

NOTICE OF HEARING

Pursuant to the Ontario *Planning Act*

Minor Variance Application

Panel 1
Wednesday, March 18, 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: D08-02-25/A-00247
Application: Minor Variance under section 45 of the *Planning Act*
Applicants: M. Kirkwood and B. Kirkwood
Property Address: 235 Third Avenue
Ward: 17 - Capital
Legal Description: Lot 257, Registered Plan 183154
Zoning: R1QQ
Zoning By-law: 2008-250

APPLICANTS' PROPOSAL / PURPOSE OF THE APPLICATION

The Applicants want to construct an addition within the existing footprint of the detached dwelling, as shown on plans filed with the Committee.

REQUESTED VARIANCE

The Applicants request that the Committee authorize minor variances from the Zoning By-law:

- a) To permit an increased building height of 9.6 metres, whereas the By-Law permits a maximum building height of 8.5 metres.
- b) To permit a reduced easterly interior side yard setback of 0.54 metres, whereas the By-law requires a minimum interior side yard setback of 1.2 metres.
- c) To permit an eave to project 0.1 metres into the required yard and to be within 0.2 metres from a lot line, whereas the By-law permits eaves to project up to 1 metres but not be closer than 0.3 metres from a lot line.

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](https://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 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. 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(s) 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 3, 2026



Ce document est également offert en français.

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