

Zoning Confirmation Report Checklist

A. Project Information			
Review Date:	September 18, 2025	Reviewed Plans:	September 17, 2025
Municipal Address(es):	240 Bank Street	Official Plan designation:	Downtown Transect, Hub
Legal Description:	Lot 34 Plan 12281, S/S Lisgar Street, Ottawa		
Scope of Work:	Site Plan Control application to permit office-to-residential conversion to a mixed-use building, with no changes to the building envelope. 45 dwelling units proposed, with existing ground floor retail uses to remain.		
Existing Zoning Code:	TM H(19)	By-law Number:	2008-250
Schedule 1 / 1A Area:	Area Y	Overlays Applicable:	Heritage; Mature Neighbourhoods

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):	n/a			
Zoning Provisions	Applicable Section, Exception or Schedule Reference	By-law Requirement	Proposal	Compliant (Y/N)
Principal Land Use(s)	Section 197(1) and (2)	Various residential and non-residential uses including: Dwelling unit, Office, Personal Service Business, Retail Store, etc.	Mixed-use building: Dwelling unit, personal service business, retail store	Y
Lot Width	Section 197(3), Table 197(b)	No minimum	22.85 m	Y
Lot Area	Section 197(3), Table 197(a)	No minimum	689 m ²	Y
Front Yard Set Back	Section 197(3), Table 197(c)	Maximum 2 m	0 m	Y
Corner Side Yard Setback	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
Interior Side Yard Setback	Section 197(3), Table 197(d)	No minimum setback, maximum 3 m	0 m	Y

Rear Yard Setback	Section 197(3), Table 197(f)	All other cases: no minimum	0 m	Y
Lot Coverage Floor Space Index (F.S.I.)	Section 197(3), Table 197(h)	No maximum	n/a	Y
Minimum width of landscaped area	Section 197(3), Table 197(i)	In all other cases: No minimum	No minimum	Y
Minimum width of landscaped area around a parking lot	Section 197(3), Table 197(j)	Refer to Section 110	n/a No parking lot	n/a No parking lot
Building Height	Per Height Suffix	19 m	19.7 m	Existing Condition; see Section 76 below
Traditional Mainstreet Provisions				
Non-Residential Provisions	Section 197(1)(c)	a minimum of 50% of the ground floor façade facing the main street, measured from the average grade to a height of 4.5 metres, must comprise transparent windows and active entrances	> 50% ground floor façade glazing and active entrances	Existing Condition; see Section 76 below
Maximum front yard setback does not apply	Section 197(4)	d) to any part of a building above 15 metres, for which a minimum front yard setback of 2 metres must be provided.	0 m	Existing Condition; see Section 76 below
Front Yard Setback location on Traditional Mainstreets	Section 197(5)	For the purpose of determining the front yard setback, a lot that abuts any of the following streets designated "Traditional Mainstreet" in the Official Plan is to be treated as though it fronts that street (g) Bank Street - from Gloucester Street to the Rideau River	Bank Street	Bank Street
Storage	Section 197 (6)	Storage must be completely enclosed in a building.	Storage to be located inside building.	Y
Maximum Number of Private Approaches	Section 197 (7)	A maximum of one private approach may be provided for each property having a lot frontage of 45 metres or less.	No private approach.	n/a
Minimum Driveway Width	Section 197(8)	Despite Section 107 – Aisle and Driveway Provisions for Parking Lots, the minimum	No driveway proposed or existing.	n/a

		driveway width is (a) 3 metres for parking lots with less than 20 parking spaces; and (b) 6 metres for parking lots with 20 or more parking spaces.		
Driveway Location	Section 197(9)	Despite Section 100(1) – General Provisions, Parking, Queuing and Loading Provisions, a driveway may be situated equally or in part between two abutting commercial or mixed-use lots.	Existing rear lane access provided from 360 Lisgar.	n/a
Parking Location	Section 197(10)	Despite any requirements to the contrary, parking for a use required on one lot, may be located on another lot, but must be in the same city block, or on a lot on the opposite side of the public street on which the use requiring the parking is located.	n/a No parking existing or proposed.	See Section 76 below
Permitted Uses per Height Suffix	Section 197(12)	(b) Despite the list of permitted residential uses, where the zoning on a lot is accompanied by an H suffix, schedule or exception that restricts building height to less than 15m or to fewer than five storeys, on the entire lot, the use Apartment Dwelling, Mid Rise is a prohibited use on that lot.	b) Height Suffix of 19 m	b) Y
Active Entrance Location	Section 197(13)	The façade facing the main street must include at least one active entrance serving each residential or non-residential use occupying any part of the ground floor.	1 entrance for residential use on Bank street; 1 entrance for each non-residential unit on Bank Street and Lisgar Street	Existing Condition; see Section 76
Parking Exemptions in the TM zone in Areas B, C and D on Schedule 1A	Section 197(14)	Parking exemptions in the TM zone in Areas B, C and D on Schedule 1A	n/a. Site is located in Area Y of Schedule 1A.	n/a

Part 4 – Parking Provisions				
Required Parking Spaces Section 101 and 103 (Area Y)	Dwelling Units in a Mixed Use Building abutting Bank Street [...] north of the Queensway	None	None	Y
Visitor Parking spaces Section 102 (Area Y)	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: no parking provided; see Section 76 below for additional details.
Bicycle Parking Rates Section 111 (Area B – Inner Urban)	Section 111(1), Table 111, Row b(i), dwelling unit in the same building as a non-residential use	23 bicycle spaces (0.5 per unit x 45 units)	40 bicycle parking spaces (0.88 per unit x 45 units)	Y
Bicycle Parking Rates Section 111 (Area B – Inner Urban)	Section 111(1), Table 111, Row e, retail store	1 space (1 per 250 m ² of gross floor area x 126 m ²)	None	Existing Condition; no changes proposed to ground floor retail
Bicycle Parking Rates	Section 111(1), Table 111, Row f, personal service business	0 spaces (1 per 500 m ² of gross floor area x 71 m ²)	None	Existing condition; no changes proposed to ground floor retail
Location of Bicycle Parking Spaces	Section 111(3)	Bicycle parking must be located on the same lot as the use or building for which it is provided.	Located within building.	Y
Location of Bicycle Parking Spaces	Section 111(4)	Bicycle parking spaces must be located in order to provide convenient access to main entrances or well-used areas.	Located on the ground floor of the building, with convenient access to the front and rear entrances.	Y
Location of Bicycle Parking Spaces	Section 111(6)	A bicycle parking space may be located in any yard.	Bicycle parking inside building.	n/a
Location of Bicycle Parking Spaces	Section 111(7)	A maximum of 50% of the required bicycle parking spaces or 15 spaces, whichever is greater, may be located in a landscaped area.	Bicycle parking inside building.	n/a

Bicycle Parking Space Dimensions Section 111	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
Bicycle Parking Space – Minimum Width of Access Aisle Section 111	Section 111(9)	1.5 m	2.2 m	Y
Bicycle Parking Space Provisions	Section 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.	Located within building, in secure room.	Y
Bicycle Parking Space Provisions	Section 111(11)	Min. 12 spaces (50% of 23 spaces) to be horizontal spaces at ground level.	20 spaces provided as horizontal spaces at ground level.	Y
Bicycle Parking Space Provisions	Section 111(12)	Where the number of bicycle parking spaces required for a single office or residential building exceeds 50 spaces, a minimum of 25% of that required total must be located within: a) A building or structure; b) A secure area such as a supervised parking lot or enclosure with secure entrance; or c) Bicycle lockers.	n/a. This provision applies to buildings with more than 50 bicycle parking spaces. 23 bicycle parking spaces required, 40 bicycle parking spaces proposed.	n/a
Amenity Space Section 137	Section 137(1), Table 137, Row 5 – Mixed Use Building with 9 or more dwelling units	<u>Total Amenity Area:</u> 6 m ² per dwelling unit = 270 m ² <u>Communal Amenity Area:</u> min. 50% of the required total amenity area = 135 m ²	608 m ² (in basement and ground floor) 153 m ² (on ground floor)	Y; see Section 76(1) below
Other applicable relevant Provision(s)				
Office-to-Residential Conversions Section 76	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	Office use existing as of August 1, 2023. No alterations to building envelope proposed.	Y; Deemed to comply with zoning

		be residential or mixed-use buildings in zones other than IG, IH, IL and IP are deemed to comply with zoning, except for:	Proposed adaptation to mixed-use building. 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 of a mid-rise building, 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



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