

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:	June 26, 2025	Official Plan designation:	Minor Corridor designation within the Suburban (West) Transect
Municipal Address(es):	5618 Hazeldean Road	Legal Description:	Part Lot 28, Concession 11, Geographic Township of Goulbourn, City of Ottawa
Scope of Work:	The proposed development includes six stacked townhouse blocks (total of 124 units). Parking and amenity space will be provided within the site. The proposed development fronts onto the Future Robert Grant Boulevard, Cranesbill Road, and Monorail Road.		
Existing Zoning Code:	Development Reserve (DR)	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):	The site is proposed to be rezoned to AM[xxx2] through a separate application File No. D02-02-24-0075.		
Zoning Provisions ¹	By-law Requirement or Applicable Section, Exception or Schedule Reference	Proposal	Compliant (Y/N)
Principal Land Use(s)	Residential uses including stacked townhouse dwellings are permitted.	Stacked townhouse dwellings.	Y
Lot Width	No minimum.	211.54m	Y
Lot Area	No minimum.	1.39 ha	Y
Front Yard Set Back²	3m	5.75m	Y
Corner Side Yard Setback	3m	4.5m	Y
Interior Side Yard Setback	7m (exception).	7.5m	Y
Rear Yard Setback	3m	6.06m	Y
Lot Coverage Floor Space Index (F.S.I.)	Maximum 2.	0.76	Y
Building Height³	12m (exception)	11.62m (mid-point of roof)	Y



Accessory Buildings Section 55	Setbacks are more permissive than those above, maximum height is 6m, and no restriction on permitted size or number of accessory buildings.	Utility building will be below 6m in height and will be beyond minimum permitted setback.	Y
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Projections into Height Limit Section 64	N/A	N/A	N/A
Projections into Required Yards Section 65	Air conditioner condenser, heat pump or similar equipment: 1m, but not closer to a lot line than 0.3m, and may not be located in a front or corner side yard.	The transformer will be located beyond this setback in the interior side yard and screened from the adjacent development with a 1.8m wood privacy fence.	Y
Required Parking Spaces Section 101 and 103	Minimum 0.9 per dwelling unit for stacked dwellings (exception) = 112	124	Y
Visitor Parking spaces Section 102	Minimum 0.1 per dwelling unit for stacked dwellings (exception) = 12	12	Y
Size of Space Section 105 and 106	Between 2.6-3.1m wide and 5.2m long.	2.6m wide and 5.2m long.	Y
Driveway Width Section 107	6m for parking lot with double traffic lane.	6m	Y
Aisle Width Section 107	Accessible at a 45 degree angle: 4.3m	6m	Y
Location of Parking Section 109	In AM zone, no person may park a vehicle in a required front yard, corner side yard, or in the extension of a required corner side yard into a rear yard.	Central position in the site and towards the interior side yard.	Y
Refuse Collection Section 110	9m from lot line abutting a public street, 3m from any other lot line, and screened from view by an opaque screen with minimum height of 2m.	More than 9m from street, 3m from interior side yard lot line to the east, and screened by a 2m opaque wood privacy fence.	Y
Bicycle Parking Rates Section 111	0.5 spaces per unit = 62	62	Y
Amenity Space Section 137	6m ² per unit with 50% communal amenity area required = 744m ² total, 372m ² communal	1,957.773m ² total amenity space, 430.729m ² of communal amenity area.	Y
Other applicable relevant Provision(s)			
Setback for wall of residential use to private way (Section 131)	1.8m	3.5m	Y
Separation between buildings in a PUD (Section 131)	1.2m	6.7m	Y



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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

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