



**Soloway Wright LLP**  
700 - 427 Laurier Avenue West  
Ottawa ON K1R 7Y2

T: 613.236.0111 | 1.866.207.5880  
F: 613.238.8507  
[www.solowaywright.com](http://www.solowaywright.com)

**Krista Libman**  
Partner

Direct line: 613.782.3238  
Email address: [klibman@solowaywright.com](mailto:klibman@solowaywright.com)

FILE NO: 23482-1483

**BY EMAIL AND COURIER**

February 4, 2026

**Committee of Adjustment**  
City of Ottawa  
4<sup>th</sup> Floor, 101 Centrepointe Drive  
Ottawa, ON K2G 5K7  
Attn: Michel Bellemare, Secretary-Treasurer



Dear Mr. Bellemare:

**Re: Applications for consent to create new lots and easements – 6615, 6635 Renaud Road and 191 Rappel Circle, Ottawa, ON**

We are the solicitors for Richcraft Homes Ltd. (the “**Applicant**”), the registered owner of 6615 and 6635 Renaud Road and 191 Rappel Circle, Ottawa (PIN 04404-3649) (the “**Subject Property**”), for the purpose of submitting one primary and 12 secondary consent applications for the Subject Property including the creation of two access easements. A certificate for the retained lands (Part 1) is requested from the Committee. While the Subject Property has three separate municipal addresses, it is legally described on one PIN and is treated as one parcel. The Subject Property is shown on Figure 1 below.

These applications seek the Committee’s consent to establish fourteen lots as well as two access easements under Section 53(1) of the *Planning Act* and to be exempt from Subsection 50(3).

The Subject Property and the proposed development thereon were the subject of Site-Specific Zoning By-law Amendment No. 2025-420 and no minor variances are required as a result of the applications.

## Fees

The application fees payable for this submission are \$27,630.00. This fee is broken down as one Primary Consent for \$4,276.00, twelve Secondary Consents for \$1,917.00 each (a total of \$23,004.00) and one request for an Additional Certificate for \$350.00.

We exchanged correspondence on this issue in December 2025 before the 2026 fees came into effect. I requested a reduction in the fees for the twelve secondary applications to the fee payable for an additional certificate (then \$270.00 each, now \$350.00 each) on the basis that the incremental effort and resources required to process each additional secondary application diminishes when twelve secondary applications are submitted. The Subject Property is one PIN. One Notice will be prepared, and one circulation will be undertaken. My letter of December 5 referred to Section 69 of the *Planning Act*, as below:

Subsection 69(1) of the *Planning Act* (the “**Act**”) grants the Committee the authority to establish application fees, stating:

The council of a municipality, by by-law, ... may establish a tariff of fees for the processing of applications ... which tariff shall be designed to meet only the anticipated cost to ... a committee of adjustment ... in respect of the processing of each type of application provided for in the tariff. (See Schedule “A” hereto for the complete language)

Subsection 69(2) of the Act grants the Committee the authority to reduce or waive the fee established under ss. 69(1), stating:

Despite a tariff of fees established under subsection (1), the ... committee of adjustment ... in processing an application may reduce the amount of or waive the requirement for the payment of a fee in respect of the application where the ... committee is satisfied that it would be unreasonable to require payment in accordance with the tariff. (See Schedule “A” hereto for the complete language)

My request for a reduction in fees was denied. Your response referred to the cost of a subdivision application and noted that, on the basis of the information that I provided regarding the applications, it was your opinion that it would not “be unreasonable to require payment in accordance with the tariff of fees.”

The Applicant is paying the unreduced application fees **in protest** in accordance with ss. 69(3) of the Act and reserves the right to file an appeal of the fees to the Ontario Land Tribunal.

## Background

The Subject Property, municipally known as 6615 and 6635 Renaud Road and 191 Rappel Circle, Ottawa, ON, is legally described on PIN 04404-3649 as:

BLOCKS 163, 164, 258 & 273, PLAN 4M1719; PART LOT 1, CONCESSION 3 (OTTAWA FRONT)  
GLOUCESTER, PART 1 PLAN 4R35656; CITY OF OTTAWA

and is shown on the aerial photo at Figure 1 below.



Figure 1: Aerial photo of the Subject Property (Source: GeoOttawa)

The Subject Property is located in Ward 19 (Orleans South-Navan), in the neighbourhood of Chapel Hill South. The Subject Property is serviced by municipal water and wastewater systems.

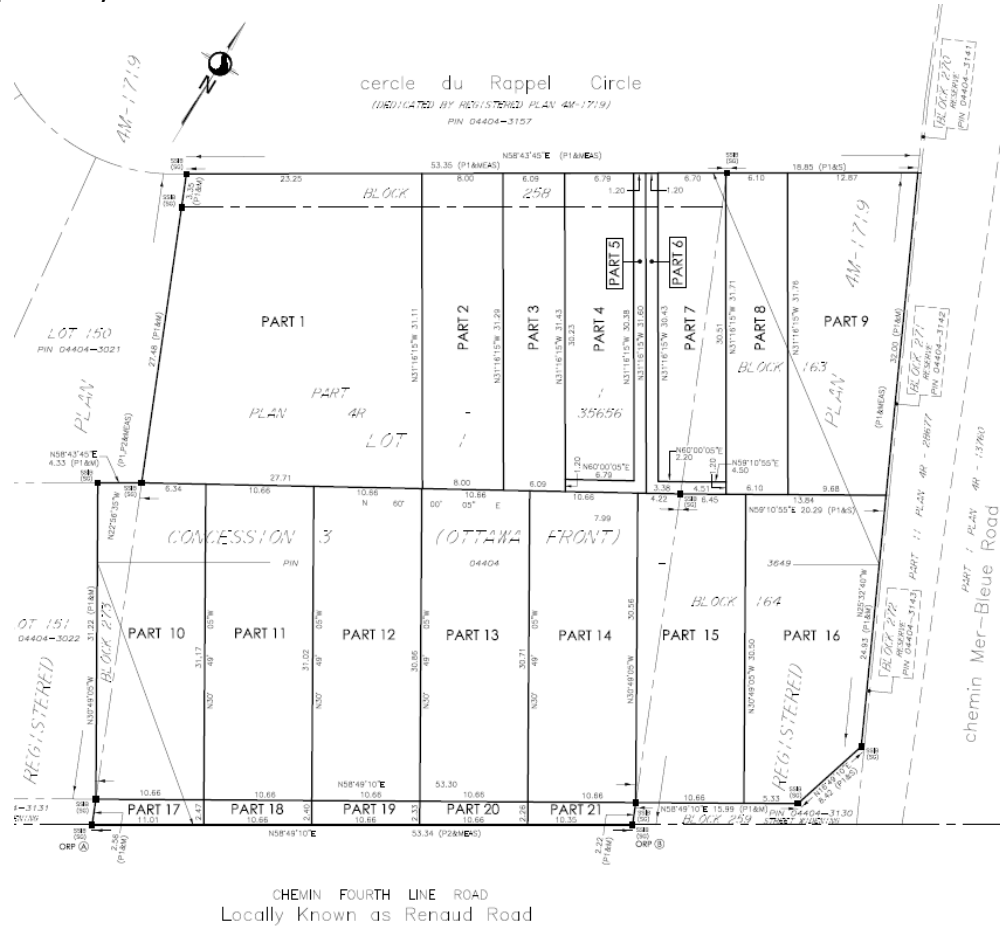
### The Applications

The purpose of the applications is to create 13 new lots, each severed and retained, as well as a fourteenth lot, Part 1 on the Draft Reference Plan, being the retained lands. A cell phone tower is currently located on Part 1. This parcel will be retained by Richcraft, as will Parts 10 and 17, which currently provide access to the cell phone tower. The proposed lots on Part 1 and Parts 10 and 17 are intended for future residential development when the cell phone tower is relocated.

The Applicant proposes to develop Parts 10-21 with detached dwellings fronting Renaud Road. Parts 17-21 on the Draft Reference Plan are identified as future road widenings but are included within the lot areas for the proposed lots for purposes of the applications. The development along Rappel Circle will be comprised of two townhouse blocks with three principal units each, over Parts 2-9. The Applicant requests the creation of two easements to provide access to the rear yards of the interior units. An easement over Part 5 in favour of Part 3 is requested, as is an easement over Part 6 in favour of Part 8.

**Draft Reference Plan**

The Subject Property is shown on Plan 4R-XXXX enclosed and as shown on Figure 2 below. Parts 2-21 are the severed lands and Part 1 is the retained lands. Parts 17 to 21 are anticipated to be dedicated to the City as road widenings. Easements for access are sought over Parts 5 and 6 in favour of Parts 3 and 8 respectively.



**Figure 2: Draft Plan 4R-XXXX**

**Certificate for Retained Lands**

A Certificate of Official for the Retained Lands is requested from the Committee. We have reviewed the PINs of the adjoining lands of the Subject Property, being:

| PIN            | LEGAL DESCRIPTION  | OWNER                                     |
|----------------|--|---|
| PIN 04404-0253 | FIRSTLY: RDAL BTN CON 3 & 4OF GLOUCESTER; PT LT 5 CON 3OF GLOUCESTER; PT LT 5 CON 4OF GLOUCESTER AS IN EXPROP GL75344; SECONDLY: PT LT 4 CON 3OF GLOUCESTER PT 1, 5R2227 BEING FOURTH LINE RD BTN PAGE RD & MER BLEUE RD; GLOUCESTER | The Corporation of the City of Gloucester |

| PIN            | LEGAL DESCRIPTION                                    | OWNER                |
|----------------|--|----------------------|
| PIN 04404-3021 | LOT 150, PLAN 4M1719; CITY OF OTTAWA                 | Richcraft Homes Ltd. |
| PIN 04404-3022 | LOT 151, PLAN 4M1719; CITY OF OTTAWA                 | Richcraft Homes Ltd. |
| PIN 04404-3130 | BLOCK 259, PLAN 4M1719; CITY OF OTTAWA               | City of Ottawa       |
| PIN 04404-3131 | BLOCK 260, PLAN 4M1719; CITY OF OTTAWA               | City of Ottawa       |
| PIN 04404-3142 | RESERVE BLOCK 271, PLAN 4M1719; CITY OF OTTAWA       | City of Ottawa       |
| PIN 04404-3143 | RESERVE BLOCK 272, PLAN 4M1719; CITY OF OTTAWA       | City of Ottawa       |
| PIN 04404-3157 | CERCLE DU RAPPEL CIRCLE, PLAN 4M1719; CITY OF OTTAWA | City of Ottawa       |

We confirm that although the Applicant is the owner of PINs 04404-3021 and 04404-3022, these PINs describe whole lots on a registered plan of subdivision and there is no land abutting the Subject Property that is owned by the Owner of the Subject Property other than lands that could be conveyed without contravening Section 50 of the *Planning Act*.

On this basis, in accordance with Subsection 53(42.1) of the *Planning Act*, the Applicant is entitled to a certificate for the retained lands resulting from the consents. The registerable legal description of the retained lands will be as follows:

PART OF LOT 1, CONCESSION 3 (OTTAWA FRONT),  
AND PART OF BLOCK 258, PLAN 4M-1719;  
DESIGNATED AS PART 1 ON PLAN 4R-XXXXX;  
CITY OF OTTAWA

### City of Ottawa Policy Documents

#### **Official Plan**

The Subject Property is designated “Neighbourhood” within the Suburban (East) Transect of the City of Ottawa Official Plan as shown on Schedule B8 (see Figure 3 below). In accordance with Section 6.3 of the Official Plan, the goals of the policies applicable to the Neighborhood designation are to:

1. define neighbourhoods and set the stage for their function and change over the life of this Plan;
2. guide the evolution of neighbourhoods based on their context, location, age, maturity and needs, generally towards the model of 15-minute neighbourhoods; and
3. ensure that neighbourhoods form the cornerstone of liveability in Ottawa.

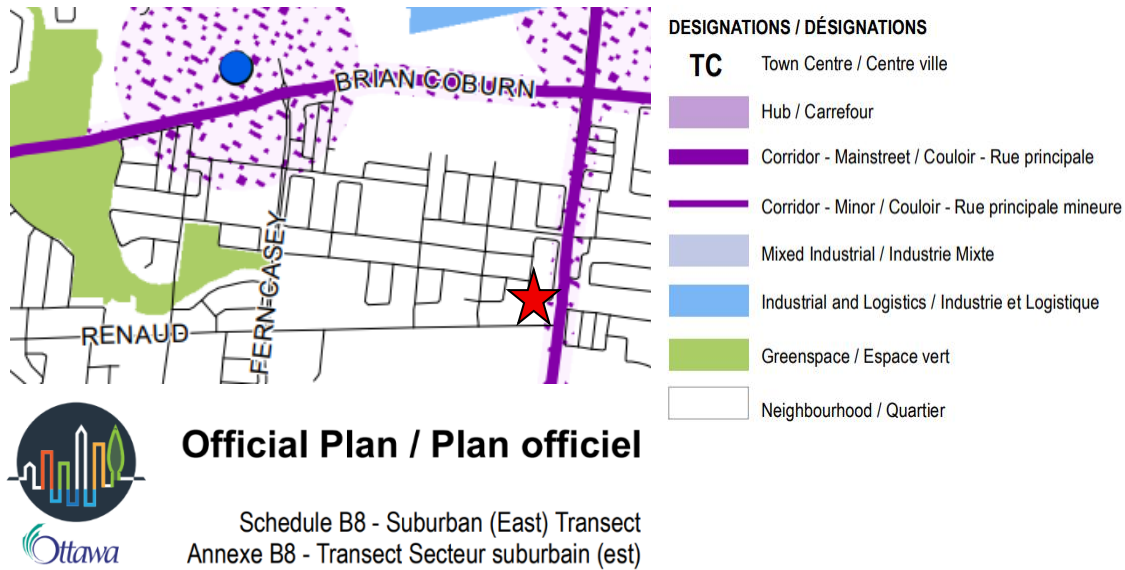


Figure 3: Excerpt from Official Plan Schedule B8

**City of Ottawa Comprehensive Zoning By-law No. 2008-250**

The Subject Property is the subject of Site-Specific Zoning By-law Amendment No. 2025. As a result of the amendment, the majority of the Subject Property is zoned R3Z – Residential Third Density, while Part 16 which is subject to a site-specific exception and is zoned R3Z [3067]. Exception [3067] provides a minimum lot width requirement of 8.5 m for a detached dwelling while the R3Z subzone requires a minimum lot width of 9.0 m. This exception contemplates the corner sight triangle that was dedicated to the City through the registration of Plan 4M-1719.

The purpose of the R3Z Zone is to:

1. allow a mix of residential building forms ranging from detached to townhouse dwellings in areas designated as General Urban Area in the Official Plan; (By-law 2012-334)
2. allow a number of other residential uses to provide additional housing choices within the third density residential areas;
3. allow 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 mixed dwelling, residential character of a neighbourhood is maintained or enhanced; and
5. permit different development standard, 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 performance standards of the R3Z subzone are established by row Z of Table 160A, as below.

**TABLE 160A – R3 SUBZONE PROVISIONS** (OMB Order File N<sup>o</sup>: PL150797, issued July 25, 2016 - By-law 2015-228)  
(By-law 2020-288)

| I<br>Sub-<br>Zone | II<br>Prohibited<br>Uses | III<br>Principal<br>Dwelling<br>Type | IV<br>Minimum<br>Lot Width<br>(m) | V<br>Minimum<br>Lot Area<br>(m <sup>2</sup> ) | VI<br>Maximum<br>Building<br>Height<br>(m)                      | VII<br>Minimum<br>Front<br>Yard<br>Setback<br>(m) | VIII<br>Minimum<br>Corner<br>Side Yard<br>Setback<br>(m) | IX<br>Minimum<br>Rear Yard<br>Setback (m) | X<br>Minimum<br>Interior<br>Side Yard<br>Setback<br>(m) | XI<br>Endnotes<br>(see<br>Table<br>160B) |
|-------------------|--------------------------|--------------------------------------|-----------------------------------|---|---|---|--|---|---|--|
| Z                 | None                     | Detached,<br>Linked-<br>detached     | 9 <sup>5</sup>                    | 240   | 10 in<br>Schedule<br>342 <sup>6</sup> , in<br>other<br>cases 11 | 3 <sup>3</sup>                                    | 3 <sup>3</sup>   | 6   | 1.8 total,<br>0.6 for<br>one side<br>yard               | 3,5,6                                    |
|                   |                          | Townhouse                            | 6 <sup>5</sup>                    | 150   | 10 in<br>Schedule<br>342 <sup>6</sup> , in<br>other<br>cases 11 | 3 <sup>3</sup>                                    | 3 <sup>3</sup>   | 6   | 1.2   | 3,5,6                                    |

**Figure 5: Excerpt of Table 160A – R3 Subzone Provisions**

All performance standards are met, and no minor variances are required.

### Consent to Sever

The Committee has the authority to grant the consent for the requested lot pursuant to Sections 50(3)(f) and 53(1) of the *Planning Act* as follows:

#### Subdivision control

50. (3) No person shall convey land by way of a deed or transfer, or grant, assign or exercise a power of appointment with respect to land, or mortgage or charge land, or enter into an agreement of sale and purchase of land or enter into any agreement that has the effect of granting the use of or right in land directly or by entitlement to renewal for a period of twenty-one years or more unless,

- (f) a consent is given to convey, mortgage or charge the land, or grant, assign or exercise a power of appointment in respect of the land or enter into an agreement in respect of the land;

#### Consents

53. (1) An owner, chargee or purchaser of land, or such owner's, chargee's or purchaser's agent duly authorized 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 50(3) states that a transfer may occur if consent is given and a consent may be given if a plan of subdivision is not necessary. We submit that both conditions are satisfied in the attached applications.

When considering a consent application, the criteria stated in Section 51(24) of the *Planning Act* must be considered.

**Criteria**

51. (24) In considering a draft plan of subdivision, regard shall be had, among other matters, to the health, safety, convenience, accessibility for persons with disabilities and welfare of the present and future inhabitants of the municipality and to, ... (a)-(m).

Below is an analysis of the criteria as they relate to the applications.

| <b>Planning Act section 51(24)</b>  | <b>Rationale</b>   |
|---|--|
| (a) the effect of development of the proposed subdivision on matters of provincial interest as referred to in section 2;  | None of the provincial interests enumerated in section 2 of the <i>Planning Act</i> are negatively impacted by the proposed parcels and easements.   |
| (b) whether the proposed subdivision is premature or in the public interest;  | The proposed consents are not premature as the site-specific zoning is in place and the Subject Property is municipally serviced with adequate street frontage. The granting of the consents and easements are in the public interest because it will permit the development of various types of residential dwellings within an established residential area. |
| (c) whether the plan conforms to the official plan and adjacent plans of subdivision, if any;   | The proposed new lot configurations conform to the Official Plan in that they facilitate the efficient use of land for development.  |
| (d) the suitability of the land for the purposes for which it is to be subdivided;  | The proposed use complies with the existing zoning.  |
| (d.1) if any affordable housing units are being proposed, the suitability of the proposed units for affordable housing;   | No affordable housing units are being 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; | No new public highways are required for the creation of the severed parcels.   |
| (f) the dimensions and shapes of the proposed lots;   | The proposed consents and easements create 13 new lots and one retained lot from an existing irregularly shaped parcel. The configuration of the new lots allow for the creation of zoning compliant lots capable of supporting residential uses.  |
| (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;  | No restrictions are required or are an issue at this time.   |

| Planning Act section 51(24)  | Rationale  |
|--|--|
| (h) conservation of natural resources and flood control;   | Not of concern.  |
| (i) the adequacy of utilities and municipal services;  | Adequate municipal services as well as public utilities are in place.  |
| (j) the adequacy of school sites;  | This has not been identified as an issue. There are three schools located in the vicinity of the Subject Property (Catholic College Mer Bleue, Notre-Dame-des-Champs Elementary Public School and Catholic Elementary School Our Place). |
| (k) the area of land, if any, within the proposed subdivision that, exclusive of highways, is to be conveyed or dedicated for public purposes;   | No public dedications beyond the road widening are anticipated as part of the consent.   |
| (l) the extent to which the plan's design optimizes the available supply, means of supplying, efficient use and conservation of energy; and  | Not of concern.  |
| (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 <i>City of Toronto Act, 2006</i> . | The proposed development does not require approval under the City of Ottawa's Site Plan Control By-law.  |

### Tree Information Report

As discussed with Nancy Young, a Tree Information Report is required for submission. The Tree Information Report has been submitted to Nancy Young and is enclosed for review.

### Enclosures

In support of this application, please find enclosed the following:

1. Thirteen completed and Executed Applications for consent
2. Draft Reference Plan 4R-XXXX
3. Authorization of Soloway Wright LLP to submit the Applications
4. Parcel Abstract for the Subject Property – PIN 04404-3649
5. Parcel Abstract for the adjoining properties – PIN 04404-0253, PIN 04404-3021, PIN 04404-3022, PIN 04404-3130, PIN 04404-3131, PIN 04404-3142, PIN 04404-3143, PIN 04404-3157
6. Tree Information Report prepared by NAK Design Strategies.
7. Our client's cheque in the amount of \$27,630 (one Primary Consent (\$4,276), twelve Secondary Consents (\$23,004) and one request for an Additional Certificate (\$350).

---

Please do not hesitate to contact me should you have any questions or concerns regarding the Applications or this submission. We look forward to the assignment of a hearing date.

Yours very truly,



Krista Libman  
KML/TBB

cc.

Jaafar Oleiche, Richcraft Homes Ltd.

Fairouz Wahab, Richcraft Homes Ltd.