

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, 2025	Official Plan designation:	Corridor - Mainstreet
Municipal Address(es):	2025 Mer Bleue Rd.	Legal Description:	Part of Lot 1, Concession 11, Geographic Township of Cumberland, City of Ottawa
Scope of Work:	Site Plan Control - Third phase of development on the site		
Existing Zoning Code:	AM[2413] H(21)	By-law Number:	2008-250
Schedule 1 / 1A Area:	Area C - Suburban	Overlays Applicable ¹ :	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 Provisions ¹	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 Back ²	SEE APPENDED ZONING TABLES (FULLY COMPLIANT)		
Corner Side Yard Setback			
Interior Side Yard Setback			
Rear Yard Setback			
Lot Coverage Floor Space Index (F.S.I.)			
Building Height ³			
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			
Driveway Width Section 107			
Aisle Width Section 107			
Location of Parking Section 109	SEE APPENDED ZONING TABLES (FULLY COMPLIANT)		
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.

Zoning Confirmation Review – 2025 Mer Bleu Road
 Proposed Phase 3 Development and Site Plan Control Application
 Zone: AM[2413] H(21)
 Schedule 1A: Area C – Suburban
 Proposal is Zoning Compliant

Zone and General Provisions

Section	Provision		Required / Permitted	Proposed Phase 3
93(1)	One lot for zoning purposes		Applicable	Applies to this form of development (shopping centre) in the AM zone and impacts various provisions such as setbacks, parking, etc.
Table 185(a)	Min. lot area		No min.	Property: ±53,250.68m ² Proposed Phase 3: ±18,269.51 m ²
Table 185(b)	Min. lot width		No min.	Property: ±183m Proposed Phase 3: NA Note: based on the Mer Bleue frontage being the front lot line
Table 185(c)	Min. FY and CSY setback	(i) non-residential or mixed-use buildings	No min.	South CSY setback: 6.79m (Proposed Building S2 of Phase 3) North CSY setback: 4.03m (Existing Building K of Phase 1) FY setback: 7.5m (Existing Building H1 of Phase 1) Note: based on the Mer Bleue frontage being the front lot line
Table 185(d)	Min. ISY setback	(ii) all other cases	No min.	NA
Table 185(e)	Min. RY setback	(i) abutting a street	3m	RY setback: 3m (Proposed Building S2 of Phase 3) Note: based on the Mer Bleue frontage being the front lot line
Table 185(f)	Max. building height		21m per zoning suffix	Proposed Building S2 of Phase 3: ±7.06 m
Table 185(g)	Max. floor space index for AM, AM1, AM4 and AM5 zones on Innes Road from Page Road to Tenth Line Road	2. In all other cases	2	Property: ±0.25
185(4)	Outdoor storage is permitted subject to:		(a) being located in an interior side yard or rear yard (b) being completely enclosed and screened from a public street, and from residential or institutional zone	Proposed Phase 3 includes a seasonal garden centre that will occupy 6 parking spaces while in use during certain months of the year. Through consultation with the City file lead it was confirmed this form of accessory use is not considered outdoor storage as regulated by this provision.

Parking – General Provisions

Section	Provision	Required / Permitted	Proposed Phase 3
100(1)	Parking, queuing and loading spaces and all driveways and aisles leading to those spaces must be provided for each land use in accordance with the provisions of Part 4 of this by law.	See provision	It is noted that the site is considered one lot for zoning purposes and that all land use within it is considered Shopping Centre.

100(5)	Despite Subsection (1), an outdoor commercial patio, seasonal garden centre or temporary special event accessory to a shopping centre may be located such that it temporarily prevents the use of a portion of the required or provided parking spaces, aisles or driveways, provided that:		(a) The majority of the parking spaces continue to be available (b) fire route remains unobstructed at all times	Proposed Phase 3 includes an outdoor storage area associated with a garden centre, and it will occupy 6 provided parking spaces on a seasonal basis. The majority of provided parking will continue to be available and the fire route will not be impacted.
110(1) & Table 101	Landscape requirements for parking lots	Landscape buffer	Min. 3m	Property: ≥ 3 m
		Landscape percentage of parking lot	Min. 15% of total parking lot area	Property: $\pm 22.35\%$
110(3)	(3) All outdoor refuse collection and refuse loading areas contained within or accessed via a parking lot must be:		(a) located at least 9.0 metres from a lot line abutting a public street (b) screened from view by an opaque screen with a minimum height of 2.0 metres	Proposed Phase 3 outdoor refuse and loading area is not contained within a parking lot and so this provision does not apply. Nonetheless, the area will be screened from Roger Pharand Street by an opaque wall and soft landscaping.

Parking – Motor Vehicle Provisions

Section	Provision		Required / Permitted	Proposed Phase 3
Table 101, N83	Min. parking space requirement for a Shopping Centre		3.6 per 100 m ² of Gross Leasable Area (GLA) Proposed Phase 3 GLA: 3,783.4 m ² $3,783.4/100(3.6) = 136.2 = 136$ Existing GLA (constructed and approved): $\pm 9,687.9$ m ² $9,687.9/100(3.6) = 348.7 = 349$ Total proposed and existing required parking: 485	Proposed Phase 3: 261 (includes one small vehicle space and 8 accessible spaces) Existing Phase 1 & 2 (constructed and approved): 357 Total Proposed and Existing: 618
107(1)(a)(ii)	Min. width of driveway providing access to a parking lot	(ii) Double traffic lane	6 m	Property: 7.37 m
107(1)(c)(i) & Table 107	Min. width of drive aisle providing access to parking spaces in a parking lot	(i) must comply with Table 107	Table 107 (a) 71-90 degrees angle: 6.7 m	Property: 6.7 m
106(1)(a)-(c)	Parking space dimensions		(a) Min. width: 2.6m (b) Max. width: 3.1m (c) Min. length: 5.2m	Property: Width: 2.6 m – 2.75 m Length: 5.2 m – 5.49 m
106(2)(b) & By-law 2017-301	In the case of accessible parking space required by Provincial legislation, the minimum and maximum dimensions are governed by the Traffic and Parking By-law	601-650 provided parking spaces requires 15 accessible spaces (7 Type A and 8 Type B) 251-300 provided parking spaces requires 8 accessible spaces (4 Type A and 4 Type B)	Proposed Phase 3 (261 spaces provided): = 4 Type A and 4 Type B Existing and Proposed (618 spaces provided): = 7 Type A and 8 Type B - Type A = 3.4m wide by 5.2m long - Type B = 2.4m wide by 5.2m long - Must have min. 1.5m wide access aisle adjacent to each space (can be shared between two spaces)	Proposed Phase 3: - Type A: 4 spaces - Type B: 4 spaces Total Proposed and Existing: - Type A: 10 spaces - Type B: 13 spaces
106(4)	Despite Subsection (1), up to 5% of the parking spaces in a parking lot or parking garage may have a minimum width of 1.3m and a minimum length of 3m, provided any such space: (a) Is not a required parking space under Section 101		5% of total existing and proposed parking (618 spaces): 31 spaces	Proposed number of small parking spaces intended for a motorcycle, cargo bicycle or similar vehicle: 1 space

	(b) Is not a required visitor parking space under Section 102 (c) Is visibly identified as being for a motorcycle, cargo bicycle or similar vehicle.		
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Parking – Bicycle Provisions

Section	Provision	Required / Permitted	Proposed Phase 3
Table 111A(f)	Min. bicycle parking space requirement for a Shopping Centre	1 per 500 m ² of Gross Floor Area (GFA) Proposed Phase 3 GFA: 3,783.4 m ² 3,783.4/500 = 7.56 = 8 Existing GFA (constructed and approved): ±9,746.9 m ² 9,746.9 / 500 = 19.5 = 20 Total proposed and existing required bicycle parking: 28	Proposed Phase 3: 8 Existing Phase 1 & 2 (constructed and approved): 52 Total Proposed and Existing: 60
Table 111B	Min. bicycle space dimensions for horizontal spaces	Width – 0.6m Length – 1.8m	Width – 0.6m Length – 1.8m
111(9)	Min. width of aisle accessing bicycle parking	1.5m	≥1.5m
111(10)	Where four or more bicycle parking spaces are provided in a common parking area	Each bicycle parking space must contain a parking rack that is securely anchored to the ground and attached to a heavy base such as concrete.	Compliant

Parking – Loading Provisions

Section	Provision	Required / Permitted	Proposed Phase 3
Table 113A(c)	Min. loading space requirement for a Shopping Centre	1 per 2,000-4,999 m ² of GFA Proposed Phase 3 GFA: 3,783.4 m ² = 1 space	2 spaces
Table 113C(a)	Min. oversized loading space requirement for a Retail Food Store	½ of the required spaces for 2,000-4,999 m ² of GFA = 0 spaces	1 spaces
Table 113B(b)	Min. width of aisle accessing loading space for spaces angled 45 degrees or less	Standard Space – 5 m Oversized Space – 11 m	±12.9 m and narrows to ±6.25 m *no minimum aisle length required, and the site plan includes truck turning movements to demonstrate functionality.
Table 113B(c)	Min. width of loading space	Standard Space – 3.5 m Oversized Space – 4.3 m	≥4.3m (min. ±5.7 m)
Table 113B(d)	Min. length of loading space for other cases	Standard Space – 7 m Oversized Space – 13 m	≥13m (min. ±16 m)