

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.

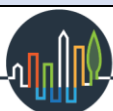


5. Annex 1 - Zoning Confirmation Report Checklist

A. Project Information			
Review Date:	July 7, 2025	Official Plan designation:	Hub in the Downtown Core Transect Policy Area, with Evolving Neighbourhood Overlay.
Municipal Address(es):	379 Cooper Street	Legal Description:	Part of Lot 37, north side of Cooper Street, Registered Plan 12281, City of Ottawa
Scope of Work:	Site Plan Control, Minor Variance applications to allow the introduction of three new residential units within an existing low-rise heritage building, resulting in a total of 13 dwelling units.		
Existing Zoning Code:	R5B [482] H(37)	By-law Number:	2008-250
Schedule 1 / 1A Area:	Area X: Inner Urban	Overlays Applicable¹:	Heritage Overlay, Mature Neighbourhoods Overlay, Evolving Neighbourhoods Overlay

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)	Residential	Residential	Y
Lot Width	18m	11.43m	Y (legal non-complying)
Lot Area	540m ²	400.28m ²	Y (legal non-complying)
Front Yard Set Back²	3m	5.4m	Y
Corner Side Yard Setback	n/a	n/a	n/a
Interior Side Yard Setback	For any part of a building located within 21 m of a front lot line where the building wall is equal to or less than 11 m in height: 1.5m In all other circumstances: 6m	2.2m/0.7m	Y
Rear Yard Setback	25% of lot depth, must not exceed 7.5m	4.4m	Y



Lot Coverage Floor Space Index (F.S.I.)	n/a	n/a	n/a
Building Height³	Maximum 37m	12.5m	Y
Accessory Buildings Section 55	n/a	n/a	n/a
Projections into Height Limit Section 64	n/a	n/a	n/a
Projections into Required Yards Section 65	None permitted	3m (front yard)	N
Required Parking Spaces Section 101 and 103	0 spaces	0 spaces	Y
Visitor Parking spaces Section 102	0.1 spaces per unit after 12 units, so 0.1	0 spaces	Y
Size of Space Section 105 and 106	n/a	n/a	n/a
Driveway Width Section 107	n/a	n/a	n/a
Aisle Width Section 107	n/a	n/a	n/a
Location of Parking Section 109	n/a	n/a	n/a
Waste Management Section 143	Only applicable to zones R1- R4	379 Cooper Street has an R5 zone.	n/a
Bicycle Parking Rates Section 111	0.5 spaces per dwelling unit, so 6.5 spaces rounded up to 7	7 spaces	Y
Amenity Space Section 137	15m ² / dwelling unit up to 8 units, plus 6m ² per unit over 8. 100% of amenity area for first 8 units must be communal (at grade, in the rear yard, at least 80% soft landscaping, & located at grade in the rear yard and may include one interior yard that abuts both the rear yard and interior side yard). Total required is 150m ² and total communal is 120m ² .	96.33m ² total, 55.79m ² in rear yard at grade, 64% of that is soft landscaped.	N
Other applicable relevant Provision(s)			
Amenity Space Section 137 (3)	Amenity area provided outdoors must not be located in a required front yard.	7.97m ² in front yard.	N

Heritage Section 60	Permitted projections into front, corner, side yard or side yard in an area to which heritage overlay applies are not permitted except for ramps for handicap access, or the use of a lot in Areas A or B on Schedule 1 vacant prior to April 19, 1978	Sunken patio within front yard	N

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
No Zoning By-law Amendment proposed, see Cover Letter for list of requested minor variances.		

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