

City of Ottawa Committee of Adjustment

November 7th, 2025

101 CentrepoinTE Drive, 4th Floor  
Ottawa, ON K2G 5K7

Attn: Mr. Michel Bellemare  
Secretary Treasurer

Re: 1347 Normandy Cres. (Minor Variance and Consent applications) - Ward 16  
Yanick Charles & Krikor Torossian  
Lot 50, Registered Plan 291190, City of Ottawa

On behalf of our clients, we are submitting the enclosed Minor Variance and Consent to Sever applications for the property located at 1347 Normandy Cres. in order to sever the lot into two parcels via a flag-lot configuration. The severance will permit the construction of one new detached dwelling on the lot at the rear of the overall property. The property is zoned R1GG - Residential First Density Subzone GG, in the City of Ottawa Zoning By-Law 2008-250, as amended. It is located in the Outer Urban transect and is designated as a Neighbourhood as per the City of Ottawa Official Plan. The site is also located within Carleton Heights Secondary Plan and designated as a Neighbourhood low-rise.

The purpose of this consent application is to create one new lot for a total of two lots, and the structure of the applications is to sever **Parts 3, 4, 5 & 6 (severed rear lot)** with 1,280.9 m<sup>2</sup> of lot area and 18.69 m of frontage on Normandy Cres, from **Parts 1 & 2 (retained front lot)** with 665.1 m<sup>2</sup> of lot area and 6 m of frontage on Normandy Cres.

The **retained front lot (Parts 1 & 2)** contains an existing one-storey dwelling with a basement, which will remain. Currently, this dwelling is served by a driveway and a detached accessory garage located along the eastern side of the property. As part of the proposed consent, the existing driveway and garage will be removed to allow for a more efficient and coordinated access arrangement. A shared driveway is proposed on the **severed rear lot (Parts 3, 4, 5, & 6)**, which will provide safe and convenient access to two parking spaces for the retained dwelling at the front and to the attached garage of the new dwelling proposed on the severed rear lot. This arrangement eliminates redundant driveways, reduces hard surface coverage, and supports orderly development and efficient use of land while meeting zoning and parking requirements. To facilitate this shared access, an easement is proposed over **Part 5**, which is located on the **severed rear lot**, in favour of the **retained front lot**. A comparable situation was recently approved by the Committee of Adjustment on June 27, 2025, for the property at 1686 Ortona Avenue (approximately 170 metres, or a two-minute walk, from the subject property at 1347 Normandy). That application (Files D08-01-25/B-00055 & D08-02-25/A-00065) featured a similar configuration, including a shared driveway, a flag-shaped lot, and comparable variances related to the severed lot's width and rear yard setback.

An existing hydro easement (Instrument CR291652 & N313764) runs along the east, west and south property lines (Parts 2, 4 & 6) and will remain unaffected by the proposed severance. The proposed frontages of 18.69 m and 6 m for the retained and severed lots, respectively, provide sufficient space to accommodate services and a shared driveway on the severed lot without encroaching on the easement.

The proposed Severance and Minor Variance applications for 1347 Normandy Crescent align with the ongoing residential intensification trends observed in the Carleton Heights neighbourhood (Fig.4 and Fig.5). Similar developments have been approved throughout the area, reinforcing the City's planning objectives for gentle intensification while maintaining neighbourhood character. Several comparable projects demonstrate a precedent for lot severance and reduced lot widths in the surrounding area.

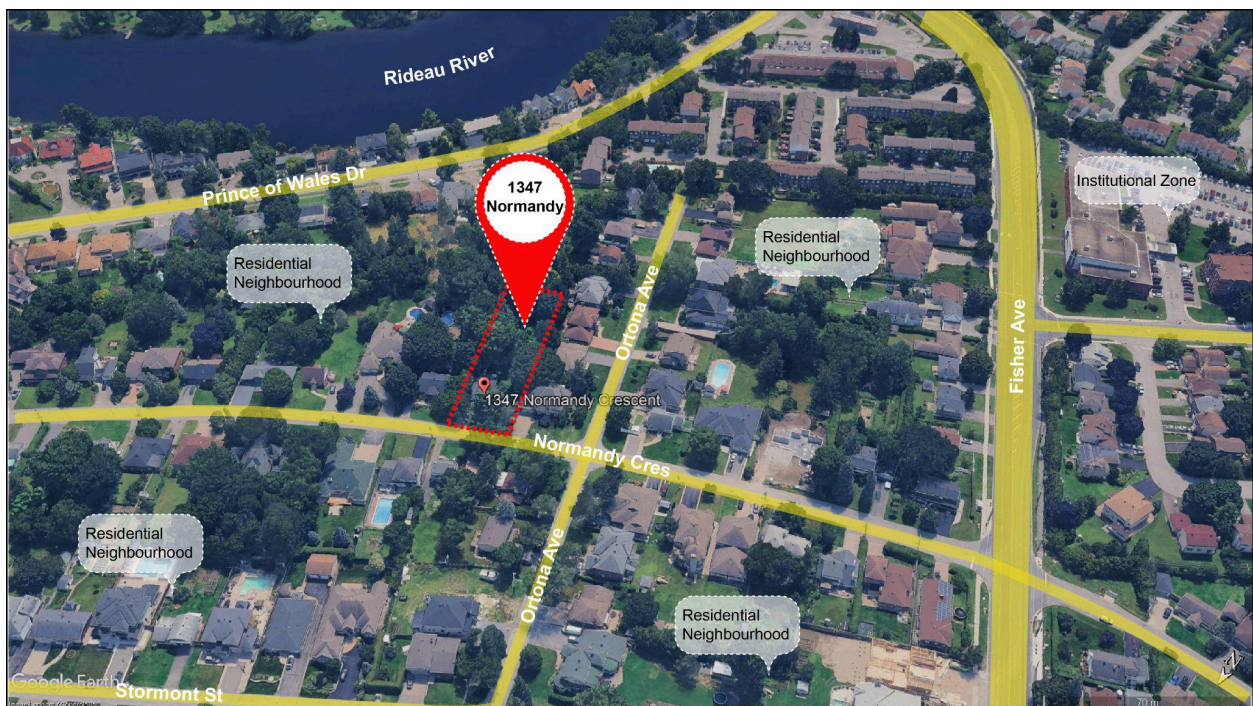


Fig.1. Aerial imagery showing the surrounding context of the subject site, Google Earth.

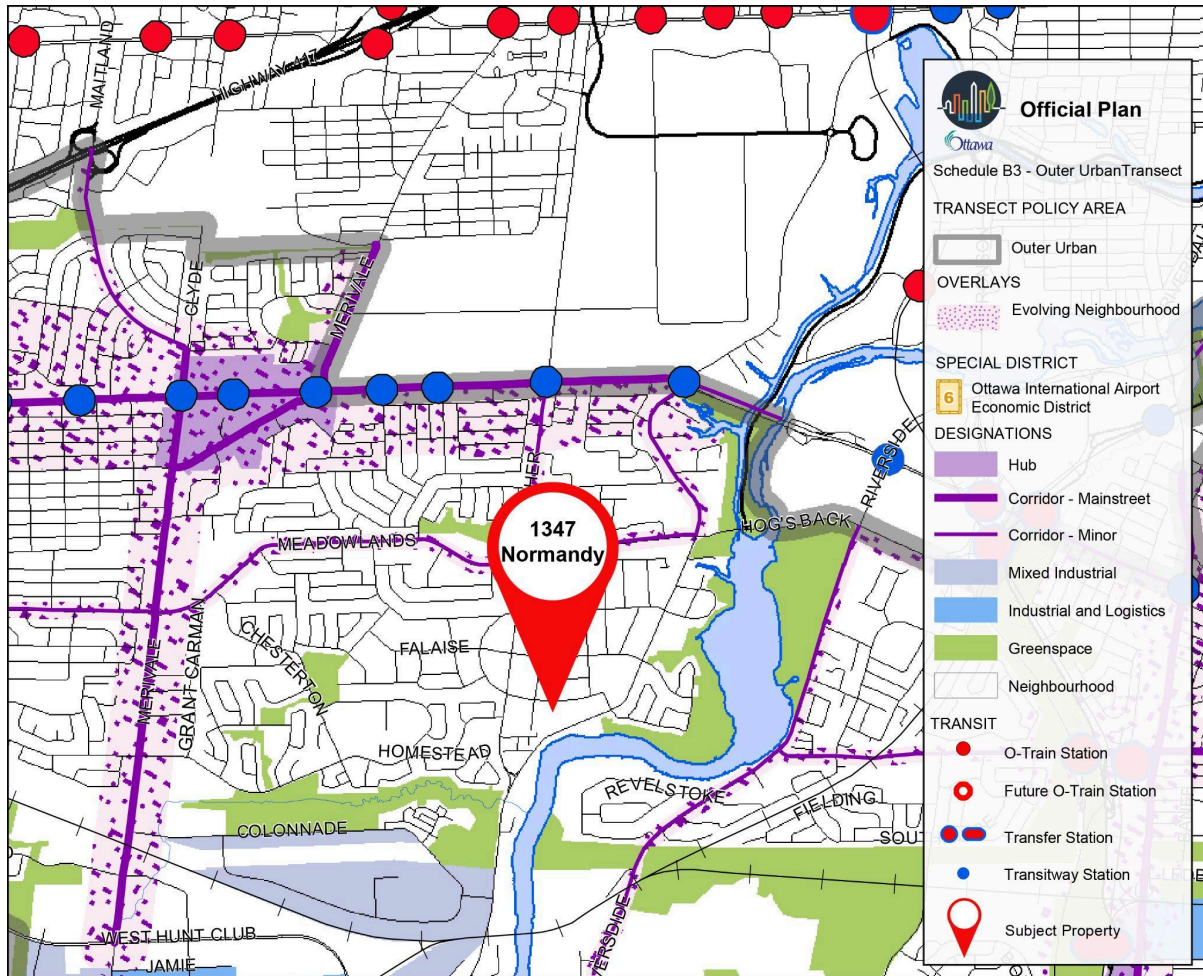


Fig.2. Schedule B - Outer Urban Transect, City of Ottawa Official Plan.



<p><b>Carleton Heights</b></p> <p>SECONDARY PLAN - VOLUME 2 Schedule A - Designation Plan</p> <p>PLAN SECONDAIRE - VOLUME 2 Annexe A - Plan de désignation</p>	<p>Carleton Heights Secondary Plan Boundary / Limite du plan secondaire Carleton Heights</p>	<p>Consolidation and Amendments / Consolidation et amendements</p>															
	<p><b>DESIGNATIONS / DÉSIGNATIONS</b></p> <table border="0"> <tr> <td> Neighbourhood Low-Rise</td> <td> Neighbourhood Park</td> <td> O-Train</td> </tr> <tr> <td> Neighbourhood Mid-Rise</td> <td> District / Community Park</td> <td> Transitway - At-Grade Crossings / Transitway - passages à niveau</td> </tr> <tr> <td> Neighbourhood High-Rise</td> <td> Capital Greenspace</td> <td></td> </tr> <tr> <td> Minor Shopping Area</td> <td> Multi-use Pathway</td> <td></td> </tr> <tr> <td> Major Shopping Area</td> <td></td> <td></td> </tr> </table>			Neighbourhood Low-Rise	Neighbourhood Park	O-Train	Neighbourhood Mid-Rise	District / Community Park	Transitway - At-Grade Crossings / Transitway - passages à niveau	Neighbourhood High-Rise	Capital Greenspace		Minor Shopping Area	Multi-use Pathway		Major Shopping Area	
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<p><b>Ottawa</b></p> <p>Planning, Infrastructure and Economic Development Department,                  Conseil Aménagement, Technologie et Solutions                  Services de la planification, de l'infrastructure et du développement économique,                  Analyse géographique, technologie et solutions</p>		<p>North arrow symbol</p>															

Fig.3. Schedule A- Designation Plan, Carleton Heights Secondary Plan.

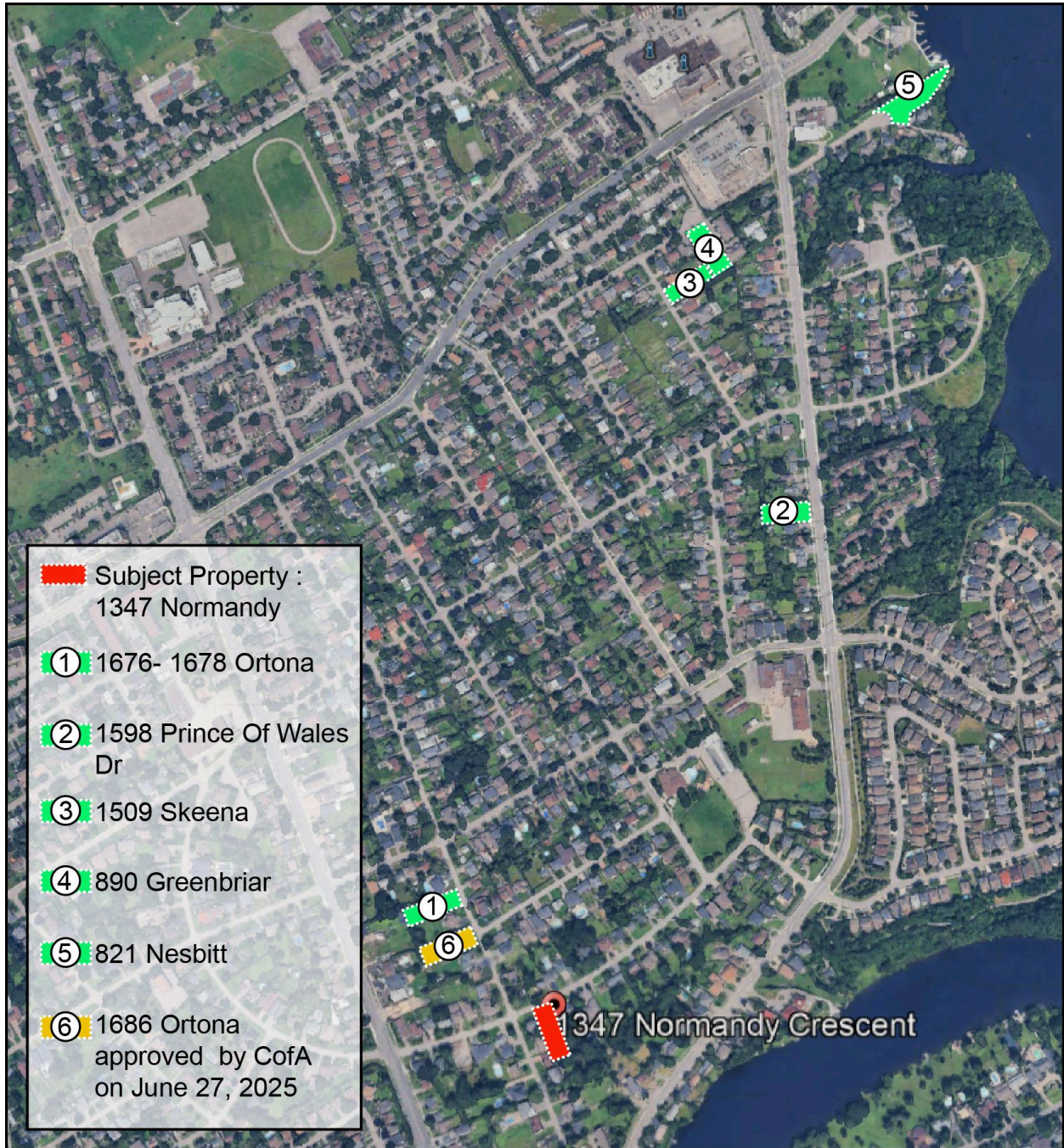


Fig.4. Subject property proposed severance and precedent developments in the Carleton Heights neighbourhood.

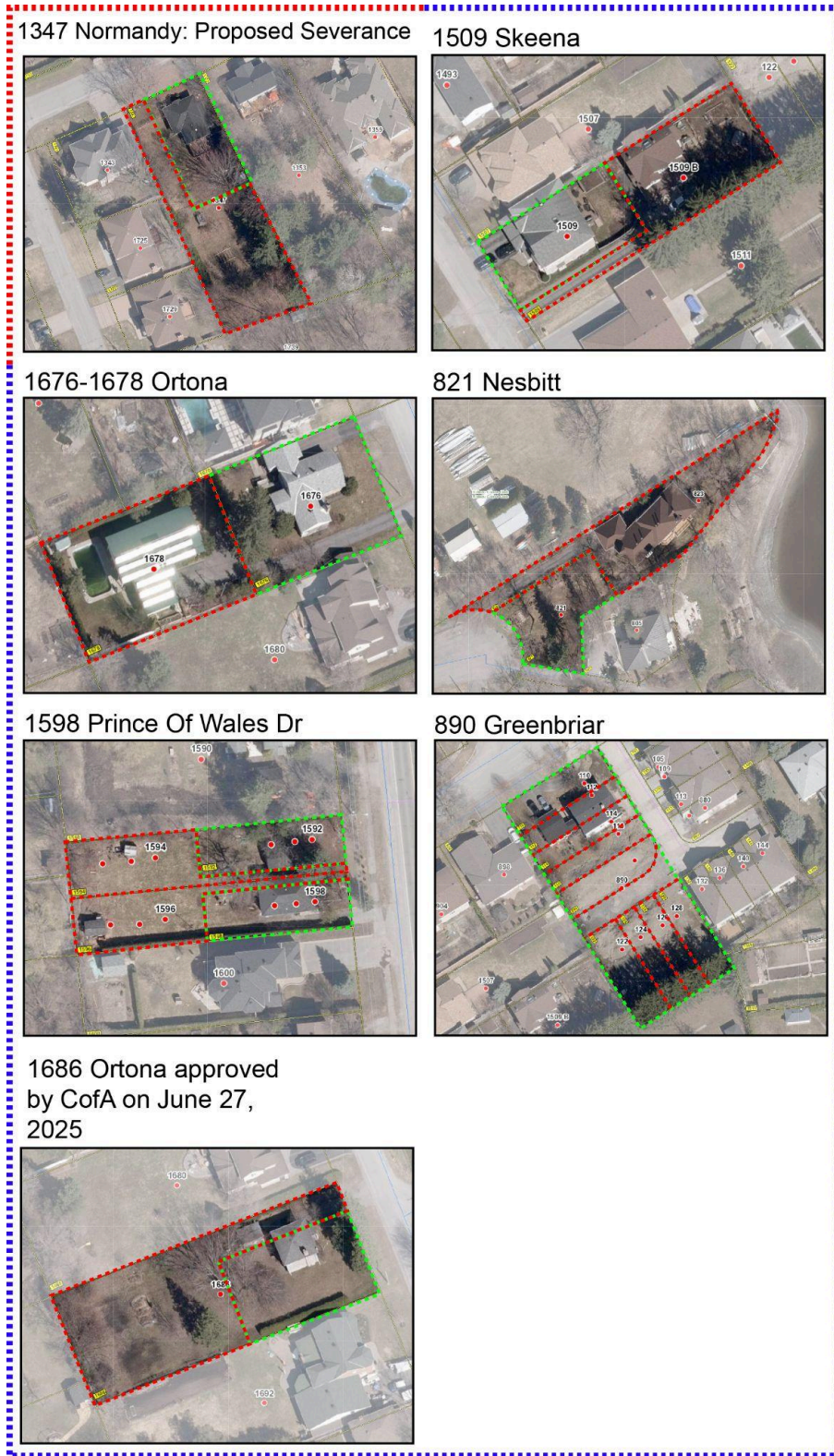


Fig.5. Location of the subject property and precedent developments in the Carleton Heights neighbourhood.

## **Minor Variance Application**

Only the **severed rear lot (Parts 3, 4, 5, & 6)** requires relief from the following sections of the Zoning By-Law:

- A) Minimum Lot Width (Part 3, 4, 5, & 6): The proposed minimum lot width for the Rear lot is 6.23m, whereas the minimum lot width Zoning By-Law requirement is 18 m (Table 156A, II, Zoning By-Law 2008-250, as amended). The lot width is measured 6 m back from the front lot line, perpendicular to the lot depth, but this method does not account for irregular flag-shaped configurations like this property. While the entrance is narrow, the lot widens significantly to 25.77 m beyond the front portion, providing a functional building area. The proposal also meets the minimum 3 m frontage requirement on a public road, and the 6 m access is sufficient to accommodate a shared driveway and services without affecting the hydro easement or existing vegetation.
  
- B) Minimum Rear Yard Setback (Part 3, 4, 5, & 6): The proposed minimum rear yard setback is 13.33 m (17.55% of the lot depth; lot depth: 75.93 m), whereas the Zoning By-Law requirement is 22.78 m (30% of the lot depth). (Table 144B, (v), Zoning By-Law 2008-250, as amended). This variance is triggered only because the lot depth includes the elongated “flag pole” portion of the lot. In practice, the rear yard provides ample space, 13.33 m from the deck projection, and approximately 15.21 m from the main dwelling, exceeding what would normally be required for a standard lot depth within the greenbelt.

The zoning relief proposed in this application relates only to the lot width and rear yard setback of the severed rear lot. All other zoning provisions are met by this proposal including the lot area, other yard setbacks, building height, driveway width, soft and hard landscaping area, and parking requirements. No additional variance is triggered for the retained front lot with the existing dwelling unit as per the Zoning By-Law.

The submitted site plan (Fig.6) illustrates an existing one storey dwelling unit in the retained front lot (Part 1 & 2) and proposed two storey detached dwelling unit at the severed rear lot (Parts 3, 4, 5, & 6) with a shared driveway (Part 5).

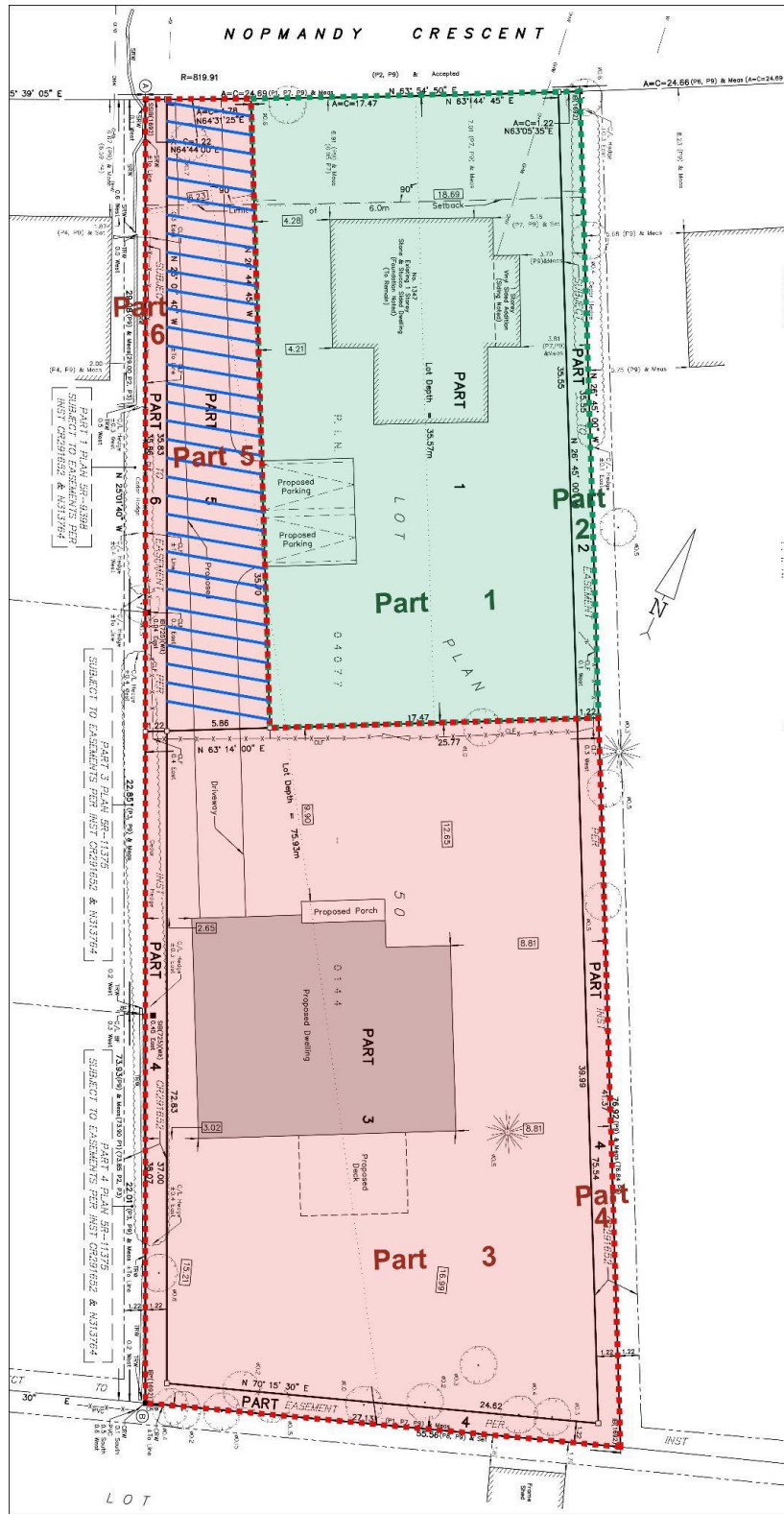


Fig.6. Draft 4R showing the retained Front (Part 1 & 2), severed Rear (Part 3, 4, 5, & 6) lots, and proposed easement (Part 5) to facilitate shared access, by Farley, Smith & Denis Surveying LTD, 2025.



The proposed lot pattern follows a slightly irregular shape as one lot is positioned mostly behind the other. This results in a unique lot shape which impacts the lot line locations, lot depth, and by consequence lot width. Below is a diagram illustrating the location of **lot depth** and **lot width** for the retained front lot (Parts 1 & 2) and the **lot depth** and **lot width** for the severed rear lot (Parts 3, 4, 5, & 6).

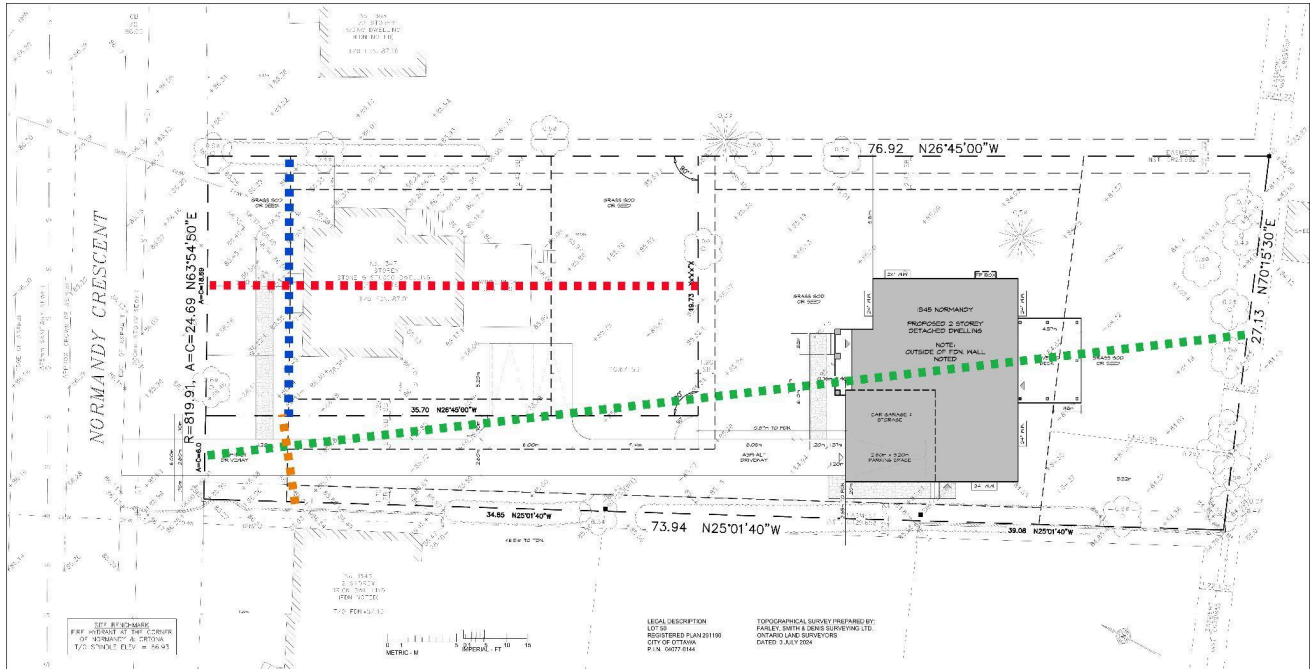


Fig 8. Site Plan Diagram illustrating the different lot depths and lot widths for the retained front lot (Parts 1 & 2) and the severed rear lot (Parts 3, 4, 5, & 6).

The four tests of a **Minor Variance** application from Section 45 (1) of the Planning Act are that the variances are to maintain the general intent and purpose of the Official Plan and the Zoning By-law, are desirable for the appropriate development or use of the land and building, and are minor in nature.

### 1. The variances are minor in nature.

The lot width and rear yard setback variances only apply to the severed rear lot and not the retained front lot. The Zoning By-Law requires 18 m of lot width which is measured 6 m back from the front property line perpendicular to the lot depth. The proposed development features a 6.23 m lot width measured 6 m back from the front lot line perpendicular to the lot depth. However, the parcel widens significantly to 25.77 m behind the front parcel. The method of lot width calculation does not factor in irregular lot shapes like the flag lot. The minimum required frontage on a public road of 3 m is met by this proposal and the 6 m of frontage proposed leaves sufficient space for a shared single lane driveway and services without interfering with the existing hydro easement or vegetation.

Further, the Zoning By-Law requires 30% of lot depth as minimum rear yard setback

while the proposed development has 17.55% of the rear yard setback which equates to 13.33 m instead of the required 22.78 m. The lot depth is calculated by connecting the midpoint of the front and rear lot lines (as demonstrated in fig.8 on page 10). The proposed rear yard setback represents 17.55% of the lot's depth. Because of the exaggerated lot depth measurement for nonstandard deep lots such as these, the numerical setback provided is actually larger than the typically rear yard setback requirement. The provided 13.33 m provides more than adequate space in the rear yard compared to the standard rear yard setback for residential lots within the greenbelt. The rear yard setback is not triggered due to a lack of space in the rear yard, but rather by the way it is calculated. If the rear yard setback was calculated based on the lot depth after the pole portion of the lot, the numerical requirement would be 11.92 m (30% of 39.72 m). To avoid the need for an additional minor variance related to the deck projection into the provided yard, the rear yard setback has been calculated from the deck's projection at 2.59 m to the rear lot line. If measured instead from the main building facade, the rear yard setback would be about 15.21 m to the rear lot line.

The proposed development is on a severed lot which has a unique lot pattern not contemplated in the Zoning By-Law and therefore is not accurately reflected in the Zoning By-Law requirements for lot width and rear yard setback hence the required associated variances in this application. In summary, the variances included in this application will permit a development consistent with the neighbourhood typology and represents an appropriate density for this site. The proposed variances to permit the associated lot severance application and development represent minor deviations from the Zoning By-Law requirements.

## **2. Desirable and appropriate for the development or use of land and building.**

The proposed development is a low-rise detached dwelling located within Area A on Schedule 342. As such, this proposal is subject to the design guidelines listed in the Urban Design Guidelines for Low-Rise Infill Housing (2023). The following section features excerpts from this guideline document and *responses*.

### 1.2 Ground floor height

- Locate the ground floor close to, or at, grade level. If the ground floor must be raised, limit the height of the porch to the entrance to no more than approximately 3 to 5 steps and/or 1.2m above the grade of the sidewalk directly at the front of the entrance, to avoid a long barrier-like flight of stairs.

*Response: The proposed development on the severed lot features a 2 storey dwelling with a principal entrance located 3 steps above grade.*

### 2.1 Building height

- The height of the building(s) should be sensitive to the height of surrounding buildings while considering the planned height for the neighbourhood. The use of building height transitions, setbacks, step-backs, architectural and roofline treatments to reduce the impact of height shall be considered when the proposed

building's height is greater than the planned height for the neighbourhood.

*Response: The proposed development features a building height of 7.62 m (2 storeys) which aligns with the general neighbourhood typology of 1 - 2 storey dwellings. Directly across the street is a 2 storey dwelling with the second floor being within the roofline and east of the proposed development is a 1.5 storey dwelling with living space within the roofline. The existing residential dwelling at the front retained lot has a 1 storey dwelling with an exaggerated roofline. The new development would be screened from the abutting neighbours by the existing dwelling at the front retained lot and by mature vegetation on other sides.*

## 2.2 Building massing and scale

- The massing and scale of infill buildings should consider the surrounding neighbourhood in terms of building setbacks, building width and length, and the relationship between buildings and the public realm. New infill housing should utilise architectural treatment and articulation to replicate the predominant scale and built form of the surrounding neighbourhood.

*Response: The proposed development has been designed to respect the surrounding neighbourhood's massing and scale. The building width and length, ~12.49 m and ~14.63 m respectively, are consistent with adjacent dwellings, and the front setback aligns with the established streetscape rhythm. The existing residential building at the retained front lot has similar building width and length (~11.58 m x ~10.67 m). Although the proposed rear dwelling will be largely screened by the existing home on the retained front lot, its connection to the public realm is strengthened through a clearly defined front entrance, pedestrian access, shared driveway from the Normandy Crescent street and landscaped frontage. Below (Fig 9-12) are the elevations of the proposed development reflecting on the architectural articulation, including variations in roofline and facade treatment, that has been incorporated to reflect the predominant built form of nearby homes while providing visual interest. Together, these elements ensure that the proposed development integrates appropriately with the character of the neighbourhood.*



Fig.9. Front Elevation (North)

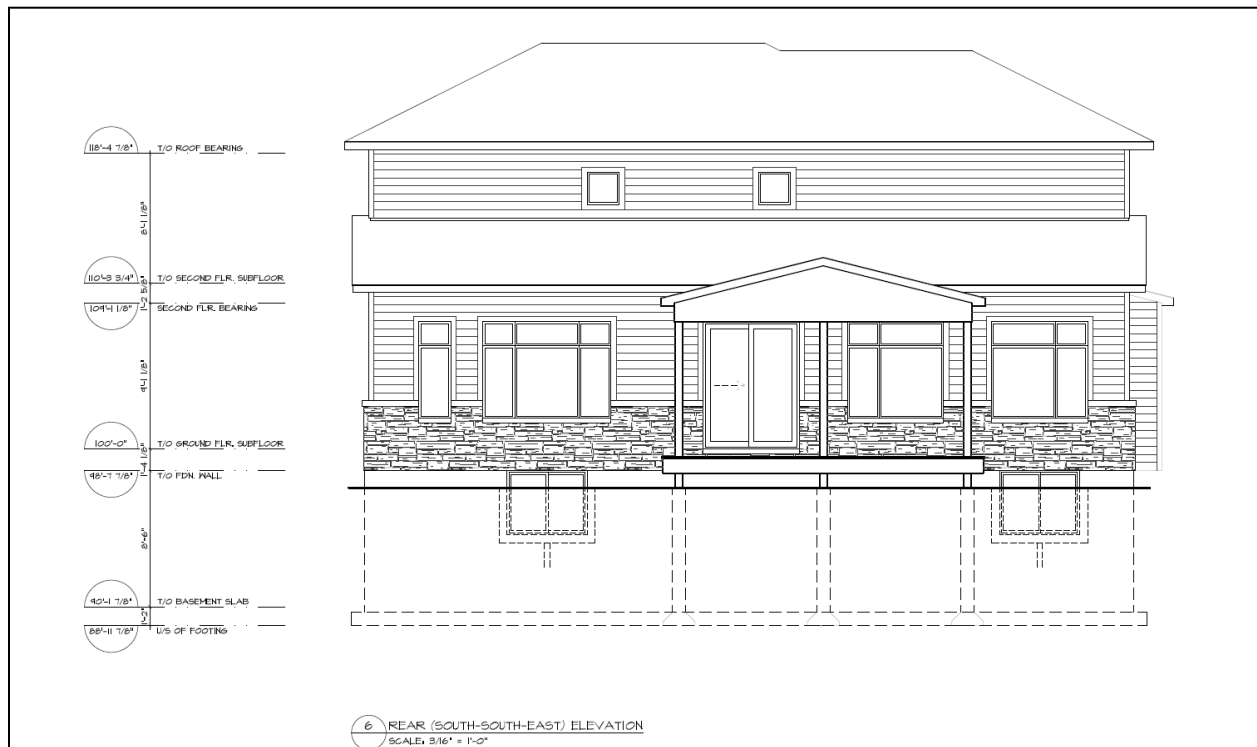


Fig.10. Rear Elevation (South)

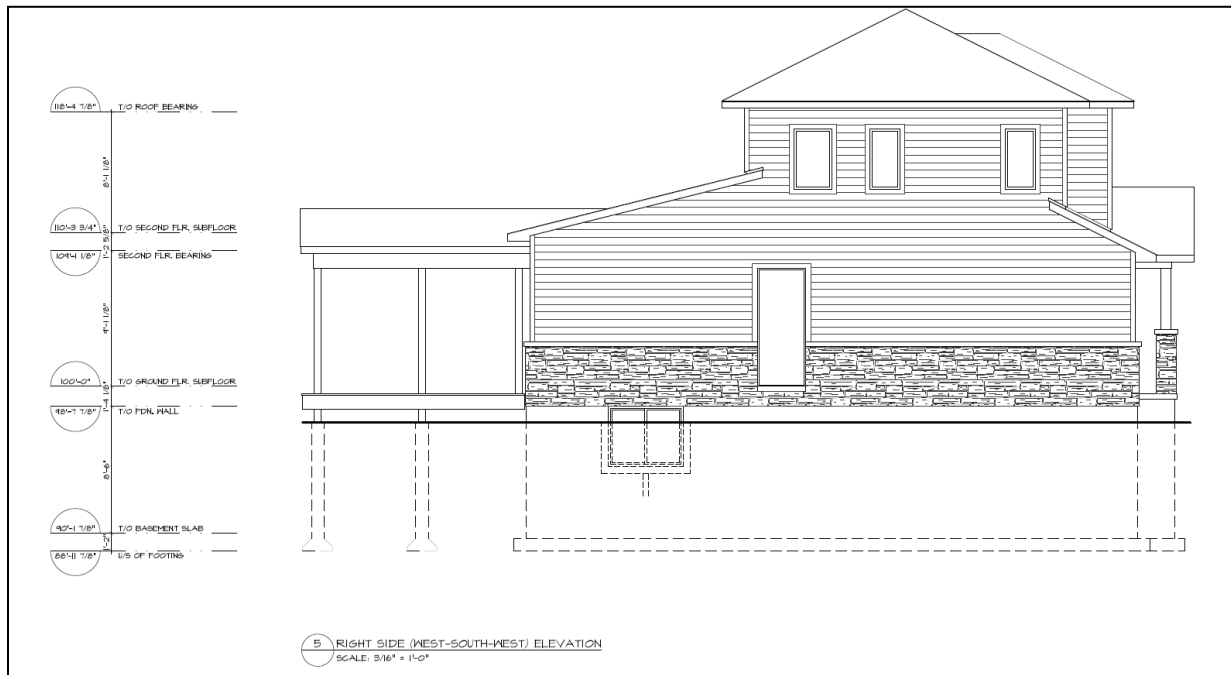


Fig.11. Right Side Elevation (East)

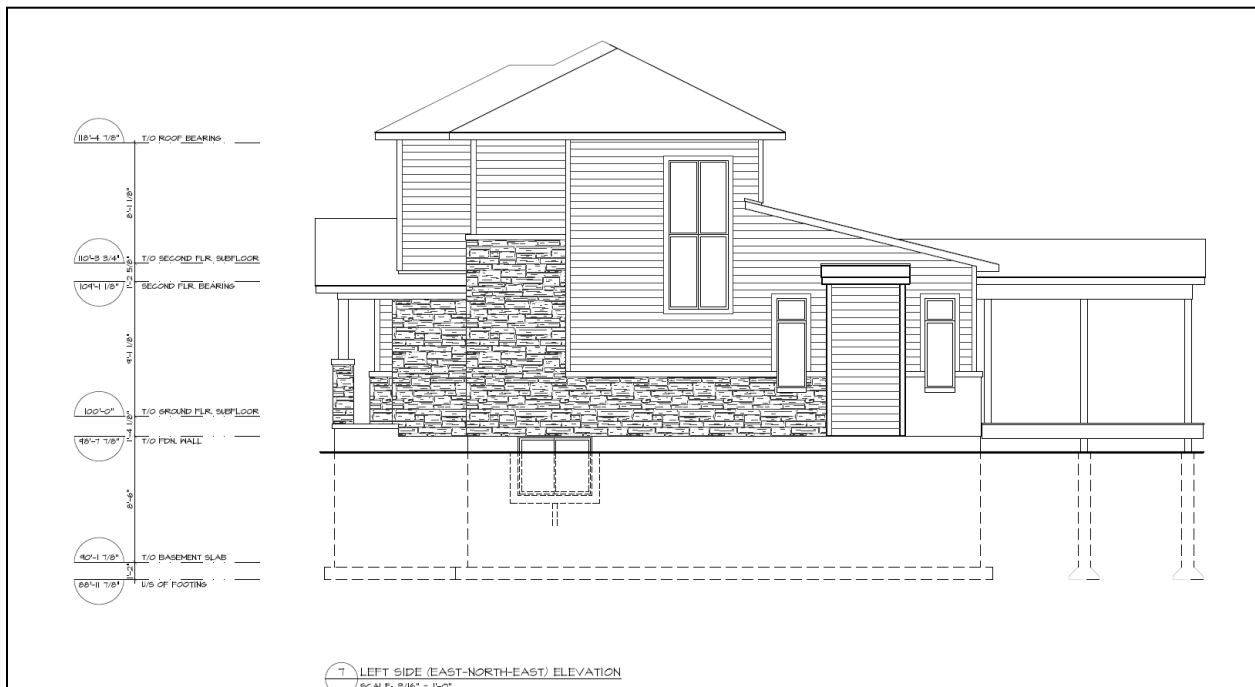


Fig.12. Left Side Elevation (West)

**3.9 General soft landscaping and stormwater management**

- Provide soft landscaping in any part of any yard not occupied by accessory

buildings and structures, permitted projections, bicycle parking and aisles, hardscaped paths of travel for waste and recycling management, pedestrian walkways, and permitted driveways and parking.

*Response: Soft landscaping is a prominent feature of this neighbourhood and the subject property. Of the 665.1 m<sup>2</sup> lot area, the front retained lot contains 83.93 m<sup>2</sup> of soft landscaping at the front yard, and 255.28 m<sup>2</sup> of soft landscaping at the rear yard. Meanwhile the rear proposed severed lot with 1280.9 m<sup>2</sup> lot area contains approximately 117.78 m<sup>2</sup> of soft landscaping at the front yard, and 411.64 m<sup>2</sup> of soft landscaping at the rear yard. Maximised softscaping and minimised hardscaping will ensure adequate stormwater infiltration is possible and run off is limited.*

### 3.16 Existing trees

- The retention and protection of existing trees is key to preserving the character of existing neighbourhoods. Incorporating existing trees into the design of the site will ensure adequate protection over time. The Tree Protection By-law information on the City's website, "Planning Around Trees", provides guidance for tree retention on infill sites. Where trees cannot be retained on a site, ensure sufficient space is made available in the site design to plant replacement trees. The impact of construction on adjacently owned trees must also be considered early in the design process

*Response: The proposed development includes the retention of twenty one existing trees (six on the subject property, including both the retained and severed lots, eleven on the adjacent properties and four are jointly owned with adjacent properties). Freeman maple (*Acer freemanii*) tree (#1) is proposed to be removed due to fair/ poor condition of tree health. There is a large cavity in the trunk possibly extending up to 5 m to the first union of codominant stems. This tree is privately owned with 80 cm DBH. Another tree, White spruce (*Picea glauca*) (#13) is proposed to be removed due to significant root loss from development. This tree is also privately owned with 52 cm DBH.*

### 3.17 Tree planting

- Plant trees along the street within the public realm (\*or road right-of-way), in the rear yard amenity area, and in any landscaped area that provides sufficient space. Focus on planting large canopy trees over small ornamental trees. Ensure adequate soil volume is provided so the trees can attain full growth at maturity. Account for above and below-ground impediments to the future growth of the tree.

*Response: The proposed development includes planting of three new trees to support canopy cover and enhance the site's landscape integration. One tree will be located in the front yard of the retained lot, positioned to align with the streetscape and contribute to the public realm; this planting may fall either fully or partially within City property depending on site servicing constraints. A second tree is proposed within the landscaped setback adjacent to the shared driveway, providing additional screening and*

*softening of the built form. A third tree is planned within the rear yard of the severed lot, offering shade and amenity value for future residents. All trees will be selected with an emphasis on large-canopy species where space and soil conditions allow, and planting locations will account for both above- and below-grade utilities to ensure long-term healthy growth.*

In summary, the required variance is desirable and appropriate for the development and land. The proposed development is contextually-sensitive to the surrounding neighbourhood through massing, articulation, material, and provided soft landscaping goals. Concerns regarding privacy are mitigated through tree planting, large setbacks, and building design. The proposed dwelling is positioned 13.33 m from the rear lot line, with 12 existing trees in the rear yard providing natural screening and enhanced privacy. Additionally, the development proposes to maintain the majority of planting along the rear and side yards where possible and plant additional trees to add screening between the subject property and the abutting properties. Both the front and rear lots will be easily recognizable as unique parcels using signage and/or planting.

### **3. The variances maintain the intent of the Official Plan.**

The subject property is within the Outer Urban transect and is designated as Neighbourhood as per Schedule B3 of the Official Plan (2022). The following section features applicable excerpts from the Official Plan and how they are addressed by the proposal:

#### **City of Ottawa Official Plan**

##### **2.2.1 Intensification and Diversifying Housing Options**

- i) Direct residential growth within the built-up urban area to support an evolution towards 15-minute neighbourhoods.

*Response: The proposed development proposes a two-storey detached dwelling, with a larger footprint in the rear severed lot along with existing one-storey detached dwelling on the retained front lot. The site is located in the urban area, is serviced municipally, and is in close proximity to a variety of daily and weekly amenities. The site is located within the Outer Urban transect and is defined as a classic neighbourhood, meaning the site is primarily accessed via private transportation, however public transportation is available via Fisher Ave and Meadowlands Dr. The site is approximately 450 m walking distance from the Carleton Heights Community Centre which contains open greenspace, an asphalt basketball court, a park, an outdoor pool, and indoor gathering spaces. The site is also about 700 m walking distance from the commercial center at Prince of Wales / Fisher Ave, 1.6 km walking distance from the commercial center at Prince of Wales / Meadowlands Dr, 1.6 km walking distance from the trails and greenspace at Nepean Pond Park, and 1.5 km walking distance from the commercial/industrial area on Colonnade Rd.*

##### **2.2.4 Healthy and Inclusive Communities**

- 1) Encourage development of healthy, walkable, 15-minute neighbourhoods that feature a range of housing options, supporting services and amenities.

*Response: The site is located within the Carleton Heights community which is primarily residential. Community centres, greenspace, and schools are all located within walking distance of the subject property. The expectation for this development is that the property owners will use private transit to access their daily and weekly needs. As such the density proposed is low, in line with the Zoning, Official Plan, and Secondary plan policies. Amenities are accessible via alternative modes of transportation as well such as public transit, walking, cycling, ride-sharing.*

#### 4.2.1 Enable greater flexibility and an adequate supply and diversity of housing options throughout the city

- 1) A diverse range of flexible and context-sensitive housing options in all areas of the city shall be provided through the Zoning By-law, by: a) Primarily regulating the density, built form, height, massing and design of residential development, rather than regulating through restrictions on building typology; b) Promoting diversity in unit sizes, densities and tenure options within neighbourhoods including diversity in bedroom count availability;

*Response: The proposed development is a two-storey detached dwelling and has a footprint of approximately 182 m<sup>2</sup>. It represents context-sensitive housing as it reflects the low-rise residential character of the neighbourhood. The application does not require any variances related to the built form of the dwelling. The proposed severance results in a unique lot pattern not contemplated in the Zoning By-Law and therefore is not accurately reflected in the Zoning By-Law requirements for lot width and rear yard setback hence the required associated variance in this application.*

#### 4.6.5 Ensure effective site planning that supports the objectives of Corridors, Hubs, Neighbourhoods and the character of our villages and rural landscapes

- 1) Development throughout the City shall demonstrate that the intent of applicable Council-approved plans and design guidelines are met.
- 3) Development shall minimize conflict between vehicles and pedestrians and improve the attractiveness of the public realm by internalising all servicing, loading areas, mechanical equipment and utilities into the design of the building, and by accommodating space on the site for trees, where possible. Shared service areas, and accesses should be used to limit interruptions along sidewalks. Where underground parking is not viable, surface parking must be visually screened from the public realm.

*Response: As per pages 11-16, the Council-approved Urban Design Guidelines for Low-Rise Infill Housing have been met by this proposal. This proposal also meets the intent of the Carleton Heights Secondary Plan. The proposed development on the severed lot features a single shared driveway leading to a 2 cars parking space for the retained front lot in the rear yard and single car garage for the severed retained lot. This*

*width aligns with the Zoning By-Law driveway requirements, it will provide adequate parking for property owners, and it will not result in parking in the driveway or on the street. This will minimise the potential conflict between pedestrians and vehicles and screens parking from the street.*

4.6.6 Enable the sensitive integration of new development of Low-rise, Mid-rise and High-rise buildings to ensure Ottawa meets its intensification targets while considering liveability for all

- 6) Low-rise buildings shall be designed to respond to context, and transect area policies, and shall include areas for soft landscaping, main entrances at-grade, front porches or balconies, where appropriate. Buildings shall integrate architecturally to complement the surrounding context.

*Response: The proposed low-rise detached dwelling in the severed rear lot responds to the context of the Carleton Heights neighbourhood. It also reflects the typical characteristics of the Outer Urban transect. The lot will have many areas of soft landscaping and opportunities for tree planting. The proposed dwelling location gives a buffer of 117.78 m<sup>2</sup> of planting space in the front yard (7.85% in addition to the existing Zoning By-Law requirement of 30% of the front yard area) and 411.64 m<sup>2</sup> of planting space in the rear yard (78.18% in addition to the existing Zoning By-Law requirement of 15% of the rear yard area). So a total of 529.42 m<sup>2</sup> of soft landscaping area is proposed in the severed rear lot (41.3% of the total lot area) as is evident in the neighbourhood. The overall design and architecture of the proposed development will integrate seamlessly and enhance the character of the street.*

5.3.1 Recognize a suburban pattern of built form and site design

- 1) The Outer Urban Transects established pattern of built form and site design is suburban as described in Table 8, above and is predominantly reflective of the classic suburban model, and in some areas the conventional suburban model. Over the medium- to long-term, this area will evolve toward an urban (15-minute) model as outlined in Table 8. This Plan allows for this evolution to happen gradually.
- 2) The Outer Urban Transect is generally characterized by low- to mid-density development. Development shall be: a) Low-rise within Neighbourhoods and along Minor Corridors.

**Table 8: Suburban Built Form and Land-use Characteristics:**

Classic (Post-war to 1980)	Conventional (1980 to present)	15-Minute (Beyond 2020)
Soft landscaping are prominent, buildings are secondary	Buildings and infrastructure, including highly programmed parks dominate the built landscape	Nature, buildings and infrastructure are harmonized with a continued emphasis on park amenity as part of an integrated urban fabric
Detached houses are dominant residential typology	Detached houses are the majority typology with a significant amount of semi-detached, townhouses and some low-rise apartments added to the housing mix	Smaller proportion of detached housing. Replaced with higher-density ground-oriented housing, with some mid- and high-rise buildings within transit hubs
Separated residential and non-residential land uses and moderate street connectivity	Isolated commercial centres, civic and institutional uses and residential uses with low to moderate street connectivity	Highly integrated commercial, civic and institutional uses with residential areas creating highly connected 15-minute neighbourhoods
Auto-oriented land-use patterns and site designs with little consideration for active transportation users	Auto-oriented land-use pattern with some integration of local transit, cycling and pedestrian infrastructure	Land-use patterns that focus on transit and connectivity, and a built environment that prioritizes the safety and convenience of active transportation

Table 1. Suburban Built Form and Land-use Characteristics, City of Ottawa Official Plan.

*Response: Front retained lot will feature large front yard setback (6.91 m) mostly containing soft landscaping. Severed rear lot will feature a larger front yard setback of 46.51 m which would include the shared driveway and mostly soft landscaping. The proposed dwelling in the rear lot is a low-rise detached dwelling and fits within the dominant residential typology of the neighbourhood. While the front lot and rear lot together feature a shared driveway and opportunities for respective private vehicle parking, the site's proximity to Fisher Rd and Meadowlands Dr provides access to public transit routes.*

### 5.3.2 Enhance mobility options and street connectivity in the Outer Urban Transect

- 1) The transportation network for the Outer Urban Transect shall: a) Acknowledge the existing reality of automobile-dependent built form that characterises the Outer Urban Transect while taking opportunities as they arise to improve the convenience and level of service for walking, cycling and public transit modes;

*Response: Carleton Heights is classified as a classic neighbourhood as it was primarily constructed before the 1960's. Within the Normandy Cres area of Carleton Heights, many of the lots were divided and developed with small-scale residential dwellings in the 1970's. Soft landscaping is a prominent feature in this neighbourhood through large front yard setbacks, large rear yards, and mature vegetation. Detached houses with driveways and garages were, and continue to be, the dominant typology in this area. The shift from a classic suburban design to a 15-minute neighbourhood design will happen gradually over time with context-sensitive developments such as the proposed.*

*The proposed design minimises the visual impact of the vehicle and prioritises efficient land use. The design will also take advantage of the public transit connectivity that has evolved over time.*

#### **5.3.4 Provide direction to Neighbourhoods located within the Outer Urban Transect**

- 1) Neighbourhoods located in the Outer Urban area shall accommodate residential growth to meet the Growth Management Strategy as outlined in Section 3. The Zoning By-law shall implement development standards that transition away from a suburban model and move towards urban built forms as described in Table 6 as applicable and that: a) Allows and supports a wide variety of housing types with a focus on lower density missing-middle housing which generally reflects the existing built form context of the neighbourhood, which may include new housing types that are currently not contemplated in this Plan

*Response: As per the Zoning By-Law, a maximum of two additional dwelling units are permitted within a primary dwelling unit on lots with municipal services. The new dwelling is proposed to be located on the rear severed lot with no additional dwelling units. It will have a footprint of approximately 182 m<sup>2</sup> in addition to the existing dwelling footprint of approximately 103 m<sup>2</sup> in the retained front lot. This gentle intensification supports the City's goals to move away from the suburban model and towards the more urban, 15-minute neighbourhood model.*

### **Carleton Heights Secondary Plan**

The subject property is located within the Carleton Heights Secondary Plan designated as Neighbourhood Low-Rise. The following section features excerpts from the approved Secondary Plan and responses.

#### **3.1 Population Growth**

- 1) With the arrival of key structural elements such as the Baseline Transitway, the Carleton Heights Secondary Plan will ensure that an eventual denser built environment and a higher proportion of built-up land improves the area's climate resilience through such measures as:
  - a) Retention of mature trees, tree planting, and other urban greening;
  - b) Identification and mitigation of the impacts of additional runoff resulting from increased imperviousness through measures such as site-specific stormwater management approaches; and
  - c) Implementation of site, grading, building, and servicing design measures to protect existing and new development from urban flooding.

*Response: The proposed design incorporates site-specific stormwater management strategies, including generous front (6.91 m for the retained front lot and 46.51 m for the severed rear lot) and rear (16.96 m for the retained front lot and 13.33 m for the severed rear lot) yard setbacks that allow for substantial soft landscaping to support infiltration and reduce runoff. A full stormwater Management Brief will be provided during the*

*building permit phase. Existing trees will be retained where possible, and additional tree planting is proposed to enhance the urban canopy. These measures align with the policy objectives of climate resilience, urban greening, and flood mitigation.*

- 2) To prevent creating further demands on existing stormwater management facilities, any development or redevelopment within the Neighbourhood Low-Rise designation is subject to the following requirements:
  - a) No new driveways and no new private approaches are permitted, regardless of the number of lots or dwelling units resulting from such development or redevelopment;
  - b) No existing driveways or private approaches may be widened;
  - c) All new development or redevelopment that reinstates an existing driveway, and any new surface parking spaces created on-site, are required to observe the maximum driveway width and parking space dimensions prescribed in the Zoning By-law.

*Response: The proposed development does not introduce a new private approach but relocates the existing driveway to the rear severed lot to provide shared access to the existing and new dwelling. This relocation is necessary due to the proposed lot configuration. The new driveway will be 2.6 m wide shared driveway to serve a two-car parking space in the rear of the retained front lot and a one-car garage space for the rear severed lot but remains within the maximum width permitted of 3 m by the Zoning By-law. With a frontage of 6 m, the lot can accommodate the 2.6 m driveway while preserving 117.78 m<sup>2</sup> of rear yard soft landscaping in the severed rear lot and 83.93 m<sup>2</sup> of rear yard soft landscaping in the retained front lot, which helps manage stormwater and maintain the character of the streetscape.*

In summary, the proposed development is located in the Outer Urban transect designated as a Neighbourhood in the Official Plan, and as Neighbourhood Low-Rise in the Carleton Heights Secondary Plan. The policies listed above outline goals to minimise the impact of autocentric low-rise development on pedestrians and cyclists while maintaining the neighbourhood context of Carleton Heights. This application is consistent with the strategic directions of the Official Plan and the Carleton Heights Secondary Plan.

#### **4. The variances maintain the intent of the Zoning By-Law.**

The purpose of the R1- Residential First Density Zone is to:

- (1) restrict the building form to **detached dwellings** 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 detached dwelling 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 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.

The list of permitted uses in the R1 zone includes detached dwellings. As proposed, the application presents a permitted use (detached dwelling) that is compatible with the existing land use patterns and maintains the residential character of the neighbourhood.

The intent of the lot width requirement is to ensure that new lots have sufficient space between side lot lines to propose a functional building footprint in addition to any supporting elements such as infrastructure, driveways, and planting. The proposed rear lot meets this intent by providing a well-proportioned building footprint and adequate space for servicing and access. The interior side yard setbacks are 2.40 m (adjacent to the front retained lot), 8.81 m (adjacent to 1353 Normandy) and 2.65 m (adjacent to 1343 Normandy), all exceeding the minimum required setback of 1.2 m, thereby supporting the functionality and compatibility of the proposed lot configuration.

The primary intent of the rear yard setback requirement is to ensure that dwellings have access to outdoor amenity space. The secondary intent of this requirement is to ensure adequate privacy for the abutting lots. The proposed dwelling is positioned 13.33 m from the rear lot line, with 12 existing trees in the rear yard providing natural screening and enhanced privacy. Importantly, the proposed development meets the minimum rear yard area requirement, providing 441.74 m<sup>2</sup> (34.48% of lot area), which exceeds the required 320.22 m<sup>2</sup> (25% of LA). Additionally, the development proposes to maintain the majority of planting along the rear and side yards where possible and plant additional trees to add screening between the subject property and the abutting properties. The variance for rear yard setback is not triggered due to a lack of usable space in the rear yard, it is triggered by an exaggerated measurement of lot depth due to an irregular lot configuration. Therefore, the intent of this requirement is maintained.

## Consent to Sever Application

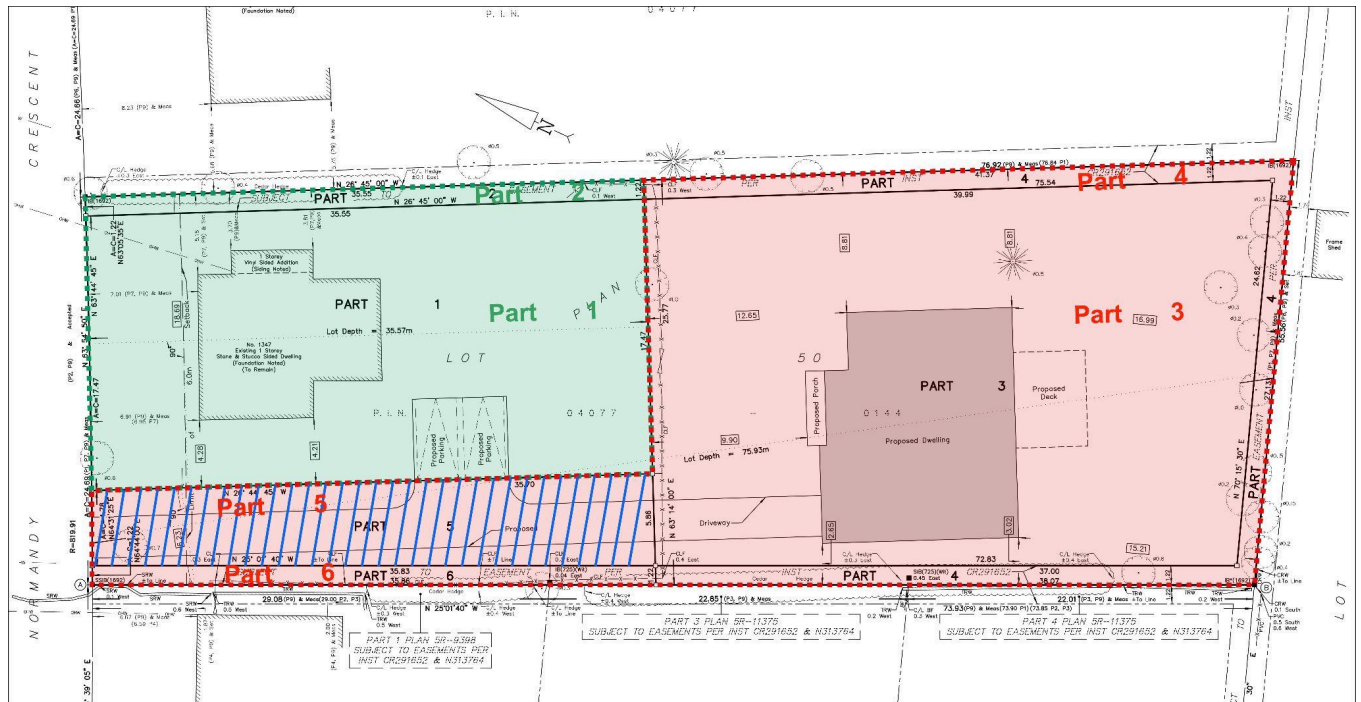


Fig.13. Draft 4R showing the **retained Front (Part 1 & 2)**, **severed Rear (Part 3, 4, 5, & 6)** lots, and **proposed easement (Part 5)** to facilitate shared access, by Farley, Smith & Denis Surveying LTD, 2025.

Section 53 (1) of the Planning Act indicates that an owner, chargee or purchaser of land, or such owner's, chargee's or purchaser's agent duly authorised 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).

Section 51 (24) of the Planning Act states that a number of factors are to be considered when any subdivision of land is proposed. The following excerpts are those factors and responses.

- a) the effect of development of the proposed subdivision on matters of provincial interest as referred to in section 2;
- d) the conservation of features of significant architectural, cultural, historical, archaeological or scientific interest;
- f) the adequate provision and efficient use of communication, transportation, sewage and water services and waste management systems
- h) the orderly development of safe and healthy communities;
- p) the appropriate location of growth and development;
- q) the promotion of development that is designed to be sustainable, to support public transit and to be oriented to pedestrians;
- r) the promotion of built form that,

- (i) is well-designed,
- (ii) encourages a sense of place, and
- (iii) provides for public spaces that are of high quality, safe, accessible, attractive and vibrant;

*Response: The subject site does not contain any features of architectural, cultural, historical, archaeological, or scientific interest. The development and severance contained in this submission is in alignment with municipal objectives by allowing urban intensification in the built-up urban area while making efficient use of municipal infrastructure (transportation, sewage and water services, and waste management). The proposed two-storey detached dwelling on the rear severed lot in accordance with R1GG zoning is an appropriate use that is in alignment with the adjacent neighbourhood.*

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

*Response: The severance is in the public interest as it facilitates gentle intensification in an established residential neighbourhood. The proposal aligns with the City of Ottawa's planning policies that support compact and sustainable development. The Official Plan and Zoning By-Law permit severances in this area and the construction of detached dwellings, therefore the consent is not premature.*

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

*Response: The severance conforms to the City of Ottawa Official Plan, which designates the area as Neighbourhood – Outer Urban Transect. The Carleton Heights Secondary Plan also identifies the area as Neighbourhood Low-Rise, allowing for low-density residential uses, including detached dwellings. As demonstrated on pages 16-21 of this report, the proposed development conforms to the Official Plan and Carleton Heights Secondary Plan policies for intensification, healthy and inclusive communities, housing, Neighbourhood designations, mobility options, street connectivity, and population growth.*

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

*Response: The subject land is suitable for the proposed severance and development. The surrounding area consists of detached dwellings, making the proposal compatible with the existing residential character.*

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

*Response: No affordable units are proposed.*

- (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;

*Response: The severed and retained lots will have appropriate access to Normandy Crescent. The site is located near Falaise Road (a collector road) and Fisher Avenue (an arterial road), ensuring good connectivity. No new public roads are required, and the existing road network is sufficient to accommodate the anticipated traffic.*

f) the dimensions and shapes of the proposed lots;

*Response: The proposed lots follow an irregular flag-lot configuration, which, while uncommon, has been successfully implemented in several nearby properties, including 821 Nesbitt Drive and 1509 Skeena Drive. The severed lot provides sufficient frontage for access, servicing, and landscaping, ensuring functionality despite the lot width and rear yard setback variance. Additionally, the overall lot sizes remain significantly larger than the R1GG zone's minimum lot area requirement, reinforcing the feasibility of the proposed severance within the existing neighbourhood context.*

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.

*Response: There are no known legal restrictions preventing the severance or development. The proposed lots comply with zoning regulations except for minor variances that have been justified. The existing hydro easements along the east, west and south lines will remain unaffected.*

(h) conservation of natural resources and flood control;

*Response: The subject site is not located within a regulated floodplain. The proposed development incorporates adequate setbacks, including 411.64 m<sup>2</sup> of planting space in the rear yard and 117.78 m<sup>2</sup> of planting space in the front yard of the proposed dwelling on the rear severed lot, which will help mitigate stormwater runoff.*

i) the adequacy of utilities and municipal services;

*Response: The proposed development will be adequately serviced by existing municipal infrastructure. Only one new two-storey dwelling is proposed on the rear severed lot which will be connected to available water, sanitary, and utility services. Similar to the existing dwelling unit on the retained front lot, the servicing for the rear severed lot would also be from Normandy Crescent St.*

j) the adequacy of school sites;

*Response: There are several schools in close proximity to the subject property: St. Rita School (800 m walking distance), Carleton Heights Public School (800 m walking distance), Laurier-Carrière Catholic Elementary School (1.2 km walking distance), Omer Deslauriers Public High School (1.8 km walking distance), St. Augustine School (1.8 km walking distance), and Frank Ryan Catholic Intermediate School (1.9 km walking distance).*

*distance).*

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

*Response: There is no land to be conveyed or dedicated.*

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

*Response: The enclosed Minor Variance and Consent applications support efficient land use and will permit gentle intensification by introducing a two-storey detached dwelling with larger footprint along with an existing one-storey structure on the retained lot. The design includes energy-efficient features such as soft landscaping, and tree planting.*

- (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).

*Response: The proposal does not trigger Site Plan Control.*

The proposed severance meets the criteria of Section 51(24) of the Planning Act and supports Ottawa's Official Plan objectives. The lot configuration accommodates a functional and context-sensitive development while maintaining compatibility with the surrounding neighbourhood.

**We request the Committee of Adjustment authorise the requested variances in accordance with the plans filed as they relate to the variances being requested.**

At this time we are submitting the following in support of the application:

- Completed application form for the consent application;
- Completed application form for the minor variance application;
- Property owner's authorization for submission of the applications;
- Parcel Abstract Page showing property ownership ;
- Tree Information Report;
- Site Plan showing the entirety of the proposed site;
- Elevations from all four sides;
- Application fees;
- Draft 4R Plan showing the severance line;
- Survey plan of the entire property;



When the notification signs are ready for this application please email the undersigned and we will arrange for their installation on the property.

Should you have any questions or require anything further, please do not hesitate to contact the undersigned at (613) 695 0192 or via email at [planning@p2concepts.ca](mailto:planning@p2concepts.ca).

**P-Squared Concepts Inc.**

A handwritten signature in cursive script that reads "Amrinder Kaur".

Amrinder Kaur, Planner  
BPlan, MPlan

**P-Squared Concepts Inc.**

A handwritten signature in cursive script that reads "Yasaman Bahadori".

Yasaman Bahadori, Planner  
B.Sc, M.A, MPlan