



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

PLANNING, DEVELOPMENT AND BUILDING SERVICES DEPARTMENT

Site Address: 1241 Collins Avenue
Legal Description: Lot 444, Registered Plan M-23
File No.: D08-02-25/A-00276 & D08-02-25/A-00277
Report Date: January 29, 2026
Hearing Date: February 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 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 are satisfied that the requested minor variance(s) meet(s) the “four tests”.

Staff are also requesting that a condition of a grading and drainage plan including a stormwater management mechanism be included with the application as this portion of the Alta Vista neighborhood has experienced flooding in the recent past.

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.
- 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 (i.e., gas, hydro, etc.).
- This property does not have frontage on a storm sewer.
- It is impermissible to alter or obstruct, or cause or contribute to the Obstruction of a Ditch, Drain, or lot grade such that the flow of storm, rain, ground, surface or subsurface water is increased, impaired or deviates from the existing drainage pattern or approved grading and drainage pattern and causes or is likely to cause an adverse condition on any abutting Property.
- Provide a minimum of 1.5m between the proposed driveway and the hydro pole.
- Service lateral spacing shall be as specified in City of Ottawa Standard S11.3.
- In accordance with the Sewer Connection By-Law a minimum spacing of 1.0 metres is required between service laterals and the foundation face.

Planning Forestry

There is one self-seeded tree in the right-of-way, which requires removal to accommodate the western driveway. Two protected trees on the adjacent property at 1250 Anoka are to be protected and retained through development.

The applicant has provided a planting plan for two small growing trees, to be planted on the right-of-way following construction. To ensure the trees have adequate soil & minimize conflicts with services, the owner/applicant is strongly encouraged to locate services either under or along the edge of the driveways.

Right of Way Management

The Right-of-Way Management Department has no concerns with the proposed Minor Variance Applications. The Owner shall be made aware however, that a private approach permit is required to construct any new entrance, as well as to modify or close an existing entrance that becomes redundant. As a result of the proposed future development, two private approach permits will be required, (one for each newly constructed driveway). Please contact the ROW Department for any additional information at rowadmin@ottawa.ca or visit the City webpage [Driveways | City of Ottawa](http://Ottawa.ca/Driveways) to submit a Private Approach application

CONDITIONS

If approved, the Planning, Development, and Building Services Department requests that the Committee of Adjustment impose the following conditions on the applications:

1. That prior to the issuance of a building permit, the Owner(s) provide proof that a grading and drainage plan including a stormwater management mechanism, prepared by a qualified Civil Engineer, licensed in the Province of Ontario, has been provided to the satisfaction of the Manager of Development Review All Wards Branch within Planning, Development and Building Services Department, or their designate.



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