

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:	May 3, 2024	Official Plan designation:	Mainstreet Corridor
Municipal Address(es):	1518 - 1526 Stittsville Main Street	Legal Description:	<small>PART LOT 23 CONCESSION 10 GOULBOURN, PARTS 1, 2, 3 & 4 SR7746, EXCEPT PART 15 SR14687; S/T & T/W N330740 ; S/T N621224 GOULBOURN; PT LT 23 CON 10 GOULBOURN AS IN N395646, EXCEPT PT 14, SR14687; S/T & T/W N395646 ; GOULBOURN; PART OF LOT 23 CONCESSION 10, GOULBOURN, PART 1 PLAN 4R11524 CITY OF OTTAWA</small>
Scope of Work:	Site Plan Control Application		
Existing Zoning Code:	TM9[2272] H(15)	By-law Number:	2008-250
Schedule 1 / 1A Area:	Area C - Suburban	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):			
Zoning Provisions ¹	By-law Requirement or Applicable Section, Exception or Schedule Reference	Proposal	Compliant (Y/N)
Principal Land Use(s)	Mixed-use / Residential	Mixed-use / Residential	Y
Lot Width	No minimum	47.93 m	Y
Lot Area	No minimum	4,759 metres ²	Y
Front Yard Set Back²	6 metres	<1 m, post widening	Y
Corner Side Yard Setback			
Interior Side Yard Setback	Residential - 1.2m Commercial - 7.5m (north)	Residential - 7.64m Commercial - 7.71m (north)	Y
Rear Yard Setback	10 metres	21.58 metres	Y
Lot Coverage Floor Space Index (F.S.I.)		24.12%	
Building Height³	15 m / 4 Storeys	14.95 m / 4 Storeys	Y
Accessory Buildings Section 55			



Projections into Height Limit Section 64			
Projections into Required Yards Section 65	All Other - 1.2 m, but not closer than 0.6 m to a lot line	Commercial - 0.08 m	Y
Required Parking Spaces Section 101 and 103	60	67	Y
Visitor Parking spaces Section 102	5.4	6	Y
Size of Space Section 105 and 106	Width - 2.6 m Length - 5.20 m	Width - 2.60 m Length - 5.20 m	Y
Driveway Width Section 107	6.0 m	6.7 m	Y
Aisle Width Section 107	6.0 m	6.0 m	Y
Location of Parking Section 109	No person may park a motor vehicle in the front yard, corner side yard (or extension) or rear yard	No parking proposed in the front yard	Y
Refuse Collection Section 110	Refuse collection areas must be (a) nine metres from a lot line abutting a public street, (b) located at least 3 m from any other lot line, and (c) screened from view by an opaque screen with a min height of 2 m, or (d) soft landscaping.	(a) In-ground is +/- 24m; rear refuse is +/- 96m (b) In-ground is +/- 4m; rear is 3.0m. (c) Rear provides 2m enclosure (d) In-ground provides soft landscaping.	
Bicycle Parking Rates Section 111	16.6 spaces	20 spaces	Y
Amenity Space Section 137	Total: 6 sq. m per dwelling unit, and 10% of the GFA of each rooming unit. Communal Amenity Area: Min. 50% of total amenity area. Layout: Aggregated into areas up to 54 sq. m.	Total: 951.4 sq. m. Communal Amenity Area: 620% provided (503 sq. m vs. 81 sq. m req'd total). Layout: Compliant.	Y
Other applicable relevant Provision(s)			
Expropriation / Conveyance Section 4	After conveyance of the req'd road widening, the proposed restaurant patio and canopies will project beyond the front property line.		
Permitted Projections Section 65	Section 65 of Zoning By-law 2008-250 concerns the eventual projection of the proposed canopies within the full depth of the front yard, following the required ROW widening. Section 4 provisions re: expropriation/conveyance address future canopy projections and will be relied upon in this case for zoning compliance.		

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

Pursuant to Section 104 of Zoning By-law 2008-250, the following chart denotes the shared parking calculations for Mixed Use (Office, restaurant) parking rates, inclusive of visitor parking.

27.29 shared spaces required for office, restaurant, and visitor parking.

Shared Parking (Section 104 of By-law No. 2008-250)								
Land Use	Weekday				Saturday			
	Morning	Noon	Afternoon	Evening	Morning	Noon	Afternoon	Evening
Office	100%	90%	100%	15%	20%	20%	10%	5%
	8.52	8.52	8.52	8.52	8.52	8.52	8.52	8.52
	8.52	7.67	8.52	1.28	1.70	1.70	0.85	0.43
Restaurant	30%	90%	60%	100%	30%	80%	50%	100%
	18.80	18.80	18.80	18.80	18.80	18.80	18.80	18.80
	5.64	16.92	11.28	18.80	5.64	15.04	9.40	18.80
Visitor parking	50%	50%	75%	100%	100%	100%	100%	100%
	5.40	5.40	5.40	5.40	5.40	5.40	5.40	5.40
	2.70	2.70	4.05	5.40	5.40	5.40	5.40	5.40
Total	32.72	32.72	32.72	32.72	32.72	32.72	32.72	32.72
Shared Total	16.86	27.29	23.85	25.48	12.74	22.14	15.65	24.63

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.