

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.



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5. Annex 1 - Zoning Confirmation Report Checklist

A. Project Information						
Review Date:	11.28.2024	Official Plan designation:	Minor Corridor (Downtown Core Transect)			
Municipal Address(es):	433 Lyon Street North	Legal Description:	Lots 19, 20 and 21, South Florence Street and Lots 19, 20 and 21 North Gladstone Avenue			
Scope of Work:	Zoning By-law Ame	ndment & L	Lift Part Lot Control			
Existing Zoning Code:	R4UD, R4UD[478], TM H(15) By-law 2008-250 Number:					
Schedule 1 / 1A Area:	Area B / Y	Overlays Applicable ¹ :	Mature Neighbourhoods Overlay			

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

B. Zoning Review For Zoning By-law Amender requirements, if different the Proposed Zone/Subzone (Zoning By-law Amendments only):		oposed zone and subz	one
Zoning Provisions ¹	By-law Requirement or Applicable Section, Exception or Schedule Reference	Proposal	Compliant (Y/N)
Principal Land Use(s)			
Lot Width			
Lot Area			
Front Yard Set Back ²			
Corner Side Yard Setback	SEE A	APPENDED	
Interior Side Yard Setback	ZONII	NG TABLES	
Rear Yard Setback			
Lot Coverage Floor Space Index (F.S.I.)			
Building Height ³			
Accessory Buildings Section 55			





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Zoning Provisions ¹	By-law Requirement or Applicable Section, Exception or Schedule Reference	Proposal	Compli (Y/N)
Projections into Height Limit Section 64			
Projections into Required Yards Section 65			
Required Parking Spaces Section 101 and 103			
Visitor Parking spaces Section 102	SFF	APPENDED	
Size of Space Section 105 and 106		NG TABLES	
Driveway Width Section 107			
Aisle Width Section 107			
Location of Parking Section 109			
Refuse Collection Section 110			
Bicycle Parking Rates Section 111			
Amenity Space Section 137			
Other applicable relevant P	rovision(s)	ГТ	
Landscaped buffer abutting Avenue L			

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.



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³ This includes maximum building height, minimum building height and stepback 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				
Ex. Permitted land uses in GM2 (s. 188)	N/A	Museum ¹				
Ex. Front yard setback (Table 187)	3 m	2.5 m				
Ex. Parking Rate (s. 101)	20 spaces	12 spaces				

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



The following material is drawn from the submitted Planning Rationale Report in support of the proposed zoning by-law (ZBL) amendment and lifting of part lot control (PLC) applications.

Tables 7 to 10 provide a detailed analysis of zoning compliance for the five proposed lots to be created following the lifting of PLC. No physical development or site alteration is included or contemplated as part of the proposed ZBL amendment and PLC exemption. Of the five lots to be created following the PLC exemption (see Table 2 below), only the two to contain the existing residential dwellings will require relief from the ZBL, whereas all others will be fully compliant with the ZBL.

The zoning relief required for the two existing dwellings when reviewed as being on separate lots, as proposed, is extensive and reflective of the fact that these houses were constructed long before the enactment of ZBL 2008-250, and likely prior to any zoning by-law applying to the site. The requested rezoning is for the purpose of recognizing these two proposed lots in the form in which they've functioned for presumably at least 96 years (based on their appearance in 1928 aerial imagery from GeoOttawa), which is as two separate residential properties. Accordingly, it is our opinion that the requested rezoning is timely, appropriate, and representative of good land use planning that is in the public interest.

Given the complexity and unknowns in detailing the compliance of the proposed lots and their structures with the ZBL, it is recommended that the format for the requested rezoning be simplified by recognizing the properties and the structures on them as they exist on the date when the requested rezoning comes into full force and effect, if approved, and this can be accomplished through a new zoning exception that would apply to Parts 2, 3 and 4 of the draft reference plan.

	LOT 1	LOT 2	LOT 3	LOT 4	LOT 5	ROW
Draft Plan Parts	Part 1	Parts 2 & 3	Part 4	Part 5	Part 6	Parts 7 & 8
Existing Use / Feature	Vacant	Detached dwelling (120 Florence)	Detached dwelling (118 Florence)	Municipal Transformer Station (MTS)	Vacant	Vacant (to be conveyed as ROW and corner sight triangle)
Area	470.9 m ²	145.7 m ² , 6.7 m ²	216.8 m ²	1,064.7 m ²	972 m ²	46.2 m ² , 22.5 m ²
Frontage	30.09 m (Florence)	8.19 m, 1.3m (Florence)	7 m (Florence)	41.86 m (Lyon)	2 m (Lyon), 47.94 m (Gladstone)	NA
Separate Municipal Services	NA	Water and Combined Sewer (see draft reference plan)	Water and Combined Sewer (see draft reference plan)	NA	NA	NA
Zoning	R4UD	R4UD & R4UD[478]	R4UD[478]	R4UD, R4UD[478] & TM H(15)	TM H(15)	R4UD & TM H(15)
Official Plan Designation	Minor Corridor	Minor Corridor	Minor Corridor	Minor Corridor	Minor Corridor	Minor Corridor

Table 1. Description of proposed lots

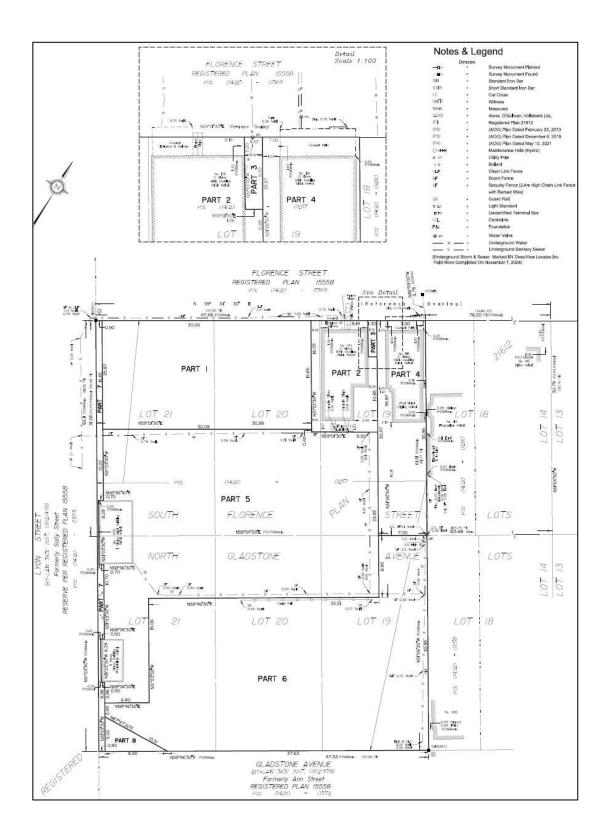


Table 2. Part 5 (existing MTS) zoning review - R4UD, R4UD[478], and TM H(15)

Section	Provision	Required / Permitted	Part 5 (Existing MTS)	Notes
91(1)(f)	Utility installations that are subject to the requirements of the Environmental Assessment Act are permitted in all zones, and are not subject to the provisions of this Zoning By-law	Exempt from the ZBL	Existing Municipal Transformer Station (MTS) is a utility installation subject to the requirements of the EA Act.	-

Table 3. Part 1 (vacant) zoning review - R4UD

Section	Provision	Required / Permitted	Part 1 (Vacant)	Notes
Table 162A	Minimum lot width	4.5 m to 15 m (varies depending on dwelling type)	15.65 m	Proposed vacant lot is wide enough to accommodate all permitted residential dwelling types
Table 162A	Minimum lot area	135 m ² to 450 m ² (varies depending on dwelling type)	470.9 m ²	Proposed vacant lot is large enough to accommodate all permitted residential dwelling types.

Table 4. Part 6 (vacant) zoning review - TM H(15)

Section	Provision	Required / Permitted	Part 6 (Vacant)	Notes
Table 197	Minimum lot width	No minimum	Varies	Proposed vacant lot has adequate frontage and lot width to accommodate permitted uses.
Table 197	Minimum lot area	No minimum	972 m ²	Proposed vacant lot has adequate lot area to accommodate permitted uses.

Table 5. Parts 2, 3 and 4 (existing detached dwellings) zoning review – R4UD and R4UD[478]

Notes:		Permitted				
		Unknown Incompliant				
	Red Text					
Section	Provision	Requirement / Permitted	Parts 2 and 3	Part 3		
			(Existing Dwelling at 120 Florence)	(Existing Dwelling at 118 Florence)		
Table 162A	Minimum lot width	7.5 m	9.49 m	7 m		
Table 162A	Minimum lot area	225 m ²	152.4 m ²	216.8 m ²		
Table 162A	Maximum building	11 m	Unknown (likely less than 11 m)	Unknown (likely less than 11 m)		
	height					
			Notes: Survey and Google Streetview	Notes: Survey and Google Streetview		
			identify a two-storey building so it is	identify a two-storey building so it is		
			assumed the height is 6-8 metres	assumed the height is 6-8 metres		
144(1)	Minimum front yard	Must align with the average of the	Abutting property: 1.35 m	Abutting properties: 1.35 m and 10.5 m		
	setback	abutting lots' corresponding yard	Required: 1.35 m	Average of abutting: 5.93 m		
		setback abutting the street.	Provided: 1.3 m	Required: 4.5 m		
		However, need not exceed the minimum		Provided: 1.35 m		
		of the underlying subzone (4.5m).				
144(1)(d)	Minimum front yard	In no case may be less than 1.5 m	Provided: 1.3 m	Provided: 1.35 m		
	setback					
Table 162B,	Minimum rear yard	For lots located within S. 342 and whose	Lot depth: 16.05 m	Lot depth: 30.97 m		
Endnote 4	setback	rear lot line abuts an R1, R2, R3 or R4	Required: 4.01 m (25% of lot depth)	Required: 7.5 m (25% of lot depth and		
and Table		zone, see Part V, Section 144 -	Provided: 1.67 m	area but need not exceed 7.5 m)		
144A(i)				Provided: 16.31 m		

			Notona Alexte e D4 nore	
		Alternative Yard Setbacks for Lowrise	Notes: Abuts a R4 zone	Notoo Abuto a TM same
		Dwellings in the Greenbelt.		Notes: Abuts a TM zone
		In all other cases the minimum rear yard		
		setback is 25% of the lot depth which		
		must comprise at least 25% of the area		
		of the lot, and need not exceed 7.5 m,		
		except on lots with depths of 15 metres		
		or less, in which case the minimum rear		
		yard setback is 4 m.		
Table 162A	Minimum interior side	1.2 m / 0.6 m	1.49 m / 1.28 m	1.23 m / 0.25 m
	yard setback	1.2 m/ 0.0 m	1.40 m / 1.20 m	1.20 117 0.20 11
Table	Minimum aggregated	Where the front yard setback is less	Unknown	Unknown
			Shkhowh	Shkhowh
139(1)	soft landscape area in	than 1.5 m, no minimum, however, all	N N N	N N N
	the front yard	lands within the front yard and within the	Notes: The existing driveway, walkway,	Notes: The existing driveway, walkway,
	(percentage)	corner side yard that are not occupied	and projections pre-date this provision	and projection pre-date this provision of
		by permitted driveways, walkways and	of the ZBL (2007 Google Streetview	the ZBL (2007 Google Streetview
		projections must consist of soft	confirms this). Since the covered patio	confirms this). Since the covered patio
		landscaping.	and balcony projections encroach into	projection encroaches into the ROW it
			the ROW it is unknown if they were	is unknown if it was permitted when
			permitted when constructed.	constructed.
139(2)	A driveway is subject	(a)(i) within the Mature Neighbourhoods	Unknown	Unknown
100(2)	to the following:	Overlay a driveway is only permitted		
	to the following.		Notos: A Strastanna Character	Notos: A Strastanna Character
		where in accordance with the confirmed	Notes: A Streetscape Character	Notes: A Streetscape Character
		Streetscape Character Analysis and	Analysis was not identified as a	Analysis was not identified as a
		Table 140B; and where permitted, the	requirement during pre-consultation.	requirement during pre-consultation.
		maximum width is as per Table 139(3)	Further, the existing driveway and front	Further, the existing driveway and front
		(a)(ii) within Area A on Schedule 343,	yard character pre-dates this provision	yard character pre-dates this provision
		the maximum width is as per Table	of the ZBL (2007 Google Streetview	of the ZBL (2007 Google Streetview
		139(3).	confirms this).	confirms this).
Table	Driveway regulations	Maximum width of an individual single	Portion on Parts 2-3: ± 1.32 m – 1.28 m	Portion on Part 4: ± 1.23 m – 1.25 m
139(3)(iii)	where the minimum	driveway: 2.75 m	Total driveway width: ± 2.55 m – 2.53 m	Total driveway width: ± 2.55 m – 2.53
	lot width required is	Maximum width of a shared driveway: 3	· · ···· · · · · · · · · · · · · · · ·	m
	7.5 m to less than	m	Natasy The proposed property line	
			Notes: The proposed property line	N N
	8.25 m		between Parts 2-3 and Part 4 divides	Notes: The proposed property line
			the driveway approximately in half.	between Parts 2-3 and Part 4 divides
				the driveway in half.
139(4)	A walkway located in	(b) Where a walkway extends from the	Unknown	Unknown
	a front yard or corner	right-of-way, it must be separated from		
	side yard is permitted	any driveway by at least 0.6m of soft	Notes: Survey and Google Streetview	Notes: Survey and Google Streetview
	subject to the	landscaping.	appear to show the walkway being	appear to show the walkway being
	following:		more than 0.6 m from any driveway.	more than 0.6 m from any driveway.
	÷	(c) The width of a walkway may not	Unknown	Unknown
		exceed:		
			Notes: Survey and Google Streetview	Notes: Survey and Google Streetview
		(ii) In the case of any other residential	Notes: Survey and Google Streetview	, ,
		use building, 1.2 m;	appear to show the walkway being less	appear to show the walkway being less
			than 1.2 m in width.	than 1.2 m in width.
		(e) A walkway may not extend to the	Walkway exists	Walkway exists
		right-of-way on a lot less than 10m in		
		width where a driveway is provided.	Notes: the lot width is less than 10 m	Notes: the lot width is less than 10 m
			and a driveway is provided (shared)	and a driveway is provided (shared)
		(f) A maximum of one walkway per vard	One walkway exists in the front vard	One walkway exists in the front vard
		(f) A maximum of one walkway per yard	One walkway exists in the front yard	One walkway exists in the front yard
		is permitted to extend to the right-of-way	One walkway exists in the front yard	One walkway exists in the front yard
		is permitted to extend to the right-of-way in the case of a detached, semi-	One walkway exists in the front yard	One walkway exists in the front yard
		is permitted to extend to the right-of-way	One walkway exists in the front yard	One walkway exists in the front yard

100(1)	B			
106(1)	Parking space	Any motor vehicle parking space must	Parking space width varies and is	Parking space width varies and is
	provisions	be:	less than the required minimum of	less than the required minimum of
		(a) At least 2.6m wide	2.6 m. Total parking space length is	2.6 m. Total parking space length is
		(b) Not more than 3.1m wide (c) At least 5.2m long	capable of being at least 5.2m.	capable of being at least 5.2m.
			Notes: Parking space is part of a	Notes: Parking space is part of a
			shared driveway, with the portion on	shared driveway with the portion on
			Part 2-3 being ± 1.32 m – 1.26 m wide,	Part 4 being ± 1.23 m – 1.24 m wide,
			whereas the total width is \pm 2.55 m –	whereas the total width is ± 2.55 m –
			2.5 m.	2.5 m.
107(2)	Driveway provisions	A driveway providing access to parking	Total driveway width is ± 2.55 m, less	Total driveway width is ± 2.55 m,
		spaces other than in a parking garage or	than the required minimum of 2.6 m.	less than the required minimum of
		parking lot must have a minimum width		2.6 m.
		of 2.6 metres.	Notes: Driveway is shared with the	
			portion on Parts 2-3 being ± 1.32 m -	Notes: Driveway is shared with the
			1.28 m wide, whereas the total width is	portion on Part 4 being ± 1.23 m - 1.25
			± 2.55 m – 2.53 m.	m wide, whereas the total width is 2.55
				m – 2.53 m.
109(3)	In the R1, R2, R3, R4,	(a) no parking space may be	Existing parking located partly	Existing parking located partly
	R5, V1, V2 and V3	established and no person may park a	within the front yard.	within the front yard.
	zones:	motor vehicle:	•••••••••••••••••	····
		(i) in a required and provided front yard;	Note: The existing front yard parking	Note: The existing front yard parking
			pre-dates this provision of the ZBL	pre-dates this provision of the ZBL
			(2007 Google Streetview confirms this).	(2007 Google Streetview confirms this).
		(b) a walkway is permitted in any yard,	Unknown	Unknown
		provided that:		
		(i) the walkway does not exceed 1.8m in	Notes: Survey and Google Streetview	Notes: Survey and Google Streetview
		width; and	appear to show the walkway being less	appear to show the walkway being less
			than 1.8 m in width.	than 1.8 m in width.
		(b) a walkway is permitted in any yard,	Walkway consists of hard landscaping.	Walkway consists of hard landscaping.
		provided that:		
		(ii) the walkway consists of hard		
Table 65(5)	Fire escapes, open	landscaping. (b) other features:	Rear yard open stairway and landing	NA
145.0 00(0)	stairways, stoop,	i) where at or below the floor level of the	projects approximately 1.67 m and is	
	landing, steps and	first floor:	0.08 m from the rear lot line.	
	ramps	1.in the case of the interior side yard or		
	ramps	rear yard: no limit,		
Table 65(6)	Covered or uncovered	(b) In the R1, R2, R3 and R4 Zones	Lot depth is less than 23.5 m and so	The maximum permitted projection for
145.0 00(0)	balcony, porch, deck,	within Area A of Schedule 342:	the maximum permitted projection is 0	the first floor is 2 m, but not closer than
	platform and	(iii) Where a lot has a depth of 23.5 m or	metres above the first floor.	1 m from any lot line.
	verandah, with a	less, the maximum projection is 0 m		· · · · · · · · · · · · · · · · · · ·
	maximum of two	above the first floor;	The covered second floor balcony	The covered patio appears to project
	enclosed sides,	(iv) In all other cases, the maximum	appears to project over 2 m and	over 2 m and beyond the front lot
	excluding those	projection is 2 m, but no closer than 1 m	beyond the front lot line.	line.
	covered by canopies	from any lot line.		
	and awnings		The maximum permitted projection for	
	3-		the first floor is 2 m, but not closer than	
			1 m from any lot line.	
			The covered patio appears to project	
			over 2 m and beyond the front lot	
			line.	
		l		