



Committee of Adjustment  
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City of Ottawa | Ville d'Ottawa  
**Comité de dérogation**

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**August 13, 2026**

Committee of Adjustment  
City of Ottawa – Planning Department  
110 Laurier Avenue West  
Ottawa, ON K1P 1J1

Dear Members of the Committee of Adjustment,

RE: I am writing to formally submit an application for a minor variance pursuant to Section 45 of the *Planning Act* to allow the construction of a sunroom addition in the rear yard of our single-family residential property located at 243 Station Boulevard, Ottawa.

The proposed sunroom would encroach into the required 11.24-metre rear yard setback prescribed by the zoning by-law, resulting in a reduced setback of 7.88 metres from the rear property line. In addition, the proposal would increase the rear yard area from 99.95 m<sup>2</sup> to 123.13 m<sup>2</sup>.

## Proposal Overview

The proposed sunroom is intended to provide additional living space for our family, enhancing the usability and enjoyment of our home while maintaining the aesthetic and architectural integrity of the existing structure. The sunroom will be a single-story addition, designed to blend seamlessly with the existing house, using similar materials and colors

# Statutory Tests Under Section 45 of the Planning Act

- 1. Is the variance minor?** The requested variance is minor in nature. The reduction in the setback from 11.24 meters to 7.88 meters and also the increase in rear yard area from 99.95m to 123.13m represents a reasonable adjustment that will not significantly impact the surrounding properties. The sunroom is a small-scale addition that does not substantially alter the built form or character of the neighborhood.
- 2. Is the variance desirable for the appropriate development or use of the land?** The proposed sunroom is a desirable addition to our property, providing much-needed additional living space. It enhances the functionality of our home without compromising the use and enjoyment of adjacent properties. The design of the sunroom ensures it will be an aesthetically pleasing and harmonious addition to the existing dwelling.
- 3. Does the variance maintain the general intent and purpose of the Official Plan?** The Official Plan aims to support residential development that enhances the livability and quality of life for residents. The proposed sunroom aligns with these objectives by improving our living environment and providing a space that allows for greater family interaction and enjoyment. The variance will not detract from the overall vision for residential development in our community.
- 4. Does the variance maintain the general intent and purpose of the Zoning By-law?** The primary purpose of the rear yard setback requirement is to ensure adequate separation between structures, maintain privacy, and provide sufficient open space. While the proposed sunroom reduces the setback, it still allows for adequate separation from neighboring properties. The design ensures privacy is maintained, and the remaining open space is sufficient for outdoor activities and landscaping.

## Planning Evidence

- **Compatibility with Surrounding Area:** The proposed sunroom is consistent with the scale and character of other residential developments in the neighborhood. Several properties in the vicinity have similar additions, indicating that the variance is in keeping with the established pattern of development.
- **No Adverse Impact:** The sunroom will not result in any adverse impacts on neighboring properties. The design ensures that there will be no significant loss of sunlight, privacy, or open space for adjacent residents.

- **Precedent and Justification:** Similar variances have been granted in the neighborhood, demonstrating that the proposed adjustment is reasonable and justified. The variance request aligns with previously approved applications, reinforcing the appropriateness of our proposal.

In conclusion, the proposed variance meets all statutory tests under section 45 of the Planning Act. It is a minor and desirable adjustment that maintains the general intent and purpose of both the Official Plan and the Zoning By-law. We respectfully request the Committee's favorable consideration of this application.

Thank you for your time and consideration. Should you require any additional information or have any questions, please do not hesitate to contact us.

Yours truly;  
Osama zreik, P.Eng.  
Engineering Director  
Lifestyle Sunroom Inc.



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