

Zoning Confirmation Report

Terms of Reference

1. Description

The purpose of the Zoning Confirmation Report (ZCR) is to identify all zoning compliance issues, if any, at the outset of a *Planning Act* application.

2. When Required

- All zoning by-law amendment applications; and
- All site plan control applications.

3. Contents

The Zoning Confirmation Report comprises two components depending on the type of application submitted:

Component 1 – Zoning Confirmation Report Checklist

Is required for all Site Plan Control applications and all Zoning By-law amendment applications. The intent of the ZCR Checklist is to determine whether a proposal meets the requirements of the Zoning By-law or whether relief is required before the application can be deemed complete. The applicant is required to fill out the ZCR Checklist that forms part of this Terms of Reference.

- ZCR Checklist - Refer to Annex 1

Component 2 – Zoning Confirmation Report Draft List of Requested Relief

Is required for all Zoning By-law amendment applications only and consists of a draft list of requested relief from the Zoning By-law. The intent is for the applicant to ensure that the requested relief is comprehensive, specific and consistent with the rest of the Zoning By-law.

- ZCR Draft List of Requested Relief - Refer to Annex 2

NOTE: The requirements of the two ZCR components may be modified by staff on a case-by-case basis to suit the development.

4. Roles and Responsibilities / Qualifications

A Zoning Confirmation Report must be signed by the applicant or an authorized representative of the applicant.



5. Annex 1 - Zoning Confirmation Report Checklist

A. Project Information			
Review Date:	2023-10-24 2023-12-15	Official Plan designation:	Minor Corridor
Municipal Address(es):	845 Champlain	Legal Description:	CON 1 OS PT WESTCOMMONS WEST OF LOT 37 RP 50R-6389 PART 1
Scope of Work:			
Existing Zoning Code:	R1N	By-law Number:	2008-250
Schedule 1 / 1A Area:		Overlays Applicable¹:	N/A

¹ Mature Neighbourhoods Overlay, Floodplain Overlay, and/or Heritage Overlay.

B. Zoning Review			
For Zoning By-law Amendments, please use the proposed zone and subzone requirements, if different than existing.			
Proposed Zone/Subzone (Zoning By-law Amendments only):	R4N [xxxx]-c		
Zoning Provisions ¹	By-law Requirement or Applicable Section, Exception or Schedule Reference	Proposal	Compliant (Y/N)
Principal Land Use(s)	R4N	Stacked Dwelling	Y
Lot Width	TABLE 162A	30.49M	Y
Lot Area	TABLE 162A	995.8	Y
Front Yard Set Back ²	TABLE 162A	5M	N
Corner Side Yard Setback	TABLE 162A	3M	N
Interior Side Yard Setback	TABLE 162A, 162B ENDNOTE 3 3M and must be landscaped	Minimum interior side yard setback for an enclosed garbage storage area attached to the building is 1.78 meters.	N
Rear Yard Setback	TABLES 162A & 162B ENDNOTE 4	12.54M	Y
Lot Coverage Floor Space Index (F.S.I.)	N/A	96.8%	Y
Building Height ³	TABLES 162A & 161(9)	13.5M	Y



Accessory Buildings Section 55	N/A	None	Y
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Projections into Height Limit Section 64	Section 64	No projections above 14.5 height limit are proposed.	Y
Projections into Required Yards Section 65	Table 65(6)	1.98m	Y
Required Parking Spaces Section 101 and 103	101(5)(D), 101(3)(A), TABLE 101	10	Y
Visitor Parking spaces Section 102	102(5), 102(2), TABLE 102	0	Y
Size of Space Section 105 and 106	106(1)(3)	Dimensions are met	Y
Driveway Width Section 107	107(1)(A)(II)&107(1)(A)(III)	3.6M	Y
Aisle Width Section 107	107(1)(c)(I)	6M	Y
Location of Parking Section 109	109(3)	NO PARKING IN CORNER YARD OR FRONT YARD	Y
Refuse Collection Section 110	110(3)	Not applicable	Y
Bicycle Parking Rates Section 111	111A(B)(I)	5	Y
Amenity Space Section 137	137(5)	30 sqm common amenity required, 36 sqm common amenity amount provided.	Y
Other applicable relevant Provision(s)			
October Bylaw passed during application.	New zoning bylaw 2023-435 on driveways/parking spots, and soft landscaping	Total area: 4495.4 s.f. (417.6 s.m.) Area of Driveways, parking spaces and aisles: 3149.5 s.f. (292.6 s.m.) = 70% of total area Area of soft landscaping (excluding walkways): 857.3 s.f. (79.6 s.m.) = 19%	Y



¹ This template represents a small selection of applicable provisions. Please consider the lot's geography (i.e. corner/through lot, proximity to water, inside/outside Greenbelt) and proposed land use (i.e. drive through operation, outdoor commercial patio, Planned Unit Development, long semi) and consult the by-law to determine which other sections of the By-law must be met. This can be attached in a separate document.

² Note that different performance standards apply to low-rise residential development inside the Greenbelt. Please reference Section 144 for these standards, where applicable.



³ This includes maximum building height, minimum building height and setback provisions, where they exist

E. Comments / Calculations

6. Annex 2 - Zoning Confirmation Report Draft List of Requested Relief from Zoning

As part of a Zoning By-law Amendment application, the applicant is required to identify all required relief from the Zoning By-law for the development that is the subject of the application. Below is an example of how the applicant should structure this component of the submission requirements for the Zoning Confirmation Report Draft List of Requested Relief.

- **The Draft List of Requested Relief from Zoning is a list of those items indicated as “not compliant” as identified through Component 1: Zoning Confirmation Report Checklist.** A template list is provided below, with examples.
- The list is required so that City staff can review the requested relief and determine if the application is complete and consistent. The onus is placed on the applicant to identify all needed relief for the proposed development.
- **A draft zoning schedule is required to be provided with Annex 2, if it is anticipated to be required.** A zoning schedule may be required when specific relief such as for height, setbacks, stepbacks or land uses need to be isolated to certain locations on the lot.

Draft List of Requested Relief from Zoning		
By-law Requirement or Applicable Section	Requirement	Proposed
Corner Side yard setback	4.5m	3m
Front Yard setback	6m	5m
Interior side yard setback.	3m landscaped yard	3m landscaped yard with the exception of a communal waste storage room having a setback of 1.78m <i>Minimum interior side yard setback for an enclosed garbage storage area attached to the building is 1.78 meters.</i>

¹ Only the non-compliant land use(s) needs to be listed in this column.

