

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:	September 5, 2024	Official Plan designation:	Mainstreet Corridor, Inner Urban Transect
Municipal Address(es):	1047 Richmond Road	Legal Description:	Part of Lots 24 and 25, Concession 1 (Ottawa Front), Geographic Township of Nepean, City of Ottawa
Scope of Work:	Site Plan Control Application		
Existing Zoning Code:	TM[2494]-h	By-law Number:	2008-250
Schedule 1 / 1A Area:	Area Z	Overlays Applicable¹:	

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):			
Zoning Provisions ¹	By-law Requirement or Applicable Section, Exception or Schedule Reference	Proposal	Compliant (Y/N)
Principal Land Use(s)	Mixed Use	Mixed Use	Yes
Lot Width	No minimum	80.7 m	Yes
Lot Area	No minimum	10,188 m ²	Yes
Front Yard Set Back²	Front Yard, Corner Side Yard, Interior side yard:	FY (Tower): 22.5m FY (Podium): 5m	Yes
Corner Side Yard Setback	1. Minimum setback to storeys 1-4 up to 15m in height, whichever is lesser 2. 5m from any property line	CSY (Tower): 7m CSY (Podium): 5m	Yes
Interior Side Yard Setback	3. 3m abutting a park (Exception 2494)	ISY (Tower): 12.5 ISY (Podium): 5m	Yes
Rear Yard Setback	No minimum	RY (Tower): 12.5	Yes
Lot Coverage Floor Space Index (F.S.I.)	No minimum / Maximum: 6.3 (Exception 2494)	2.52	Yes
Building Height³	15m and 4 storeys with the exception of (a) Eastern Tower: 121m (38 storeys) / (b) Western Tower: 127m (40 storeys)(Exception 2494)	Podium: 3 storeys (11m) Tower: 36 storeys (112m)	Yes
Accessory Buildings Section 55	N/A	N/A	N/A



Projections into Height Limit Section 64	N/A	N/A, within maximum permitted height limit	N/A
Projections into Required Yards Section 65	Balconies may not project any closer than 3 metres to an interior yard or a yard abutting the park (Exception 2494)	Complies	Yes
Required Parking Spaces Section 101 and 103	Area Z: None required	189 spaces (0.447 / unit)	Yes
Visitor Parking spaces Section 102	0.1 per dwelling unit (max 30 per building)	30 spaces (0.071 / unit)	Yes
Size of Space Section 105 and 106	2.6m x 5.2m	2.6m x 5.2m	Yes
Driveway Width Section 107	Min: 6.0m / Max: 6.7m	Min: 6.0m / Max: 6.7m	Yes
Aisle Width Section 107	Min: 6.0m / Max: 6.7m	Min: 6.0m / Max: 6.7m	Yes
Location of Parking Section 109	No parking in a required and provided front yard; corner side yard; or extension of a required corner side yard into a rear yard (Exception 2494)	Below-grade, complies	Yes
Refuse Collection Section 110	N/A	Below-grade, complies	Yes
Bicycle Parking Rates Section 111	Residential: 0.5 / unit (212 req.) Commercial: 1.0 / 250m2 GFA (3 req.)	Residential: 520 spaces Commercial: 8 spaces	Yes
Amenity Space Section 137	Private @ 6m2 / unit = 2,538m2 Communal @ 50% total = 1,269m2	Total: 4,412m2 Communal: 1,767m2	Yes
Other applicable relevant Provision(s)			
Commercial Parking	Area Z: None required	35 spaces	Yes
Max. Tower Floor Plate	750 m2 GFA	636.1m2	Yes
Min. Tower Separation & Max. Number of Towers	25m, max 2 towers (Exception 2494)	52m, 2 towers	Yes
Min. Parkland & POPS	1000 m2 park at the corner of Richmond and New Orchard Street / 200m2 POPS with frontage on Richmond Road (Exception 2494)	1000m2 parkland provided POPS to be provided in Phase 2	Yes
Min. Non-Residential at-grade	1000m2 (Exception 2494)	749.4m2 (Phase I), rest to be provided in Phase 2	Yes
Loading Spaces	May not abut Richmond or New Orchard(Exception 2494)	Complies	Yes

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 stepback provisions, where they exist

E. Comments / Calculations

Additional Provisions not captured above (Exception 2494):

No driveway is permitted from Richmond Road - Complies

Facades facing Richmond Road must include at least one active entrance to each non-residential use occupying the ground floor and abutting the front yard. - Complies



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.