

2026-02-26

City of Ottawa | Ville d'Ottawa  
Comité de dérogation



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

**PLANNING, DEVELOPMENT AND BUILDING SERVICES DEPARTMENT**

Site Address: 1248 Collins  
Legal Description: Lot 466, Registered Plan M-23  
File No.: D08-02-25/A-00242  
Report Date: February 19, 2026  
Hearing Date: March 3, 2026  
Planner: Elizabeth King  
Official Plan Designation: Outer Urban Transect, Neighbourhood,  
Evolving Neighbourhood Overlay  
Zoning: R2F

**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(s) meet(s) the “four tests”.

While the parking space is undersized, Staff have noted that the front yard parking spaces does comply with new Zoning By-law and has sufficient soft landscaping in all other yards.

**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.

- A private approach permit is required for any access off of the City street.

### **Planning Forestry**

The parking pad has already been constructed within the Critical Root Zones of several trees which are likely protected under the Tree By-law and which may be jointly-owned with neighbours. The damages to these trees from the construction is unknown, and their conditions will need to be monitored over time. Forestry is generally not supportive of applications to reduce soft landscaping, impacting either existing trees or the plantable space for trees. One way to reduce the visual impact of the additional parking would be to plant a tree in the unoccupied portion of the Right of Way to improve the streetscape and screening.

### **Right of Way Management**

The Right-of-Way Management Department has no concerns with the proposed Minor Variance Application for permission to park in the front yard, 0m of soft landscaping between the walkway and driveway and a reduced parking length of 3.7m. As the approval of this minor variance would turn the interlock area into a driveway, a Private Approach permit would be required to formalize the parking space and driveway.

A Private approach permit is required to construct any newly created or modified driveway/approaches or close redundant approaches so one is required to create the new driveway in front of the house.

Please contact the ROW Department for any additional information at [rowadmin@ottawa.ca](mailto:rowadmin@ottawa.ca) or visit the City webpage [Driveways | City of Ottawa](#) 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