abstract for the Subject Site (one copy)
- Draft Reference Plan (one copy of 11x17 and one 8 ½x11)
- Site Plan (one copy of 11x17 and one 8 ½x11)
- Elevation Plans (one copy of 11x17 and one 8 ½x11)
- Tree Information Report (one copy)
- Tree Planting Plan (one copy)

Should you have any questions regarding these applications, please do not hesitate to contact the undersigned.

Yours truly,

**NOVATECH**



Jeffrey Kelly, MCIP RPP  
Project Manager | Planning & Development