

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:	February 25, 2026	Official Plan designation:	Neighbourhood
Municipal Address(es):	295 Roger Neilson Way	Legal Description:	Block 3, Plan 4M-1540
Scope of Work:	Site Plan Control for New Warehouse/Light Industrial/Office		
Existing Zoning Code:	Business Park Industrial Exception 1544, IP[1544]	By-law Number:	2008-250
Schedule 1 / 1A Area:	Area C	Overlays Applicable ¹ :	Evolving Neighbourhood (Partial/East Portion)

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):	n/a		
Zoning Provisions ¹	By-law Requirement or Applicable Section, Exception or Schedule Reference	Proposal	Compliant (Y/N)
Principal Land Use(s)	205(1)(a)	Warehouse, Light Industrial, Office	Yes
Lot Width	Exception 1544, 15m	140.5m	Yes
Lot Area	Exception 1544, 2,000 m ²	13,846.8m ²	Yes
Front Yard Set Back ²	Table 205, (d), 6m	>6.0m	Yes
Corner Side Yard Setback	n/a	n/a	n/a
Interior Side Yard Setback	Exception 1544, 6m	>6.0m	Yes
Rear Yard Setback	Exception 1544, 6m	>6.0m	Yes
Lot Coverage Floor Space Index (F.S.I.)	Table 205, (c), 55% Table 205, (g), 2	23.5% <2	Yes
Building Height ³	Table 205, (h)(i), 11m	10.6m	Yes
Accessory Buildings Section 55	n/a	n/a	n/a



Projections into Height Limit Section 64	n/a	n/a	n/a
Projections into Required Yards Section 65	n/a	n/a	n/a
Required Parking Spaces Section 101 and 103	Table 101, N49 & N95, 0.8 per 100 m ² 23 Spaces Table 101, N59, 2.4 per 100 m ² 12 Spaces	23 Spaces 12 Spaces	Yes
Visitor Parking spaces Section 102	n/a	n/a	n/a
Size of Space Section 105 and 106	2.4m x 5.2m	2.4m x 5.2m	Yes
Driveway Width Section 107	107(1)(a), Minimum 6.0m	9.0m	Yes
Aisle Width Section 107	Table 107, Minimum 6.7m	9.0m	Yes
Location of Parking Section 109	n/a	n/a	n/a
Refuse Collection Section 110	9m from Lot Line (Abutting Street) 3m from Lot Line (Other) Opaque 2m Screening	>9m >3m 2.1m	Yes
Bicycle Parking Rates Section 111	Table 111A (e), 1/250m ² GFA & Table 111A (g), 1/1000m ² GFA or Table 111A (h), 1/2000m ² GFA 5 Spaces Total	5 Spaces	Yes
Amenity Space Section 137	n/a	n/a	n/a
Other applicable relevant Provision(s)			
Minimum Width of Landscaping Abutting Institutional Zone	Table 105(i)(i), 3m	3.15m	Yes
Minimum Width of Landscaping Abutting Street	Table 105(i)(ii), 3m	>3.0m	Yes
Minimum Required Loading Spaces	Table 113A (a)(V), 1 Space Table 113A(v)(III), 0 SPACES	4 Spaces	Yes

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.

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