

# 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        |                                      |                                         |                                                      |
|-------------------------------|--------------------------------------|-----------------------------------------|------------------------------------------------------|
| <b>Review Date:</b>           | August 21, 2025                      | <b>Official Plan designation:</b>       | IP - Business Park Industrial                        |
| <b>Municipal Address(es):</b> | 120 Lusk Street                      | <b>Legal Description:</b>               | Block 2<br>REGISTERED PLAN 4M-1634<br>CITY OF OTTAWA |
| <b>Scope of Work:</b>         | Site Plan Application                |                                         |                                                      |
| <b>Existing Zoning Code:</b>  | IP - [2265] H[12]<br>IP -[12] (2265) | <b>By-law Number:</b>                   | 2008-250                                             |
| <b>Schedule 1 / 1A Area:</b>  | Area C                               | <b>Overlays Applicable<sup>1</sup>:</b> | None                                                 |

<sup>1</sup> 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. |                                                                           |                                               |                 |
| <b>Proposed Zone/Subzone (Zoning By-law Amendments only):</b>                                                    |                                                                           |                                               |                 |
| Zoning Provisions <sup>1</sup>                                                                                   | By-law Requirement or Applicable Section, Exception or Schedule Reference | Proposal                                      | Compliant (Y/N) |
| <b>Principal Land Use(s)</b>                                                                                     | Section                                                                   | Medical offices, Daycare, Restaurant, offices | Y               |
| <b>Lot Width</b>                                                                                                 | 80.00M                                                                    | 80.00M                                        | Y               |
| <b>Lot Area</b>                                                                                                  | 750 SQM                                                                   | 6040.28                                       | Y               |
| <b>Front Yard Set Back<sup>2</sup></b>                                                                           | 6.00M                                                                     | 6.00M                                         | Y               |
| <b>Corner Side Yard Setback</b>                                                                                  | Not applicable                                                            | Not applicable                                |                 |
| <b>Interior Side Yard Setback</b>                                                                                | 3.00M                                                                     | 3.00M                                         | Y               |
| <b>Rear Yard Setback</b>                                                                                         | 6.00M                                                                     | 50.97M                                        | Y               |
| <b>Lot Coverage Floor Space Index (F.S.I.)</b>                                                                   | 2                                                                         | 0.6                                           | Y               |
| <b>Building Height<sup>3</sup></b>                                                                               | 12.00M                                                                    | 9.1M                                          | Y               |
| <b>Accessory Buildings Section 55</b>                                                                            | Not applicable                                                            | Not applicable                                |                 |



|                                                        |                 |                 |   |
|--------------------------------------------------------|-----------------|-----------------|---|
| <b>Projections into Height Limit<br/>Section 64</b>    | Not applicable  | Not applicable  |   |
| <b>Projections into Required Yards<br/>Section 65</b>  | Not applicable  | Not applicable  |   |
| <b>Required Parking Spaces<br/>Section 101 and 103</b> | 124.5           | 125             | Y |
| <b>Visitor Parking spaces<br/>Section 102</b>          | Not applicable  | Not applicable  |   |
| <b>Size of Space<br/>Section 105 and 106</b>           | Not applicable  | Not applicable  |   |
| <b>Driveway Width<br/>Section 107</b>                  | 6.7             | 6.7             | Y |
| <b>Aisle Width<br/>Section 107</b>                     | 9.0             | 9.5             | Y |
| <b>Location of Parking<br/>Section 109</b>             | Not applicable  | Not applicable  |   |
| <b>Refuse Collection<br/>Section 110</b>               | Greater than 9M | Greater than 9M | Y |
| <b>Bicycle Parking Rates<br/>Section 111</b>           | 9.7             | 11              | Y |
| <b>Amenity Space<br/>Section 137</b>                   | Not applicable  | Not applicable  |   |
| <b>Other applicable relevant Provision(s)</b>          |                 |                 |   |
|                                                        |                 |                 |   |
|                                                        |                 |                 |   |
|                                                        |                 |                 |   |
|                                                        |                 |                 |   |
|                                                        |                 |                 |   |

<sup>1</sup> 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.

<sup>2</sup> Note that different performance standards apply to low-rise residential development inside the Greenbelt. Please reference Section 144 for these standards, where applicable.

<sup>3</sup> This includes maximum building height, minimum building height and stepback provisions, where they exist

## E. Comments / Calculations

No additional reliefs are requested.



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## 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 <sup>1</sup> |
| Ex. Front yard setback (Table 187)         | 3 m         | 2.5 m               |
| Ex. Parking Rate (s. 101)                  | 20 spaces   | 12 spaces           |
|                                            |             |                     |
|                                            |             |                     |
|                                            |             |                     |

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