

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:	September 11, 2025	Official Plan designation:	Rural Industrial and Logistics
Municipal Address(es):	301 Somme Street (includes portions from abutting lands addressed 331 Somme St. and 3748 Rideau Rd.)	Legal Description:	PART OF BLOCK 5, REGISTERED PLAN 4M-1388 AND PART OF LOT 26, CONCESSION 6 (RIDEAU FRONT) GEOGRAPHIC TOWNSHIP OF GLOUCESTER CITY OF OTTAWA
Scope of Work:	Site Plan Control application in support of a proposed heavy industrial use		
Existing Zoning Code:	RH - Rural Heavy Industrial	By-law Number:	2008-250
Schedule 1 / 1A Area:	Area D	Overlays Applicable¹:	

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			
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			

SEE APPENDED
ZONING TABLES



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	SEE APPENDED ZONING TABLES		
Location of Parking Section 109	SEE APPENDED ZONING TABLES		
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 setback 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 REPORT
301 SOMME STREET**

Prepared for: Stinson Realty Somme Inc.

Prepared by: Stantec Consulting Ltd.

September 11, 2025

Zoning By-law: 2008-250

Zoning Code: RH – Rural Heavy Industrial

Schedule 1 and 1A: Area D

Table 1. Zone and Fuel Provisions

Section	Provision	Requirement / Permitted	Proposed	
Table 221(a)	Min. lot width	50 m	±316m	
Table 221(b)	Min. lot area	8,000 m ²	±60,671.37m ²	
Table 221(c)	Min. front yard setback	15 m	±59.45m building setback	
Table 221(d)	Min. rear yard setback	15 m	±107.21m building setback	
Table 221(e)	Min. interior side yard setback	Abutting an industrial zone	3 m	±77.3m building setback
		Other cases	10 m	NA
Table 221(f)	Min. corner side yard setback	15 m	±49.88 m building setback	
Table 221(g)	Max. principal building height	15 m	Vehicle Service Building: 7.53m Equipment Storage Building: 9.85	
Table 221(h)	Max. lot coverage	50%	8.7%	
Table 221(i)	Outdoor storage:	(a) outside storage is not permitted within any required front yard or corner side yard.	No outdoor storage proposed within the required 15 m front and corner side yards.	
		(b) outside storage must be screened from abutting residential uses and public streets by an opaque screen at least 1.8 metres in height from finished grade	No residential uses about the site. Outdoor storage of propane tanks is located internal to the site in such a manner that it will be a minimum of approximately 125 metres from Somme Street and 20 metres from Rideau Road. The tanks will be screened by the presence of other site features and functions (e.g., buildings, heavy vehicle parking, grades, retaining wall, landscaping, etc.). Accordingly, it is our opinion that the intent of this provision is complied with.	
66(1)	Provisions for the Handling and Transfer of Propane and Natural Gas	Facilities relating to the handling and transfer of propane and natural gas, including tanks and associated compressors, pumps and other similar facilities must not be located in any required front, side, corner side or rear yard, nor closer than 30 metres to any lot line abutting a residential zone.	No facilities relating to the handling and transfer of propane and natural gas are located within any required yards. No lot line abuts a residential zone.	

Table 2. Parking Provisions

Section	Provision	Requirement / Permitted	Proposed
Table 101	Min. parking space rates (Area D on Schedules 1 and 1A)	Gas Bar: - none	60 spaces (44 required)
		Heavy Equipment	

		and Vehicle Sales, Rental and Servicing: - 0.75 / 100m ² of GFA = (1,662 m ² / 100) (0.75) = 12 spaces		
		Heavy Industrial Use: - 0.8 / 100 m ² of GFA for the first 5,000 m ² of GFA = (3,483 m ² / 100) (0.8) = 28 spaces		
		Accessory Office: - 2.4 per 100 m ² of GFA = (167 m ² / 100) (2.4) = 4 spaces		
106(1)	Parking space dimensions	Min. width: 2.6m Max. width: 3.1m Min. length: 5.2m		Min. width: 2.7m Min. length: 5.5m
107(1)(a)	A driveway providing access to a parking lot or parking garage must have a minimum width of:	(i) single traffic lane: 3m (ii) double traffic lane: 6m		Driveway width: 11m
Table 107	Min. required aisle width for a parking lot	(d) 71-90 degree angled parking: 6.7m		>6.7m
110(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;		±100m
		(b) located at least 3.0 metres from any other lot line; and		±100m
		(c) screened from view by an opaque screen with a minimum height of 2.0 metres.		Screened with enclosure
		(d) where an in-ground refuse container is provided, the screening requirement of Section (3)(c) above may be achieved with soft landscaping.		
Table 113A	Min. number of vehicle loading spaces required	(a) Heavy Industrial Use	-1,000 - 9,999 m ² of GFA = 1 -GFA = 3,483 m ² (building for tank and equipment storage) = 1 space	Two total spaces (one interior and one exterior), whereas 2 spaces are required
		(d) All other non residential uses	-1,000 - 1,999 m ² of GFA = 1 -2,000 m ² of GFA and over = 2 -GFA = 1,662 m ² (building for vehicle servicing) + 167 m ² (admin / office) = 1,829 m ² = 1 space	
113(6)	Oversized vehicle loading	A portion of the vehicle loading spaces required under subsection (1) must be provided as oversized vehicle loading spaces for buildings exceeding the gross floor area indicated in Table 113C. These spaces must comply with the oversized vehicle loading space provisions of Table 113B.		No oversized loading spaces required as the proposed Heavy Industrial GFA is less than 5,000 m ² .
Table 113C	Min. required oversized vehicle loading	(b) Heavy Industrial Use with a minimum building GFA of 5,000m ²	1 space for first 5,000 m ² plus all required spaces for GFA exceeding 5,000 m ²	
Table 113B(a)	Min. width of driveway accessing loading space	(i) single traffic lane: 3.5m (ii) double traffic lane: 6m		Driveway width: 10m
Table 113B(b)	Minimum width in metres of aisle accessing loading space, by angle of loading space	(i) 45 degrees or less	Standard space: 5m Oversized space: 11m	NA
		(ii) 45-60 degrees	Standard space: 6.3m Oversized space: 14m	NA
		(iii) 60-90 degrees	Standard space: 9m Oversized space: 17m	Standard space: ≥9m
Table 113B(c)	Min. width of loading space	Standard space: 3.5m Oversized space: 4.3m		Standard space: ≥3.5m
Table 113B(d)	Min. length of loading space	(i) Parallel	Standard space: 9m Oversized space: 13m	NA
		(ii) Other cases	Standard space: 7m Oversized space: 13m	Standard space: ≥7m

Table 113B(e)	Min. vertical clearance for loading space	4.2m	≥4.2m
Table 113B(f)	Location of loading space	Permitted in all locations other than in a required front yard or required corner side yard, or in a required yard abutting a residential zone	Compliant *Fleet vehicles located in the required front yard are considered "heavy vehicles" per the ZBL and therefore are not "motor vehicles" or "loading spaces."
113(2)	Loading Space Rates and Provisions	Where more than one use is located in a building or on a lot, vehicle loading spaces must be provided for each use in accordance with the rate set out in Table 113A.	Compliant – one loading space provided per use, in accordance with the loading vehicle rate requirement
113(3)	Loading Space Rates and Provisions	A vehicle loading space may be located wholly or partly within a building or structure	Compliant – one interior and one exterior space provided