



**MINOR VARIANCE APPLICATION
COMMENTS TO THE COMMITTEE OF ADJUSTMENT
PANEL 1**

PLANNING, DEVELOPMENT AND BUILDING SERVICES DEPARTMENT

Site Address: 2463 Clover Street
Legal Description: Part of Lot 19, Registered Plan 301
File No.: D08-02-25/A-00207
Report Date: January 8, 2026
Hearing Date: January 14, 2026
Planner: Dylan Geldart
Official Plan Designation: Outer Urban Transect, Neighborhood Designation
Zoning: R3A

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 the requested minor variance meets the “four tests”.

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 plan prepared by a Professional Engineer, Ontario Land surveyor or a Certified Engineering Technologist may be required.
 - A Grading Plan, prepared by a relevant professional, is required for any proposal that requires a permit if the proposed works, including hard landscaping, are less than 1.2 metres from a property line.
- Existing grading and drainage patterns must not be altered.

Planning Forestry

There are no tree-related impacts associated with the requested variance. The existing city tree must be protected through construction by implementing the [Tree Protection Specification](#).

Right of Way Management

The Right-of-Way Management Department has no concerns with the Minor Variance Application, as there are no proposed changes to the existing approach.

Transportation Engineering

Clover Street along the site frontage is undergoing Road, Sewer, and Water management renewal (Construction year, 3-5 years). Construction coordination is required with the City of Ottawa Project Manager. Contact Danny Palermo (Danny.Palermo@ottawa.ca) to discuss construction plans and coordination.



Dylan Geldart
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