

## NOTICE OF HEARING

Pursuant to the Ontario *Planning Act*

### Consent Application

Panel 1  
Wednesday, April 8, 2026  
1 p.m.

Ben Franklin Place, Main Floor Chamber, 101 Centrepointe Drive  
and by videoconference

**Owners of neighbouring properties within 60 metres of the property address below are receiving this notice in case they want to comment on the application and/or participate at the hearing.**

The hearing can also be viewed on the Committee of Adjustment [YouTube](#) page.

*Simultaneous interpretation in both official languages, accessible formats and communication supports are available for any specific agenda item by contacting the Committee of Adjustment at least 72 hours before the hearing.*

**File:** D08-01-26/B-00040  
**Application:** Consent under section 53 of the *Planning Act*  
**Applicant:** T. Cassone  
**Property Address:** 318 Duncairn Avenue  
**Ward:** 15 - Kitchissippi  
**Legal Description:** Lot 3 and Part of Lot 2, Registered Plan 362  
**Zoning:** R3R [2687] H(8.5)  
**Zoning By-law:** 2008-250

### APPLICANT'S PROPOSAL / PURPOSE OF THE APPLICATION

The Applicant wants to subdivide the property into two parcels of land to create one new lot for the future residential development. The existing dwelling will remain, but the detached garage will be demolished.

## CONSENT REQUIRED

The Applicant seeks the Committee's consent to sever land. The property is shown as Parts 3 and 4 on a draft 4R-plan filed with the application and the separate parcel will be as follows:

*Table 1 Proposed Parcels*

File No.	Frontage	Depth	Area	Part No.	Building
B-00040	6.1 m	36.14 m	220.5 sq. m	3	Future Residential Development One half of semi-detached dwelling
Retained	11.12 m	36. 14 m	401.2 sq. m	4	Existing Dwelling 318 Duncairn Avenue

The property is not the subject of any other current application under the *Planning Act*.

### FIND OUT MORE ABOUT THE APPLICATION

For more information about this matter, contact the Committee of Adjustment at the address, email address, website or QR code below.

Visit **[Ottawa.ca/CommitteeofAdjustment](http://Ottawa.ca/CommitteeofAdjustment)** and follow the link to **Next hearings** to view panel agendas and application documents, including **proposal cover letters, plans, tree information, hearing notices, circulation maps, and City planning reports**. Written decisions are also published once issued and translated.

If you don't participate in the hearing, you won't receive any further notification of the proceedings.

If you want to be notified of the decision following the hearing, and of any subsequent appeal to the Ontario Land Tribunal, send a written request to the Committee.

### HOW TO PARTICIPATE

**Submit written or oral comments before the hearing:** Email your comments to [cofa@ottawa.ca](mailto:cofa@ottawa.ca) at least 24 hours before the hearing to ensure they are received by the panel adjudicators. You may also call the Coordinator at 613-580-2436 to have your comments transcribed.

**Register to Speak at the hearing at least 24 hours before** by contacting the Committee Coordinator at 613-580-2436 or at [cofa@ottawa.ca](mailto:cofa@ottawa.ca). You will receive details on how to participate by videoconference. If you want to share a visual presentation, the Coordinator can provide details on how to do so. Presentations are limited to five minutes, and any exceptions are at the discretion of the Chair.

Hearings are governed by the Committee of Adjustment's *Rules of Practice and Procedure* accessible online.

### **ALL SUBMITTED INFORMATION BECOMES PUBLIC**

Be aware that, in accordance with the *Planning Act*, the *Municipal Act* and the *Municipal Freedom of Information and Privacy Act*, all information presented to the Committee of Adjustment is considered public information and can be shared with any interested individual. Information you choose to disclose in your correspondence and during the hearing, including your personal information, will become part of the public record, and shared with Committee Members, the Applicant or their agent and any other interested individual, and potentially posted online and become searchable on the Internet.

### **COMMITTEE OF ADJUSTMENT**

The Committee of Adjustment is the City of Ottawa's quasi-judicial tribunal created under the Ontario *Planning Act*. Each year, it holds hearings on hundreds of applications under the *Planning Act* in accordance with the Ontario *Statutory Powers Procedure Act*, including consent to sever land and minor variances from the zoning requirements.

DATED: March 24, 2026



*Ce document est également offert en français.*

**Committee of Adjustment**  
 City of Ottawa  
 101 CentrepoinTE Drive  
 Ottawa ON K2G 5K7  
[Ottawa.ca/CommitteeofAdjustment](http://Ottawa.ca/CommitteeofAdjustment)  
[cofa@ottawa.ca](mailto:cofa@ottawa.ca)  
 613-580-2436



**Comité de dérogation**  
 Ville d'Ottawa  
 101, promenade CentrepoinTE  
 Ottawa ON K2G 5K7  
[Ottawa.ca/Comitedederogation](http://Ottawa.ca/Comitedederogation)  
[cded@ottawa.ca](mailto:cded@ottawa.ca)  
 613-580-2436