

## Zoning Confirmation Report Checklist

A. Project Information			
<b>Review Date:</b>	July 21, 2025	<b>Reviewed Plans:</b>	July 18, 2025
<b>Municipal Address(es):</b>	240 Bank Street	<b>Official Plan designation:</b>	Downtown Transect, Hub
<b>Legal Description:</b>	Lot 34 Plan 12281, S/S Lisgar Street, Ottawa		
<b>Scope of Work:</b>	Site Plan Control application to permit office-to-residential conversion. No changes to building envelope. 45 units proposed, with existing ground floor retail uses to remain.		
<b>Existing Zoning Code:</b>	TM H(19)	<b>By-law Number:</b>	2008-250
<b>Schedule 1 / 1A Area:</b>	Area Y	<b>Overlays Applicable:</b>	Heritage; Mature Neighbourhoods

B. Zoning Review				
For Zoning By-law Amendments, please use the proposed zone and subzone requirements, if different than existing.				
<b>Proposed Zone/Subzone (Zoning By-law Amendments only):</b>	n/a			
Zoning Provisions	Applicable Section, Exception or Schedule Reference	By-law Requirement	Proposal	Compliant (Y/N)
<b>Principal Land Use(s)</b>	Section 197(1) and (2)	Various residential and non-residential uses including: Dwelling unit, Office, Personal Service Business, Retail Store, etc.	Dwelling unit, personal service business, retail store	Y
<b>Lot Width</b>	Section 197(3), Table 197(b)	No minimum	22.85 m	Y
<b>Lot Area</b>	Section 197(3), Table 197(a)	No minimum	689 m <sup>2</sup>	Y
<b>Front Yard Set Back</b>	Section 197(3), Table 197(c)	Maximum 2 m	0 m	Y
<b>Corner Side Yard Setback</b>	Section 197(3), Table 197(e)	Minimum 3 m, except for any part of a building above 15 m for which an additional 2 m setback must be provided	0 m	Existing Condition; see Section 76 below
<b>Interior Side Yard Setback</b>	Section 197(3), Table 197(d)	No minimum setback, maximum 3 m	0 m	Y

<b>Rear Yard Setback</b>	Section 197(3), Table 197(f)	Minimum rear yard setback, all other cases: no minimum	0 m	Y
<b>Lot Coverage Floor Space Index (F.S.I.)</b>	Section 197(3), Table 197(h)	No maximum	n/a	Y
<b>Building Height</b>	Per Height Suffix	19 m	19.7 m	Existing Condition; see Section 76 below
<b>Required Parking Spaces Section 101 and 103 (Area Y)</b>	Dwelling Units in a Mixed Use Building abutting Bank Street [...] north of the Queensway	None	None	Y
<b>Visitor Parking spaces Section 102 (Area Y)</b>	Table 102, Row Dwelling Units in a Mixed Use Building	3 visitor spaces (0.1 per dwelling unit, after first 12)	0 spaces	Existing Condition; see Section 76 below
<b>Bicycle Parking Rates Section 111 (Area B – Inner Urban)</b>	Section 111(1), Table 111, Row b(i)	23 bicycle spaces (0.5 per unit x 45 units)	40	Y
<b>Bicycle Parking Space Dimensions Section 111</b>	Section 111(8A, 8B), Table 111B, Row (a) Horizontal, Stacked	Min. Width: 0.37 m Min. Length: 1.8 m	Width: 0.6 m Length: 1.8 m	Y
<b>Bicycle Parking Space – Minimum Width of Access Aisle Section 111</b>	Section 111(9)	1.5 m	2.2 m	Y
<b>Amenity Space Section 137</b>	Section 137(1), Table 137, Row 5 – Mixed Use Building with 9 or more dwelling units	<u>Total Amenity Area:</u> 6 m <sup>2</sup> per dwelling unit = 270 m <sup>2</sup>  <u>Communal Amenity Area:</u> min. 50% of the required total amenity area = 135 m <sup>2</sup>	608 m <sup>2</sup> (in basement and ground floor)  153 m <sup>2</sup> (on ground floor)	Y; see Section 76(1) below
<b>Other applicable relevant Provision(s)</b>				
<b>Office-to-Residential Conversions Section 76</b>	Section 76(1)	Non-residential or mixed-use buildings with a principal office, school, place of worship or hotel use as of August 1, 2023, that are adapted, within the existing building envelope, to be residential or mixed-use buildings in zones other than IG,	Office use existing as of August 1, 2023.  No alterations to building envelope proposed.  Proposed adaptation to residential.	Y

		IH, IL and IP are deemed to comply with zoning, except for:	Not located in an industrial zone.	
	Section 76(1)(a)	a) The application of Table 137, where Columns III and IV do not apply to adaptations of an existing building in accordance with Subsection 76(1), and amenity area must be provided, but may be configured in any combination of private or communal space, or in any location in accordance with Subsections 137(1) to (5)	Provided as communal amenity area on basement and ground floors.	Y

The Heritage Overlay applies only to additions or new development that propose changes to the building envelope. No changes to the building envelope are proposed, and as such the Heritage Overlay provisions are not discussed above.

The Mature Neighbourhoods Overlay applies only to low-rise residential infill development. As this is a proposal for office-to-residential conversion within the existing building envelope, the Mature Neighbourhoods Overlay provisions are not discussed above.

If you have any questions or comments, please do not hesitate to contact me.

Yours truly,

**NOVATECH**



Miranda Virginillo, MCIP, RPP  
Project Planner | Planning & Development