

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:	2025-10-30	Official Plan designation:	Outer Urban Transect
Municipal Address(es):	3210 ALBION RD SOUTH, OTTAWA, ON	Legal Description:	PART OF LOT 3 , CONCESSION 3 (RIDEAU FRONT), GEOGRAPHIC TOWNSHIP OF GLOUCESTER, CITY OF OTTAWA
Scope of Work:	New light industrial warehouse		
Existing Zoning Code:	IL - LIGHT INDUSTRIAL ZONE	By-law Number:	2008-250
Schedule 1 / 1A Area:	AREA C: SUBURBAN	Overlays Applicable¹:	N/A

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)	Warehouse	Warehouse	Y
Lot Width	No Minimum	46.32 m	Y
Lot Area	2,000.0 SQ.M.	4,902.0 SQ.M.	Y
Front Yard Set Back²	7.5 m	7.5 m	Y
Corner Side Yard Setback	n/a	n/a	n/a
Interior Side Yard Setback	7.5 m	12.91 m	Y
Rear Yard Setback	7.5 m	7.55 m	Y
Lot Coverage Floor Space Index (F.S.I.)	2	0.33	Y
Building Height³	18.0 m	7.5 m	Y
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	14	14	Y
Visitor Parking spaces Section 102	n/a	n/a	n/a
Size of Space Section 105 and 106	2.6 m x 5.20 m	2.6 m x 5.20 m	Y
Driveway Width Section 107	6.0 m	6.70 m	Y
Aisle Width Section 107	6.70 m	6.70 m	Y
Location of Parking Section 109	n/a	n/a	n/a
Refuse Collection Section 110	3.0 m setback, 2.0 m screening height	3.0 m setback, 2.0 m screening height	Y
Bicycle Parking Rates Section 111	1 SPACE / 1,000 m ² @ 1,628.0 m ² = 2 SPACES	2 spaces	Y
Amenity Space Section 137	n/a	n/a	n/a
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

Zoning Data Matrix		
EXISTING ZONING		IL - LIGHT INDUSTRIAL ZONE
PROPOSED ZONING		N/A
EXISTING BUILDING AREA		101.0 m ² (RESIDENTIAL)
		<u>REQUIRED</u>
		<u>PROVIDED</u>
MIN. LOT AREA		2,000.0 m ²
MIN. LOT FRONTAGE		NO MINIMUM
YARD SETBACKS	MIN. FRONT YARD	7.5 m
	MIN. REAR YARD	7.5 m
	MIN. INTERIOR SIDE YARD	7.5 m
MAX. LOT COVERAGE		65.0%
MAX. FLOOR SPACE INDEX		2
MAX. BUILDING HEIGHT		18.0 m
MIN. WIDTH OF LANDSCAPED AREA		
- IF ABUTTING A STREET		3.0 m
- IN ALL OTHER CASES		NO MINIMUM
PARKING REQUIREMENTS		
		<u>REQUIRED</u>
		<u>PROVIDED</u>
LIGHT INDUSTRIAL USE 0.8 SPACE / 100 m ² @ 1,628.0 m ² = 13 SPACES		13 SPACES
BARRIER FREE PARKING FOR TOTAL PARKING BETWEEN 1-25 = 1 REQUIRED TYPE 'A' - 3.4m WIDTH TYPE 'B' - 2.4m WIDTH		TYPE 'A' = 1 SPACES
TOTAL =		14 SPACES
BICYCLE PARKING 1 SPACE / 1,000 m ² @ 1,628.0 m ² = 2 SPACES		2 SPACES
LOADING SPACE MINIMUM 1 REQUIRED FOR LIGHT INDUSTRIAL (1000-1999m ²)		10 SPACES

John Ramjit, Director - Site Development

