

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:	August 26, 2025	Official Plan designation:	Rural Countryside
Municipal Address(es):	5545 Albion Road	Legal Description:	Part of Lot 30, Concession 4 (Rideau Front), City of Ottawa. PIN 04327-0252
Scope of Work:	Proposed development requiring Site Plan Control approval.		
Existing Zoning Code:	RH1	By-law Number:	2008-250
Schedule 1 / 1A Area:	Area D	Overlays Applicable¹:	NA

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 Provisions¹	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 Back²			
Corner Side Yard Setback	SEE APPENDED ZONING TABLES		
Interior Side Yard Setback			
Rear Yard Setback			
Lot Coverage Floor Space Index (F.S.I.)			
Building Height³			
Accessory Buildings Section 55			

Projections into Height Limit Section 64			
Projections into Required Yards Section 65			
Required Parking Spaces Section 101 and 103			
Visitor Parking spaces Section 102			
Size of Space Section 105 and 106	SEE APPENDED ZONING 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 Provision(s)			

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



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.

Table 1. Zoning Compliance for the Site and Proposed Development

Section	Performance Standard	Required / Permitted	Provided
Table 222A (a)	Minimum lot area	20,000 m ²	23,200 m ²
Table 222A (a)	Minimum lot width	60 m	121 m
Table 221 (c)	Minimum front yard setback	15 m	15 m
Table 221 (d)	Minimum rear yard setback	15 m	152 m
Table 221 (e)	Minimum interior side yard setback	Other cases: 10 m	71 m
Table 221 (f)	Minimum corner side yard setback	15 m	29 m
Table 221 (g)	Maximum principal building height	15 m	Building: 4.6m
Table 221 (h)	Maximum lot coverage	50%	8%
Table 221 (i)	Outdoor storage	(a) outside storage is not permitted within any required front yard or corner side yard; (b) outside storage must be screened from abutting residential uses and public streets by an opaque screen at least 1.8 metres in height from finished grade	No outdoor storage is proposed.
Table 55(1)	Minimum front yard setback	Same as required for principal building, therefore 15 m	Gas Bar Canopies: 15 m
Table 55(2)(b)	Minimum corner side yard setback abutting a street	In Same as minimum required corner side yard setback, therefore 15 m	Gas Bar Canopies: ± 62 m
Table 55(3)(e)	Minimum interior and rear yard setback not abutting a street	(i) In a interior side yard the same as required for principal building, therefore 10 m (ii) In a rear yard – 1m	Gas Bar Canopies: ± 39 m from interior side lot line and ±102 from rear lot line
Table 55(4)	Minimum distance from any other building located on the same lot	1.2 m	Gas Bar Canopies: ±18 m
Table 55(5)(b)	Maximum height for an accessory structure	6 m	Gas Bar Canopies: 6 m

Table 2. Zoning Compliance for Parking, Queuing, and Loading Provisions

Section	Performance Standard	Required / Permitted	Provided
S. 100 (10)	General Provisions for Motor Vehicle Parking	Parking spaces required or provided for a land use may be used as part of an electric vehicle charging station.	Four parking spaces are identified as future electric vehicle charging locations.
Table 101	Minimum Parking Space Rates – Gas Bar	N/A	Total of 32 vehicle parking spaces provided (26 required)
Table 101	Minimum Parking Space Rates – Convenience Store	3.4 per 100 m ² of gross floor area = 6 required spaces	
Table 101 & S. 101 (6) (b) (i)	Minimum Parking Space Rates – Restaurant	Restaurant: 10 per 100 m ² of gross floor area = 25 spaces But where a restaurant use operates in combination with a drive-through facility, the parking required may be reduced by 20 per cent = 20 required spaces	
By-law 2017-301	Minimum accessible parking spaces rates	Where 26-50 parking spaces are provided: 2 spaces, with 1 Type A and 1 Type B	2 spaces (1 Type A and 1 Type B)
S. 106 (1)	Parking Space Dimensions	Width: min. 2.6 m and max. 3.1 m Length: min. 5.2 m	Width: 2.6 m Length: 5.2 m
S. 107 (1)	Minimum width of Driveway	6 metres for a double traffic lane	10.8 m
Table 107	Minimum Required Aisle Width	Angle of parking 71-90 degrees = 6.7m	Minimum of 7.2 m
S. 110 (3)	Outdoor refuse	Location: min. 9 m from a public street and min. 3 m from a lot line. Screening: where an in-ground refuse container is provided, the screening requirement may be achieved with soft landscaping.	Location: ±211 m from a lot line and public street Screening: in-ground refuse containers are proposed to be screened with soft landscaping

S. 111(1)	Minimum Bicycle Parking Rates	N/A	4
Table 111B	Minimum Horizontal Bicycle Parking Space Dimensions	Width: 0.6m Length: 1.8m	Width: 0.6m Length: 1.8m
Table 112	Minimum Number of Queuing Spaces Required	Restaurant: ii) With order board: 7 before/at order board and a minimum total of 11	Before / at order board: 10 (plus 3 in second lane) Total: 15 from the window (additional to the 15 are 4 in the second lane, 2 in the bypass lane, and 2 after the window)
S. 112	Minimum queuing space dimensions	All queuing spaces must be: (a) at least 3 metres wide; and (b) at least 5.7 metres long.	Min. width: 3m Min. length: 5.7m