



Committee of Adjustment

Agenda

Date: April 8, 2026
Time: 5:30 pm
Location: Council Chambers, City Hall, second floor

Pages

1. Call to Order

2. Land Acknowledgement

Burlington as we know it today is rich in history and modern traditions of many First Nations and the Métis. From the Anishinaabeg to the Haudenosaunee and the Métis – our lands spanning from Lake Ontario to the Niagara Escarpment are steeped in Indigenous history.

The territory is mutually covered by the Dish with One Spoon Wampum Belt Covenant, an agreement between the Iroquois Confederacy, the Ojibway and other allied Nations to peaceably share and care for the resources around the Great Lakes.

We acknowledge that the land on which we gather is part of the Treaty Lands and Territory of the Mississaugas of the Credit.

3. Roll Call

4. Declarations of Interest

5. Addendums

6. Request for Deferrals

7. Consent Items

Applications placed on the Consent Agenda are of a routine nature, require no discussion and/or debate, have staff support, have received no objections as a result of the public notice or delegation requests, and are accepted by Committee members as meeting the four tests of the Planning Act. All other applications are placed on the Regular Agenda

7.1 2532 Boros Road_A-024-2025

1 - 55

Proposal:

The applicant is proposing to recognize the existing hard surfaces in the front yard and the existing front porch steps of the detached dwelling.

VariANCES

1. To permit the combined width of all hard surfaces to be 9.3 m instead of the maximum permitted 7.5 m for an existing driveway and walkway.
2. To permit a front yard of 4.7 m instead of the minimum required 5.35 m (6 m - 0.65 m encroachment) for an existing roofed-over porch including steps and overhang.

Proposal:

The applicant is proposing the construction of a two-storey detached dwelling with attached garage and rear screened-in porch. Proposal also includes a circular driveway and a rear yard accessory building.

Variances required:

1. To permit a building height of 10.1 m instead of the maximum permitted 10.0 m for a proposed two storey dwelling with a peaked roof.
2. To permit a dwelling depth of 20.3 m instead of the maximum permitted 18 m measured from building wall closest to front lot line to the building wall closest to the rear lot line for a proposed two storey dwelling with attached garage.
3. To permit a proposed attached garage to project 2.2 m beyond the longest portion of a wall facing a street whereas Zoning By-law 2020 does not permit an attached garage with a garage door facing a street to project beyond the longest portion of a wall facing a street and containing residential floor area on the first storey of a dwelling.
4. To permit a north-west side yard encroachment of 0.6 m instead of the maximum permitted projection of 0.5 m measured from the wall of the building for a proposed roof overhang excluding eaves and gutter.
5. To permit a 1.1 m roof overhang encroachment instead of the maximum permitted 0.5 m for a proposed one storey accessory building in the rear yard.
6. To permit a 3.7 m walkway width whereas Zoning Bylaw 2020 permits a maximum walkway width of 2 m in combination with a circular driveway.

Proposal:

The applicant is proposing the construction of single storey rear addition to an existing one storey building containing a manufacturing use. The proposal was reviewed through a Site Plan Approval application for a minor modification to the existing industrial development, under file MM-009/25 and received draft approval with conditions on November 11, 2025.

VariANCES:

1. To permit a 0.9 m north-west side yard instead of the minimum required 4.5 m for an existing loading crane accessory structure.
2. To permit 0.9 parking spaces per 100m² of gross floor area (18 spaces) instead of the minimum required 1 space per 100m² of gross floor area (20 spaces) for a 1919m² one-storey industrial building.
3. To permit two required parking spaces that are not readily accessible without obstructions at all times whereas Zoning By-law 2020 requires parking spaces to be readily accessible at all times without the necessity of moving any other vehicle or obstruction.

8. Regular Items

8.1 None

9. Other Business

9.1 Correspondence

9.2 Items for Discussion

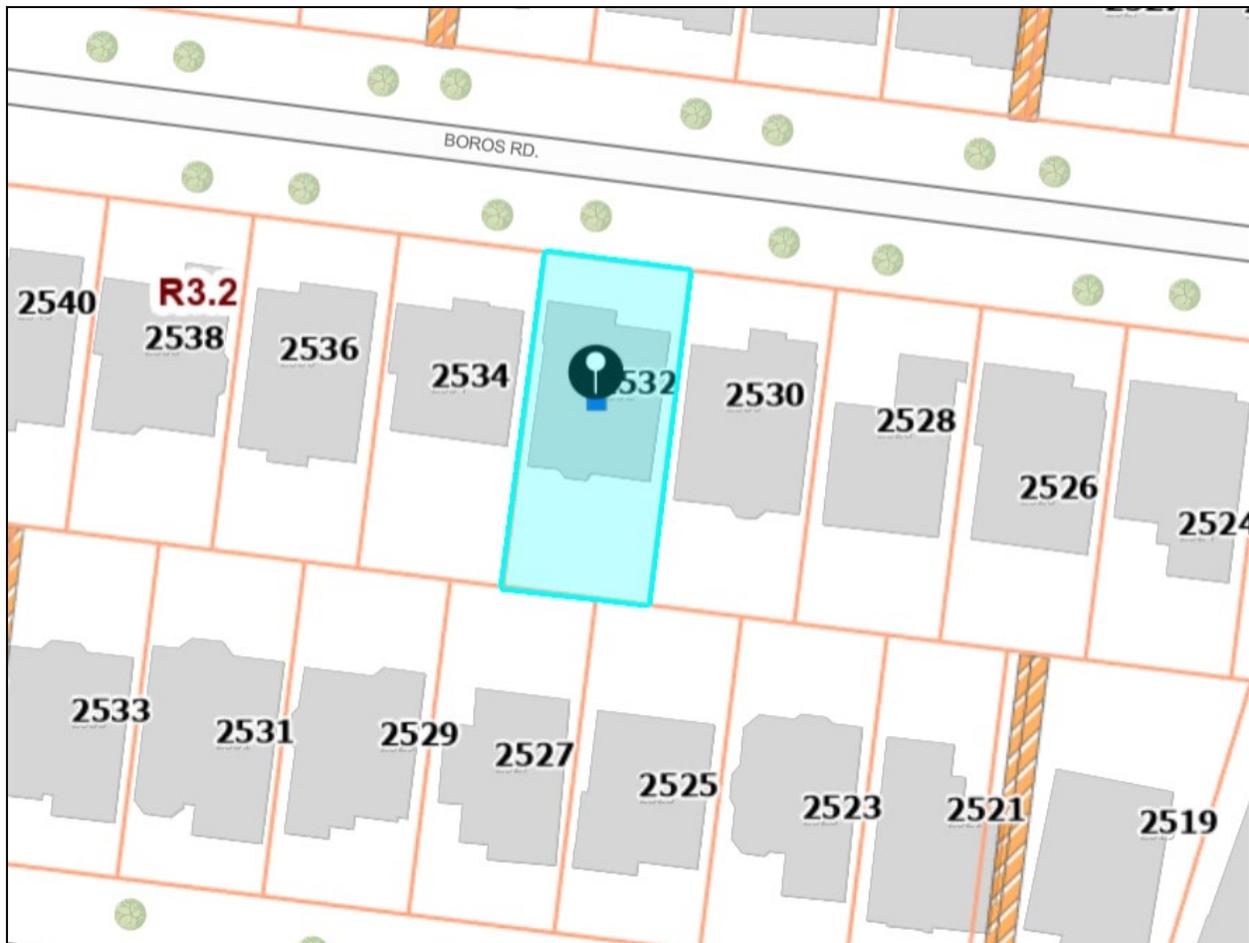
9.3 Date of Next Meeting

9.4 Motion to Approve Committee of Adjustment Meeting Minutes

10. Adjournment

**COMMITTEE OF ADJUSTMENT
MINOR VARIANCE
STAFF REPORTS**

Owner(s): Ehab Salem and Salwa Khalifa
Address: 2532 Boros Rd. Burlington
File No. **A-024/25**
Ward: 6



Staff Comments

Committee of Adjustment

There are no previous land division or minor variance applications on record for this property.

Date: March 14, 2025

Prepared By: E. Shacklette

**COMMITTEE OF ADJUSTMENT
MINOR VARIANCE
STAFF REPORTS**

Zoning

The subject property is zoned **R3.2**, Low Density Residential, under Zoning By-Law 2020, as amended. The **R3.2** zone requires, among other things, the following:

4.1 LOT WIDTH, AREA, YARDS

Table 2.4.1

Zone	Lot Width	Lot Area	Front Yard	Rear Yard	Side Yard	Street Side Yard
R3 ZONES						
R3.2	15 m	425 m ²	6 m	9 m	(b)	4.5 m

Footnotes to Table 2.4.1

(b) With attached garage or carport:

(i) One or one and a half storey side: 1.2 m

(ii) Two or more storey side: 1.8 m

2.13 ENCROACHMENT INTO YARDS

2.13.1 Every part of a required yard shall be unobstructed with respect to the following encroachments:

(a) The following obstructions may project **65 cm maximum** into a required yard:

A roofed-over or screened but otherwise unenclosed 1-storey porch including steps and roof overhang excluding eaves and gutter

A terrace or unroofed porch

A carport

2.24 DRIVEWAY WIDTHS AND LANDSCAPED OPEN SPACE AREA

- 1) The width of driveways and walkways shall be measured perpendicular to the direction of travel of the vehicle or person.
- 2) Unless otherwise specified in this by-law, the following combined maximum width of all hard surfaces (driveways plus walkways) and landscaped open space area requirements shall apply for detached, semi-detached, duplex, triplex, fourplex, common element townhouse, common element back-to-back townhouse, and street townhouse dwellings:
 - (a) For front or street side lot lines equal to or greater than 12 m and less than 18 m in width:
 - (i) **The combined maximum width of all hard surfaces is 7.5 m.**
 - (ii) The remaining lot area between a street line and a building elevation facing a street shall be landscaped open space area.

**COMMITTEE OF ADJUSTMENT
MINOR VARIANCE
STAFF REPORTS**

Background:

The existing dwelling was constructed in 2001. Between 2021 and 2022, the property owner widened the hard surfaces in the front yard by 2.57 m (5.72 m to 8.29 m wide) without approvals. The existing dwelling also appears to have additional steps leading to the covered front porch which were not constructed in accordance with the original approved plans.

Proposal:

The applicant is proposing to recognize the existing hard surfaces in the front yard and the existing front porch steps of the detached dwelling.

Variations required:

1. To permit the combined width of all hard surfaces to be 9.3 m instead of the maximum permitted 7.5 m for an existing driveway and walkway.
2. To permit a front yard of 4.7 m instead of the minimum required 5.35m (6 m – 0.65 m encroachment) for an existing roofed-over porch including steps and overhang.

Condition:

1. The applicant shall apply for a Pre-Building Approval application.

Notes:

1. A zoning clearance certificate is required for the front porch steps.
2. Variations have been identified based on the plans submitted for zoning review. If additional variations are identified when a Pre-Building Approval is made, they will be the responsibility of the applicant to obtain.
3. The zoning review is based on the portion of the site affected by the proposed development only.
4. The variations are being reviewed under Section 45(1) of the Planning Act.

Date: 9 February 2026Prepared By: Erin Ruby

**COMMITTEE OF ADJUSTMENT
MINOR VARIANCE
STAFF REPORTS**

Site Planning

Site Characteristics	
Lot Frontage (m)	12.52 m
Lot Area (m²)	533.75 m ²
Existing Land Uses <i>(ex. buildings, structures, driveways, fences, etc...)</i>	Two storey detached-dwelling with garage accessed by driveway from Boros Road
Site Grading <i>(ex. Flat and level, significant grade differences)</i>	Flat and level
Notable Site Features	n/a
Surrounding Land Uses <i>(ex. Adjacent building relationships, natural features, notable adjacencies)</i>	Low density residential, with predominantly two-storey detached dwellings
Nearest Major Intersection	Appleby Line / Dundas Street
Neighbourhood Boundaries* <small>*Based on OP, 1997 residential neighbourhood definition</small>	North: Dundas St East: Appleby Line South: Taywood Dr West: Millcroft Park Dr

Neighbourhood Characteristics:

- The subject property is part of the Millcroft subdivision which was developed from late 1980s through to mid-2000s and predominantly consists of two-storey detached dwellings
- The zone designations facilitate a consistent lotting pattern as well as harmonious front yards and uniform spacing between buildings
- Double car garages and driveways are a prominent feature along the street
- Along Boros Road, many asphalt driveways have been resurfaced to include a decorative border or upgraded entirely in stamped concrete, stone pavers or similar
- Front yards are commonly dedicated to a combination of grass, flowers, shrubs and trees as well as landscaped walkways and steps leading up to covered entry porches
- Evenly spaced, medium-sized deciduous trees are integrated into the municipal boulevard providing visual continuity and seasonal interest

A site visit was conducted on March 9th, 2026 and existing on-site conditions are summarized in site photos included in Attachment No. 1 (Site Photos).

As is the case where work has taken place in advance of approvals being sought, the application has been reviewed as though the work had not yet taken place.

**COMMITTEE OF ADJUSTMENT
MINOR VARIANCE
STAFF REPORTS**

1) City of Burlington Official Plan:

Do the proposed minor variances from the zoning by-law maintain the general intent and purpose of the Official Plan?

Yes

Regional Official Plan (2022):

The proposal meets the general intent and purpose of the *Regional Official Plan, 2022 (ROP, 2022)* for the following reasons:

- Section 76 of the ROP indicates that development within the Urban Area is to occur in accordance with Local Official Plans and Zoning By-laws. The subject lands are located within the Urban Area and are designated for residential use. The proposed variances relate to a widening of hard surfaces and porch steps in the front yard of an existing detached dwelling. The application does not introduce any intensification nor changes to land use and as such, staff are of the opinion that the requested variances meet the general intent and purpose of the ROP.

Regional Staff have also reviewed this application and have no objections to the Minor Variance application.

Official Plan, 1997 & 2020

Parts of *Burlington Official Plan, 2020 (BOP, 2020)* are not in-force due to ongoing Ontario Land Tribunal Appeals, so applications are reviewed against a combination of in-force policies under *BOP, 2020* and the older *Burlington Official Plan 1997 (BOP, 1997)*.

The proposal meets the general intent and purpose of the Official Plan for the following reasons:

- The site is designated 'Low-Rise Neighbourhoods I' with the Residential Neighbourhood Areas according to Schedule 'C' (Land Use - Urban Area) of the BOP, 2020, as amended, which consists of low-rise, ground-oriented dwellings and encourages the integration of a wide range of housing types
- Whereas the General Objectives for Residential Neighbourhood Areas under Section 8.3.1 of the BOP, 2020 directs that new development "be balanced with other planning considerations" and achieve "compatibility and integration with existing residential neighbourhoods" (a), the proposal is consistent with these objectives in the following ways:

**COMMITTEE OF ADJUSTMENT
MINOR VARIANCE
STAFF REPORTS**

- The existing covered front porch has received several upgrades including; resurfacing, new front door, new guardrail as well as reconfigured access stair. The new porch steps correspond to the surrounding grades, provide safe access and integrate well into the overall streetscape
- The driveway was also completely resurfaced from original asphalt to landscape pavers. The new driveway has been widened to extend to the edge of the new porch steps, providing parking for two motor vehicles and offering unobstructed pedestrian access between the public sidewalk and front entry
- The proposed configuration of hard surfaces continues to maintain a high degree of landscaping, which is common in this residential neighbourhood
- Sentence k) of Part 8, Section 8.3.1 further states that healthy mature trees contribute to physical character, or the distinctive qualities within an area. In a similar way, Section 8.3.2 d) states that the preservation and enhancement of on-site trees and vegetation is encouraged in order to assist in maintaining the character of the surrounding neighbourhood.
 - The proposal maintains several existing trees in the front yard and incorporates a mix of hard and soft landscaping, creating opportunities for vegetation while enhancing the overall character of the street
 - Forestry staff have also reviewed the application and have no objection
- Whereas *compatible* is defined as “Development or re-development that is capable of co-existing in harmony with, and that will not have an undue physical (including form) or functional adverse impact on, existing or proposed development in the area or pose an unacceptable risk to environmental and/or human health”, which is evaluated in accordance with measurable/objective standards, the planner notes the following:
 - The proposed variances support the ongoing pattern of gradual residential reinvestment and maintain visual continuity by incorporating quality materials and finishes while preserving natural features.
 - As evident by support from Development Engineering staff, there are no anticipated adverse effects nor disturbances to existing grading and drainage patterns.

2) City of Burlington Zoning By-law 2020:

Do the proposed minor variances from the zoning by-law maintain the general intent and purpose of the Zoning By-law?

**COMMITTEE OF ADJUSTMENT
MINOR VARIANCE
STAFF REPORTS**

Yes - Variance 1 (Width of Hard Surfaces)

The subject property is zoned R3.2, Low Density Residential, under Zoning By-law 2020, as amended. Part 1, Section 2.24 of the By-law regulates driveway widths and landscape open space to ensure that front yards maintain an appropriate balance between hard surface areas and soft landscaping. These provisions are intended to preserve the streetscape character, support stormwater infiltration, maintain opportunities for tree planting, and prevent excessive paving within residential neighbourhoods. The proposed minor variance to permit a combined width of all hard surfaces to be 9.3 metres instead of the maximum permitted 7.5 metres, for a lot width between 12 and 18 metres, is consistent with this intent for the following reasons:

- The maximum permitted width under the by-law incorporates all hard surfaces, including driveways and walkways. In this instance, the overall width is exceeded by 1.8 metres, which is within the range of a typical pedestrian sidewalk. The remaining front yard is dedicated to grass, trees, shrubs and miscellaneous plantings.
- Based on a lot width of 15.25 metres, the combined width of hard surfaces represents a total of 61% of the lot frontage. Staff are of the opinion that the remaining soft landscaping and vegetation maintains a visual balance and achieves sufficient stormwater infiltration.

Yes - Variance 2 (Reduced Front Yard Setback)

Part 1, Section 2.13 of the By-law speaks to permitted encroachments into minimum yards. More specifically, Sentence (d) allows a roofed-over one storey porch, including steps and roof overhang, to project a maximum of 65 cm into a required yard. The intent of minimum front yard setback is to ensure appropriate siting and massing of development in the front yard and preserve open landscape space to the greatest extent. The proposed minor variance to permit a front yard of 4.7 metres, measured to the steps of the existing front porch, instead of the minimum required 5.35 metres is consistent with this intent for the following reasons:

- The neighbourhood supports a number of covered front porches with associated steps. The existing front porch and overall massing of the dwelling remains unchanged and is consistent with the established rhythm of the street.
- The reduction in front yard is contributed to the front steps only which appear to have a uniform riser height, provide safe pedestrian access and respond well to the grade, which may have settled slightly with time as is common

**COMMITTEE OF ADJUSTMENT
MINOR VARIANCE
STAFF REPORTS**

3) Desirability:

Are the proposed minor variances from the Zoning By-law desirable for the appropriate development or use of the land, building or structure?

Yes

The proposed minor variances are desirable for the appropriate development and use of the building for the following reasons:

- The new driveway and walkway is comprised entirely of landscape pavers which are more permeable and offer better management of stormwater run-off and heat build-up, compared to the original asphalt installed by the Builder.
- Although variation in surface material is typically encouraged, to clearly distinguish the parking surface from the pedestrian route, paving stones are a softer visual alternative to asphalt and represent gradual investment which is both desirable and compatible, with the dwelling and the neighbourhood as a whole
- The hard surface widening combined with the new porch steps encourage safe and comfortable pedestrian access from the municipal sidewalk to the main entrance of the dwelling, reinforcing the connection between the public and private realm

4) Minor in Nature:

Are the proposed minor variances from the Zoning By-law considered minor in nature?

Yes

The proposed minor variances are minor in nature for the following reasons:

- The proposal does not introduce pavement directly up to the side lot line since the width of the subject property is able to accommodate the widening while also maintaining soft landscaping abutting both adjacent lots (approximately one metre abutting 2530 Boros Rd and 5.89m abutting 2534 Boros Rd).
- Development Engineering and Urban Forestry staff have reviewed the application and have indicated no objection

**COMMITTEE OF ADJUSTMENT
MINOR VARIANCE
STAFF REPORTS**

Cumulative Effects of Multiple Variances and Other Planning Matters:

- Staff are of the opinion that there is no cumulative impact of the variances and that when considered both individually and collectively, they are within the scope of a Minor Variance Application.

Recommendation:

Staff has reviewed the proposed variances in accordance with the Planning Act, the policies of the Official Plan and the requirements of the Zoning By-law and have no objection.

Date: March 19, 2026

Prepared By: Magda Rusin-Hynek

Report Schedules & Attachments:

Attachment No. 1 (Site Photos)



Street view along Boros Road, including subject property



Streetview along Boros Road



Front view of subject property



Front view of subject property

**COMMITTEE OF ADJUSTMENT
MINOR VARIANCE
STAFF REPORTS**



View of front and side yard, at attached garage



View of front and side yard, at covered porch



Nearby properties at 2541 and 2543 Boros Rd



Nearby property at 2538 Boros Rd



Properties across the street at 2533 and 2535 Boros St



Properties across the street at 2531 and 2529 Boros St



Nearby properties at 2526 and 2528 Boros Rd

**COMMITTEE OF ADJUSTMENT
MINOR VARIANCE
STAFF REPORTS**

Development Engineering

Development Engineering has reviewed the proposed minor variances and has no objection to the variance(s) requested. Revisions to the plans may be required through the Grading and Drainage Clearance Certificate process.

Date: March 3rd, 2026, Prepared By: Robert Bardaloo

Forestry

Forestry has reviewed the application and has no objection to the proposed minor variance(s) and provides the following advisory comment(s) to the applicant:

Advisory Comments:

1. A public tree permit will be required in accordance with the City's Public Tree By-law.

Date: March 4, 2026 Prepared By: M.Krzywicki

Building

1. A Building Permit is required for all building construction;
2. Permit application drawings are to be prepared by a qualified designer as per Div. C., Section 3.2 - Qualifications of Designers and OBC 2024.

Date: Mar. 3, 2026 Prepared By: A. Kuzmichuk

Transportation Planning

Deemed Road Width Analysis

Boros Road is under the authority of the City of Burlington and the deemed right-of-way width is 20 metres. The right of-way adjacent to the subject site is approximately 20 metres therefore no additional lands are required.

Date: March 20, 2025 Prepared By: Derek Napoli

Transportation Planning have reviewed the proposed minor variance application and have no objection to the variances requested. The proposed increase in the maximum width of all hard surfaces does not negatively impact how vehicles manoeuvre in and out of the site. It also does not negatively impact pedestrian access to and from the site.

**COMMITTEE OF ADJUSTMENT
MINOR VARIANCE
STAFF REPORTS**

Date: March 3, 2026Prepared By: E. Chen**Finance****Notice regarding Development Charges:**

The owner, its successors and assigns, are hereby notified that City Development Charges may be payable in accordance with the applicable By-law 72-2004, as may be amended, upon issuance of a building permit, at the rate in effect on the date issued. For further information, the owner is advised to contact the City Building Department (905) 335-7731.

Tax

All property taxes including penalty and interest must be paid. This includes all outstanding balances plus current year taxes that have been billed but are not yet due. Local improvements must be commuted.

Date: February 12, 2026Prepared By: L. Bray**Agency Comments:****Halton Region****Regional Contaminated Sites Database:**

In order to maintain the Region's Contaminated Sites Database, Regional staff request final copies of all environmental reports (if applicable) including: Geotechnical Studies, Hydrogeological Studies, Phase One and/or Two Environmental Site Assessments, Remediation Reports, Risk Assessments, Record of Site Condition (RSC), and/or Certificate of Property Use (CPU).

- Regional Staff have reviewed the Minor Variance application proposing to recognize the existing hard surfaces in the front yard and the existing front porch steps of the detached dwelling. Variances are requested to the maximum permitted hard surfaces combined width, and the minimum required front yard depth.
- Due to Provincial legislation, as of July 1, 2024, the Halton Region's role in land use planning and development matters has changed. The Region is no longer responsible for the Regional Official Plan – as this has become the responsibility of Halton's four local municipalities. As a result of this change, a Memorandum of Understanding (MOU) between the Halton municipalities and Conservation Authorities has been signed that identifies the local municipality as the primary authority on matters of land use planning and development. The MOU also defines the continued scope of interests for the Region and the Conservation Authorities in these matters.

Regional Staff have no objections to the Minor Variance application.

**COMMITTEE OF ADJUSTMENT
MINOR VARIANCE
STAFF REPORTS**

Date: March 4, 2026

Prepared By: Navjot Kaur

Burlington Hydro

Burlington Hydro comments attached to the end of this report.

Date: February 26, 2026

Prepared By: Carlos Gaviria



Burlington **hydro** inc.

February 23, 2026

2532 Boros Rd,
Burlington, ON

Attention: Ehab and Salma, 289-981-2261, ehab_e_salem@yahoo.com, Homeowners

Re: Replace asphalt driveway with pavers/converting 2.5m by 2m area from grass to pavers

Dear Ehab and Salma,

This letter serves as confirmation that Burlington Hydro Incorporated ("BHI") has reviewed the proposed asphalt driveway replacement and 2.5m by 2m area from grass to pavers, this is forming part of building permit file number **540-02-A-024/25** submitted to the City of Burlington's Building Department.

Upon reviewing the submitted permit application drawings, and through review of BHI records, the proposed asphalt replacement and converting grass area to pavers shall not interfere with the existing hydro service into the property and existing primary cable running in the boulevard.

Before you begin demolition or construction, we would like to stipulate the following conditions:

- Relocation, modification or removal of existing hydro facilities, if required, shall be at the customer's expense. BHI will refer to the latest BHI standards, if possible, if issues arise between existing hydro facilities and proposed building structures.
- Hydro easement is to remain clear of heavy vehicle traffic. Construction shall not encroach any easement.
- Customer is to ensure that BHI has access to hydro facilities and easements.
- Customer to acquire any easement for Burlington Hydro, if required.
- Project must meet City of Burlington Standards.
- Machine excavation within one meter of underground plant is not permitted.
- Please arrange for underground hydro cable locates, prior to beginning construction, by contacting Ontario One call at (800) 400-2255.
- To ensure safety, maintain a minimum working clearance of 1 meter (3 feet) from any secondary wire (120V/240V) and a 3-meter (10 feet) minimum clearance from any primary wire (exceeding 750V).
- Please refer to the latest edition of the Occupational Health and Safety Act ("OHS") and Regulations for Construction Projects when construction is planned to be performed in the proximity of hydro distribution system.



- Arrange for disconnect and isolation of the power supply if a person or equipment is to encroach on the minimum distance permitted under the OHSA and OESC.

I may be contacted at (905) 332 1851 ext. 347 should you have additional questions or concerns

Regards,

Carlos Gaviria C.E.T.
Engineering Services Technician

Rosso Parra, P.Eng.
Engineering Manager
Customer Connections & Key Accounts

FEB. 25 / 2026
RP

NOTICE OF PUBLIC HEARING

Ehab Salem and Salwa Khalifa, the owners of 2532 Boros Rd. Burlington, have applied to the Committee of Adjustment for a Minor Variance to the requirements of Zoning By-law 2020, as amended. The property in question is **2532 Boros Rd. Burlington** (see map).

The applicant is proposing to recognize the existing hard surfaces in the front yard and the existing front porch steps of the detached dwelling. This proposal results in the following variances:

1. To permit the combined width of all hard surfaces to be 9.3 m instead of the maximum permitted 7.5 m for an existing driveway and walkway.
2. To permit a front yard of 4.7 m instead of the minimum required 5.35m (6 m – 0.65 m encroachment) for an existing roofed-over porch including steps and overhang.

You have received this notice as stipulated by the *Planning Act* because your property is within 60 metres of the property noted above. The application materials are available on request by contacting Committee of Adjustment staff by one of the methods listed above. A copy of the Agenda, containing staff reports and drawings, can be viewed online under the Meeting Agenda tab at **Burlington.ca/coa** on or after **March 23, 2026**.

Committee of Adjustment Hearings will be hybrid-conducted in person and virtually. All members of the public, applicants and their agents will now have the option to participate in the public meeting process in person at City Hall in Council Chambers, or remotely via Zoom Webinar Video Conferencing Technology. The Committee of Adjustment will meet to consider the above application under Section 45 of the *Planning Act*, 1990, as amended on:

WEDNESDAY APRIL 8, 2026,

This application is scheduled to be heard at or after 5:30 pm.

How to participate if I have comments or concerns?

Written Submissions

Members of the public who would like to participate in a Committee of Adjustment meeting are able to send written comments regarding the application by e-mail to committeeofadjustment@burlington.ca with the subject line to read "Comments_Your Name_File No._Address of the Property".

Alternatively, written comments can be sent by regular mail addressed to the Secretary-Treasurer. Include your name, address, application number and address of the property for which you are providing comments.

City of Burlington Committee of Adjustment - Community Planning
426 Brant Street P.O. Box 5013 Burlington, Ontario, L7R 3Z6
committeeofadjustment@burlington.ca

To allow all Committee of Adjustment members the opportunity to review and consider your comments, please provide your written submissions to be received no later than noon the day before the hearing date.

Oral Submissions

Members of the public are also able to provide oral comments regarding Committee of Adjustment Hearing items by participating virtually through Zoom via computer or phone, or by attending the Hearing in-person. Participation virtually requires pre-registration in advance. Please contact staff for instructions if you wish to make a presentation containing visual materials.

1. Virtual Oral Submissions

To register as a delegate, please contact the Secretary-Treasurer no later than 12:00 p.m. (noon) the day before the hearing date. The following information is required to register; Committee of Adjustment file number, hearing date, name, and mailing address of each person wishing to speak, if participation will be by phone or video. All requests to delegate must contain a copy of your intended remarks which will be circulated to all members of Committee in advance.

2. In person Oral Submissions

Interested members of the public, agents, and owners who wish to participate in person may attend Council Chambers on the date and time listed on the Notice of Public Hearing. Please note that you will be required to provide your name and address for the record. It is advised that you arrive no less than 10 minutes before the time of the Public Hearing as noted on the Notice of Public Hearing.

Attend or View the Committee of Adjustment Hearing:

If you do not wish to participate, but would like to follow along, the hearing will be held in person at City Hall in Council Chambers and live through a Zoom Webinar. Instructions, links and phone numbers for joining the meeting will be posted on the Committee of Adjustment webpage the day prior to the scheduled meeting. The link will be active at **5:00 p.m.**

If you wish to be notified of the decision of the Committee of Adjustment in respect to this application, you must submit a written request to the Secretary-Treasurer. This will also entitle you to be advised of a possible Ontario Land Tribunal Hearing. In accordance with the Planning Act, the Committee of Adjustment decision may be appealed to the Ontario Land Tribunal by the owner, the Minister of Municipal Affairs and Housing, a specified person or public body that has an interest in the matter.

The applicant is advised that it is **mandatory** that either the applicant or an authorized agent of the applicant must be present at the hearing either in person or virtual.

For more information about this matter, contact Catherine Susidko-Petriczko at committeeofadjustment@burlington.ca

Yours truly,



Catherine Susidko-Petriczko
Secretary-Treasurer
Committee of Adjustment

Personal information including comments and public feedback, is collected under the legal authority of the Planning Act, R.S.O. 1990, Chapter c. P.13, as amended, and the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, as amended, which will be used to process the application and in the decision making process and becomes the property of the City of Burlington, and is considered to be a public record and will be disclosed to any individual (including being posted on the internet) upon request. Questions about this collection should be directed to the Secretary-Treasurer, Burlington Committee of Adjustment, Community Planning Department, 426 Brant Street, P.O. Box 5013, Burlington, Ontario; L7R 3Z6 (905) 335-7629.

Key Map



Key Map



2532 Boros Road



Committee of Adjustment Community
Planning Department - Planning
Implementation

**PLANNING ACT, R.S.O. 1990, C.P. 13
APPLICATION FOR MINOR VARIANCE OR FOR PERMISSION**

THE UNDERSIGNED HEREBY APPLIES TO THE COMMITTEE OF ADJUSTMENT FOR THE CITY OF BURLINGTON UNDER SECTION 45 OF THE PLANNING ACT, R.S.O. 1990, C.P.13, AS DESCRIBED IN THIS APPLICATION, FROM BY-LAW NO. 2020. (AS AMENDED)

Application made under:

Section 45 (1) of the Planning Act

Section 45 (2) of the Planning Act

Discussed the application with a City Zoning Examiner and Development Planner Y or N

Name of Planner: Thomas Douglas

Name of Zoning Examiner: Danielle Beck

PROPERTY INFORMATION

Municipal Address(es) of property:

2532 Boros Rd. , Burlington ON ,L7M4T2

Legal Description of property:

Single Family Detached House

PLAN M738 LOT 91

Official Plan Designation: Residential - Low Density Current Zoning Designation R3.2

OWNER(S) INFORMATION:

Legal Name (as it appears on the title for the property):

Ehab Salem & Salwa Khalifa

Mailing Address: 2532 Boros Rd.

City: Burlington

Postal Code: L7M4T2

Home Phone: [REDACTED]

Mobile Phone: [REDACTED]

Work Phone: _____

E-Mail: [REDACTED]

AGENT INFORMATION (if applicable): (This person will be the primary point of contact if provided)

Name: _____

Business Address: _____

City: _____

Postal Code: _____

Home Phone: _____

Mobile Phone: _____

Work Phone: _____

E-Mail: _____

PROPOSED DEVELOPMENT Please outline in detail your proposed development and list each variance you are requesting, as well as the Zoning By-law Requirements. Attach a separate sheet if required.

We are planning to enhance the landscaping of the front area of our house. The project includes converting the existing asphalt driveway into pavers and extending the walkway vertically from the stairs to the sidewalk. This will require converting a 2.5m x 2m section of grass into pavers to improve accessibility and provide convenient access to the entrance, especially when two cars are parked on driveway.

Variance(s) Requested	Zoning Bylaw Requirement
Replace asphalt driveway with pavers	
Converting 2.5m by 2m area from grass to pavers	

In your own words, please explain why you are unable to comply with the provisions of the Zoning By-law and how the minor variance(s) meet the four (4) tests under the Planning Act:

1. Why is the variance(s) minor in nature? _____

The 5-square-meter area is relatively small compared to the rest of the hard surface area.

We believe this modification will not have an impact on water drainage.

2. Why are the variance(s) desirable for the appropriate use of the land? _____

The walkway from the driveway to the stairs is narrow, and there is no direct access from the sidewalk to the stairs. When two cars are parked in the driveway, accessing the house entrance becomes inconvenient.

3. Do the variance(s) meet the intent and purpose of the Official Plan? _____

We believe this to be the case, as many similar landscaping projects in the neighborhood follow the same approach. Examples have been provided in the attached file submitted with the application.

4. Do the variance(s) meet the intent and purpose of the Zoning By-law? _____

We believe this to be the case, as many similar landscaping projects in the neighborhood follow the same approach. Examples have been provided in the attached file submitted with the application.

PROPERTY DETAILS (please complete all fields):

Date property purchased: <u>Mar 20, 2013</u> mmm/dd/yyyy	Date property first built on: <u>Sep 24, 2001</u> mmm/dd/yyyy	Date of proposed construction: <u>July 31, 2021</u> mmm/dd/yyyy
---	--	--

Existing Use of the Subject Property (check one):

Detached Dwelling Semi-Detached Dwelling
 Townhouse Dwelling Street Townhouse Dwelling
 Apartment Mixed Use Hi Rise
 Commercial Industrial Vacant
 Other _____

Length of time the existing uses of the subject property have continued:

12 Years

Proposed Use of the Land:
 Residential use

Existing Uses of Abutting Properties (check all that apply)

Residential Commercial Industrial Multi-Residential Vacant Hydro right-of-way
 Railway right-of-way Provincial Highway Park Other _____
 Conservation Halton Lands: Lake Ontario Creek Storm Water Management Pond/Channel
 Ravine

Additional Information

 Is liquor sold on site? Y or N

 Is the property on the Municipal Cultural Heritage Register for the City of Burlington? Y N
 Unknown
Type of Access to the Subject Lands

Provincial Highway <input type="checkbox"/>	Municipal Road <input checked="" type="checkbox"/>	Private Road <input type="checkbox"/>	Water <input type="checkbox"/>	Other(specify) <input type="checkbox"/>
---	--	---------------------------------------	--------------------------------	---

Municipal Services Provided

Water If not available, by what means is it provided: _____
 Sanitary Sewers If not available, by what means is it provided: _____
 Storm Sewers If not available, by what means is it provided: _____

IS THE SUBJECT LAND(S) THE SUBJECT OF ANY OF THE FOLLOWING DEVELOPMENT APPLICATIONS:
 Official Plan Amendment Zoning By-law Amendment Building Permit
 Site Development Plan Plan of Subdivision Previous Minor Variance Consent

FOR RESIDENTIAL DETACHED OR SEMI-DETACHED DWELLINGS

Dimensions of Property			Street Width (see first page of application for how to obtain)			Lot Coverage	Corner Lot? Y <input type="checkbox"/> N <input type="checkbox"/>
Frontage	Depth	Area	Actual	Deemed	Required		
15.25m	35.00m	533.75m ²	20m	20m	N/A		

Particulars of all buildings and structures on or proposed for the subject lands

(attach additional page if required)

EXISTING (Dwelling/Building)
PROPOSED (Dwelling/Building/Addition)

Ground Floor Area (incl. attached garage)	M ²	Ground Floor Area (incl. attached garage)	M ²
Gross Floor Area:	M ²	Gross Floor Area:	M ²
Number of Storeys:		Number of Storeys:	
Width:	M	Width:	M
Length:	M	Length:	M
Height:	M	Height:	M

Garage/Car Port
Garage/Car Port

Detached?	Y <input type="checkbox"/> N <input type="checkbox"/>	Detached?	Y <input type="checkbox"/> N <input type="checkbox"/>
Gross Floor Area:	M ²	Gross Floor Area:	M ²
Width:	M	Width:	M
Length:	M	Length:	M
Height:	M	Height:	M

Accessory Structures (Shed, Gazebo, etc)
Accessory Structures

Gross Floor Area:	M ²	Gross Floor Area:	M ²
Width:	M	Width:	M
Length:	M	Length:	M
Height:	M	Height:	M

Other (pool, additional sheds, decks, driveways, etc.)
Other

Gross Floor Area:	48 M ²	Gross Floor Area:	M ²
Width:	6 M	Width:	M
Length:	8 M	Length:	M
Height:	M	Height:	M

LOCATION of all existing and proposed buildings and structures
EXISTING
PROPOSED

Front:	M	Front:	M
Rear:	M	Rear:	M
Side/Street Side:	M	Side/Street Side:	M
Side/Other Side:	M	Side/Other Side:	M

EXEMPTION FROM NEW SURVEY REQUIREMENT

Minor additions to an existing dwelling or for a proposed accessory building or structure (i.e., deck, driveway, pergola, shed), may be exempt from having to provide a new survey. Please refer to Page 3 of this application package for more details. Minor Variances with concurrent Consent applications require a new survey.

Applicant/Owner: _____

Property Address: _____

1. I, _____ In my capacity as _____ do attest to the following:
Print Name (Owner or agent)

Please complete Section A, B, or C

A.	The OLS survey/sketch of survey dated _____ has been revised by: _____	_____ <small>mmm/dd/yyyy</small> _____ <small>(Person or Company Name)</small>
OR		
B.	The site plan, architect's plan or engineer's plan dated _____ has been revised by: _____	_____ <small>mmm/dd/yyyy</small> _____ <small>(Person or Company Name)</small>
OR		
C.	The sketch or plot plan** dated _____ **Accepted for applications involving variances for Uses only. was prepared by: _____	<u>Sep 19, 2001</u> <small>mmm/dd/yyyy</small> <u>Christopher R. Colvert</u> <small>(Person or Company Name)</small>
2.	All structures, measurements, setbacks and boundaries of the property are shown accurately as of: _____	<u>sep 19, 2001</u> <small>mmm/dd/yyyy</small>
3.	The material submitted shows all measurements in metric, as calculated/converted by: _____	<u>christopher R. Colvert</u> <small>(Person or Company Name)</small>
4.	Should the need arise during application processing for a new OLS survey, the applicant/agent agree to provide the survey as required by Committee or city staff in order to receive a decision on the application.	
	<u>Shahab Sultan</u> Signature of Owner/Applicant	<u>Feb 28, 2025</u> Date (mmm/dd/yyyy)

POSTING OF ADVISORY SIGN

This will confirm the requirement of the Committee of Adjustment for a sign to be posted by all applicants or agents on each property under application.

A sign will be made available to you after completion of the zoning review of your application(s) and you are directed to post each sign in a prominent location that will enable the public to observe the sign.

The location of each sign will depend on the lot and location of structures on it, however, the sign should be placed so as to be legible from the roadway in order that the public can see the sign and make note of the telephone number should they wish to make inquiries. In most cases, please post the sign on a stake as you would a real estate sign. For commercial or industrial buildings it may be appropriate to post the sign on the front wall of the building at its entrance. Please contact the undersigned if you have any queries on the sign location.

DO NOT POST THE SIGN INSIDE THE BUILDING BY A WINDOW. The sign must be outdoors by the roadway in order to be visible and readable.

Each sign must remain posted beginning 10 days prior to the hearing, until the day following the hearing. Please fill in the form below indicating your agreement to post the sign(s) as required. This form must be submitted with the application so that it may be placed on file as evidence that you have met the committee's requirements. Failure to post the sign as required will result in deferral of the application.

I UNDERSTAND THAT EACH SIGN MUST BE POSTED AT LEAST 10 DAYS BEFORE THE HEARING, AND WILL REMAIN POSTED AND BE REPLACED, IF NECESSARY, UNTIL THE DAY FOLLOWING THE HEARING.

Owner Name Ehab SalemProperty Address 2532 Boros Rd.Ehab Salem

Signature of Owner/Applicant

Feb 28, 2025

Date (mmm/dd/yyyy)

AFFIDAVIT

*Please fill out at time of submission of application

I have the authority to bind the Corporation (check if applicable) Signature of Applicant or Authorized

Agent: _____

I, Ehab Salem of the city of Burlington in the Region
(print name) (Region/City/County) (City/Town/Township)

of Halton solemnly declare that all the statements contained in this application are true and I make this solemn declaration conscientiously believing it to be true and knowing it is of the same force and effect as if made under oath and by virtue of the Canada Evidence Act.

Declared before me at the CITY of BURLINGTON in the Region of Halton
(Region/City/County) (City/Town/Township)

this 28 day of FEBRUARY 2025.



Caroline Louise Simmons, a
 Commissioner, etc., Province of
 Ontario, for The Corporation of the
 City of Burlington.
 Expires October 25, 2027.

Signature of Commissioner, etc.



Signature of Applicant or Authorized Agent

PERMISSION TO ENTER

IMPORTANT This MUST be completed for all applications and signed by the OWNER.

Municipal Address of Subject Lands: 2532 Boros rd. Burlington

I hereby authorize the Committee of Adjustment members, City of Burlington and Region of Halton staff to enter onto the above-noted property for the limited purposes of evaluating the merits of this application.



Signature of Owner

Ehab Salem

Print Name

Minor Variance Application Checklist Please add a check mark beside the items you have provided with your application. Illegible drawings or those missing required details will be returned to applicant.	Select (✓)
LEGAL SURVEY (must be prepared and signed and dated by an Ontario Land Surveyor) * For new development, a Proposed Building Plan stamped by an Ontario Land Surveyor or Professional Engineer may be required.	
OR	
DETAILED SITE PLAN (must be prepared and stamped by Professional Engineer, Ontario Land Surveyor or Professional Architect). A legal survey may still be required at the discretion of staff.	
AND	
PLAN and ELEVATION DRAWINGS which include the following as applicable: (Missing details or illegible drawings will be sent back to the applicant for correction)	
SITE PLAN <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Metric Scale <input checked="" type="checkbox"/> North Arrow <input checked="" type="checkbox"/> Frontage <input checked="" type="checkbox"/> Depth <input checked="" type="checkbox"/> Lot Area <input checked="" type="checkbox"/> Lot Coverage <input checked="" type="checkbox"/> Deemed Street Line <input checked="" type="checkbox"/> Existing Front Yard Setbacks <input checked="" type="checkbox"/> Existing Rear Yard Setbacks <input checked="" type="checkbox"/> Existing Side Yard Setbacks <input checked="" type="checkbox"/> Existing Street Side Yard Setbacks <input checked="" type="checkbox"/> Existing Porch, Stairs and Overhang Setbacks <input checked="" type="checkbox"/> Proposed Front Yard Setbacks <input checked="" type="checkbox"/> Proposed Rear Yard Setbacks <input checked="" type="checkbox"/> Proposed Side Yard Setbacks <input checked="" type="checkbox"/> Proposed Street Side Yard Setbacks <input checked="" type="checkbox"/> Proposed Porch, Stairs and Overhang Setbacks <input checked="" type="checkbox"/> Streets (Public and Private) <input checked="" type="checkbox"/> Street Names <input checked="" type="checkbox"/> Parking (Dimensioned spaces, Driveway Width, Arrangement) <input checked="" type="checkbox"/> Railways (Location of them and setbacks to structures) <input checked="" type="checkbox"/> All Watercourses and/or Conservation Halton Areas(creeks, lakes, etc) 	

Minor Variance Application Checklist Please add a check mark beside the items you have provided with your application. Illegible drawings or those missing required details will be returned to applicant.	
LOCATION AND MEASUREMENTS OF SHED, DECK OR OTHER STRUCTURES <ul style="list-style-type: none"> <input type="checkbox"/> Setbacks <input type="checkbox"/> Height <input type="checkbox"/> Area <input type="checkbox"/> Length <input type="checkbox"/> Width 	
ELEVATIONS <ul style="list-style-type: none"> <input type="checkbox"/> Metric <input type="checkbox"/> Front <input type="checkbox"/> Rear <input type="checkbox"/> Side 1 <input type="checkbox"/> Side 2 	
FLOOR PLANS <ul style="list-style-type: none"> <input type="checkbox"/> Metric <input type="checkbox"/> North Arrow <input type="checkbox"/> Gross Floor Area Calculation <input type="checkbox"/> Ground Floor Area Calculation <input type="checkbox"/> Floor Area Ratio (where applicable) 	

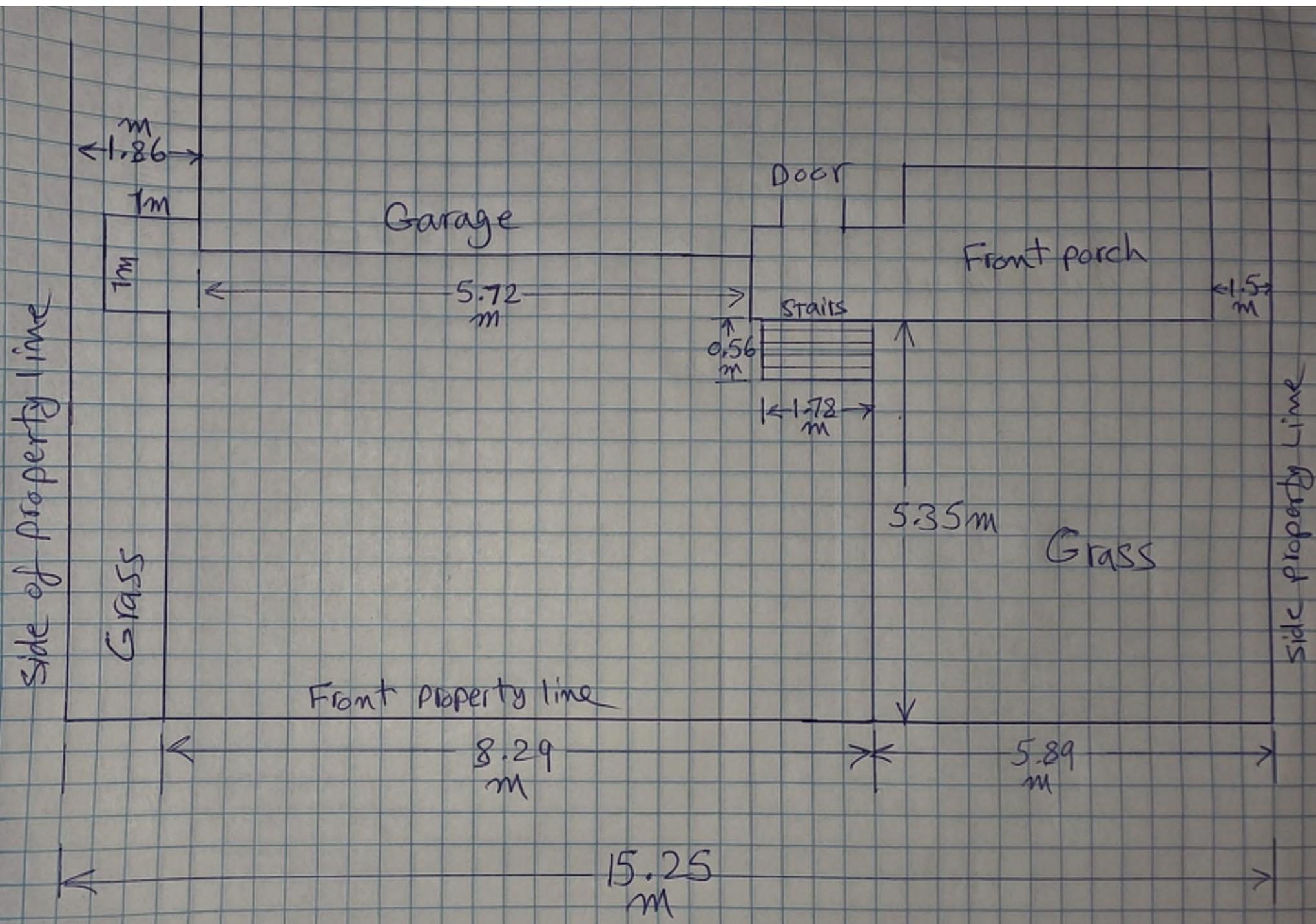
I have reviewed the minor variance checklist and ensure all the applicable information is shown on the drawings submitted as part of this application.

Ehab Salem & Salwa Khalifa

 Signature of Owner/Agent

Feb 28 , 2025

 Date (mmm/dd/yyyy)



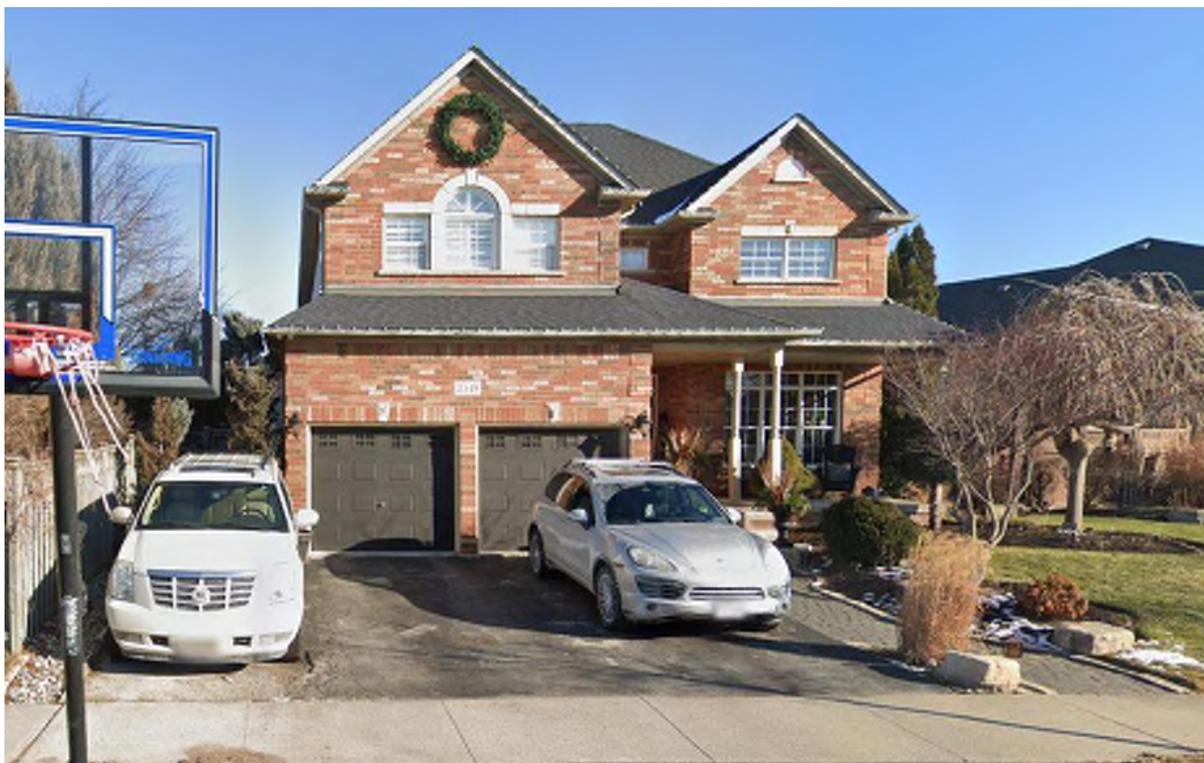
Similar landscaping Projects

2552 Boros Rd

Before



After

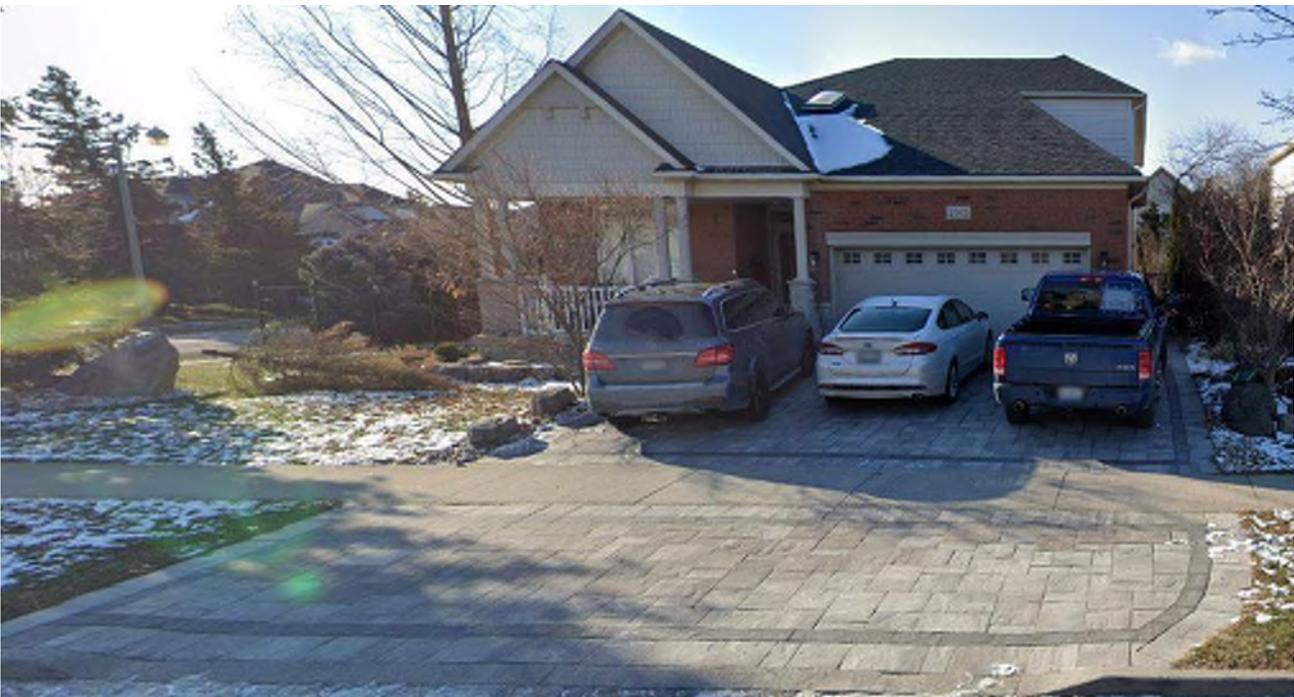


2497 Boros Rd

Before



After



4329 Clubview Dr

Before



After



4304 and 4302 Sarazen Dr



4388 Millcroft Park Dr

Before

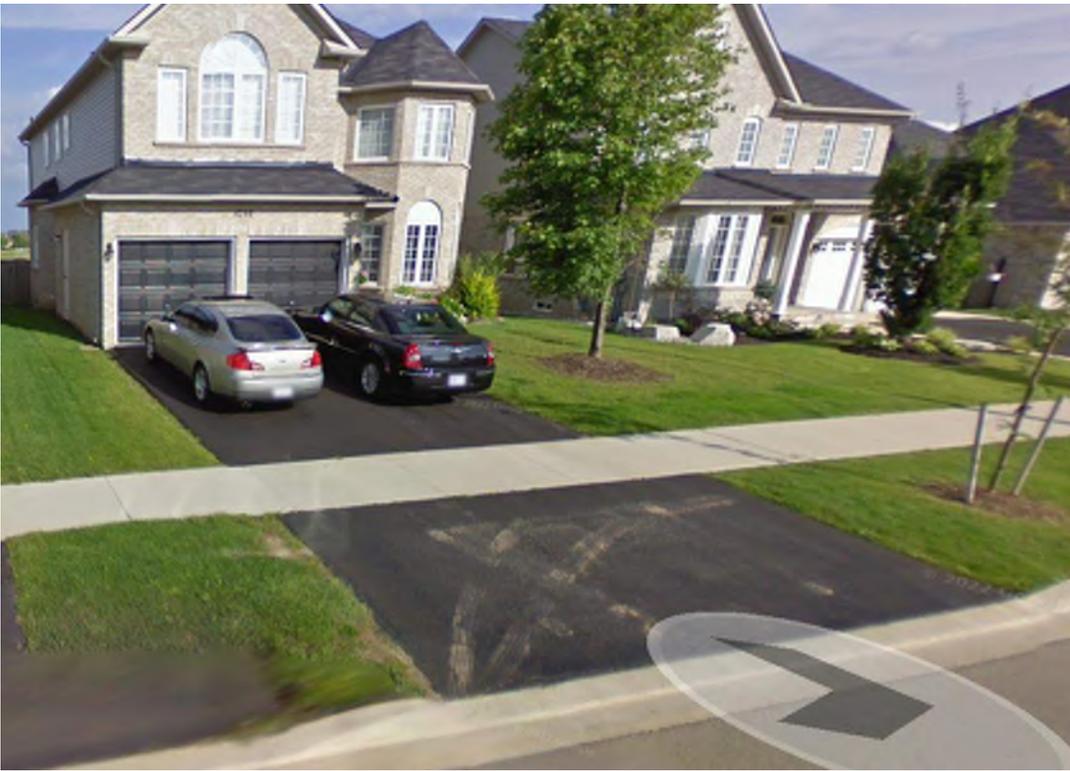


After

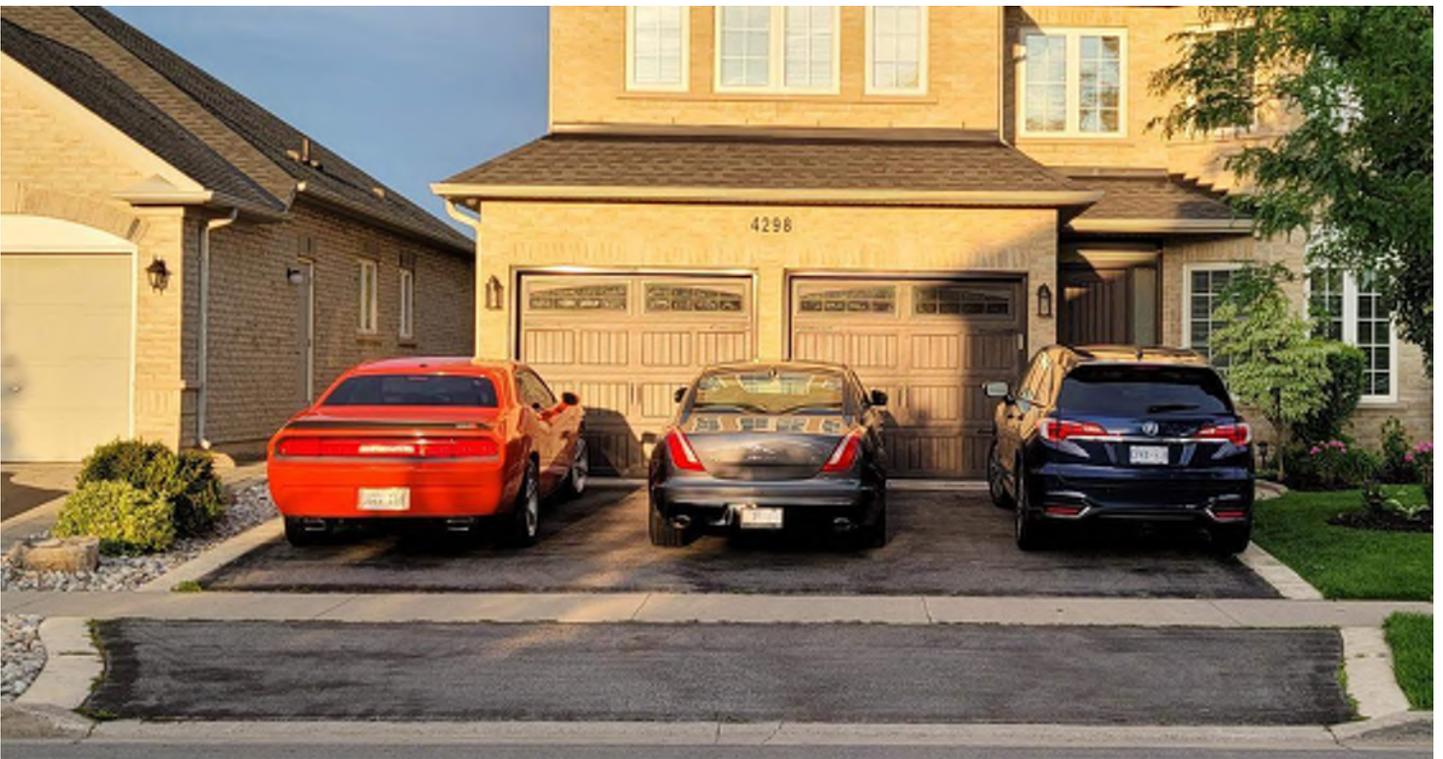


4298 Sarazen Dr

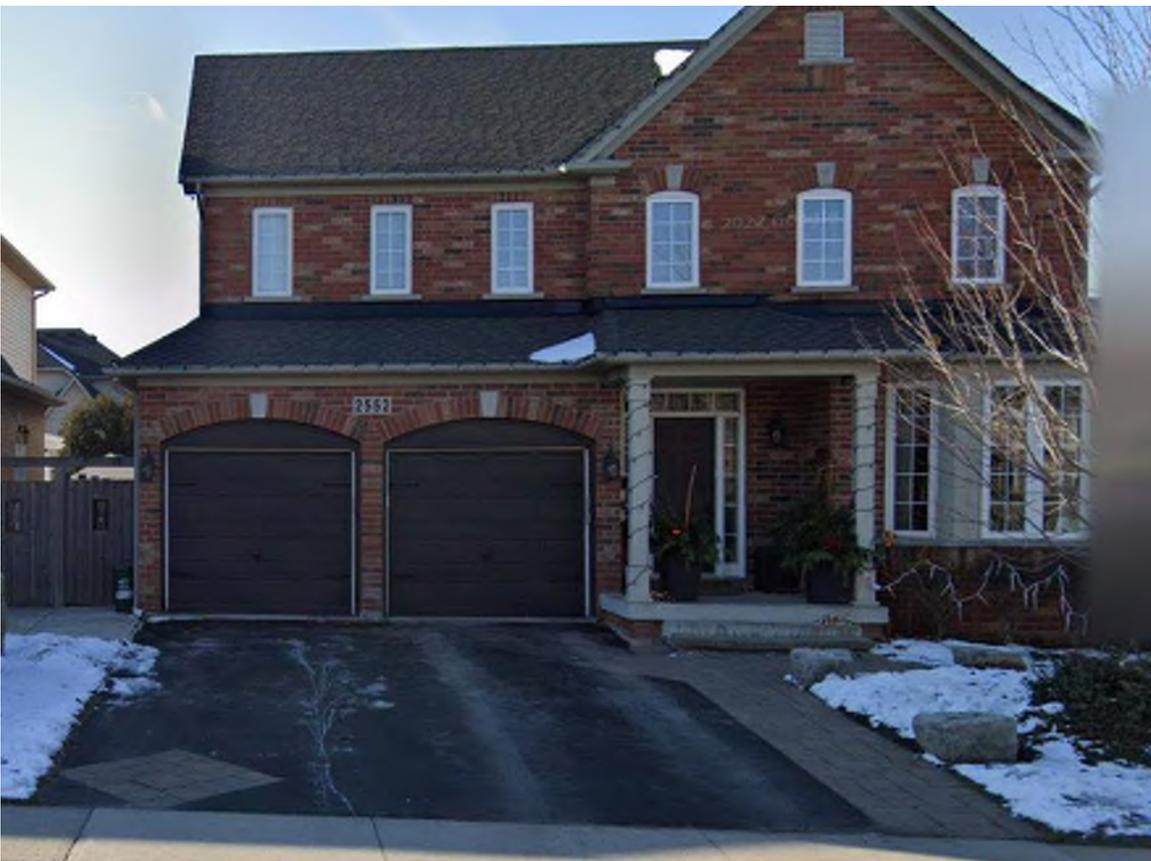
Before



Before

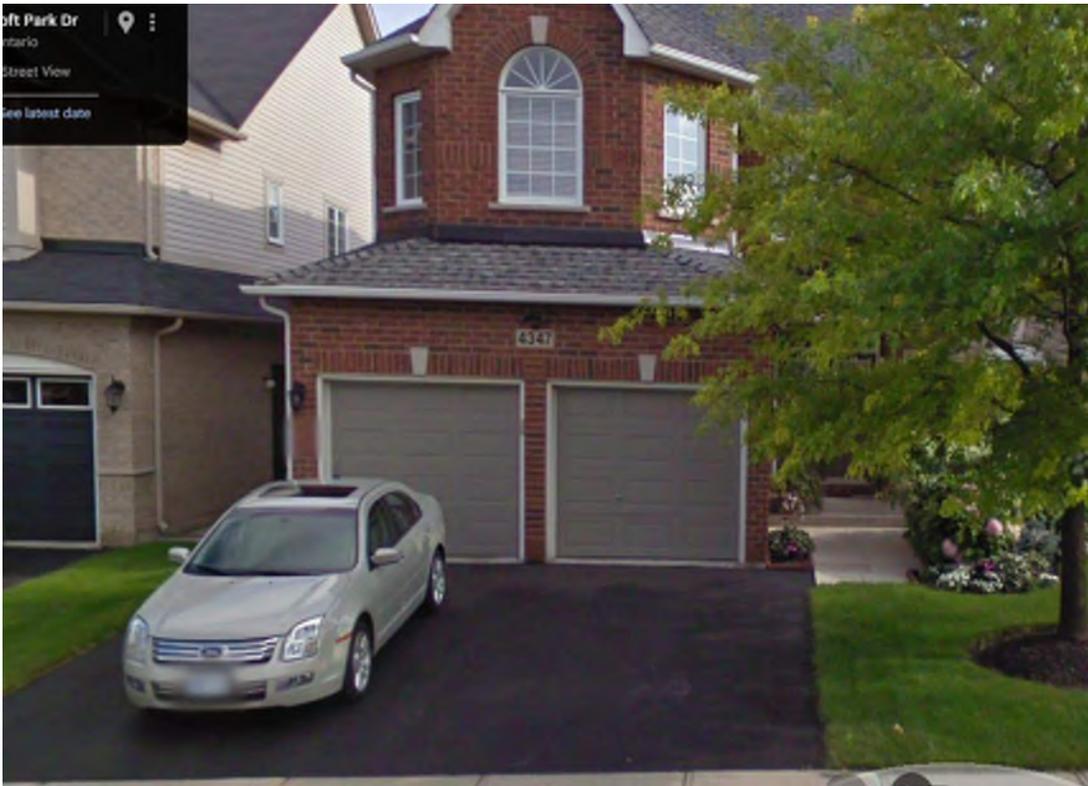


2549 Boros Rd

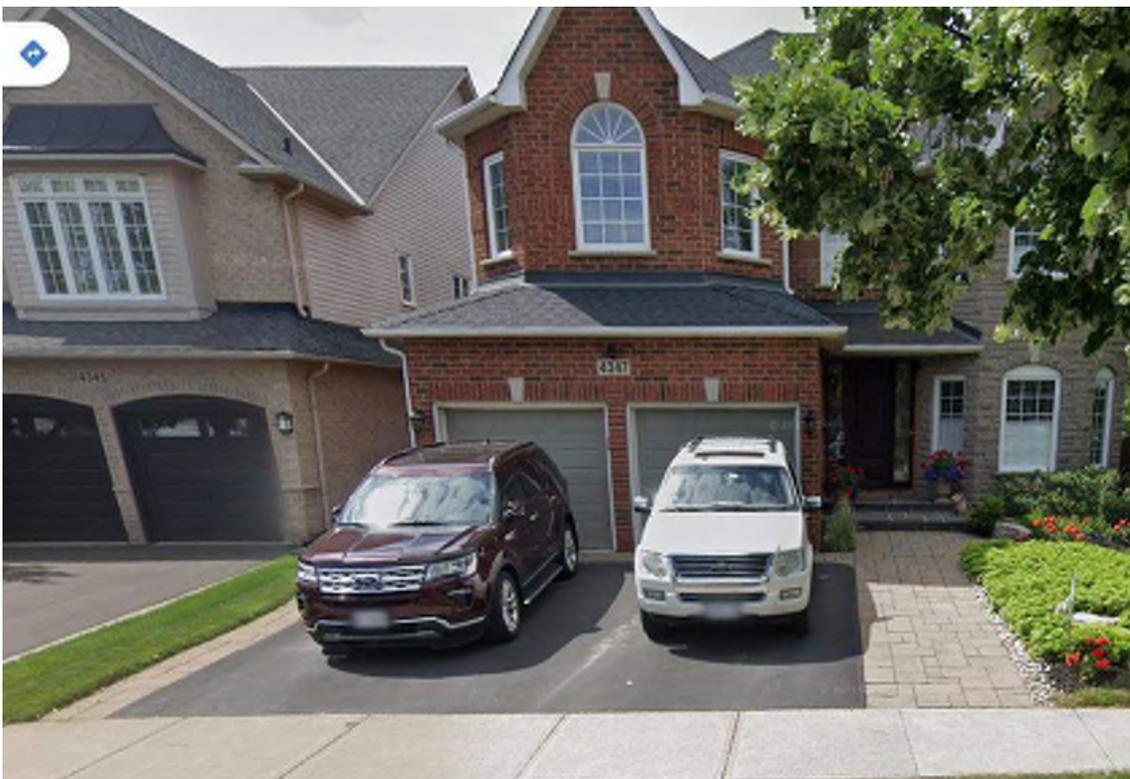


4347 Millcroft Park Dr

Before

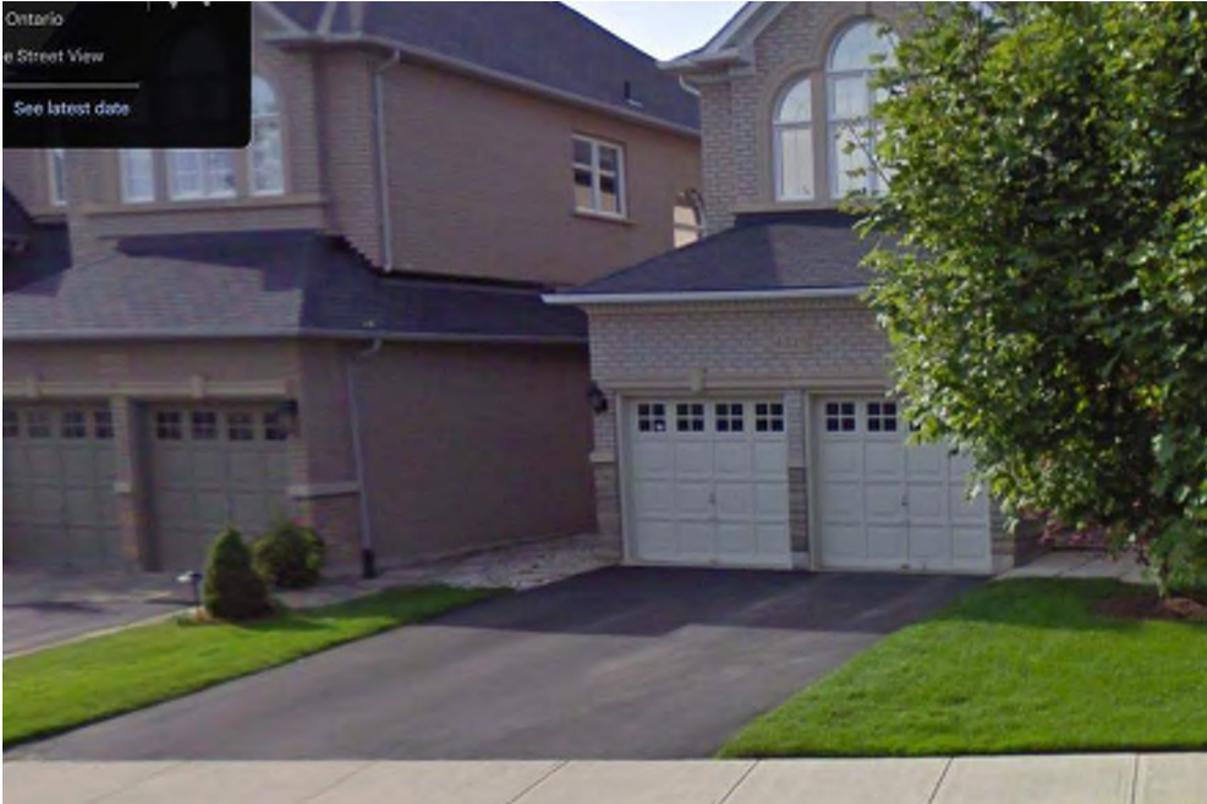


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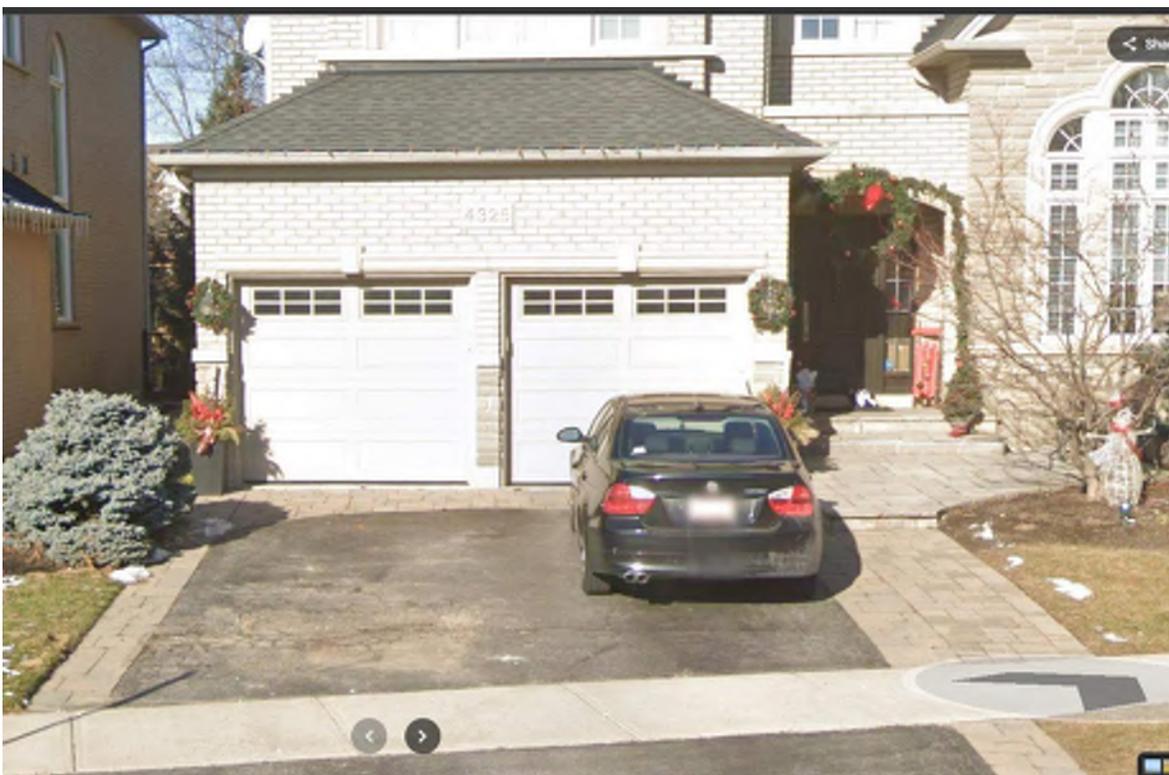


4325 Rosemead Ct

Before

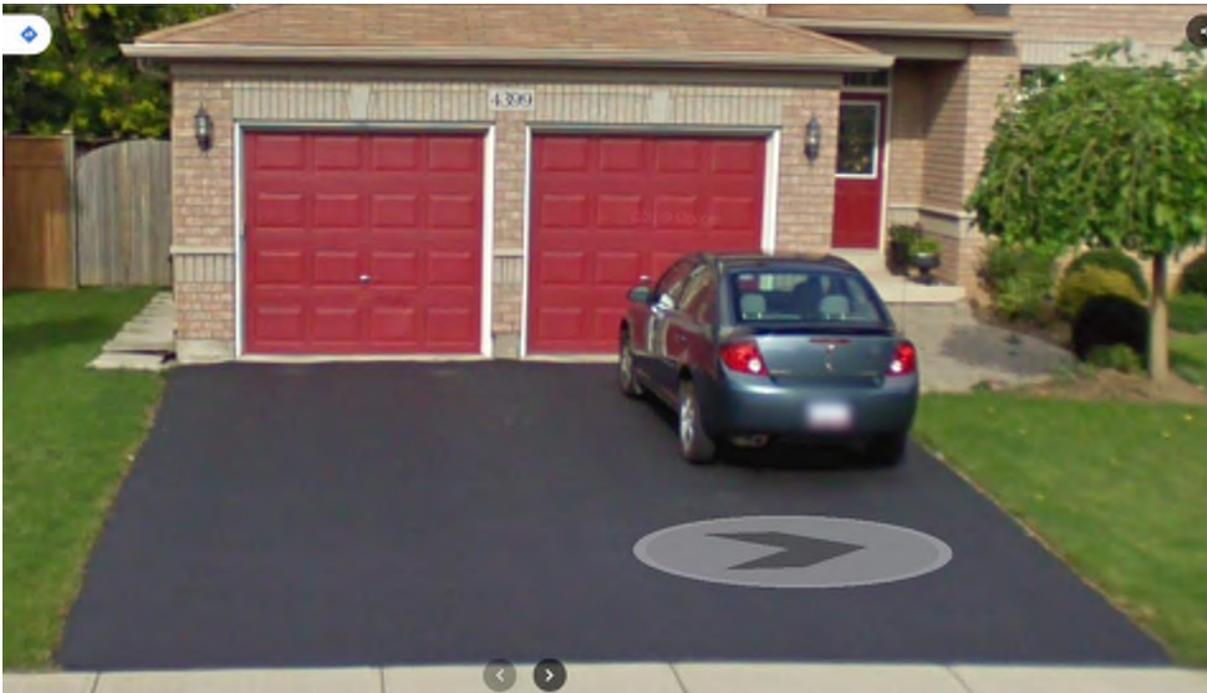


After



4399 Latimer Crescent

Before



After

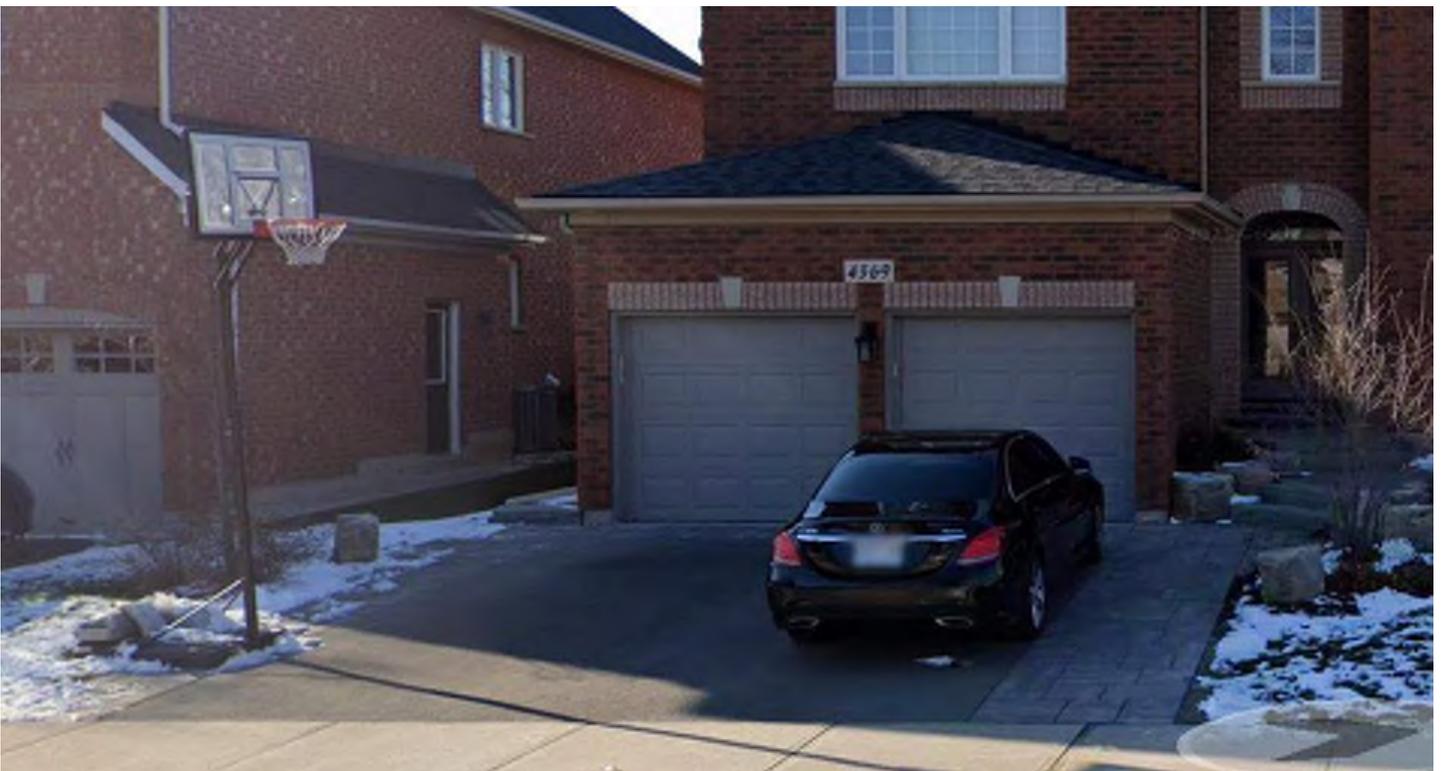


4369 Latimer Crescent

Before



After

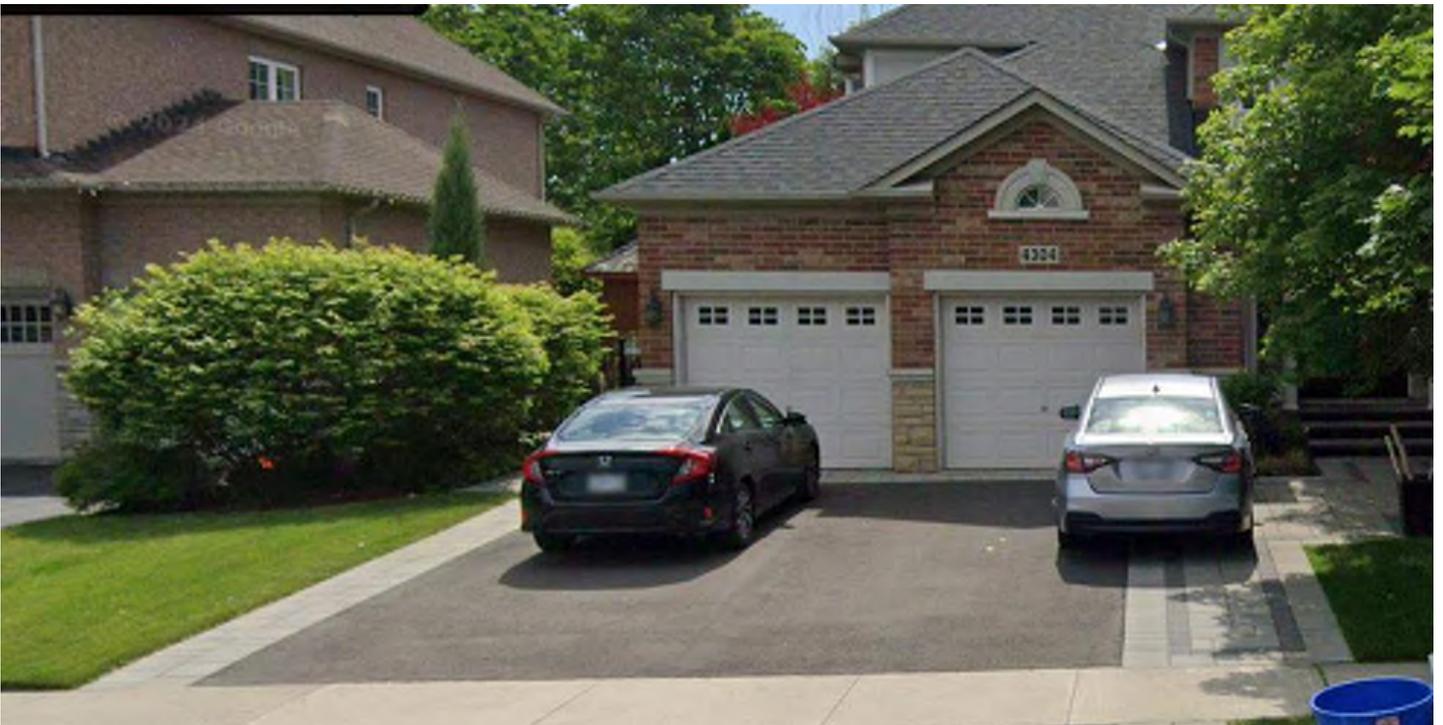


4304 Clubview Dr

Before



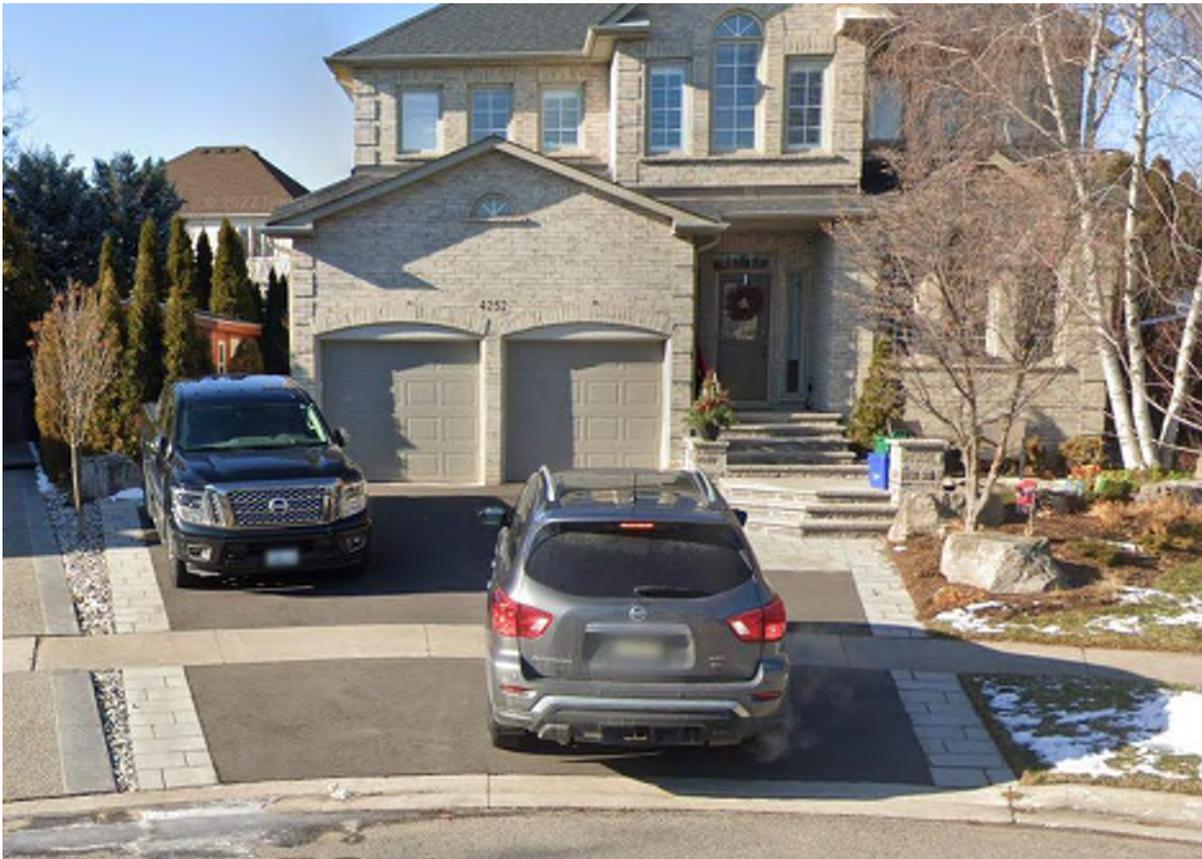
After



4276 Clubview Dr

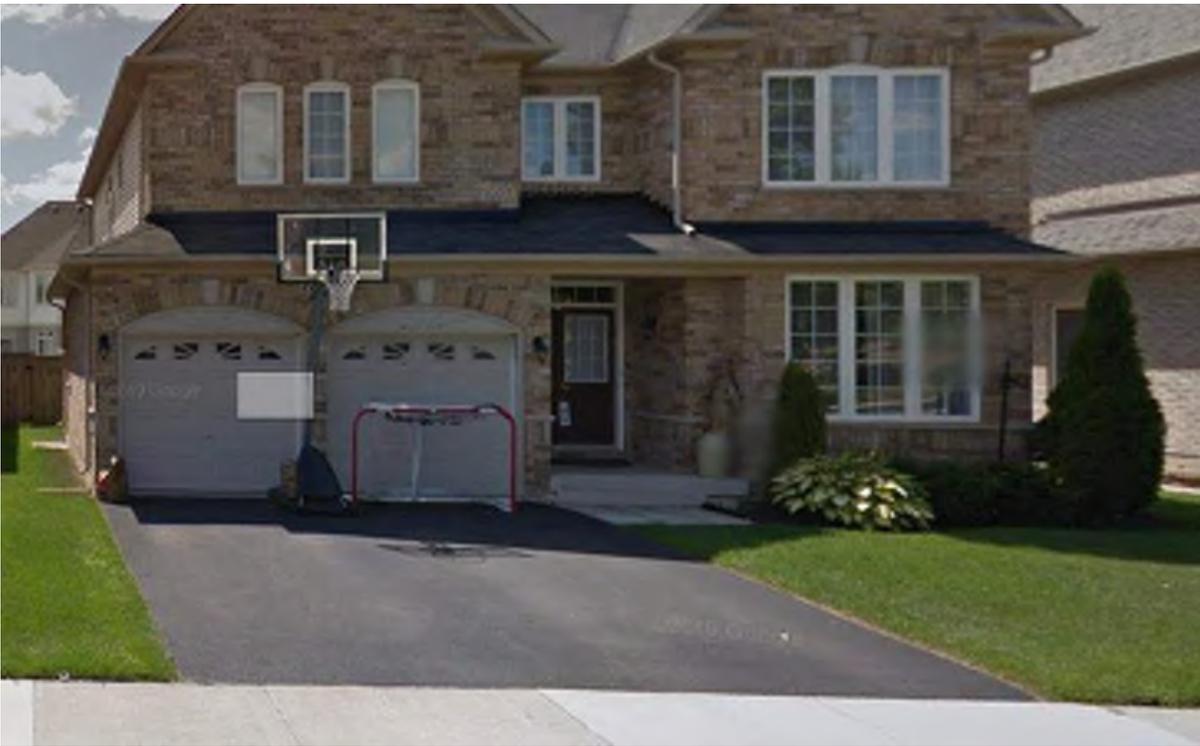


4254 Clubview Dr



2203 Snead Rd

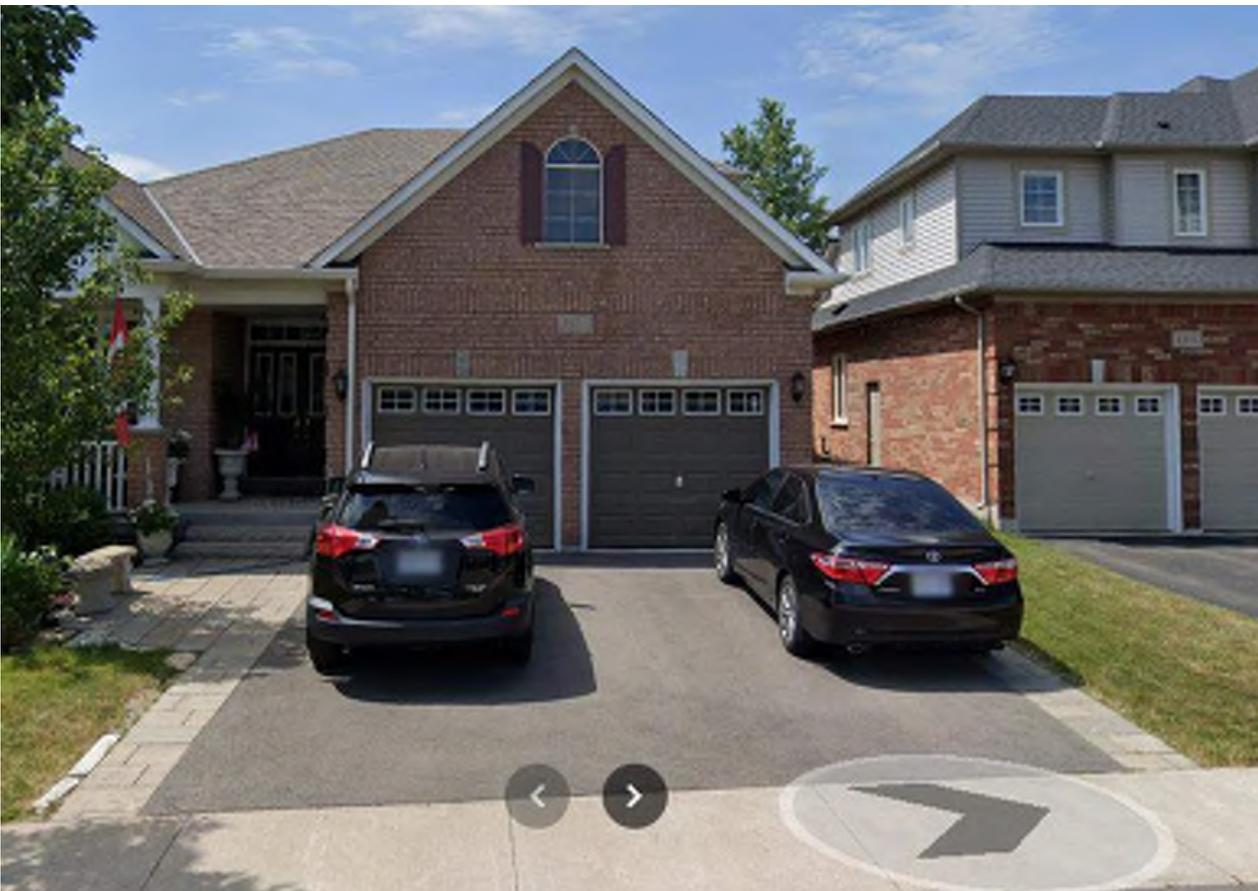
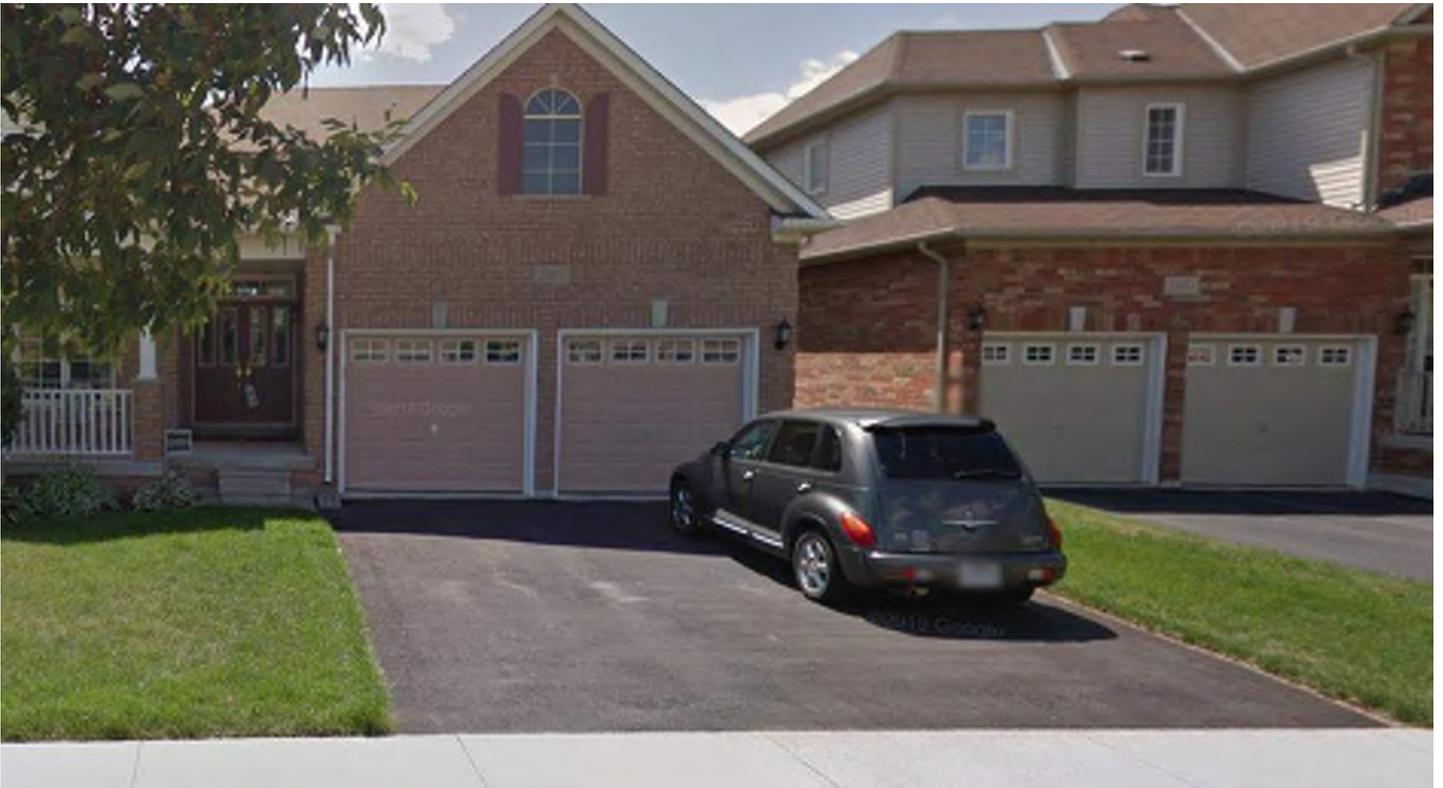
Before



After



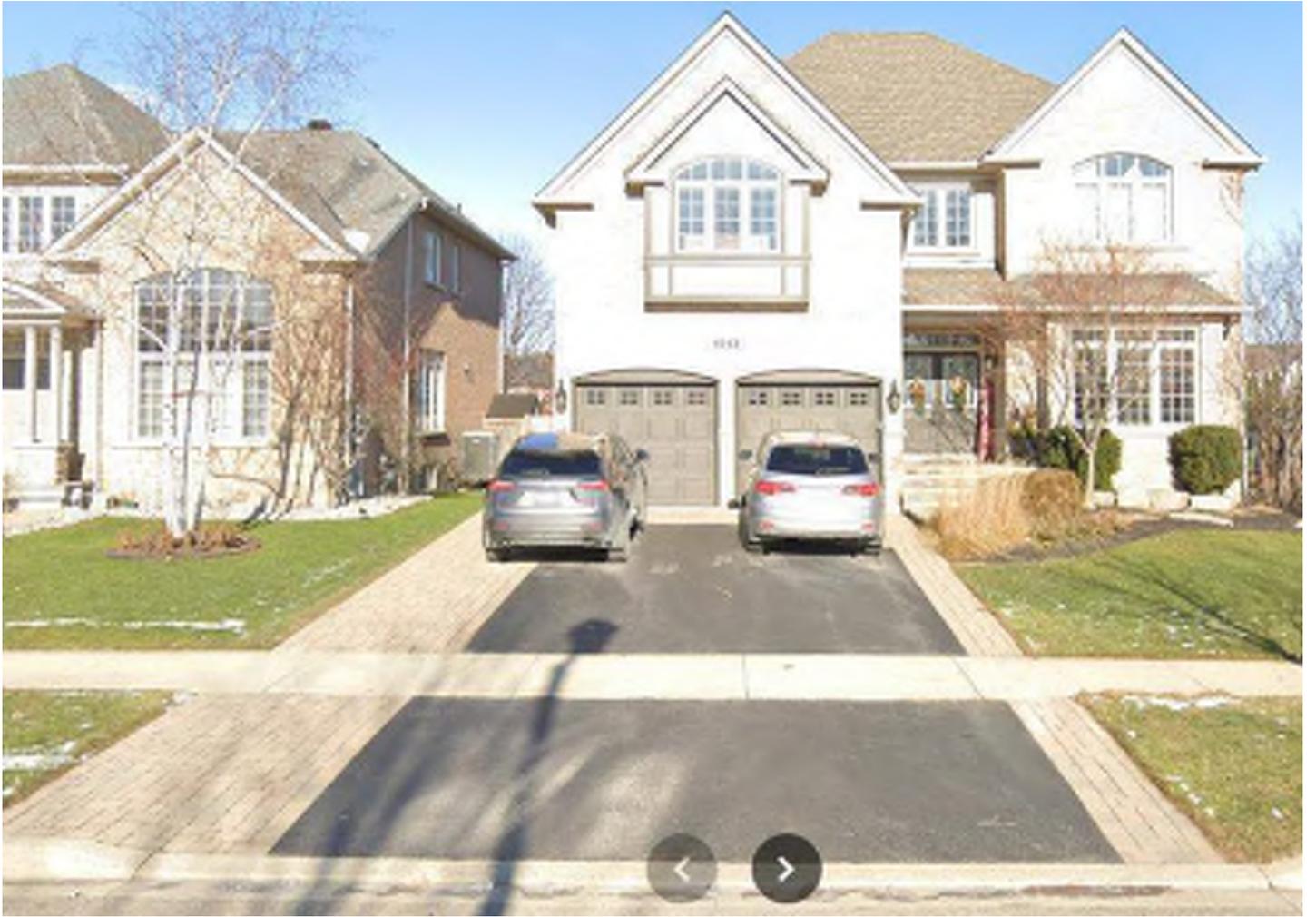
2200 Tiger Rd



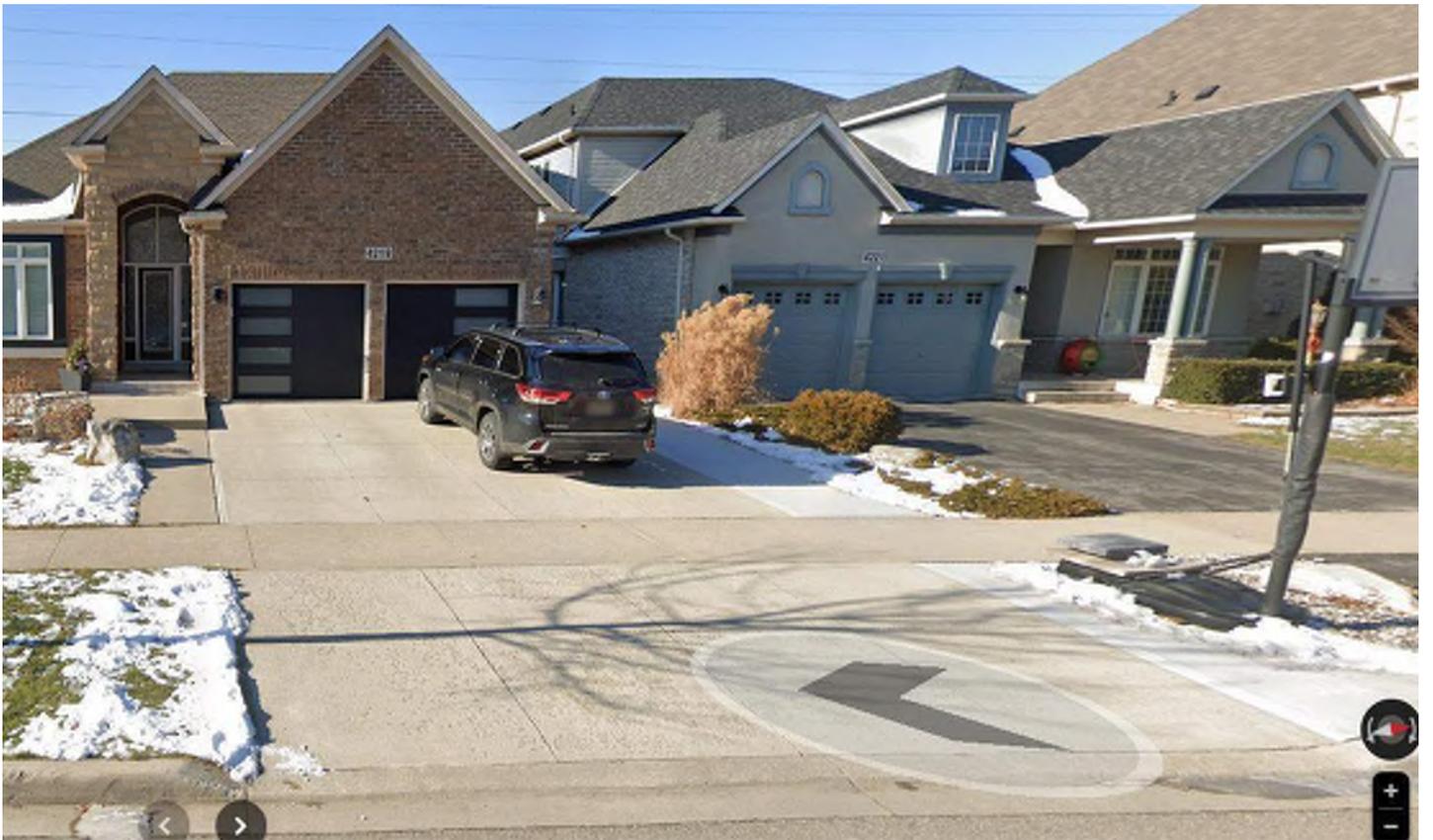
4310 Couples Crescent



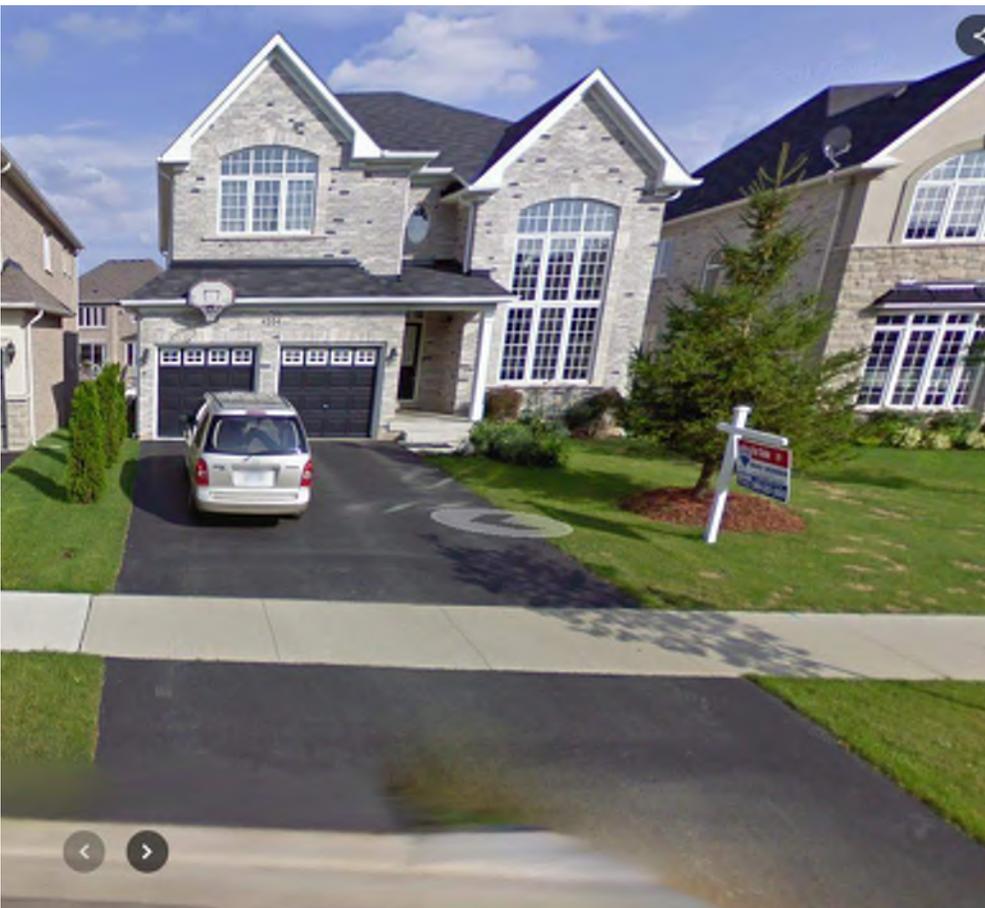
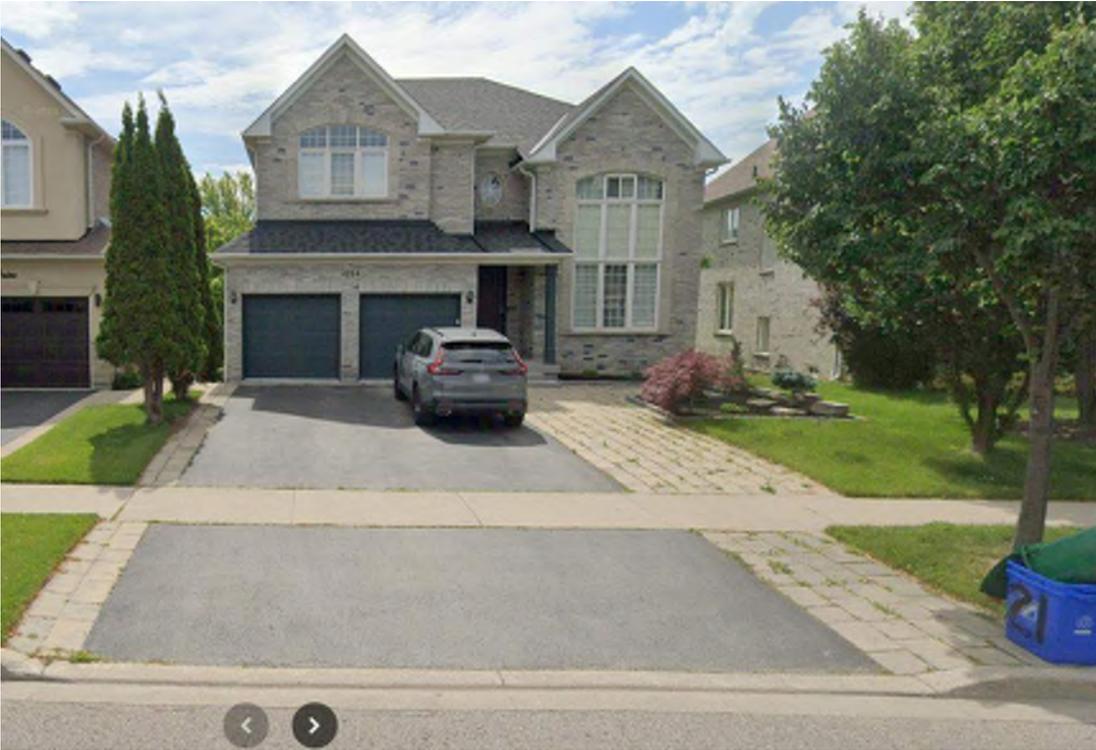
4243 Amaletta Crescent



4219 Amaletta Crescent



4207 Sarazen Dr



2205 Berwick Dr

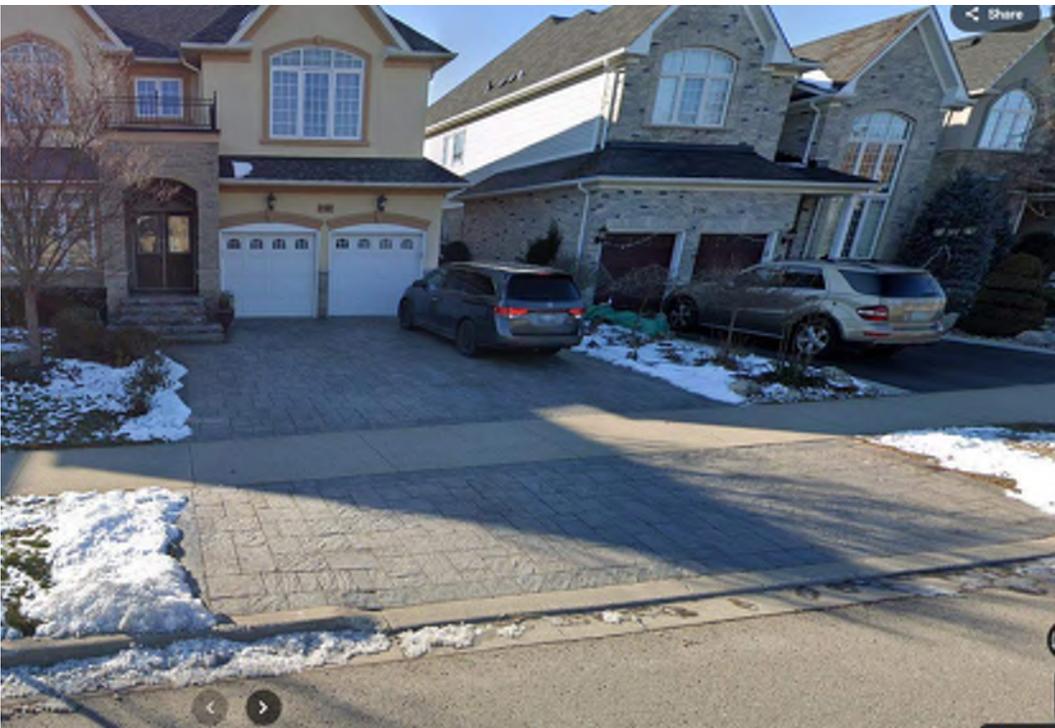


2191 Berwick Dr

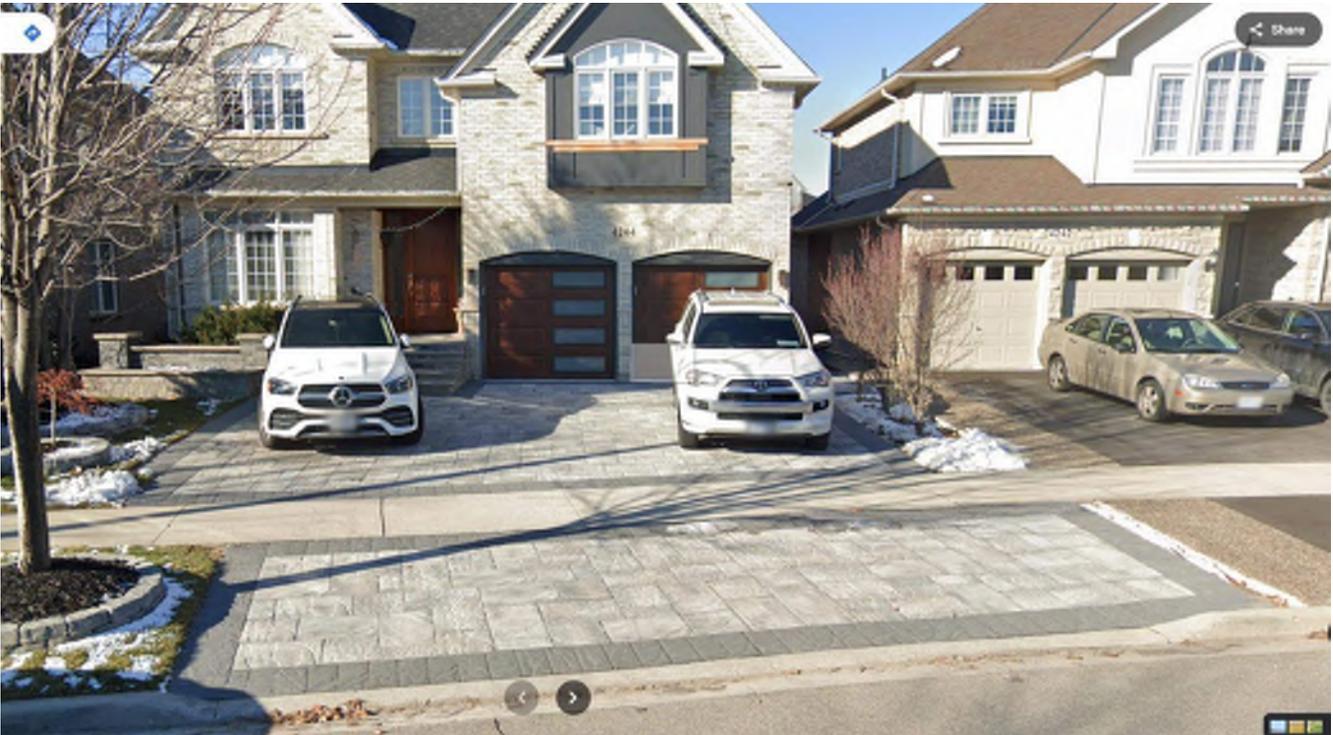
Before



After

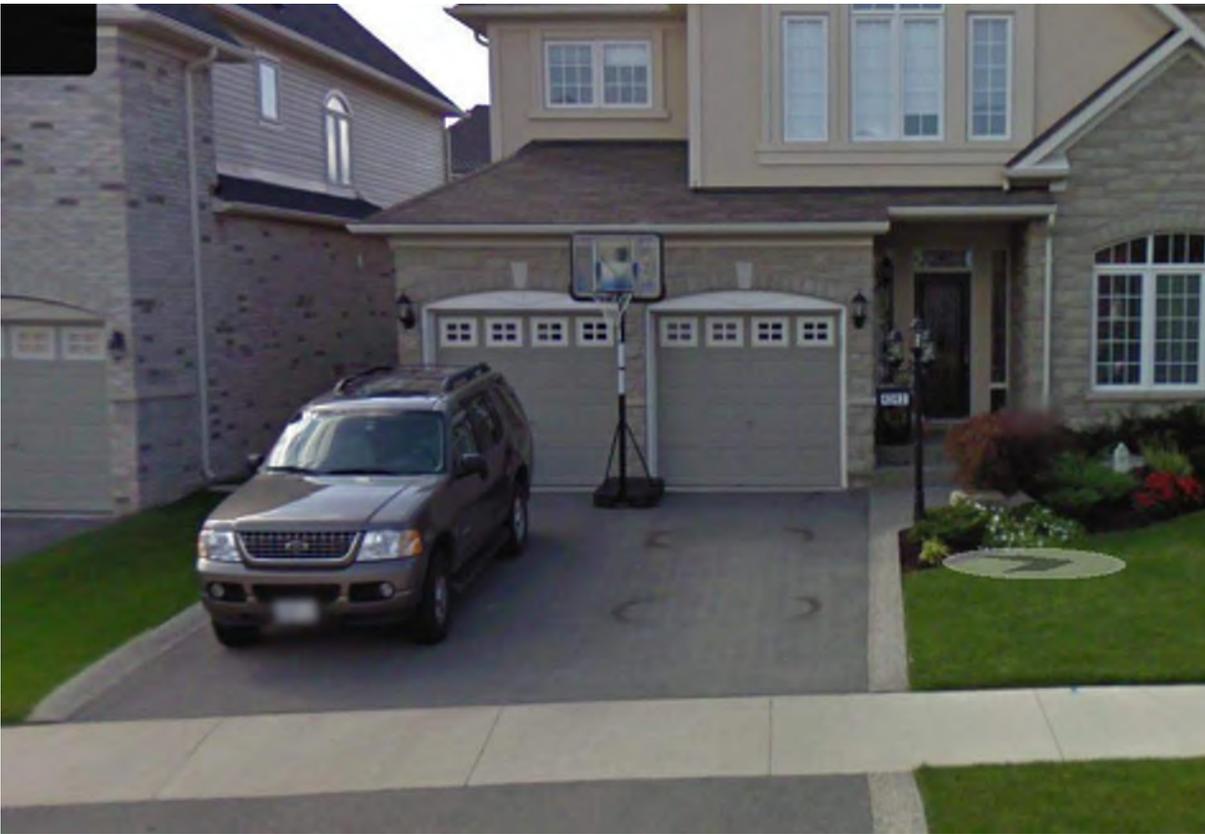


4244 Kane Crescent

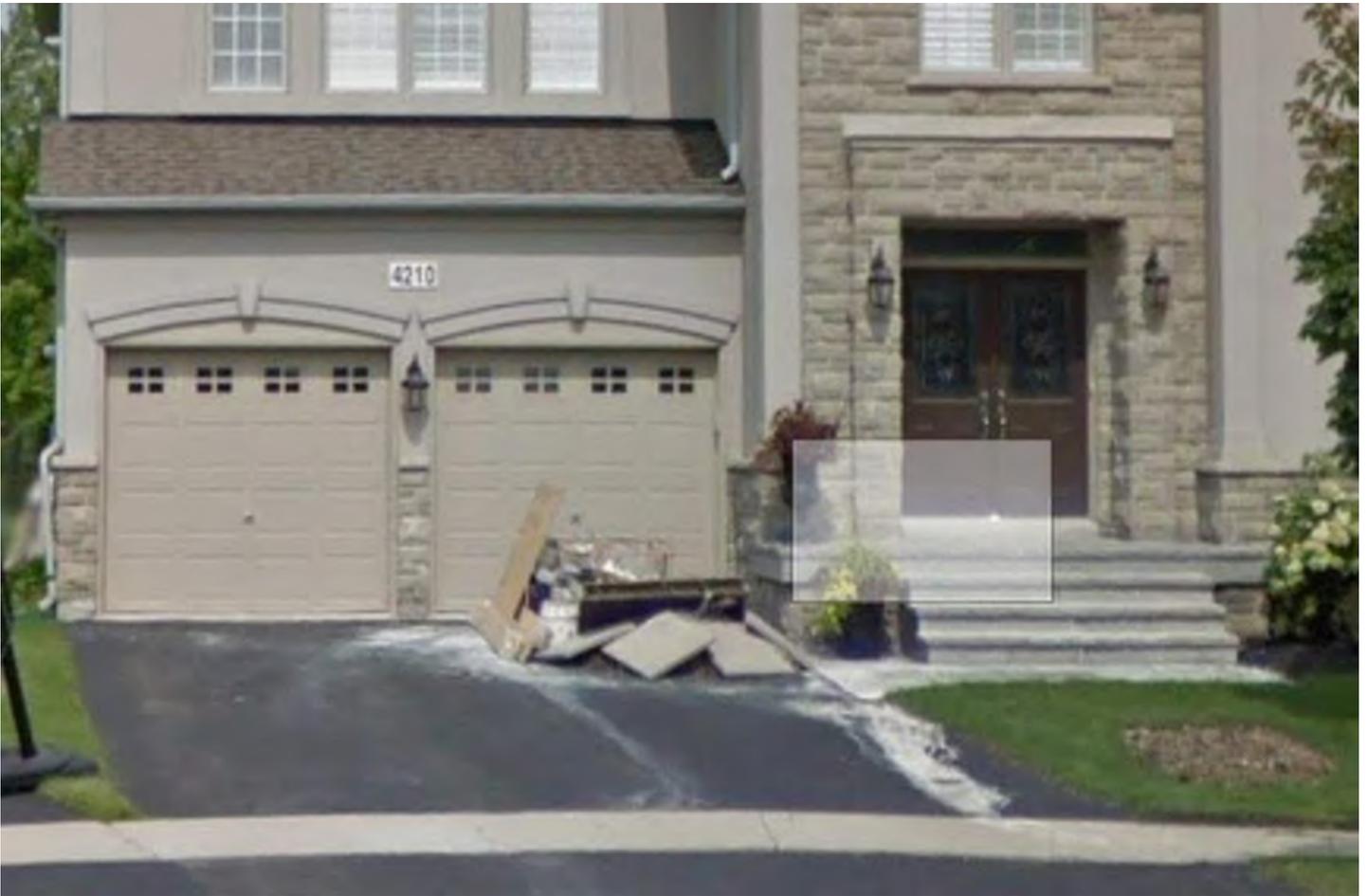


4242 Kane Crescent

Before



4210 Kane Crescent



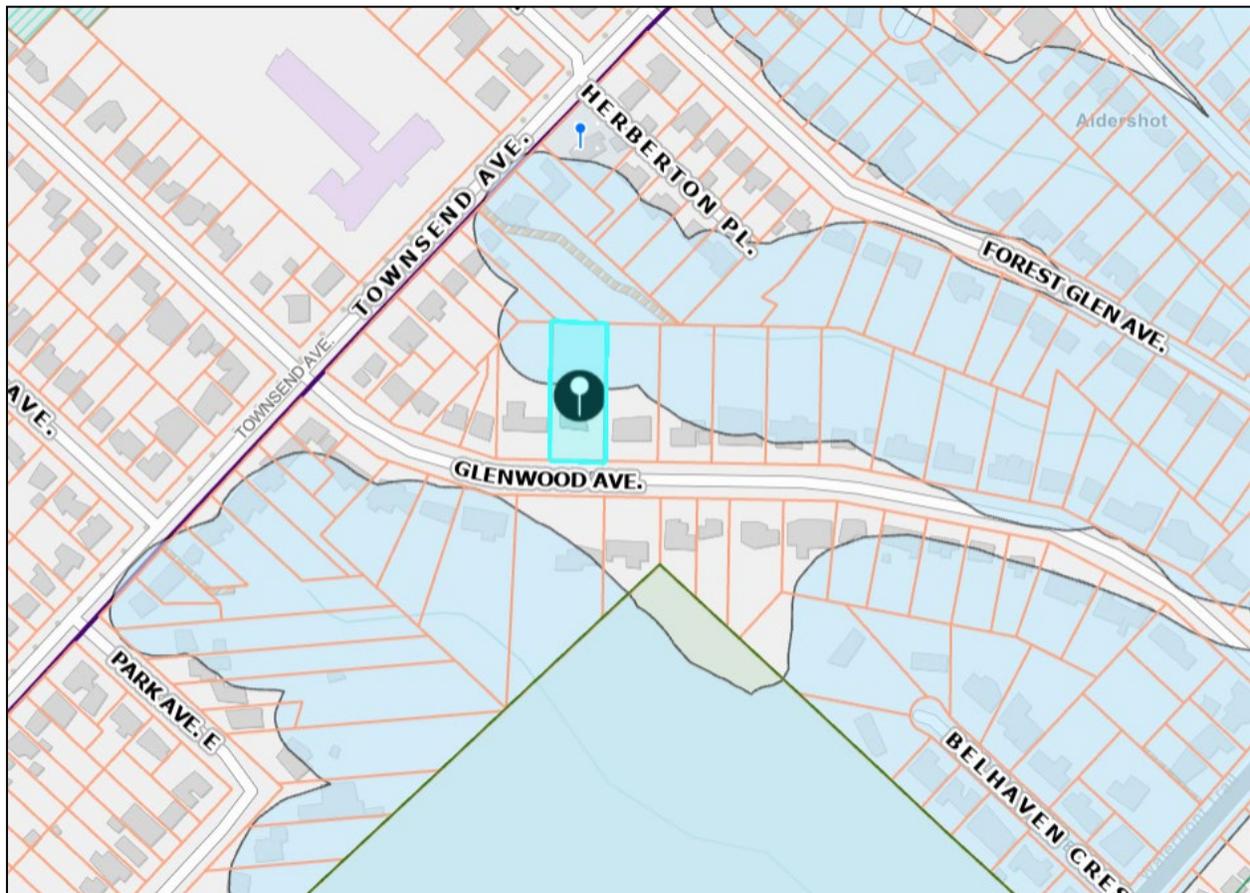
To : Committee of adjustments - City of Burlington

By signing this letter I am stating that I have no problem with the landscaping job done at 2532 Boros Rd including the driveway renovation and driveway widening.

Address	Name	Phone	Date	Signature
2534 Boros Rd Burlington ON	Tammy Vigna	[REDACTED]	Aug. 18/21	T. Vigna
2536 Boros Rd BURLINGTON	Josuiud SIVA M-VITORIA SIVA	[REDACTED]	August 18/21	J. Siva
2535 Boros rd Burlington ON	Natasha + Brad Otsuka	[REDACTED]	Aug 20/21	N. Otsuka
2539 Boros Rd Burlington, ON	Gordon Chan	[REDACTED]	Aug 20, 21	G. Chan
2538 Boros Rd Burlington, ON	Soh Kim & Mike Berger	[REDACTED]	Aug 20/21	S. Kim
2541 Boros Rd Burlington, ON	Giovanni Stecca	[REDACTED]	Aug 20/21	G. Stecca
2543 Boros Rd	Jim Mohan	[REDACTED]	Aug 19/21	J. Mohan
2530 Boros Rd.	Alicia Belshaw	[REDACTED]	Aug. 20/21	A. Belshaw
2533 Boros Rd	DEANE LOBO	[REDACTED]	Aug 21/21	D. Lobo
2528 Boros Rd	SONIA PUNICHER	[REDACTED]	Aug Sept 3/21	S. Punicher

**COMMITTEE OF ADJUSTMENT
MINOR VARIANCE
STAFF REPORTS**

Owner(s): 1000718612 Ontario Inc.
Address: 881 Glenwood Ave. Burlington, ON
File No. **A-066/25**
Ward: 1



Staff Comments

Committee of Adjustment

There are no previous land division or minor variance applications on record for this property.

Date: September 2, 2025

Prepared By: E. Shacklette

**COMMITTEE OF ADJUSTMENT
MINOR VARIANCE
STAFF REPORTS**

Zoning

The subject property is zoned **R2.1**, Low Density Residential, under Zoning By-Law 2020, as amended, and is located in the designated area for lot coverage and floor area ratio. The **R2.1** zone requires, among other things, the following:

4.1 LOT WIDTH, AREA, YARDS

Table 2.4.1

Zone	Lot Width	Lot Area	Front Yard	Rear Yard	Side Yard	Street Side Yard
R2 ZONES						
R2.1	18 m	700 m ²	11 m	10 m	(a)	4.5 m

Footnotes to Table 2.4.1

- (a) With attached garage or carport: 10% of actual lot width (30.48m x 10% = 3.048m)

4.6 DWELLING DEPTH

- (a) **Maximum depth of a dwelling shall be 18m measured from building wall closest to front lot line to building wall closest to rear lot line.**

4.8 GARAGES

- (b) **An attached garage with a garage door facing a street is not permitted to project beyond the longest portion of a wall facing a street and containing residential floor area on the first storey of a dwelling.**

2.31 RESIDENTIAL BUILDING HEIGHT (Part 1)

A) R1, R2, R3, R4 Zones					
Peaked Roof Dwellings	Building Height Maximum				
Detached Semi-Detached Cluster	1 storey to 7.5 m	1 ½ storey to 8.5 m	2 storey to 10 m	2 ½ storey N/A	N/A

2.13 ENCROACHMENT INTO YARDS

2.13.1 Every part of a required yard shall be unobstructed with respect to the following encroachments:

- (a) The following obstructions may project **50 cm maximum into a side yard** and 1 m maximum into any other yard from the wall of the building:

chimney	pilaster	belt course	roof overhang (excluding eave or gutter)
sill	lintel	cornice	ornamental projection

2.24 DRIVEWAY WIDTHS AND LANDSCAPED OPEN SPACE AREA (Part 1)

**COMMITTEE OF ADJUSTMENT
MINOR VARIANCE
STAFF REPORTS**

- 4) Unless otherwise specified in this by-law, the following combined maximum width of all hard surfaces (driveways plus walkways) and landscaped open space area requirements shall apply for detached, semi-detached, duplex, triplex, fourplex, common element townhouse, common element back-to-back townhouse, and street townhouse dwellings:
- (f) Circular Driveways are permitted subject to the following:
 - (i) Front or street side lot lines are equal to or greater than 21 m in width.
 - (ii) Must be located in a front or street side yard.
 - (iii) Maximum width of a walkway shall be 2 m.**
 - (iv) The combined width of the two points of access shall not exceed a maximum width of 9 m.
 - (v) The widest point beyond circular driveway shall not exceed a maximum width of 9 m.
 - (vi) Minimum 8 m of landscape open space between access points.

2.2 ACCESSORY BUILDINGS AND STRUCTURES AND UNITARY EQUIPMENT

2.2.1 The following regulations shall apply to buildings and structures, when accessory to detached, semi-detached, duplex, triplex, fourplex or street townhouse dwellings:

- (b) Regulations for Accessory Building greater than 10 m² in floor area and/or greater than 2.5 m in height:
 - (iii) Permitted in a rear yard subject to the following:
 - Setback from a rear lot line: 1.2 m
 - Setback from a side lot line: 1.2 m
 - Setback from a street side yard: 7.5 m
 - **Maximum roof overhang encroachment: 0.5 m**
 - Maximum floor area: 50 m²
 - Maximum one storey
 - Maximum height (peaked roof): 4.6 m
 - Maximum height (flat roof): 3.5 m

Proposal:

The applicant is proposing the construction of a two-storey detached dwelling with attached garage and rear screened-in porch. Proposal also includes a circular driveway and a rear yard accessory building.

Variances required:

1. To permit a building height of 10.1 m instead of the maximum permitted 10.0 m for a proposed two storey dwelling with a peaked roof.

**COMMITTEE OF ADJUSTMENT
MINOR VARIANCE
STAFF REPORTS**

-
2. To permit a dwelling depth of 20.3 m instead of the maximum permitted 18 m measured from building wall closest to front lot line to the building wall closest to the rear lot line for a proposed two storey dwelling with attached garage.
 3. To permit a proposed attached garage to project 2.2 m beyond the longest portion of a wall facing a street whereas Zoning By-law 2020 does not permit an attached garage with a garage door facing a street to project beyond the longest portion of a wall facing a street and containing residential floor area on the first storey of a dwelling.
 4. To permit a north-west side yard encroachment of 0.6 m instead of the maximum permitted projection of 0.5 m measured from the wall of the building for a proposed roof overhang excluding eaves and gutter.
 5. To permit a 1.1 m roof overhang encroachment instead of the maximum permitted 0.5 m for a proposed one storey accessory building in the rear yard.
 6. To permit a 3.7 m walkway width whereas Zoning Bylaw 2020 permits a maximum walkway width of 2 m in combination with a circular driveway.

Condition:

1. The applicant shall apply for a Pre-Building Approval application.

Notes:

1. Conservation Halton approval is required.
2. Variances have been identified based on the plans submitted for zoning review. If additional variances are identified when a Pre-Building Approval is made, they will be the responsibility of the applicant to obtain.
3. This approval does not include an Additional Residential Unit.
4. The variances are being reviewed under Section 45(1) of the Planning Act.

Date: 9 February 2026Prepared By: Erin Ruby**Site Planning**

Site Characteristics	
Lot Frontage (m)	30.48 m
Lot Area (m²)	2375.31 m ²
Existing Land Uses <i>(ex. buildings, structures, driveways, fences, etc...)</i>	Two storey detached dwelling without an attached garage; existing driveway; board

**COMMITTEE OF ADJUSTMENT
MINOR VARIANCE
STAFF REPORTS**

	and chain link fence.
Site Grading <i>(ex. Flat and level, significant grade differences)</i>	Flat at the front and sloping in the rear towards the CH regulated area
Notable Site Features	The rear of the property slopes downward towards a creek and CH regulated lands
Surrounding Land Uses <i>(ex. Adjacent building relationships, natural features, notable adjacencies)</i>	Low-rise residential
Nearest Major Intersection	Plains Road East and Lasalle Park Road
Neighbourhood Boundaries* *Based on OP, 1997 residential neighbourhood definition	North: Plains Road East East: Burlington Golf and Country Club South: Lake Ontario West: Lasalle Park Road

Neighbourhood Characteristics:

- The surrounding neighbourhood is characterized by a mix of one-storey dwellings, one-and-a-half-storey homes, and larger two-storey detached dwellings. Several properties appear to have been redeveloped or significantly renovated over time, resulting in a varied dwelling character while maintaining a low-rise residential form. The presence of newer two-storey dwellings within the streetscape demonstrates that taller built forms are not uncommon in the area.
- Rooflines throughout the neighbourhood are predominantly pitched, including gable, cross-gable, and dormer forms. These roof configurations visually reduce perceived building mass and contribute to a residential character common in the area. Even where dwellings are larger or two storeys in height, the use of peaked roof forms, gabled façades, and projections maintains compatibility with the existing streetscape.
- Properties within the neighbourhood generally feature large lot frontages and deep front yards with expansive landscaped areas. Mature trees and established vegetation are prominent throughout the street, contributing to a spacious and well-treed character and providing natural buffering between neighbouring properties.
- Dwelling footprints and building depths vary across the neighbourhood, reflecting both original construction patterns and incremental redevelopment. Several homes exhibit substantial building footprints and rear additions, resulting in deeper dwellings while maintaining generous yard areas due to the large lot sizes typical of the area.
- Garage configurations throughout the neighbourhood vary considerably, including attached garages integrated into the main building mass, garages that project forward of the dwelling façade, and garages incorporated into redeveloped homes. Driveways are typically wide and often accommodate multiple vehicles, with some properties featuring circular driveways or expanded driveway configurations.

**COMMITTEE OF ADJUSTMENT
MINOR VARIANCE
STAFF REPORTS**

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- Walkways, driveways, and landscaped entrance features frequently occupy a significant portion of the front yard area. Circular driveways and wider driveway entrances are present along the street, reflecting the larger lot sizes and accommodating multiple vehicles while maintaining landscaped front yards.
 - Accessory structures and landscaped yard features are also present on some properties, including detached garages, garden structures, and landscaped elements, reflecting the spacious rear yards and the overall low-density residential character of the neighbourhood.

A site visit was conducted on March 5, 2026, and existing on-site conditions are summarized in site photos included in Attachment No. 1 (Site Photos).

1) City of Burlington Official Plan:

Does the proposed minor variance(s) from the zoning by-law maintain the general intent and purpose of the Official Plan?

Yes

Regional Official Plan (2022):

The proposal meets the general intent and purpose of the Regional Official Plan, 2022 (ROP, 2022) for the following reasons:

- Section 76 of the ROP indicates that the range of permitted uses and the creation of new lots within the Urban Area will be in accordance with Local Official Plans and Zoning By-laws. Given that detached dwellings are permitted by the City's Zoning By-law, staff are of the opinion that the requested variances meet the general intent and purpose of the ROP.

Regional Staff have also reviewed this application and have no objections to the Minor Variance application.

Official Plan, 1997 & 2020

Parts of the Burlington Official Plan, 2020 (BOP, 2020) are not in-force due to ongoing Ontario Land Tribunal Appeals, so applications are reviewed against a combination of in-force policies under BOP, 2020 and the older Burlington Official Plan 1997 (BOP, 1997).

The proposal/variances meet the general intent and purpose of the Official Plan for the following reasons:

- The proposed use is consistent with the property's 'Low-Rise Neighbourhoods I' designation under Schedule 'C'/Schedule 'B' (Land Use - Urban Area/Comprehensive Land Use Plan- Urban Planning Area) of the BOP,

**COMMITTEE OF ADJUSTMENT
MINOR VARIANCE
STAFF REPORTS**

1997/BOP, 2020, as amended, which permits ground-oriented, low-density housing, and where compatible infill, small-scale additions, and renovations are encouraged.

- Whereas General Objectives for Residential Neighbourhood Areas under Section 8.3.1 of the BOP, 2020 directs that new development “be balanced with other planning considerations” and achieve “compatibility and integration within existing residential neighbourhoods” (a), while considering the “surrounding *physical character*”, the proposal is consistent with these objectives in the following ways:
 - The proposed dwelling maintains compatibility with the surrounding neighbourhood through the use of pitched rooflines, gable forms, and varied roof planes, which are consistent with the predominant roof configurations observed on surrounding dwellings. The building form incorporates stepped roof slopes, porch projections, and a reduced second-floor footprint relative to the ground floor, which break up the overall building mass and reflect the low-rise residential character of the area.
 - The proposed footprint is generally aligned with the established siting pattern along Glenwood Avenue and the abutting southerly property, maintaining the prevailing streetscape rhythm and front yard relationship while accommodating a circular driveway configuration consistent with other larger residential properties in the neighbourhood.
 - The design balances building projections at the front façade, with the garage projection on one side visually offset by the front porch projection on the other, creating a symmetrical and articulated streetscape presence that reduces the perceived massing of the dwelling when viewed from the street.
 - The rear building massing is similarly moderated through dwelling articulation. While a projection is provided to accommodate the dining area, the extension is centrally located and visually balanced by covered porch elements on either side, reducing the perceived depth of the building.
 - The second-floor footprint is reduced relative to the ground floor, minimizing the massing of the dwelling and helping to maintain compatibility with the scale of surrounding residential development.
 - The roof design incorporates multiple gables and intersecting rooflines, which break up the building mass and reinforce the established residential character observed throughout the neighbourhood.
 - The requested roof projection variance results from a minor increase to a roof overhang measuring approximately 0.508 m (rounded to 0.6 m for zoning purposes), which arises from a reduced wall projection beyond the chimney and represents a change that does not materially alter the building form or create adverse impacts.
 - With respect to building height, only the central ridge and the perpendicular ridge along the garage wing reach the proposed height of 10.1 m, while the remainder of the roof structure remains lower, ensuring

**COMMITTEE OF ADJUSTMENT
MINOR VARIANCE
STAFF REPORTS**

- that the building's overall perceived height is moderated through the use of varied roof planes. A row of tall columnar trees runs along the northerly property boundary, providing effective visual screening toward the immediately adjacent northerly dwelling, which is approximately one-and-a-half storeys in height and would otherwise be the property most directly affected by the modest increase in building height.
- The accessory structure incorporates a modest roof projection above the doorway that provides weather protection and elevation detailing. The projection is limited to the door area and is supported by brackets, resulting in a localized feature that does not materially increase the mass or footprint of the accessory structure.
 - The proposal demonstrates a varied building form that reduces perceived massing through building setbacks, varied roof planes, and design detailing (columns, horizontal breaking of the façade with porch projections), ensuring the development remains compatible with the character of the neighbourhood while accommodating the requested minor variances.
 - Whereas *compatible* is defined as “Development or re-development that is capable of co-existing in harmony with, and that will not have an undue physical (including form) or functional adverse impact on, existing or proposed development in the area or pose an unacceptable risk to environmental and/or human health”, which is evaluated in accordance with measurable/objective standards, the planner notes the following:
 - The requested height variance applies only to limited roof ridge elements, specifically the central ridge and the perpendicular ridge along the garage wing, while the remainder of the roof planes remain lower. Policy 8.3.3(1)(e)(i) of the Official Plan indicates that maximum building height should be comparable to the average height of abutting dwellings. While the permitted as-of-right height already exceeds the height of the immediately adjacent dwellings (approximately 1.5 storeys and approximately 8 m at 875 Glenwood Avenue), the requested variance does not significantly increase the perceived height of the dwelling when viewed from the street or neighbouring properties, as the majority of the roof area remains below the 10.0 m height threshold. As illustrated in the section drawing, the roof is articulated through multiple slopes and stepped roof planes from front to back, such that only the uppermost central ridge exceeds the 10.0 m height limit while the surrounding roof planes remain lower, thereby reducing the perceived overall building height and maintaining compatibility with the surrounding built form.

**COMMITTEE OF ADJUSTMENT
MINOR VARIANCE
STAFF REPORTS**

2) City of Burlington Zoning By-law 2020:

Does the proposed minor variance(s) from the zoning by-law maintain the general intent and purpose of the Zoning By-law?

Yes – Residential building Height (Section 2.31)

The intent of the maximum building height provisions of Zoning By-law 2020 is to regulate the vertical scale of residential buildings to maintain compatibility with surrounding development, ensure appropriate building massing within residential neighbourhoods, and minimize potential impacts related to overlook, shadowing, and streetscape character. The requested variance is considered to maintain the general intent and purpose of the Zoning By-law for the following reasons:

- The requested height increase pertains to the central roof ridge and the perpendicular ridge along the garage wing reaching 10.1 m, while the remainder of the roof planes remain below the 10.0 m permitted height.
- The additional height is attributable to the roof form rather than an additional storey or significant increase in building mass and therefore does not materially increase the perceived scale of the dwelling.
- The building incorporates multiple pitched roof planes with shallower rooflines that reduce the visual mass of the dwelling and ensure the height is concentrated only at limited ridge elements.
- Given the minimal nature of the increase and the overall roof design, the proposed dwelling continues to function as a two-storey low-rise residential building consistent with the intent of the height regulation.

Yes – Dwelling Depth (Section 4.6)

The intent of the maximum dwelling depth provisions of Zoning By-law 2020 is to regulate the massing and scale of residential buildings relative to lot size in order to maintain appropriate building proportions, ensure adequate rear yard areas, and reduce the visual and physical impacts associated with excessively deep building forms. Staff believe the requested variance (20.1 m vs. 18 m required) is consistent with the general intent and purpose of the Zoning By-law for the following reasons:

- The increased dwelling depth results primarily from a centrally located rear projection accommodating the dining area, which is visually moderated by covered porch elements on either side.
- The building mass is further reduced through the reduced second-floor footprint, which minimizes the perceived depth and bulk of the dwelling.
- The subject property is characterized by a large lot size and generous rear yard area, ensuring that adequate outdoor amenity space and separation from neighbouring properties is maintained.
- The proposed depth remains consistent with the scale of larger dwellings within the neighbourhood, where deeper building footprints are present to the size of lots and incremental redevelopment over time.

**COMMITTEE OF ADJUSTMENT
MINOR VARIANCE
STAFF REPORTS**

Yes – Garage Projection (Section 4.8)

The intent of the garage projection provisions of Zoning By-law 2020 is to ensure that garages do not dominate the streetscape and that the front façade of dwellings maintains a pedestrian-oriented residential character. The requested variance is considered to maintain the general intent and purpose of the Zoning By-law for the following reasons:

- The garage projection is balanced by a front porch projection on the opposite side of the dwelling thereby reducing the visual dominance of the garage when viewed from the street.
- The proposed design incorporates design detailing (columns, continuous porch roof projection) and varied building planes, ensuring that the garage remains integrated into the overall building form rather than appearing as a dominant element of the façade.
- Garage configurations within the neighbourhood vary and include attached garages that project forward of the main dwelling façade (e.g. 875, 885, 868, 862, 886, 885, 856, 817 Glenwood Avenue), indicating that the proposed condition is not uncommon within the streetscape.

Yes – Encroachment Into Yards (Section 2.13.1) and Roof Overhang of an Accessory Building (Section 2.2.1)

The intent of the yard encroachment provisions of Zoning By-law 2020 is to allow limited projections while ensuring that building elements do not significantly intrude into required yard setbacks or create impacts on neighbouring properties. Similarly, the roof encroachment provisions for accessory buildings are intended to regulate roof overhangs so that projections remain minor and do not materially expand the building footprint. The requested variances are considered to maintain the general intent and purpose of the Zoning By-law for the following reasons:

- The roof projection associated with the principal dwelling results from a minor roof overhang measuring approximately 0.508 m (rounded to 0.6 m for zoning purposes) created by a reduced wall projection beyond the chimney. This represents a change that does not materially alter the building footprint or create impacts on adjacent properties.
- The accessory structure includes a roof overhang projection above the door area that functions primarily as design detailing and reflects the roof projections incorporated into the design of the principal dwelling. The projection is contained to the doorway area and supported by decorative brackets, and while it measures 1.1 m where 0.5 m is permitted, it does not materially increase the building mass or footprint of the accessory structure.
- The requested encroachments relate to design features rather than expanded floor area, ensuring that the required yard spaces remain largely unaffected.

**COMMITTEE OF ADJUSTMENT
MINOR VARIANCE
STAFF REPORTS**

Yes – Walkway (Section 2.24)

The intent of the driveway width and landscaped open space provisions of Zoning By-law 2020 (Section 2.24) is to regulate the combined width of hard surfaces within the front yard in order to maintain adequate landscaped open space while accommodating driveway and pedestrian access. The by-law also permits circular driveways on lots with frontage greater than 21 m, subject to associated walkway width limits (2 m). The requested variance is considered to maintain the general intent and purpose of the Zoning By-law for the following reasons:

- The increased walkway width is localized to a short section directly in front of the dwelling, where the walkway measures approximately 3.7 m at the jog before narrowing to approximately 2.438 m, which represents the majority of the walkway width along its length.
- The widened portion functions as an entry forecourt associated with the circular driveway configuration, facilitating pedestrian access to the dwelling while maintaining substantial landscaped front yard areas.
- Given the large lot frontage and retained landscaped areas, the requested variance does not undermine the intent of the by-law to limit excessive hard surface coverage within the front yard.

3) Desirability:

Is the proposed minor variance from the zoning by-law desirable for the appropriate development or use of the land, building or structure?

Yes

The proposed variances are desirable for the appropriate development of the land for the following reasons:

- The proposal facilitates the construction of a two-storey detached dwelling that is consistent with the established low-density residential character of the neighbourhood, where a mix of one-storey, one-and-a-half storey, and larger two-storey homes are present.
- The proposed dwelling incorporates varied building massing, varied roof forms, and design detailing that reduce the perceived scale of the building and maintain compatibility with the surrounding residential streetscape.
- The requested variances relate primarily to dwelling articulation, roof form, and site access configuration rather than a substantial increase in building footprint or density and therefore support an appropriate residential form of development for the property. A continuous row of tall columnar trees along the northerly property line provides natural visual buffering toward the adjacent northerly dwelling, which is approximately one-and-a-half storeys in height and would otherwise be the property most directly affected by the height increase.
- The proposal makes efficient use of a large residential lot while maintaining generous landscaped areas and appropriate separation from neighbouring

**COMMITTEE OF ADJUSTMENT
MINOR VARIANCE
STAFF REPORTS**

properties, consistent with the spacious character of the surrounding neighbourhood.

- The circular driveway, entry walkway configuration, and garage design reflect driveway and access patterns observed along the street, supporting functional access while remaining compatible with the streetscape.

4) Minor in Nature:

Is the proposed minor variance(s) from the zoning by-law considered minor in nature?

Yes

The proposed variances are considered minor in nature for the following reasons:

- The requested height increase is small (10.1 m vs. 10.0 m permitted) and applies only to limited roof ridge elements rather than the overall roof structure, such that most of the roof area remains below the permitted height and the overall scale of the dwelling remains consistent with surrounding residential development.
- The additional dwelling depth is primarily attributable to a rear projection, while the reduced second-floor footprint and porch elements moderate the perceived massing of the building.
- The garage projection is visually balanced by the front porch projection on the opposite side of the façade, ensuring the dwelling maintains a balanced residential streetscape presence.
- The encroachment variances relate to small roof projections and detailing, including an overhang associated with the principal dwelling and a bracket-supported roof projection above the accessory structure doorway, which do not materially increase building mass or footprint.
- The walkway variance is limited to a short section directly in front of the dwelling, where the walkway briefly widens before narrowing to dimensions that represent the majority of the walkway length.
- The proposal maintains appropriate setbacks, landscaped areas, and compatibility with surrounding residential development, and therefore does not result in undue physical or functional impacts on adjacent properties or the broader neighbourhood.

Cumulative Effects of Multiple Variances and Other Planning Matters:

The cumulative effect is minor, and staff are supportive for the following reasons:

- While multiple variances are requested, they relate primarily to dwelling articulation, roof form, and design elements, rather than a significant increase in building footprint, massing, or intensity of use.
- When considered together, the variances result in a cohesive dwelling design, where building projections, roof forms, and façade elements work together to reduce the perceived mass and scale of the building.

**COMMITTEE OF ADJUSTMENT
MINOR VARIANCE
STAFF REPORTS**

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- The modest height increase, additional building depth, and garage projection are visually moderated through varied roof planes, porch elements, and a reduced second-floor footprint, ensuring the dwelling remains compatible with surrounding residential development.
 - The remaining variances, including minor roof encroachments and the localized walkway widening, relate to design detailing and access configuration and do not materially expand the building footprint or reduce landscaped areas.
 - Taken cumulatively, the variances do not create undue physical or functional impacts on adjacent properties or the streetscape, and the proposal continues to maintain the low-rise residential character of the neighbourhood.

Recommendation:

Staff has reviewed the proposed variances in accordance with the Planning Act, the policies of the Official Plan and the requirements of the Zoning By-law and has no objection.

Date: March 10, 2026

Prepared By: Melissa Gasic, MCIP RPP

Report Schedules & Attachments:

Attachment No. 1 (Site Photos)



View of the front



View of the front from the driveway

**COMMITTEE OF ADJUSTMENT
MINOR VARIANCE
STAFF REPORTS**



View of the northwesterly corner



View of the backyard



View of the backyard



View towards the abutting southerly property



View of the rear lot line



**View of the property across the street (880
Glenwood Avenue)**

**COMMITTEE OF ADJUSTMENT
MINOR VARIANCE
STAFF REPORTS**



View of neighbourhood context (876 Glenwood Avenue)



View of the abutting southerly property (875 Glenwood Avenue)



View of 885 Glenwood Avenue



View of neighbourhood context (865 Glenwood Avenue)



View of 868 Glenwood Avenue



View of 862 Glenwood Avenue

**COMMITTEE OF ADJUSTMENT
MINOR VARIANCE
STAFF REPORTS**



View of 886 Glenwood Avenue



View of 885 Glenwood Avenue



View of 886 Glenwood Avenue



View of 817 Glenwood Avenue

Development Engineering

Development Engineering has reviewed the proposed minor variances and has no objections. Changes to the plans may be required during the Grading and Drainage Clearance Certificate review process.

Date: February 19, 2026

Prepared By: D. Savelli

Forestry

Forestry has reviewed the application and has no objection to the proposed minor variance(s) subject to the reduction in the driveway widths.

Forestry provides the following advisory comment(s) to the applicant:

- A tree permit(s) will be required for any and all work around regulated trees in accordance with the City's Tree By-laws.
- Revisions to plans and/or reports may be required through the tree permit application process

**COMMITTEE OF ADJUSTMENT
MINOR VARIANCE
STAFF REPORTS**

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- A consent letter is required to be supplied with a tree permit application where the applicant is not the sole owner of the tree. This includes boundary and/or neighbouring trees. Should an applicant not obtain consent from the adjacent owner(s), it may necessary to relocate the limits of excavation and associated disturbance outside of the minimum tree protection zone(s) of the tree(s).
 - Trees that are 75cm or greater at breast height are considered a significant tree and additional review and justification for their removal may be required.

Date: February 24, 2026

Prepared By: M.Krzywicki

Building

1. A Building Permit is required for all building construction;
2. Permit application drawings are to be prepared by a qualified designer as per Div. C., Section 3.2 - Qualifications of Designers and OBC 2024.

Date: March 4, 2026

Prepared By: Q. Tan

Transportation Planning

Deemed Road Width Analysis

Glenwood Avenue is under the authority of the City of Burlington and the deemed right-of-way width is 20 metres. The right of-way adjacent to the subject site is approximately 20 metres therefore no additional lands are required.

Date: September 9th, 2025

Prepared By: Taylor Kirchknopf

Transportation Planning have reviewed the proposed minor variance application and and have no comments or concerns.

Date: February 19, 2026

Prepared By: Thalia Thompson

Finance

Notice regarding Development Charges:

The owner, its successors and assigns, are hereby notified that City Development Charges may be payable in accordance with the applicable By-law 72-2004, as may be

**COMMITTEE OF ADJUSTMENT
MINOR VARIANCE
STAFF REPORTS**

amended, upon issuance of a building permit, at the rate in effect on the date issued. For further information, the owner is advised to contact the City Building Department (905) 335-7731.

Tax

All property taxes including penalty and interest must be paid. This includes all outstanding balances plus current year taxes that have been billed but are not yet due. Local improvements must be commuted.

Date: February 24, 2026

Prepared By: L. Bray

Halton Region

Regional Contaminated Sites Database:

In order to maintain the Region's Contaminated Sites Database, Regional staff request final copies of all environmental reports (if applicable) including: Geotechnical Studies, Hydrogeological Studies, Phase One and/or Two Environmental Site Assessments, Remediation Reports, Risk Assessments, Record of Site Condition (RSC), and/or Certificate of Property Use (CPU).

Regional Staff have reviewed the Minor Variance application proposing the construction of a two-storey detached dwelling with attached garage, rear screened-in porch, circular driveway, and a rear yard accessory building. Variances are requested to the maximum permitted building height, dwelling depth, garage projection, side yard encroachment, roof overhang encroachment, and walkway width.

- Due to Provincial legislation, as of July 1, 2024, the Halton Region's role in land use planning and development matters has changed. The Region is no longer responsible for the Regional Official Plan – as this has become the responsibility of Halton's four local municipalities. As a result of this change, a Memorandum of Understanding (MOU) between the Halton municipalities and Conservation Authorities has been signed that identifies the local municipality as the primary authority on matters of land use planning and development. The MOU also defines the continued scope of interests for the Region and the Conservation Authorities in these matters.

Regional Staff have no objections to the Minor Variance application.

Date: March 4, 2026

Prepared By: Navjot Kaur

Conservation Halton

Conservation Halton (CH) staff has reviewed the minor variance application and materials for 881 Glenwood Avenue in Burlington as per our regulatory responsibilities under the *Conservation Authorities Act* (CA Act) and Ontario Regulation 41/24 and our

**COMMITTEE OF ADJUSTMENT
MINOR VARIANCE
STAFF REPORTS**

provincially delegated responsibilities under Ontario Regulation 686/21 (e.g., acting on behalf of the province to ensure decisions under the Planning Act are consistent with the natural hazards policies of the Provincial Planning Statement [PPS, Sections 5.1.11-5.2.8] and/or provincial plans).

Proposal

The applicant is proposing the construction of a two-storey detached dwelling with attached garage and rear screened-in porch. Proposal also includes a circular driveway and a rear yard accessory building. The required variances include:

1. To permit a building height of 10.1 m instead of the maximum permitted 10.0 m for a proposed two storey dwelling with a peaked roof.
2. To permit a dwelling depth of 20.3 m instead of the maximum permitted 18 m measured from building wall closest to front lot line to the building wall closest to the rear lot line for a proposed two storey dwelling with attached garage.
3. To permit a proposed attached garage to project 2.2 m beyond the longest portion of a wall facing a street whereas Zoning By-law 2020 does not permit an attached garage with a garage door facing a street to project beyond the longest portion of a wall facing a street and containing residential floor area on the first storey of a dwelling.
4. To permit a north-west side yard encroachment of 0.6 m instead of the maximum permitted projection of 0.5 m measured from the wall of the building for a proposed roof overhang excluding eaves and gutter.
5. To permit a 1.1 m roof overhang encroachment instead of the maximum permitted 0.5 m for a proposed one storey accessory building in the rear yard.
6. To permit a 3.7 m walkway width whereas Zoning Bylaw 2020 permits a maximum walkway width of 2 m in combination with a circular driveway.

Conservation Authorities Act and Ontario Regulation 41/24

CH regulates all watercourses, valleylands, wetlands, Lake Ontario Shoreline, hazardous lands (e.g. flooding and erosion hazards, dynamic beaches, unstable soil and bedrock), as well as lands adjacent to these features. Based on CH's Approximate Regulation Limit (ARL) mapping, the subject property is regulated by CH as it is adjacent to Glenwood Creek and contains the flooding and erosion hazards associated with this watercourse. CH regulates a distance of 15 metres from the greater of the flooding and erosion hazards associated with the watercourse.

Permits are required from CH prior to undertaking development activities within CH's regulated area and applications are reviewed under the *Conservation Authorities Act*

**COMMITTEE OF ADJUSTMENT
MINOR VARIANCE
STAFF REPORTS**

(CA Act), Ontario Regulation 41/24 and CH's *Policies and Guidelines for the Administration of Part VI of the Conservation Authorities Act and Ontario Regulation 41/24 and Land Use Policy Document*, last amended April 17, 2025 (<https://conservationhalton.ca/policies-and-guidelines>).

Based on the review of the plans submitted and CH's Approximate Regulation Limit (ARL) mapping, the proposed dwelling is located outside of the CH Regulated Area. However, the proposed detached garage with associated grading, and a portion of the rear driveway are within the CH Regulated Area. A CH permit is required for these development activities within the regulated area prior to construction. The proposed detached garage will need to be setback a minimum of 6 metres from the stable top of bank to meet CH's regulatory policies, and this can be confirmed through the review of the CH permit application.

Conclusion/Recommendation

CH staff has no objections to the requested variances. A CH Permit is required for the proposed detached garage, associated grading and rear driveway hardscaping in the CH regulated area. Should any changes to the proposed development arise through the Minor Variance process, or for future development, please circulate CH for further review and to identify any regulatory and permitting requirements.

We trust the above is of assistance. Please contact me with any questions.

Date: February 26, 2026

Prepared By: Jessica Bester

NOTICE OF PUBLIC HEARING

1000718612 Ontario Inc of 424 Macnab St. Dundas, has applied to the Committee of Adjustment for a Minor Variance to the requirements of Zoning By-law 2020, as amended. The property in question is **881 Glenwood Ave. Burlington** (see map).

The applicant is proposing the construction of a two-storey detached dwelling with attached garage and rear screened-in porch. This proposal also includes a circular driveway and a rear yard accessory building. This proposal results in the following variances:

1. To permit a building height of 10.1 m instead of the maximum permitted 10.0 m for a proposed two storey dwelling with a peaked roof.
2. To permit a dwelling depth of 20.3 m instead of the maximum permitted 18 m measured from building wall closest to front lot line to the building wall closest to the rear lot line for a proposed two storey dwelling with attached garage.
3. To permit a proposed attached garage to project 2.2 m beyond the longest portion of a wall facing a street whereas Zoning By-law 2020 does not permit an attached garage with a garage door facing a street to project beyond the longest portion of a wall facing a street and containing residential floor area on the first storey of a dwelling.
4. To permit a north-west side yard encroachment of 0.6 m instead of the maximum permitted projection of 0.5 m measured from the wall of the building for a proposed roof overhang excluding eaves and gutter.
5. To permit a 1.1 m roof overhang encroachment instead of the maximum permitted 0.5 m for a proposed one storey accessory building in the rear yard.
6. To permit a 3.7 m walkway width whereas Zoning Bylaw 2020 permits a maximum walkway width of 2 m in combination with a circular driveway.

You have received this notice as stipulated by the *Planning Act* because your property is within 60 metres of the property noted above. The application materials are available on request by contacting Committee of Adjustment staff by one of the methods listed above. A copy of the Agenda, containing staff reports and drawings, can be viewed online under the Meeting Agenda tab at **Burlington.ca/coa** on or after **March 23, 2026**.

Committee of Adjustment Hearings will be hybrid-conducted in person and virtually. All members of the public, applicants and their agents will now have the option to participate in the public meeting process in

person at City Hall in Council Chambers, or remotely via Zoom Webinar Video Conferencing Technology. The Committee of Adjustment will meet to consider the above application under Section 45 of the *Planning Act*, 1990, as amended on:

WEDNESDAY APRIL 8, 2026,

This application is scheduled to be heard at or after 5:30 pm.

How to participate if I have comments or concerns?

Written Submissions

Members of the public who would like to participate in a Committee of Adjustment meeting are able to send written comments regarding the application by e-mail to committeeofadjustment@burlington.ca with the subject line to read "Comments_Your Name_File No._Address of the Property".

Alternatively, written comments can be sent by regular mail addressed to the Secretary-Treasurer. Include your name, address, application number and address of the property for which you are providing comments.

City of Burlington Committee of Adjustment - Community Planning
426 Brant Street P.O. Box 5013 Burlington, Ontario, L7R 3Z6
committeeofadjustment@burlington.ca

To allow all Committee of Adjustment members the opportunity to review and consider your comments, please provide your written submissions to be received no later than noon the day before the hearing date.

Oral Submissions

Members of the public are also able to provide oral comments regarding Committee of Adjustment Hearing items by participating virtually through Zoom via computer or phone, or by attending the Hearing in-person. Participation virtually requires pre-registration in advance. Please contact staff for instructions if you wish to make a presentation containing visual materials.

1. Virtual Oral Submissions

To register as a delegate, please contact the Secretary-Treasurer no later than 12:00 p.m. (noon) the day before the hearing date. The following information is required to register; Committee of Adjustment file number, hearing date, name, and mailing address of each person wishing to speak, if participation will be by phone or video. All requests to delegate must contain a copy of your intended remarks which will be circulated to all members of Committee in advance.

2. In person Oral Submissions

Interested members of the public, agents, and owners who wish to participate in person may attend Council Chambers on the date and time listed on the Notice of Public Hearing. Please note that you will be required to provide your name and address for the record. It is advised that you arrive no less than 10 minutes before the time of the Public Hearing as noted on the Notice of Public Hearing.

Attend or View the Committee of Adjustment Hearing:

If you do not wish to participate, but would like to follow along, the hearing will be held in person at City Hall in Council Chambers and live through a Zoom Webinar. Instructions, links and phone numbers for

joining the meeting will be posted on the Committee of Adjustment webpage the day prior to the scheduled meeting. The link will be active at **5:00 p.m.**

If you wish to be notified of the decision of the Committee of Adjustment in respect to this application, you must submit a written request to the Secretary-Treasurer. This will also entitle you to be advised of a possible Ontario Land Tribunal Hearing. In accordance with the Planning Act, the Committee of Adjustment decision may be appealed to the Ontario Land Tribunal by the owner, the Minister of Municipal Affairs and Housing, a specified person or public body that has an interest in the matter.

The applicant is advised that it is **mandatory** that either the applicant or an authorized agent of the applicant must be present at the hearing either in person or virtual.

For more information about this matter, contact Catherine Susidko-Petriczko at committeeofadjustment@burlington.ca

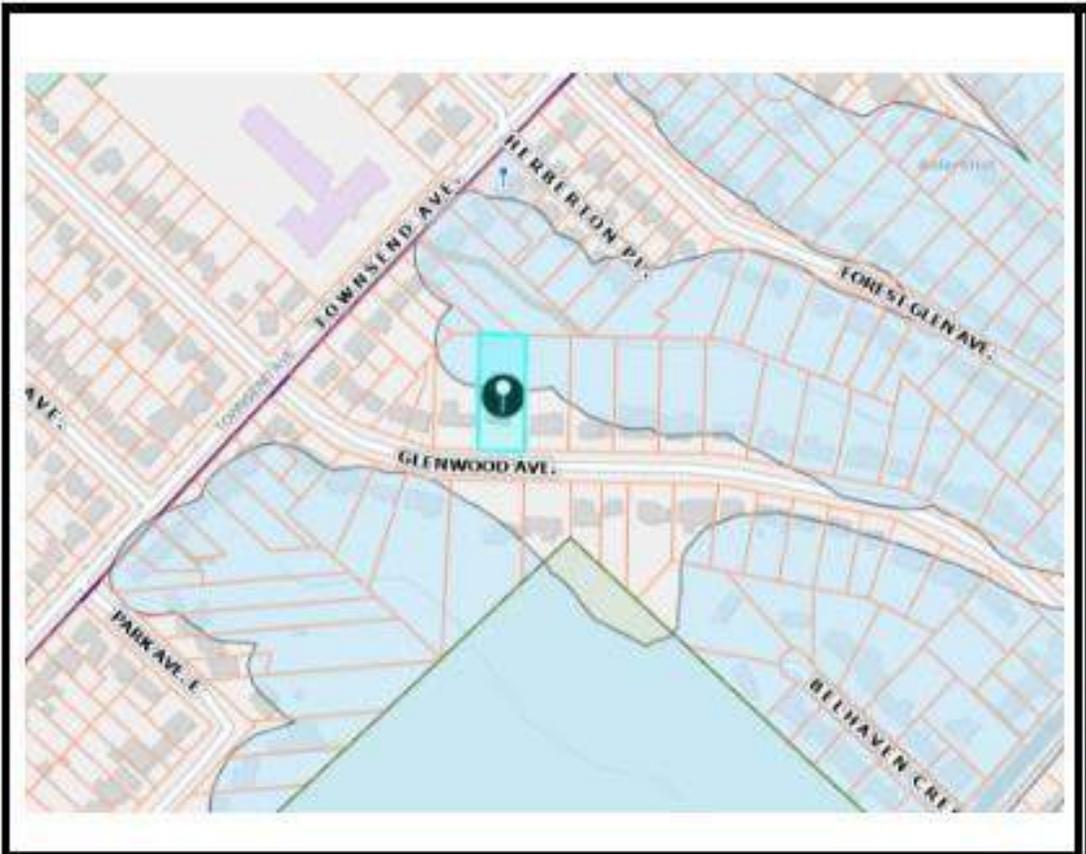
Yours truly,



Catherine Susidko-Petriczko
Secretary-Treasurer
Committee of Adjustment

Personal information including comments and public feedback, is collected under the legal authority of the Planning Act, R.S.O. 1990, Chapter c. P.13, as amended, and the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, as amended, which will be used to process the application and in the decision making process and becomes the property of the City of Burlington, and is considered to be a public record and will be disclosed to any individual (including being posted on the internet) upon request. Questions about this collection should be directed to the Secretary-Treasurer, Burlington Committee of Adjustment, Community Planning Department, 426 Brant Street, P.O. Box 5013, Burlington, Ontario; L7R 3Z6 (905) 335-7629.

Key Map



Key Map



881 Glenwood Ave.



Committee of Adjustment Community
Planning Department - Planning
Implementation

**PLANNING ACT, R.S.O. 1990, C.P. 13
APPLICATION FOR MINOR VARIANCE OR FOR PERMISSION**

THE UNDERSIGNED HEREBY APPLIES TO THE COMMITTEE OF ADJUSTMENT FOR THE CITY OF BURLINGTON UNDER SECTION 45 OF THE PLANNING ACT, R.S.O. 1990, C.P.13, AS DESCRIBED IN THIS APPLICATION, FROM BY-LAW NO. 2020. (AS AMENDED)

Application made under:

Section 45 (1) of the Planning Act

Section 45 (2) of the Planning Act

Discussed the application with a City Zoning Examiner and Development Planner Y or N

Name of Planner: _____ Name of Zoning Examiner: ERIN RUBY

PROPERTY INFORMATION

Municipal Address(es) of property:

881 GLENWOOD AVENUE

Legal Description of property:

LT 114 & 115, REG'D PLN 732 (PF), CITY OF BURLINGTON

Official Plan Designation: LOW DENSITY RESIDENTIAL Current Zoning Designation R2.1

OWNER(S) INFORMATION:

Legal Name (as it appears on the title for the property):

1000718612 ONTARIO INC.

Mailing Address: 424 MacNAB ST. City: DUNDAS

Postal Code: L9H 2L3 Home Phone: _____ Mobile Phone: ██████████

Work Phone: ██████████ E-Mail: ██████████

AGENT INFORMATION (if applicable): (This person will be the primary point of contact if provided)

Name:

DAN HUTCHINSON O/A DAN HUTCHINSON INTERIOR DESIGN

Business Address: 111 WALDWEG City: SCUGOG

Postal Code: L0B 1B0 Home Phone: _____ Mobile Phone: ██████████

Work Phone: _____ E-Mail: ██████████

PROPOSED DEVELOPMENT Please outline in detail your proposed development and list each variance you are requesting, as well as the Zoning By-law Requirements. Attach a separate sheet if required.

DEMOLISH EX. SINGLE FAMILY DETACHED DWELLING & LANDSCAPING (INCL. IN GROUND POOL), WHILE RETAINING THE EX. SHED IN THE REAR YARD. CONSTRUCT A NEW, 1.5 STY, SINGLE FAMILY DETACHED DWELLING AND DETACHED GARAGE IN REAR YARD WHICH INCLUDES LIMITED LIVING SPACE (POOL HOUSE, NOT 2ND SUITE)

Variance(s) Requested	Zoning Bylaw Requirement
To permit a building height of 10.1m	10.0m for a proposed 2 sty dwelling with a peaked roof
To permit a dwelling depth of 20.3m	18 m from building wall closest to front lot line to the building wall closest to the rear lot line for a proposed two storey dwelling with attached garage
To permit a north-west side yard encroachment of 0.6m	0.5m from the wall for a proposed roof overhang
To permit a 1.1m roof overhang encroachment	0.5m for a one storey accessory building in the rear yard
To permit a 3.7 m walkway width	2m in combination with a circular driveway

In your own words, please explain why you are unable to comply with the provisions of the Zoning By-law and how the minor variance(s) meet the four (4) tests under the Planning Act:

1. Why is the variance(s) minor in nature? _____
 THE BUILDING HEIGHT AND SIDE YARD ROOF OVERHANG ARE MERELY 0.1m LARGER THAN PERMITTED. THE EXTRA DWELLING DEPTH IS ONLY 2.3m AND ONLY ACCOUNTS FOR 23% OF THE FULL WIDTH OF THE HOUSE. THE ROOF OVERHANG ON THE ACCESSORY BUILDING IS ACTUALLY A COVERED ENTRY.

2. Why are the variance(s) desirable for the appropriate use of the land? _____
 THE SCALE OF THE VARIANCES, THEIR IMPACT ON THE STREET SCAPE, AND THEIR IMPACT ON THE NEIGHBOURS ARE MINOR IN NATURE BUT RESULT IN HUGE IMPROVEMENTS TO THE LIVEABILITY OF THE HOUSE FOR IT'S OWNERS.

3. Do the variance(s) meet the intent and purpose of the Official Plan? _____
 YES, IN MY OPINION THEY DO. EVERY ATTEMPT HAS BEEN MADE TO MAKE THIS PROPOSED SINGLE FAMILY HOME LOOK APPROPRIATE TO THE SCALE AND AESTHETIC OF THE NEIGHBORHOOD BOTH IN A TRADITIONAL STYLE THAT ALREADY EXISTS WHILE STILL IN KEEPING WITH WHAT THE NEIGHBOURHOOD IS BECOMING

4. Do the variance(s) meet the intent and purpose of the Zoning By-law? _____
 YES, IN MY OPINION THEY DO.

PROPERTY DETAILS (please complete all fields):				
Date property purchased: _____ <small>mmm/dd/yyyy</small>	Date property first built on: _____ <small>mmm/dd/yyyy</small>	Date of proposed construction: _____ <small>mmm/dd/yyyy</small>		
Existing Use of the Subject Property (check one): Detached Dwelling <input checked="" type="checkbox"/> Semi-Detached Dwelling <input type="checkbox"/> Townhouse Dwelling <input type="checkbox"/> Street Townhouse Dwelling <input type="checkbox"/> Stacked Townhouse Dwelling <input type="checkbox"/> Apartment <input type="checkbox"/> Mixed Use <input type="checkbox"/> Hi Rise <input type="checkbox"/> Commercial <input type="checkbox"/> Industrial <input type="checkbox"/> Vacant <input type="checkbox"/> Other <input type="checkbox"/> _____		Length of time the existing uses of the subject property have continued: SINCE CONSTRUCTION		
		Proposed Use of the Land: TO CONTINUE AS SINGLE FAMILY DETACHED DWELLING		
Existing Uses of Abutting Properties (check all that apply) Residential <input checked="" type="checkbox"/> Commercial <input type="checkbox"/> Industrial <input type="checkbox"/> Multi-Residential <input type="checkbox"/> Vacant <input type="checkbox"/> Hydro right-of-way <input type="checkbox"/> Railway right-of-way <input type="checkbox"/> Provincial Highway <input type="checkbox"/> Park <input type="checkbox"/> Other <input type="checkbox"/> _____ Conservation Halton Lands: Lake Ontario <input type="checkbox"/> Creek <input type="checkbox"/> Storm Water Management Pond/Channel <input type="checkbox"/> Ravine <input type="checkbox"/>				
Additional Information Is liquor sold on site? Y <input type="checkbox"/> or N <input checked="" type="checkbox"/> Is the property on the Municipal Cultural Heritage Register for the City of Burlington? Y <input type="checkbox"/> N <input checked="" type="checkbox"/> <div style="text-align: right;">Unknown <input type="checkbox"/></div>				
Type of Access to the Subject Lands Provincial Highway <input type="checkbox"/> Municipal Road <input checked="" type="checkbox"/> Private Road <input type="checkbox"/> Water <input type="checkbox"/> Other(specify) <input type="checkbox"/>				
Municipal Services Provided Water <input checked="" type="checkbox"/> If not available, by what means is it provided: _____ Sanitary Sewers <input checked="" type="checkbox"/> If not available, by what means is it provided: _____ Storm Sewers <input checked="" type="checkbox"/> If not available, by what means is it provided: _____				
IS THE SUBJECT LAND(S) THE SUBJECT OF ANY OF THE FOLLOWING DEVELOPMENT APPLICATIONS: <input type="checkbox"/> Official Plan Amendment <input type="checkbox"/> Zoning By-law Amendment <input type="checkbox"/> Building Permit <input type="checkbox"/> Site Development Plan <input type="checkbox"/> Plan of Subdivision <input type="checkbox"/> Previous Minor Variance <input type="checkbox"/> Consent				

FOR RESIDENTIAL DETACHED OR SEMI-DETACHED DWELLINGS

Dimensions of Property			Street Width (see first page of application for how to obtain)			Lot Coverage	Corner Lot? Y <input type="checkbox"/> N <input checked="" type="checkbox"/>
Frontage	Depth	Area	Actual	Deemed	Required		
30.48m	77.93m	2375.31sq.m	20.0m	20.0m	NONE	25% ALLOWABLE	

Particulars of all buildings and structures on or proposed for the subject lands

(attach additional page if required)

EXISTING (Dwelling/Building)		PROPOSED (Dwelling/Building/Addition)	
Ground Floor Area (incl. attached garage)	M ²	Ground Floor Area (incl. attached garage)	M ²
		356.30-0.46OTB = 355.84	
Gross Floor Area:	149.00 M ²	Gross Floor Area:	355.84+282.33=638.17 M ²
Number of Storeys:	2 STY	Number of Storeys:	2 STY
Width:	15.608 M	Width:	24.384 M
Length:	11.975 M	Length:	20.269 M
Height:	M	Height (MEASURED FROM FIXED GRADE)	10.06 M
Garage/Car Port		Garage/Car Port	
Detached?	Y <input type="checkbox"/> N <input type="checkbox"/>	Detached?	Y <input checked="" type="checkbox"/> N <input type="checkbox"/>
Gross Floor Area:	M ²	Gross Floor Area:	49.86 M ²
Width:	M	Width:	7.061 M
Length:	M	Length:	7.061 M
Height:	M	Height: (MEASURED FROM FIXED GRADE)	4.142 M
Accessory Structures (Shed, Gazebo, etc)		Accessory Structures	
Gross Floor Area:	15.00 M ²	Gross Floor Area:	M ²
Width:	3.75 M	Width:	M
Length:	4.00 M	Length:	M
Height:	2.50 M	Height:	M
Other (pool, additional sheds, decks, driveways, etc.)		Other	
Gross Floor Area:	M ²	Gross Floor Area:	M ²
Width:	M	Width:	M
Length:	M	Length:	M
Height:	M	Height:	M
LOCATION of all existing and proposed buildings and structures			
EXISTING		PROPOSED	
Front:	18.500 M	Front:	12.649 M
Rear:	48.917 M	Rear:	45.009 M
Side/Street Side:	4.628 M	Side/Street Side:	3.048 M
Side/Other Side:	10.320 M	Side/Other Side:	3.048 M

POSTING OF ADVISORY SIGN

This will confirm the requirement of the Committee of Adjustment for a sign to be posted by all applicants or agents on each property under application.

A sign will be made available to you after completion of the zoning review of your application(s) and you are directed to post each sign in a prominent location that will enable the public to observe the sign.

The location of each sign will depend on the lot and location of structures on it, however, the sign should be placed so as to be legible from the roadway in order that the public can see the sign and make note of the telephone number should they wish to make inquiries. In most cases, please post the sign on a stake as you would a real estate sign. For commercial or industrial buildings it may be appropriate to post the sign on the front wall of the building at its entrance. Please contact the undersigned if you have any queries on the sign location.

DO NOT POST THE SIGN INSIDE THE BUILDING BY A WINDOW. The sign must be outdoors by the roadway in order to be visible and readable.

Each sign must remain posted beginning 10 days prior to the hearing, until the day following the hearing. Please fill in the form below indicating your agreement to post the sign(s) as required. This form must be submitted with the application so that it may be placed on file as evidence that you have met the committee's requirements. Failure to post the sign as required will result in deferral of the application.

I UNDERSTAND THAT EACH SIGN MUST BE POSTED AT LEAST 10 DAYS BEFORE THE HEARING, AND WILL REMAIN POSTED AND BE REPLACED, IF NECESSARY, UNTIL THE DAY FOLLOWING THE HEARING.

Owner Name

1000718612 Ontario Inc.

Property Address

881 GLENWOOD AVE.



Signature of Owner/Applicant

08/18/2025

Date (mmm/dd/yyyy)

AFFIDAVIT

*Please fill out at time of submission of application

I have the authority to bind the Corporation (check if applicable) Signature of Applicant or Authorized

Agent: DAN HUTCHINSON O/A DAN HUTCHINSON INTERIOR DESIGN

I, DAN HUTCHINSON of the REGION of DURHAM in the TOWNSHIP
(print name) (Region/City/County) (City/Town/Township)

of SCUGOG solemnly declare that all the statements contained in this application are true and I make this solemn declaration conscientiously believing it to be true and knowing it is of the same force and effect as if made under oath and by virtue of the Canada Evidence Act.

Declared before me at the Region of Durham in the Township of Scugog
(Region/City/County) (City/Town/Township)

this 20th day of August 20 25.

Vanessa Jayne Emily Reuser, a Commissioner, etc.,
Province of Ontario,
for The Corporation of the Township of Scugog.
Expires June 18, 2028.

Signature of Commissioner, etc.

Signature of Applicant or Authorized Agent

PERMISSION TO ENTER

IMPORTANT This MUST be completed for all applications and signed by the OWNER.

Municipal Address of Subject Lands: _____

I hereby authorize the Committee of Adjustment members, City of Burlington and Region of Halton staff to enter onto the above-noted property for the limited purposes of evaluating the merits of this application.

Signature of Owner

Print Name

AFFIDAVIT

*Please fill out at time of submission of application

I have the authority to bind the Corporation (check if applicable) Signature of Applicant or Authorized

Agent: DAN HUTCHINSON O/A DAN HUTCHINSON INTERIOR DESIGN

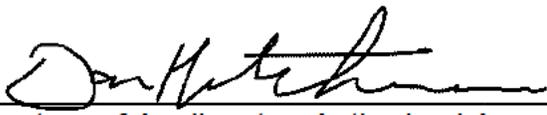
I, DAN HUTCHINSON of the REGION of DURHAM in the TOWNSHIP
(print name) (Region/City/County) (City/Town/Township)

of SCUGOG solemnly declare that all the statements contained in this application are true and I make this solemn declaration conscientiously believing it to be true and knowing it is of the same force and effect as if made under oath and by virtue of the Canada Evidence Act.

Declared before me at the _____ of _____ in the _____
(Region/City/County) (City/Town/Township)

this _____ day of _____ 20_____.

Signature of Commissioner, etc.



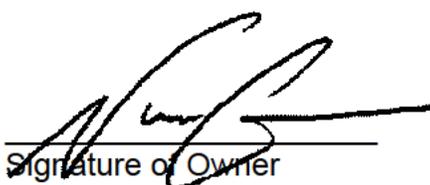
Signature of Applicant or Authorized Agent

PERMISSION TO ENTER

IMPORTANT This MUST be completed for all applications and signed by the OWNER.

Municipal Address of Subject Lands: 881 GLENWWOD AVE., BURLINGTON, ON

I hereby authorize the Committee of Adjustment members, City of Burlington and Region of Halton staff to enter onto the above-noted property for the limited purposes of evaluating the merits of this application.



Signature of Owner

Nick A. Capretta

Print Name

OWNERS AUTHORIZATION

If using an agent, the owner must also complete the following form:

I, Nick A. Capretta being the registered owner of the subject lands, hereby
(print name)

Authorize Dan Hutchinson to prepare, submit and act on my behalf with respect to this
(print agent name)

application for a Minor Variance.


Signature of Owner

AUG/22/2025
Date (mmm/dd/yyyy)

Notice of collection of personal information

Personal information contained on this form is collected under the authority of the Planning Act, RSO 1990, c. P.13, to process applications and make decisions. Applications made under the Planning Act, are considered part of the public record and shall be made available to the public. Questions about this collection can be directed to the Manager of Development Planning, City of Burlington, 426 Brant Street, Burlington, Ontario, L7R 3Z6, 905-335-7600.

The applicant acknowledges that an application, all supporting information and materials, including studies and drawings, submitted under the Planning Act, pursuant to s. 1.0.1 of the Planning Act, RSO 1990, c.P.13, as amended, shall be made available to the public.

Minor Variance Application Checklist Please add a check mark beside the items you have provided with your application. Illegible drawings or those missing required details will be returned to applicant.	Select (✓)
LEGAL SURVEY (must be prepared and signed and dated by an Ontario Land Surveyor) * For new development, a Proposed Building Plan stamped by an Ontario Land Surveyor or Professional Engineer may be required.	<input type="checkbox"/>
OR	
DETAILED SITE PLAN (must be prepared and stamped by Professional Engineer, Ontario Land Surveyor or Professional Architect). A legal survey may still be required at the discretion of staff.	<input checked="" type="checkbox"/>
AND	
PLAN and ELEVATION DRAWINGS which include the following as applicable: (Missing details or illegible drawings will be sent back to the applicant for correction)	<input checked="" type="checkbox"/>
SITE PLAN <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Metric Scale <input checked="" type="checkbox"/> North Arrow <input checked="" type="checkbox"/> Frontage <input checked="" type="checkbox"/> Depth <input checked="" type="checkbox"/> Lot Area <input checked="" type="checkbox"/> Lot Coverage <input checked="" type="checkbox"/> Deemed Street Line <input checked="" type="checkbox"/> Existing Front Yard Setbacks <input checked="" type="checkbox"/> Existing Rear Yard Setbacks <input checked="" type="checkbox"/> Existing Side Yard Setbacks <input checked="" type="checkbox"/> Existing Street Side Yard Setbacks <input checked="" type="checkbox"/> Existing Porch, Stairs and Overhang Setbacks <input checked="" type="checkbox"/> Proposed Front Yard Setbacks <input checked="" type="checkbox"/> Proposed Rear Yard Setbacks <input checked="" type="checkbox"/> Proposed Side Yard Setbacks <input type="checkbox"/> Proposed Street Side Yard Setbacks <input checked="" type="checkbox"/> Proposed Porch, Stairs and Overhang Setbacks <input checked="" type="checkbox"/> Streets (Public and Private) <input checked="" type="checkbox"/> Street Names <input checked="" type="checkbox"/> Parking (Dimensioned spaces, Driveway Width, Arrangement) <input type="checkbox"/> Railways (Location of them and setbacks to structures) <input checked="" type="checkbox"/> All Watercourses and/or Conservation Halton Areas(creeks, lakes, etc) 	

Minor Variance Application Checklist

Please add a check mark beside the items you have provided with your application.
 Illegible drawings or those missing required details will be returned to applicant.

LOCATION AND MEASUREMENTS OF SHED, DECK OR OTHER STRUCTURES

- Setbacks
- Height
- Area
- Length
- Width

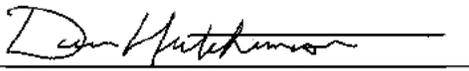
ELEVATIONS

- Metric
- Front
- Rear
- Side 1
- Side 2

FLOOR PLANS

- Metric
- North Arrow
- Gross Floor Area Calculation
- Ground Floor Area Calculation
- Floor Area Ratio (where applicable)

I have reviewed the minor variance checklist and ensure all the applicable information is shown on the drawings submitted as part of this application.



 Signature of Owner/Agent

02/09/2026

 Date (mmm/dd/yyyy)

PLAN BEING PART 1
MUST BE READ IN CONJUNCTION WITH
SURVEY REPORT (PART 2)

SURVEYOR'S REAL PROPERTY REPORT
PLAN OF SURVEY SHOWING TOPOGRAPHY OF
LOT 114 & 115
REGISTERED PLAN 732(PF)
IN THE
CITY OF BURLINGTON
REGIONAL MUNICIPALITY OF HALTON
SCALE 1 : 250

THE INTENDED PLOT SIZE OF THIS PLAN IS 660 mm IN WIDTH BY 500 mm IN HEIGHT
WHEN PLOTTED AT A SCALE OF 1:250

MacKAY, MacKAY & PETERS LIMITED - ONTARIO LAND SURVEYORS
© 2020

KNOWN AS MUNICIPAL No. 881 GLENWOOD AVENUE

REPORT SUMMARY (PART 2) (to be read in conjunction with Part 1)

LAND REGISTRY OFFICE TITLE INFORMATION ON SUBJECT PROPERTY INCLUDING
BOUNDARIES, EASEMENTS AND RIGHT OF WAYS - MAY 20, 2021

REGISTERED EASEMENTS AND/OR RIGHTS-OF-WAY:
NONE

ADDITIONAL REMARKS:
REFER TO PART 1 OF SURVEY FOR THE LOCATION OF BUILDINGS, STRUCTURES, FENCES AND UTILITIES

MacKAY, MacKAY & PETERS LIMITED grants GINO & LYNDIA INGRAUDO ("The Client(s)"), their solicitor and
other related parties permission to use "Original Copies" of the Surveyor's Real Property Report in
transactions involving "The Client(s)".

"METRIC" DISTANCES SHOWN HEREON ARE IN METRES AND
CAN BE CONVERTED TO FEET BY DIVIDING BY 0.3048

**ASSOCIATION OF ONTARIO
LAND SURVEYORS**
PLAN SUBMISSION FORM
2146494

**THIS PLAN IS NOT VALID
UNLESS IT IS AN EMBOSSED
ORIGINAL COPY
ISSUED BY THE SURVEYOR**
In accordance with
Regulation 1026, Section 29(3)



**Copyright Act Applies to Use and
Production**

Legend

- DENOTES A SURVEY MONUMENT FOUND
 - SIB DENOTES STANDARD IRON BAR
 - IB DENOTES IRON BAR
 - IP DENOTES IRON PIPE
 - P1 DENOTES REGISTERED PLAN 732
 - P2 DENOTES PLAN BY YATES & YATES DATED MAY 10, 1988 (88Y-379)
 - P3 DENOTES PLAN BY MMP LIMITED DATED SEPTEMBER 8, 2016 (16-166)
 - P4 DENOTES PLAN BY SEWELL & SEWELL DATED OCTOBER 1, 1980 (80Y-508)
 - PIN DENOTES PROPERTY IDENTIFICATION NUMBER
 - (OU) DENOTES ORIGIN UNKNOWN
 - DENOTES ROUND
 - DENOTES CENTER LINE
 - DS DENOTES DOOR SILL
 - CLF DENOTES CHAIN LINK FENCE
 - UP DENOTES UTILITY POLE
 - SAN MH DENOTES SANITARY MANHOLE
 - TOD DENOTES TOP OF DITCH
 - BOD DENOTES BOTTOM OF DITCH
 - ILB DENOTES INTERLOCKING BRICK
 - CWV DENOTES CONCRETE WALKWAY
 - FP DENOTES FENCE POST
 - OHV DENOTES OVERHEAD WIRE
 - DENOTES DECIDUOUS TREE SCALED TO CANOPY, TRUNK SIZE SHOWN IN METRES
 - ★ DENOTES CONIFEROUS TREE SCALED TO CANOPY, TRUNK SIZE SHOWN IN METRES
 - ⊙ DENOTES STUMP
- BUILDING TIES ARE TO BRICK UNLESS OTHERWISE NOTED

Benchmark Note

CITY OF BURLINGTON BENCHMARK No. 297
ELEVATION = 77.799 METERS (CGVD 1928:1978 ADJUSTMENT)
BENCHMARK SET ON PLATE ON WEST FACE AT NORTHWEST CORNER OF PUMPING STATION
ON SOUTH SIDE OF NORTH SHORE BOULEVARD AT THE WESTERLY BOUNDARY OF THE
BURLINGTON GOLF AND COUNTRY CLUB PROPERTY

Bearing Reference

BEARINGS ARE ASTRONOMIC AND ARE REFERRED TO THE NORTH NORTH LIMIT OF GLENWOOD
AVENUE AS SHOWN ON REGISTERED PLAN 732(PF) HAVING A BEARING OF N88°59'00"W

Surveyor's Certificate

- I CERTIFY THAT:
1. THIS SURVEY AND PLAN ARE CORRECT AND IN ACCORDANCE WITH THE SURVEYS ACT,
THE SURVEYORS ACT AND THE REGULATIONS MADE UNDER THEM.
2. THE SURVEY WAS COMPLETED ON THE 10th DAY OF JUNE, 2021.

AUGUST 3, 2021
DATE

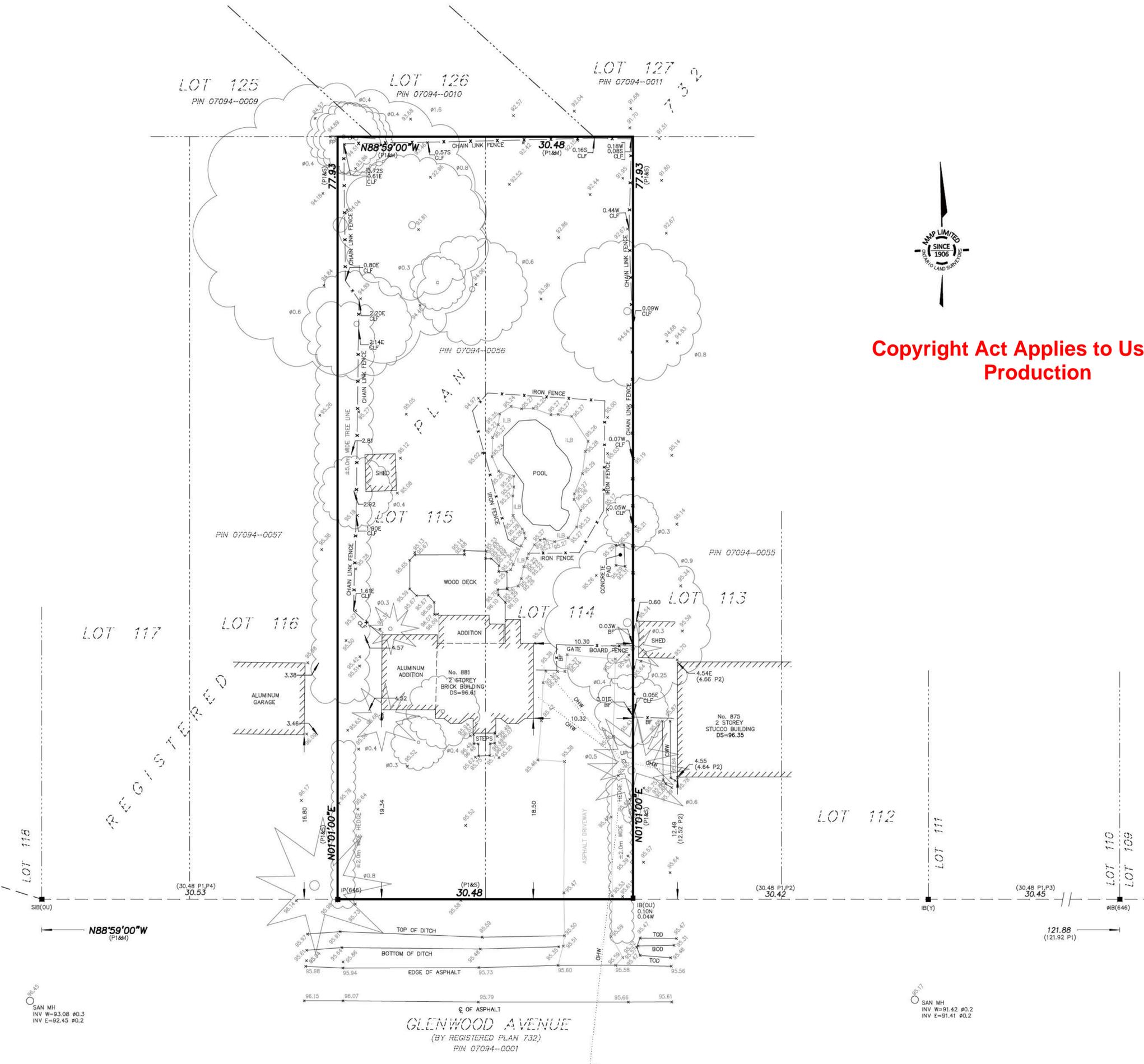
[Signature]
ONTARIO LAND SURVEYOR
FOR MACKAY, MACKAY & PETERS LIMITED

GAD FILE: E:\(20) Halton\Registered Plans (PF)\RP 0732 (PF)\LOT 114, 115\21-193\21-193.dwg

MMP
MacKAY, MacKAY & Peters Limited
LAND SURVEYORS & MAPPERS
SINCE 1906

3380 South Service Road
Unit 101
Burlington, ON
L7N 3J5
(905) 639-1375
halton@mmplimited.com
mmplimited.com

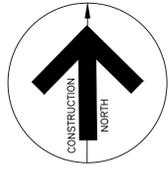
DRAWN BY: S.S.
PARTY CHIEF: J.M.
CHECKED BY: *[Signature]*
PROJECT NO.:
21-193



Copyright Act Applies to Use and Production

LEGEND

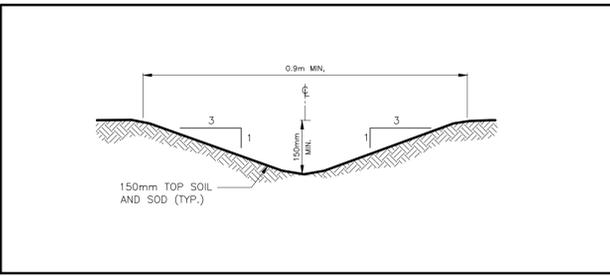
▲	ENTRANCE	R#	NUMBER OF RISERS
▲	OVERHEAD DOOR ENTRANCE	BOD	BOTTOM OF DITCH
----	EXISTING GRADE	EX	EXISTING
(XXX.XX)	PROPOSED GRADE	LA	LANDSCAPING
[XXX.XX]	PROPOSED FIXED GRADE	PROP.	PROPOSED
EX(XXX.XX)	PROPOSED GRADE = EXISTING GRADE	RWL	RAIN WATER LEADER
FFE=(XXX.XX)	PROPOSED FINISHED FLOOR ELEVATION	TOD	TOP OF DITCH
GFE=(XXX.XX)	PROPOSED GARAGE FLOOR ELEVATION	TYP.	TYPICAL
(XXX.XX)BW	PROPOSED TOP OF WALL GRADE	UP	UTILITY POLE
(XXX.XX)TW	PROPOSED TOP OF WALL GRADE	WW	WINDOW WELL
(XXX.XX)TBW	PROPOSED TOP OF WALL = BOTTOM OF WALL		
(XXX.XX)SW	PROPOSED SWALE GRADE		
(XXX.XX)DI	PROPOSED DITCH GRADE		
(XXX.XX)IV	PROPOSED INVERT GRADE		
→	PROPOSED SHEET FLOW DIRECTION		
→	PROPOSED SWALE FLOW DIRECTION		
→	EXISTING SHEET FLOW DIRECTION		
---	INDICATES LIMITS OF GRADING (MATCH TO EXISTING GRADES)		
---	DRAINAGE SPLIT		
---	CONSERVATION HALTON REGULATORY LIMITS		
---	STABLE TOP OF BANK		
---	FLOOD PLAIN		
---	TREE PROTECTION FENCING. REFER TO TREE PROTECTION PLAN PREPARED BY DAVEY RESOURCE GROUP		



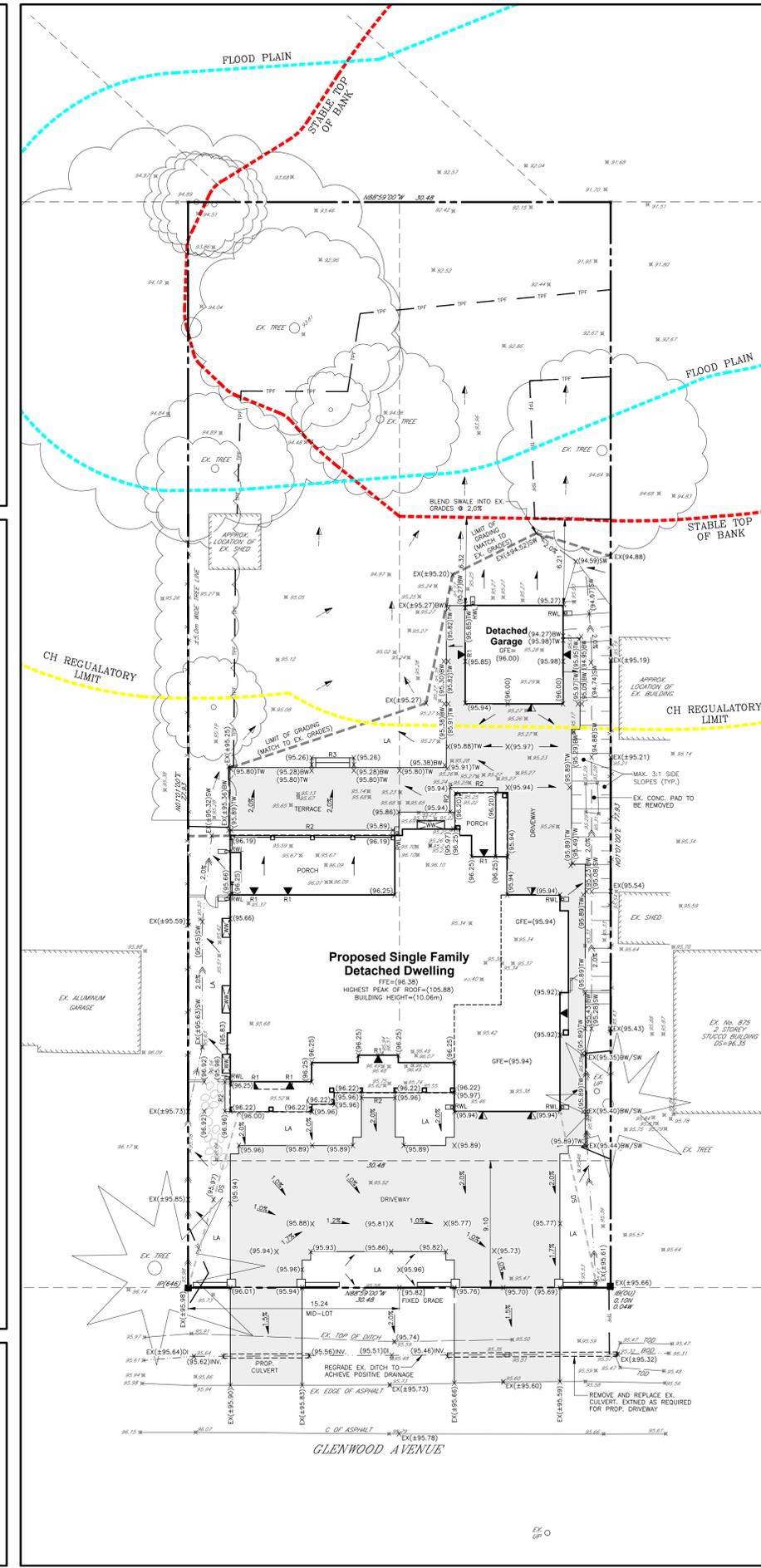
- ### GENERAL GRADING NOTES
- ALONG ADJOINING PROPERTIES GRADE TO MEET EXISTING OR PROPOSED ELEVATIONS WITH SODDED SLOPES (MIN. 3H TO 1V) AND/OR RETAINING WALLS AS SPECIFIED.
 - ALL RETAINING WALLS, WALKWAYS, CURBS, ETC., SHALL BE PLACED A MIN. OF 0.45m OFF THE PROPERTY LINE. ALL WALLS 1.0m OR HIGHER SHALL BE DESIGNED BY A P.E.
 - SHOULD A RETAINING WALL BE REQUIRED, THE TOP OF WALL ELEVATIONS SHALL BE SET 150mm ABOVE THE PROPOSED SIDE YARD SWALES.
 - RETAINING WALLS 0.6m IN HEIGHT OR GREATER REQUIRE CONSTRUCTION OF A FENCE OR GUARD RAIL AT THE TOP OF THE REAR OF THE WALL. GUARDS FOR RETAINING WALLS SHALL BE DESIGNED AND CONSTRUCTED IN ACCORDANCE WITH THE REQUIREMENTS OF EXTERIOR GUARDS AS CONTAINED IN THE ONTARIO BUILDING CODE.
 - SLOPES OF SWALES FOR BOTH "BACK TO FRONT" AND "SPLIT DRAINAGE" SHALL BE NO LESS THAN 2.0% GRADE AND NO GREATER THAN 3.5% GRADE (3:1 SLOPES).
 - WHEN MATCHING TO EXISTING PROPERTIES WHERE A 2.0% GRADE CANNOT BE ACHIEVED, A 1.5% GRADE IS PERMITTED PROVIDED A 150mm SUB-DRAIN IS INSTALLED BELOW THE BOTTOM OF THE SWALE AND DRAINED TO A SUITABLE OUTLET, (WITH A MINIMUM 0.3m COVER OVER THE SUB-DRAIN), OR OTHER MITIGATION MEASURES.
 - DRIVEWAY SLOPES SHALL NOT BE LESS THAN 2% AND NOT MORE THAN 7.0%. REVERSED SLOPED DRIVEWAYS IN NEW DEVELOPMENTS ARE NOT PERMITTED.
 - ALL FILL PLACED ON LOTS SHALL BE COMPACTED TO A MINIMUM 95% SPD (UNLESS OTHERWISE RECOMMENDED BY THE GEOTECHNICAL ENGINEER). ALL MATERIAL SHALL BE PLACED IN LAYERS NOT EXCEEDING 300mm LIFTS.
 - FOR DELINEATION OF TREE PROTECTION ZONES, BUFFERS, REMOVALS AND PROTECTION SCHEMATICS, ETC., REFER TO TREE PROTECTION PLAN.
 - IF GRADING IS REQUIRED ON LANDS ADJACENT TO THE DEVELOPMENT WHICH ARE NOT OWNED BY THE DEVELOPER, THEN THE DEVELOPER MUST OBTAIN WRITTEN PERMISSION FROM THE ADJACENT PROPERTY OWNER TO ALLOW THE DEVELOPER TO GRADE ON THE ADJACENT LANDS, OTHERWISE RETAINING WALLS MUST BE USED.
 - THE WRITTEN PERMISSION REQUIRED FROM THE ADJACENT LANDOWNER SHALL BE OBTAINED PRIOR TO ENTERING THE LANDS. SHOULD PERMISSION NOT BE OBTAINED OR IS WITHDRAWN PRIOR TO COMMENCING THE WORK, THEN THE DEVELOPER SHALL LIMIT HIS ACTIVITIES TO THE LIMITS OF THE DEVELOPMENT SITE.

- ### BEFORE STARTING WORK
- THE CONTRACTOR SHALL NOTIFY THE CITY OF BURLINGTON AND LANHACK CONSULTANTS INC. AT LEAST 48 HOURS PRIOR TO COMMENCING CONSTRUCTION.
 - THE POSITION OF THE POLE LINES, CONDUITS, WATERMANS, SEWERS, AND OTHER UTILITIES AND STRUCTURES ARE NOT NECESSARILY SHOWN ON THE CONTRACT DRAWINGS, AND WHERE SHOWN, THE ACCURACY OF THE POSITION OF SUCH UTILITIES AND STRUCTURES IS NOT GUARANTEED.
 - PRIOR TO THE COMMENCEMENT OF CONSTRUCTION, ALL BENCHMARKS, ELEVATIONS, DIMENSIONS, AND GRADES MUST BE CHECKED BY THE CONTRACTOR AND ANY DISCREPANCIES REPORTED TO THE ENGINEER.
 - ALL EXISTING UNDERGROUND UTILITIES WITHIN THE LIMITS OF CONSTRUCTION SHALL BE LOCATED, MARKED AND PROTECTED. ANY UTILITIES DAMAGED OR DISTURBED DURING CONSTRUCTION SHALL BE REPAIRED OR REPLACED TO THE SATISFACTION OF THE ENGINEER, AT THE CONTRACTOR'S EXPENSE.
 - AT LEAST TWO DIFFERENT BENCHMARKS MUST BE REFERRED TO AT ALL TIMES.

- ### ADDITIONAL NOTES:
- CONTRACTOR IS RESPONSIBLE FOR REMOVING ALL SURPLUS AND UNUSABLE MATERIAL OFF SITE AT THE CONTRACTOR'S EXPENSE.
 - CONTRACTOR TO SUPPLY LANHACK WITH A DIGITALLY PRODUCED AS-CONSTRUCTED SURVEY (ACCEPTABLE TO LANHACK/MUNICIPALITY) OF THE SITE PRIOR TO SITE'S FINAL ACCEPTANCE BY LANHACK/MUNICIPALITY.
 - CONTRACTOR REQUESTED SITE VISITS/DISCUSSIONS/MEETINGS FOR SUBSTITUTIONS IN MATERIAL OR DESIGN WILL BE AT THE CONTRACTOR'S EXPENSE AS PER LANHACK'S CURRENT BILLING RATES.
 - CONTRACTOR TO PREPARE THEIR OWN CUT/FILL CALCULATIONS TO DETERMINE AMOUNT OF FILL TO BE PLACED OR REMOVED OFF SITE.
 - NO STORAGE OF UNSUITABLE MATERIAL TO BE LEFT/PLACED ON SITE.
 - ALL IMPORTED FILL MUST COME FROM AN APPROVED SITE. CONTRACTOR TO PROVIDE WRITTEN CERTIFICATE FOR IMPORTED FILL.
 - NO BURNING OF ITEMS (BRUSH/TREES) OR BUILDING MATERIALS WILL BE PERMITTED ON SITE.
 - CONTRACTOR TO ADVISE LANHACK OF ANY DISCREPANCIES WITH THE DESIGN OR SITE CONDITIONS PRIOR TO START OF CONSTRUCTION. CONTRACTOR WILL NOT BE COMPENSATED FOR DOWNTIME OF EQUIPMENT OR EMPLOYEES.
 - LANHACK REQUIRES A MINIMUM OF 48 HOURS NOTICE FOR INSPECTION/PRECONSTRUCTION OR SITE MEETINGS.
 - LANHACK WILL NOT BE RESPONSIBLE, LEGALLY OR FINANCIALLY, FOR CONTRACTOR'S DUTY TO MAINTAIN EROSION AND CONTROL DEVICES THROUGHOUT CONSTRUCTION. IF EROSION AND CONTROL DEVICES ARE NOT MAINTAINED, A THIRD-PARTY CONTRACTOR WILL BE RETAINED TO RECTIFY THE EROSION AND CONTROL DEVICES AND THE CONTRACTOR WILL BE BILLED.
 - LANHACK WILL NOT BE RESPONSIBLE, LEGALLY OR FINANCIALLY, FOR RE-DESIGN OF SITE SERVICES DUE TO NON-DISCLOSED BURIED UTILITIES OR SERVICES OR FOUNDATIONS.
 - CONTRACTOR TO PROVIDE LANHACK WITH COPIES OF VIDEO INSPECTIONS OF ALL SEWERS. LANHACK TO BE PRESENT DURING VIDEO INSPECTION AND DURING THE MANHOLE TEST.
 - LANHACK TO BE PRESENT FOR WATER PRESSURE AND CHLORINATION TESTS. CONTRACTOR TO PROVIDE LANHACK WITH COPIES OF ALL TEST RESULTS.
 - CONTRACTOR TO BE RESPONSIBLE FOR COORDINATING AND ATTENDING ALL INSPECTIONS AND TESTING WITH THE LOCAL MUNICIPALITY.



2 Typical Swale Cross Section



1 Grading Plan



CONTRACTOR MUST VERIFY ALL DIMENSIONS ON THE PROJECT SITE AND REPORT ANY DISCREPANCIES BEFORE PROCEEDING WITH THE WORK.
 THIS DRAWING IS A PART OF THE CONTRACT DOCUMENTS AND IS TO BE READ IN CONJUNCTION WITH ALL OTHER CONTRACT DOCUMENTS.
 THE CONTRACTOR/OWNER ARE IN AGREEMENT THAT THE INFORMATION ON THIS DRAWING IS NOT ABSOLUTE AND MAY BE SUBJECT TO CHANGES, REVISIONS OR ALTERATIONS, AS REQUESTED OR REQUIRED BY THE CITY/TOWN OFFICIALS HAVING JURISDICTION.
 © COPYRIGHT - LANHACK CONSULTANTS INC. ALL RIGHTS RESERVED.
 SOURCE - EXISTING BOUNDARY AND TOPOGRAPHICAL INFORMATION OBTAINED FROM MACKAY MACKAY PETERS LIMITED, PROJECT NO.: 21-193, DATED AUGUST 3, 2021.
 THE POSITION OF THE POLE LINES, CONDUITS, WATERMANS, SEWERS, AND OTHER UTILITIES AND STRUCTURES ARE NOT NECESSARILY SHOWN ON THE CONTRACT DRAWINGS, AND WHERE SHOWN, THE ACCURACY OF THE POSITION OF SUCH UTILITIES AND STRUCTURES IS NOT GUARANTEED.

Revision Record

No.	Description	Date (m/d/y)
D	ISSUED FOR HRCA PERMIT	03/03/26
C	ADDED FIXED GRADE LABEL BESIDE GRADE	12/10/25
B	ISSUED AS PER CITY COMMENTS	12/08/25
A	ISSUED FOR COMMITTEE OF ADJUSTMENT	11/26/25



LANHACK Consultants Inc.
 Consulting Engineers
 1709 Upper James Street
 Hamilton, ON L9B 1K7
 Tel: (905) 777-1454
 Fax: (905) 536-8142

881 Glenwood Avenue

BURLINGTON, ON

Date: NOVEMBER 2025
 Drawn By: GRW
 Chkd By: SMP
 Scale: 1 : 200

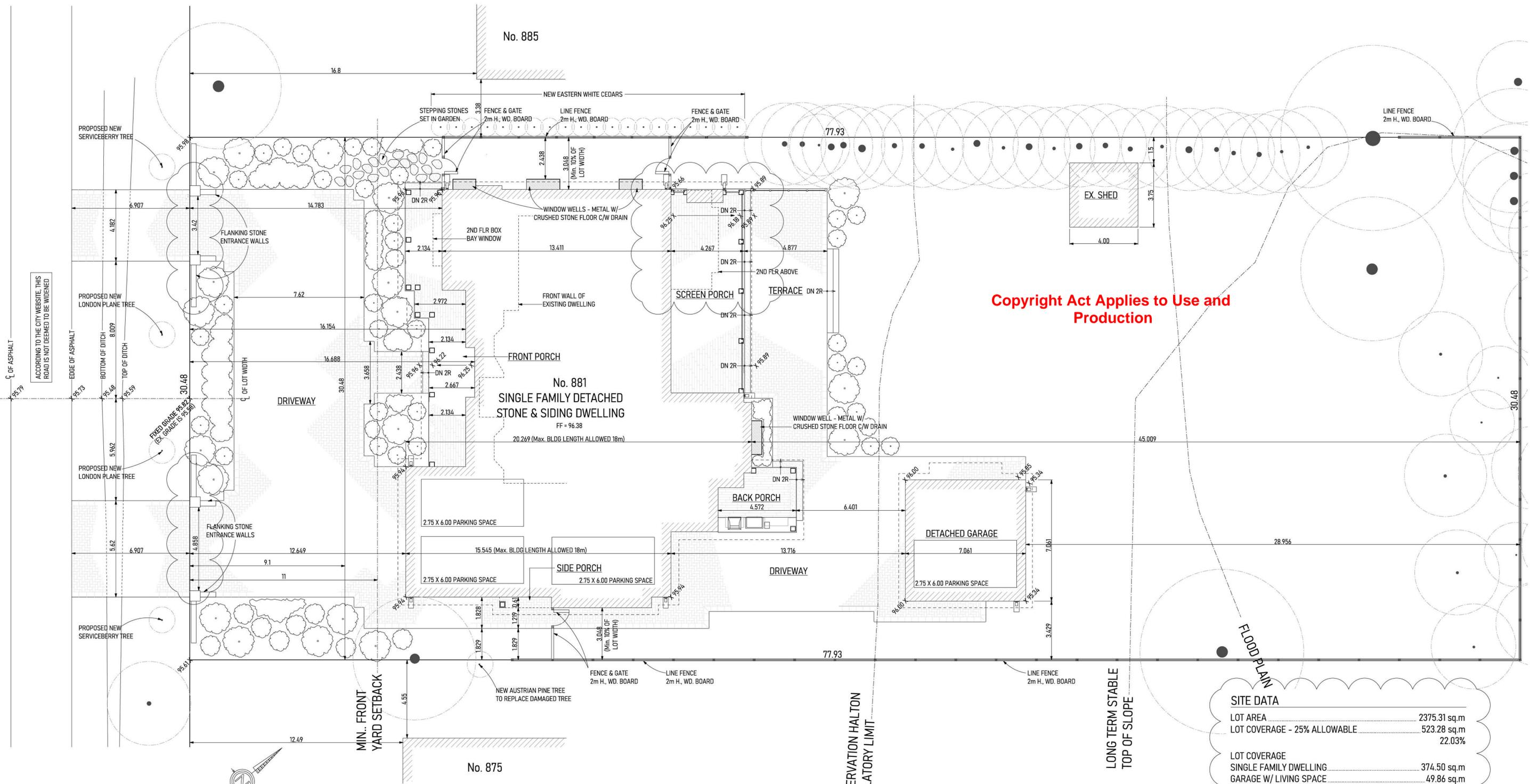
Issue Record

No.	Description	Date (m/d/y)

Project No.: 25034 Drawing No.: C-1 Rev.: D
 Plot Date: 03/03/26
 25034_001 - Grading Plan.dwg

GLENWOOD AVENUE

ACCORDING TO THE CITY WEBSITE THIS ROAD IS NOT DEEMED TO BE WIDENED



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SITE DATA	
LOT AREA	2375.31 sq.m
LOT COVERAGE - 25% ALLOWABLE	523.28 sq.m
	22.03%
LOT COVERAGE	
SINGLE FAMILY DWELLING	374.50 sq.m
GARAGE W/ LIVING SPACE	49.86 sq.m
EX. SHED	15.00 sq.m
TOTAL COVERAGE - BUILDINGS	439.36 sq.m
	18.50%
FLOOR AREA RATIO	
MAIN FLOOR AREA	356.30-0.46 OTB = 355.84 sq.m
SECOND FLOOR AREA	295.10-12.77 OTB = 282.33 sq.m
TOTAL FLOOR SPACE	355.84+282.33= 638.17 sq.m
	26.87% or a ratio of 0.27:1

0m 2m 4m 6m 8m 10m

NOTE: REFER TO SEPARATE TREE PROTECTION PLAN AND SITE GRADING PLAN FOR FURTHER DETAILS

REGISTRATION INFORMATION
 Registration under Section 3.2 of Division C of the Building Code and having complied with the requirements of the Building Code Act, 1992 and the Building Code is hereby granted a registration to engage in the business of providing design services to the public subject to the conditions set out in Article 3.2.4 of Division C of the Building Code. Class: House

Dan Hutchinson Interior Design BCIN: 29528

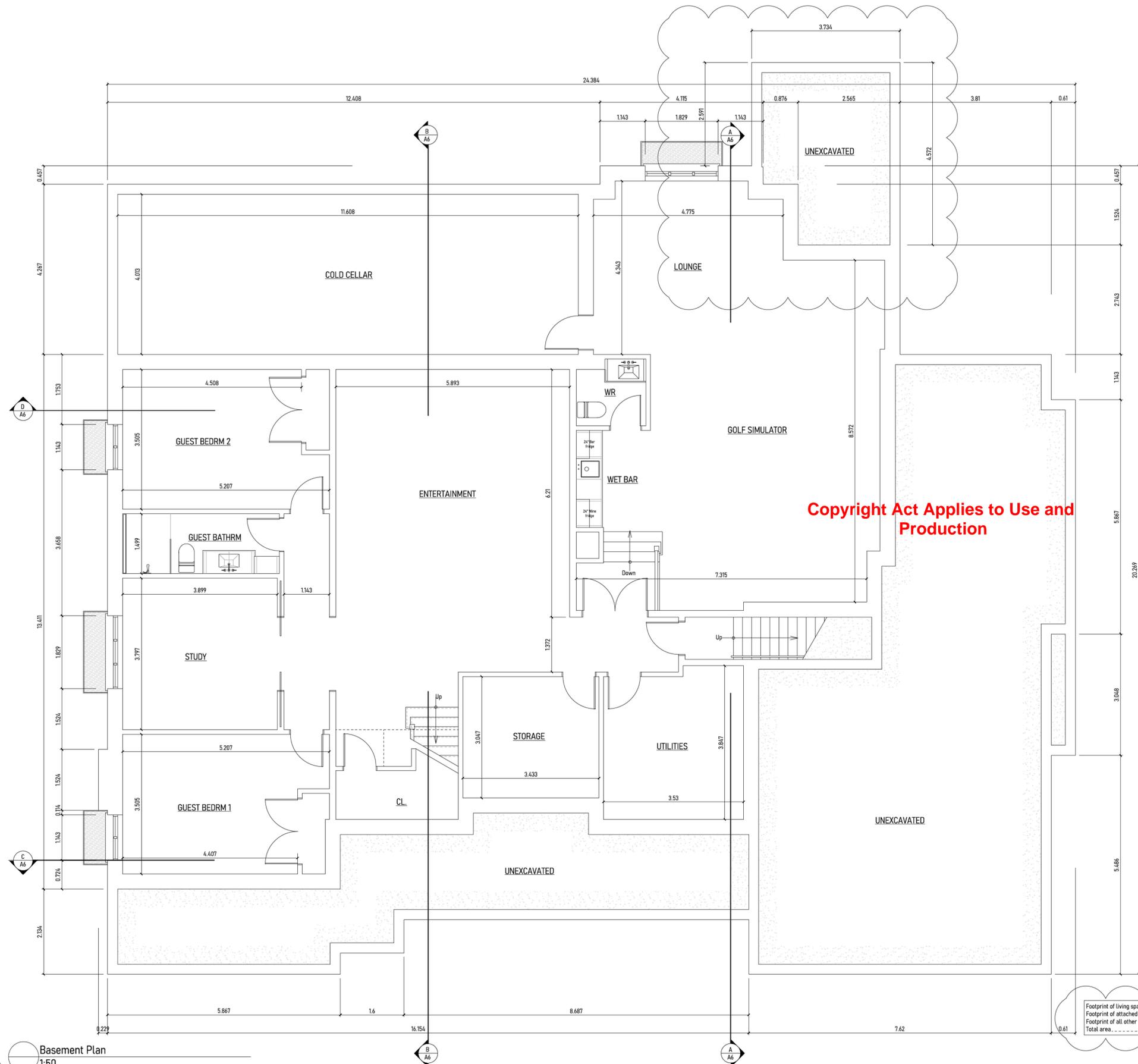
QUALIFICATION INFORMATION
 Qualified Designer under Section 3.2.4.3 (3) of Division C of the Building Code

Dan Hutchinson BCIN: 23731

Dan Hutchinson Interior Design
 111 Waldweg, Blackstock, ON L0B 1B0
 T: 416-294-1748 E: dancanmoveyou@gmail.com

Project:	881 Glenwood Ave., Burlington, ON	Drawing By:	DH	Checked By:		Do not scale drawings for construction purposes.
Drawing:	Site Plan	Date:	23 Jan 2026	Scale:	As Noted	Posted dimensions are for general purposes only. G.C. and subcontractors shall check and verify all dimensions on site and report discrepancies to the designer before any work proceeds.
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Notes:	3. Second flr enlarged @ rear and site data changed to reflect it, driveway narrowed	23 Jan 2026	Drawing No: A1
	2. Fixed Grade and Site Data both revised as per zoning review	8 Dec 2025	
	1. "Clouded" area of the footprint of main dwelling revised, site information edited as per preliminary zoning review, tree & gardens updated to reflect current conditions better	21 Sep 2025	
No.	Originally issued	18 Aug 2025	



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Footprint of living space	313.53 sq.m
Footprint of attached garage	92.63 sq.m
Footprint of all other unexcavated	54.39 sq.m
Total area	460.55 sq.m

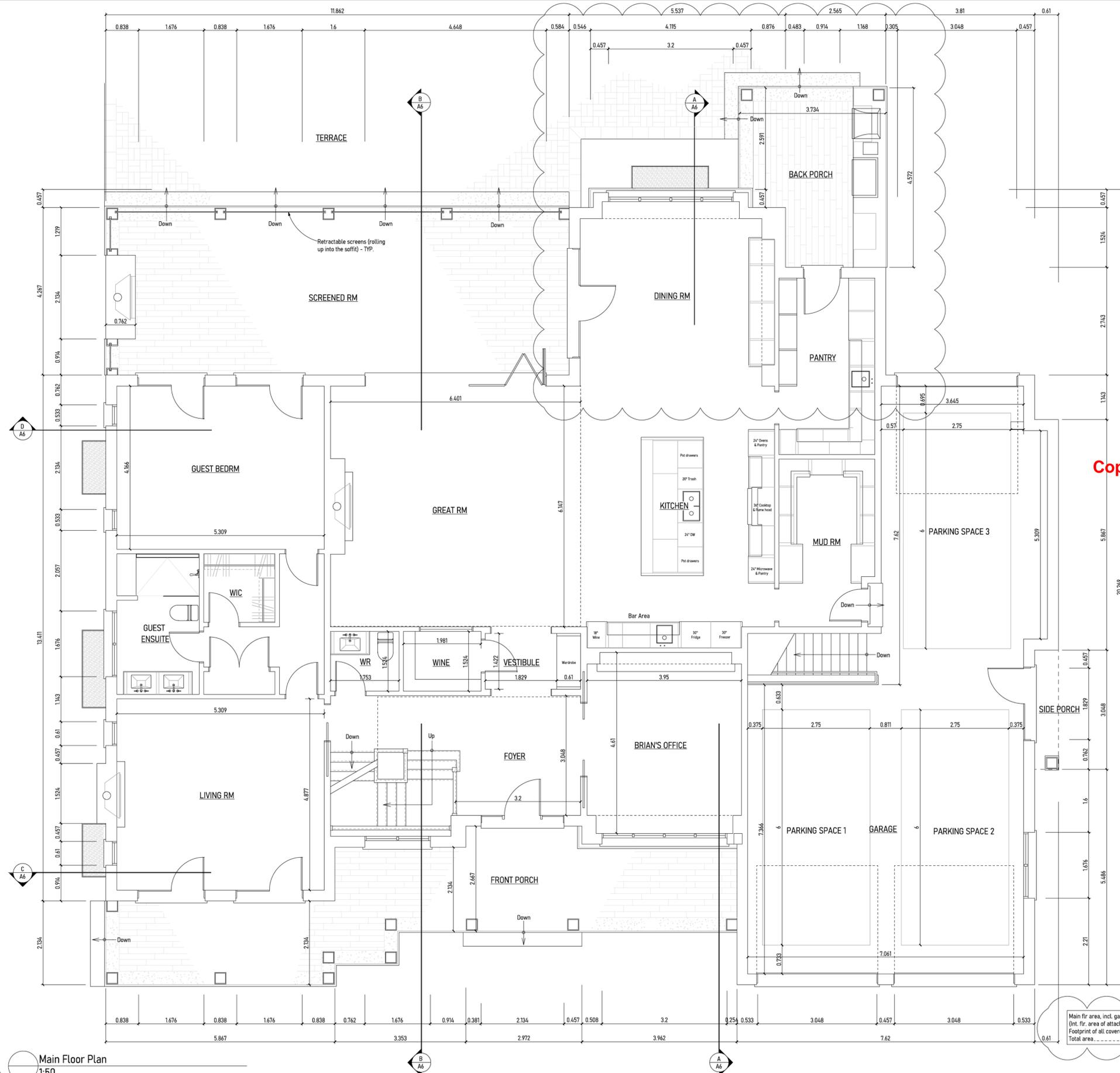
Basement Plan
1:50

REGISTRATION INFORMATION
 The undersigned has reviewed and taken responsibility for this design, and has the qualifications and meets the requirements set out in the Ontario Building Code to design the work shown on the attached documents.
 Registration under Section 3.2 of Division C of the Building Code and having complied with the requirements of the Building Code Act, 1992 and the Building Code is hereby issued a registration to engage in the business of providing design activities to the public subject to the conditions set out in Article 3.2.1 of Division C of the Building Code. Class: House
 Dan Hutchinson Interior Design, BCIN: 29528
QUALIFICATION INFORMATION
 Qualified Designer under Section 3.2.4.3 (3) of Division C of the Building Code
 Dan Hutchinson, BCIN: 23731

Dan Hutchinson Interior Design
 111 Waldweg, Blackstock, ON L0B 1B0
 T: 416-294-1748 E: dan@hutchinsondesign.com

Project: 881 Glenwood Ave., Burlington, ON	Drawing By: DH	Checked By:	Do not scale drawings for construction purposes. Posted dimensions are for general purposes only. G.C. and subcontractors shall check and verify all dimensions on site and report discrepancies to the designer before any work proceeds. These drawings are protected by copyright and may not be reproduced or distributed without expressed permission.
Drawing: Basement Plan	Date: 21 Nov 2025	Scale: 1:50	Notes:

Drawing No:	A2	
No.	1. "Clouded" area of floor plan revised & site data updated	21 Sep 2025
	Originally issued	18 Aug 2025



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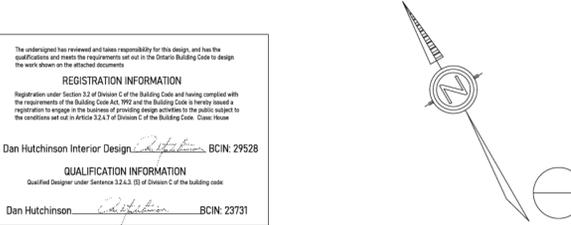
Main fir area, incl. garage 355.54 sq.m
 (incl. fir. area of attached garage) (87.88 sq.m)
 Footprint of all covered porches 104.99 sq.m
 Total area 372.67 sq.m

REGISTRATION INFORMATION
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Dan Hutchinson Interior Design, BCIN: 29528

QUALIFICATION INFORMATION
 Qualified Designer under Section 3.2.4.3 (3) of Division C of the Building Code

Dan Hutchinson, BCIN: 23731

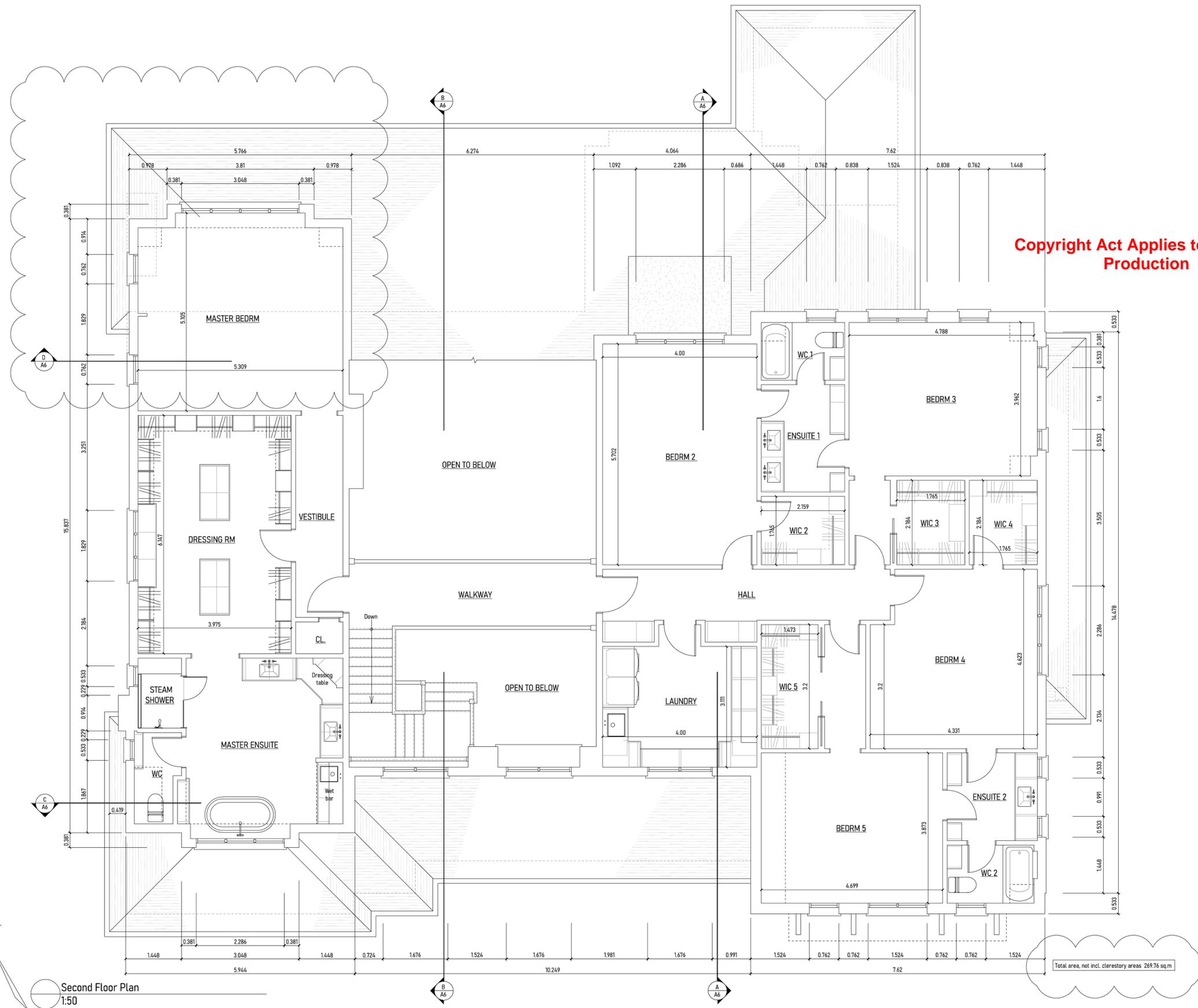


Main Floor Plan
 1:50

Dan Hutchinson Interior Design
 111 Waldweg, Blackstock, ON L0B 1B0
 T: 416-294-1748 E: dancanmoveyou@gmail.com

Project: 881 Glenwood Ave., Burlington, ON	Drawing By: DH	Checked By:	Do not scale drawings for construction purposes. Posted dimensions are for general purposes only. G.C. and subcontractors shall check and verify all dimensions on site and report discrepancies to the designer before any work proceeds. These drawings are protected by copyright and may not be reproduced or distributed without expressed permission.
Drawing: Main Floor Plan	Date: 21 Nov 2025	Scale: 1:50	Notes:

Drawing No:		A3
No.	1	"Clouded" area of floor plan revised & site data updated
		21 Sep 2025
		Originally Issued
		18 Aug 2025



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REGISTRATION INFORMATION
 The undersigned has reviewed and taken responsibility for this design, and has the qualifications and meets the requirements set out in the Ontario Building Code to design the work shown on the attached documents.
 Registration under Section 3.2 of Division C of the Building Code and having complied with the requirements of the Building Code Act, 1992 and the Building Code is hereby granted a registration to engage in the business of providing design activities to the public subject to the conditions set out in Article 3.2.4 of Division C of the Building Code. Class: House

Dan Hutchinson Interior Design, BCIN: 29528

QUALIFICATION INFORMATION
 Qualified Designer under Sentence 3.2.4.3 (3) of Division C of the Building Code

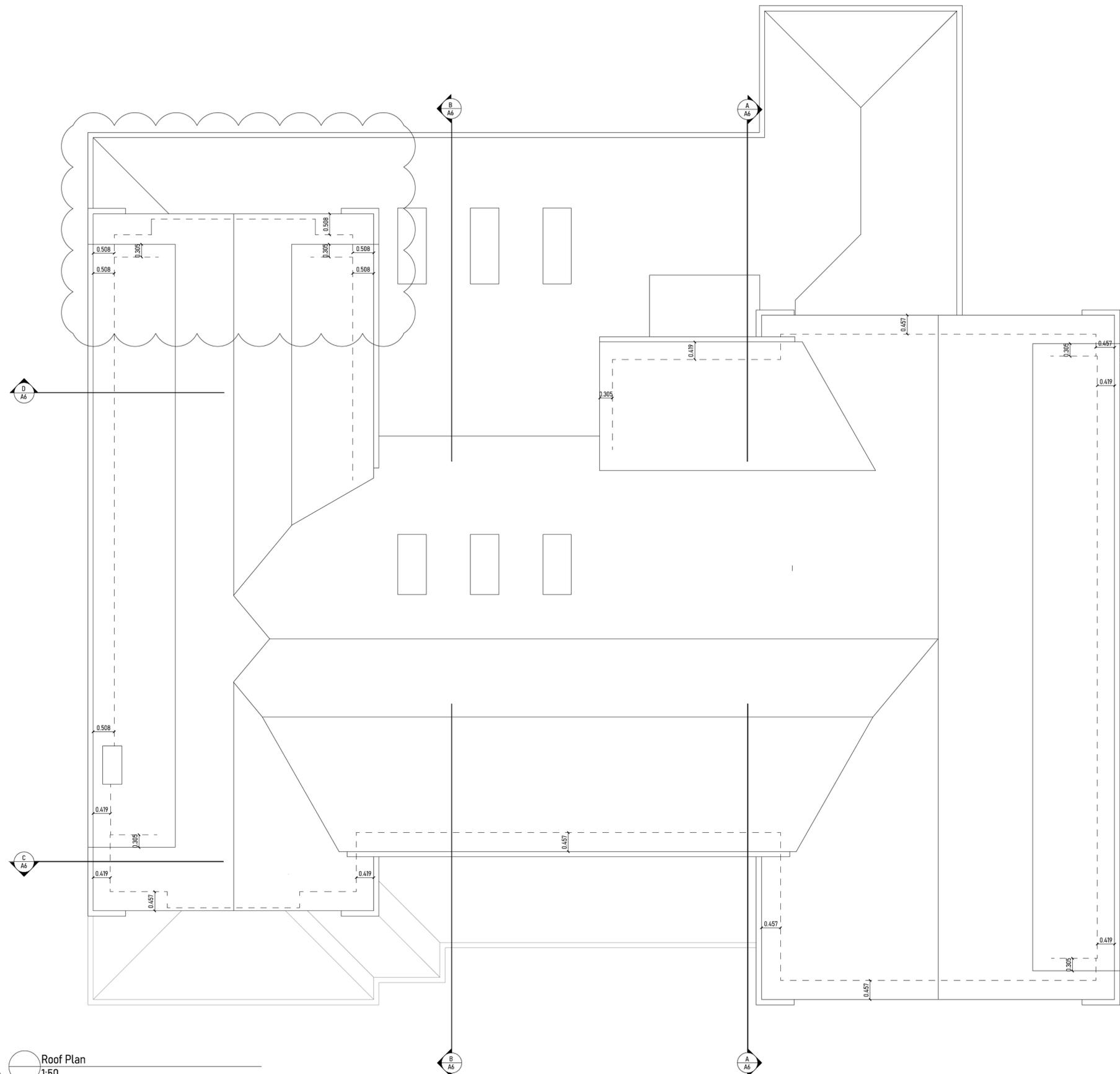
Dan Hutchinson, BCIN: 23731

Second Floor Plan
 1:50

Dan Hutchinson Interior Design
 111 Waldweg, Blackstock, ON L0B 1B0
 T: 416-294-1748 E: dancanmoveyou@gmail.com

Project: 881 Glenwood Ave., Burlington, ON	Drawing By: DH	Checked By:	Do not scale drawings for construction purposes. Posted dimensions are for general purposes only. G.C. and subcontractors shall check and verify all dimensions on site and report discrepancies to the designer before any work proceeds. These drawings are protected by copyright and may not be reproduced or distributed without expressed permission.
Drawing: Second Floor Plan	Date: 9 Jan 2026	Scale: 1:50	Notes:

2.	"Clouded" area of floor plan revised & site data updated (Master Suite Enlarged)	9 Jan 2026	A4
1.	"Clouded" area of floor plan revised & site data updated	21 Sep 2025	
No.	Originally issued	18 Aug 2025	



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REGISTRATION INFORMATION
 Registration under Section 3.2 of Division C of the Building Code and having complied with the requirements of the Building Code Act, 1992 and the Building Code is hereby issued a registration to engage in the business of providing design activities to the public subject to the conditions set out in Article 3.2.1 of Division C of the Building Code. Class: House

Dan Hutchinson Interior Design, *Dan Hutchinson*, BCIN: 29528

QUALIFICATION INFORMATION
 Qualified Designer under Sentence 3.2.4.3 (3) of Division C of the building code

Dan Hutchinson, *Dan Hutchinson*, BCIN: 23731



Roof Plan
1:50

Dan Hutchinson Interior Design
 111 Waldweg, Blackstock, ON L0B 1B0
 T: 416-294-1748 E: dancanmoveyou@gmail.com

Project: 881 Glenwood Ave., Burlington, ON
 Drawing: Roof Plan

Drawing By: DH
 Date: 23 Jan 2026
 Checked By:
 Scale: 1:50

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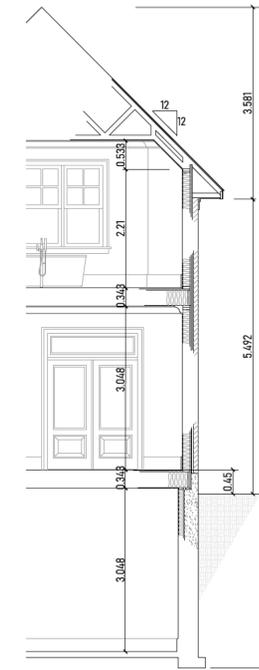
Notes:

No.	1	Second floor below was enlarged	23 Jan 2026
		Originally Issued	18 Aug 2025

Drawing No:
A5

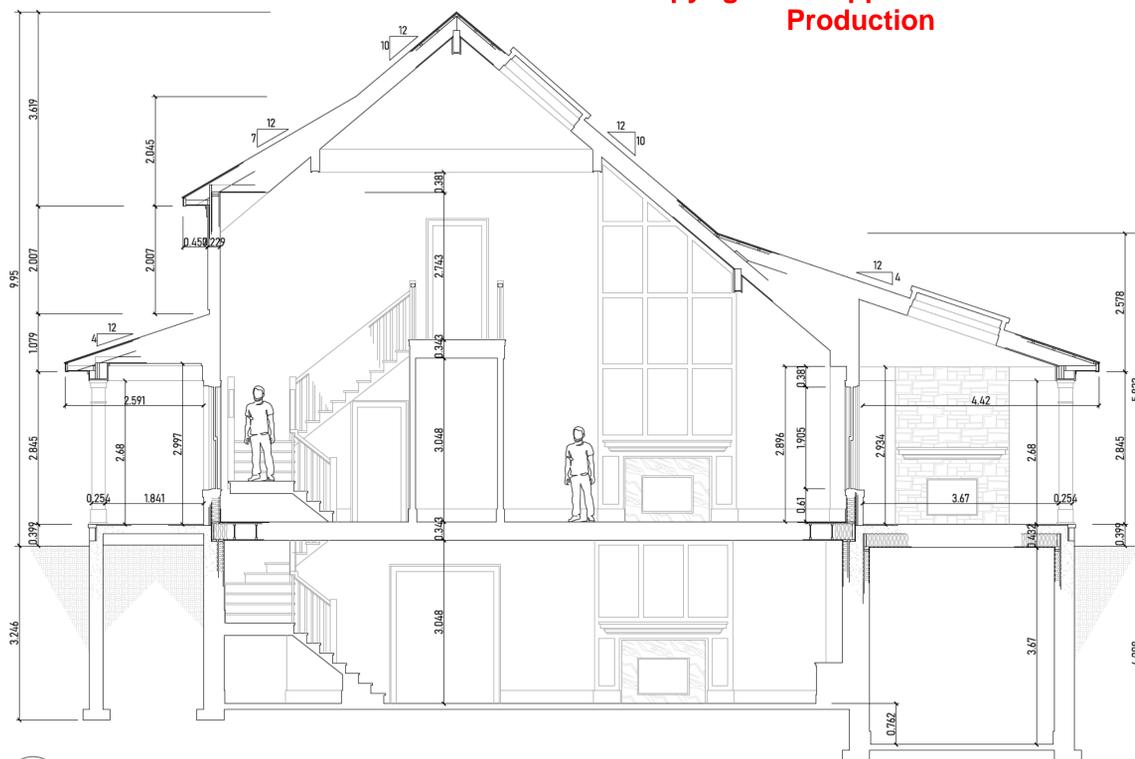


Section Detail A
1:60

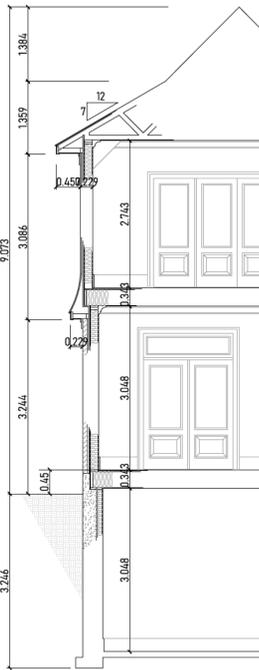


Section Detail C
1:60

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Section Detail B
1:60



Section Detail D
1:60

The undersigned has reviewed and taken responsibility for this design, and has the qualifications and meets the requirements set out in the Ontario Building Code to design the work shown on the attached documents.

REGISTRATION INFORMATION
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Dan Hutchinson Interior Design, BCIN: 29528

QUALIFICATION INFORMATION
 Qualified Designer under Section 3.2.4.3 (3) of Division C of the building code

Dan Hutchinson, BCIN: 23731

Dan Hutchinson Interior Design
 111 Waldweg, Blackstock, ON L0B 1B0
 T: 416-294-1748 E: dancanmoveyou@gmail.com

Project: 881 Glenwood Ave., Burlington, ON
 Drawing: Rear Elevation

Drawing By: DH
 Date: 21 Nov 2025

Checked By:
 Scale: 1:50

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Notes:

No.	Originally Issued	18 Aug 2025
		Drawing No: A6



Front Elevation
1:50

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Street Elevation
1:50

The undersigned has reviewed and taken responsibility for this design, and has the qualifications and meets the requirements set out in the Ontario Building Code to design the work shown on the attached documents.

REGISTRATION INFORMATION
Registration under Section 3.2 of Division C of the Building Code and having complied with the requirements of the Building Code Act, 1992 and the Building Code is hereby granted a registration to engage in the business of providing design activities to the public subject to the conditions set out in Article 3.2.3 of Division C of the Building Code. Class: House

Dan Hutchinson Interior Design *Dan Hutchinson* BCIN: 29528

QUALIFICATION INFORMATION
Qualified Designer under Section 3.2.3.3 (1) of Division C of the Building Code

Dan Hutchinson *Dan Hutchinson* BCIN: 23731

Project: 881 Glenwood Ave., Burlington, ON	Drawing By: DH	Checked By:	Do not scale drawings for construction purposes. Posted dimensions are for general purposes only. O.C. and subcontractors shall check and verify all dimensions on site and report discrepancies to the designer before any work proceeds. These drawings are protected by copyright and may not be reproduced or distributed without expressed permission.
Drawing: Front Elevation	Date: 23 Jan 2026	Scale: 1:50	Notes:

3. Driveway width(s) narrowed	23 Jan 2026	Drawing No: A7
2. "Fixed Grade" revised to match survey, also revised & roof overhangs clarified	8 Dec 2025	
1. Street elevation added to highlight walls flanking driveway	21 Sep 2025	
No. Originally issued	18 Aug 2025	

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The undersigned has reviewed and taken responsibility for this design, and has the qualifications and meets the requirements set out in the Ontario Building Code to design the work shown on the attached documents.

REGISTRATION INFORMATION
Registration under Section 3.2 of Division C of the Building Code and having complied with the requirements of the Building Code Act, 1992 and the Building Code is hereby stated a registration to engage in the business of providing design activities to the public subject to the conditions set out in Article 3.2.1 of Division C of the Building Code. Class: House

Dan Hutchinson Interior Design *Dan Hutchinson* BCIN: 29528

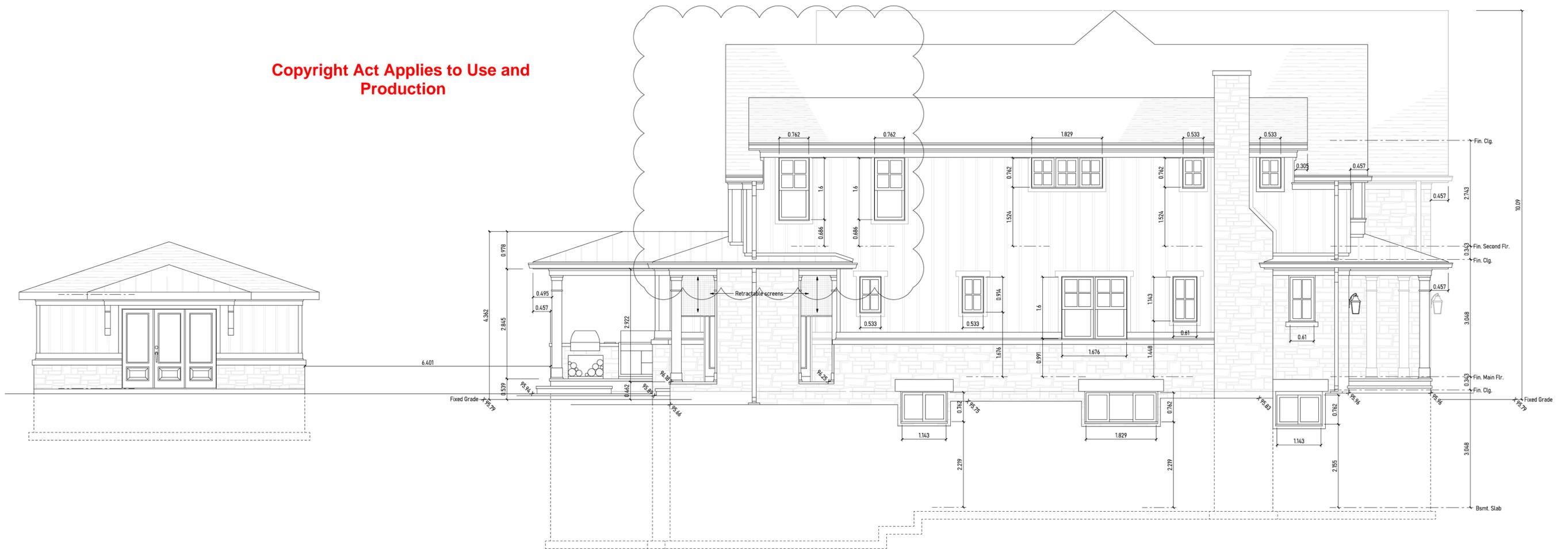
QUALIFICATION INFORMATION
Qualified Designer under Sentence 3.2.4.3 (3) of Division C of the building code

Dan Hutchinson *Dan Hutchinson* BCIN: 23731

Project:	881 Glenwood Ave., Burlington, ON	Drawing By:	DH	Checked By:		Notes:		Drawing No:	
Drawing:	Rear Elevation	Date:	9 Jan 2026	Scale:	1:50	Do not scale drawings for construction purposes. Posted dimensions are for general purposes only. O.C. and subcontractors shall check and verify all dimensions on site and report discrepancies to the designer before any work proceeds. These drawings are protected by copyright and may not be reproduced or distributed without expressed permission.			
No.									
2.	"Clouded" area of elevation revised re changes to Master Suite								9 Jan 2026
1.	"Clouded" area revised and retractable screens noted at screen room								21 Sep 2025
	Originally Issued								18 Aug 2025

A8

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West Side Elevation
1:50

The undersigned has reviewed and taken responsibility for this design, and has the qualifications and meets the requirements set out in the Ontario Building Code to design the work shown on the attached documents.

REGISTRATION INFORMATION
Registration under Section 3.2 of Division C of the Building Code and having complied with the requirements of the Building Code Act, 1992 and the Building Code is hereby stated a registration to engage in the business of providing design activities to the public subject to the conditions set out in Article 3.2.3 of Division C of the Building Code. Class: House

Dan Hutchinson Interior Design *Dan Hutchinson* BCIN: 29528

QUALIFICATION INFORMATION
Qualified Designer under Sentence 3.2.4.3 (3) of Division C of the building code

Dan Hutchinson *Dan Hutchinson* BCIN: 23731

Dan Hutchinson Interior Design 111 Waldweg, Blackstock, ON L0B 1B0 T: 416-294-1748 E: dancanmoveyou@gmail.com	Project: 881 Glenwood Ave., Burlington, ON	Drawing By: DH	Checked By: DH	Do not scale drawings for construction purposes. Posted dimensions are for general purposes only. G.C. and subcontractors shall check and verify all dimensions on site and report discrepancies to the designer before any work proceeds. These drawings are protected by copyright and may not be reproduced or distributed without expressed permission.	Notes: 2. "Clouded" area of elevation revised re changes to Master Suite 1. "Clouded" area revised and retractable screens noted at screen room	Drawing No: 9 Jan 2026 21 Sep 2025 18 Aug 2025	A10
	Drawing: West Side Elevation	Date: 9 Jan 2026	Scale: 1:50				



Arborist Report

Pre-Construction Assessment

Prepared For:

Dan Hutchinson

Site Address:

881 Glenwood Ave.
Burlington, ON

Revised: December 04, 2025
November 14, 2025

Prepared by:

Alex Weegen, R.P.F.
Urban Forester and GIS Specialist
Davey Resource Group
1(416) 346-6952
Alex.Weegen@davey.com

Contents

Summary.....	3
Introduction.....	3
Limitations of the Assignment.....	4
Methods	4
Observations	4
Discussion.....	5
Conclusion	8
Appendix 1 – Tree Protection Action Key (TPAK).....	9
Appendix 2 – Tree Protection Plan (Preview, to be printed to scale at 11x17”).....	14
Appendix 3 – Public Tree Replacement Calculations.....	16
Appendix 4 – Tree Protection Fencing Detail.....	17
Appendix 5 – Tree Protection Zone Sign Detail.....	18
Appendix 6 – Photographs.....	19
Appendix 7 – Glossary of Common Arboricultural Terms	23
Appendix 8 – References	26
Appendix 9 – Arborist Qualifications.....	27
Appendix 9 - Conditions of Assessment Agreement.....	28

Summary

The following Arborist Report is with respect to the proposed construction at 881 Glenwood Ave in Burlington, Ontario. This report serves to document the condition and provide recommendations to remove or preserve trees within and surrounding this property in advance of future construction.

In total, sixty-two (62) trees were inventoried for this report; two (2) of which are located on city property, nine (9) are located on the subject property, thirty-nine (39) are on the boundary between the subject property and neighbouring properties, and ten (10) are located on the neighbouring properties. Twelve (12) trees are required to be removed for construction, one (1) is anticipated to be injured, while all other trees inventoried are either far enough away from the construction and material/equipment storage or have barriers in place for tree protection.

It is imperative for all crew contracted to perform this construction to thoroughly understand this report and the recommendations stated within.

Introduction

Davey Resource Group (DRG) was retained by the client, Dan Hutchinson, to develop an Arborist Report and Tree Protection Plan (TPP) for the proposed construction at 881 Glenwood Ave in Burlington, Ontario

An inventory and assessment of all the trees within the scope of the assignment was conducted. The arborist was to document the current condition, size, and location of the trees as they relate to the proposed work. To account for the spatial scope of work within the site, the location of the proposed construction and all trees 10 cm in diameter and above on the property or within 6 meters of the subject property were surveyed. All trees within the scope of the survey were included in an inventory and assessed for protection or removal needs. Small ornamental trees and shrubs were not surveyed for this report.

Recommendations for tree preservation or removal are to be provided and follow City of Burlington Tree Protection and Preservation specifications.

This report must be accompanied by the following additional documents:

1. A full printing of the tree inventory performed by Davey Resource Group (DRG), otherwise known as the Tree Protection Action Key (TPAK, found in Appendix 1).
2. The construction maps with the Arborist Comments, otherwise known as the Tree Protection Plan (TPP, found in Appendix 2).

Limitations of the Assignment

It must be understood that DRG is the assessor of the trees in relation to tree preservation practices. The construction supervisors should incorporate the information and recommendations provided within this report into their construction methodology to complete their project in a reasonable manner.

This Arborist Report is based on the project scope and details for tree preservation as discussed. All proposed construction methods are limited to what was provided in the site plans and in discussions with the Project Leader. Estimates, measurements, and comments regarding tree preservation were based on the proposed construction plans and field observations.

This Arborist Report was compiled from field data collected from the ground. A basic visual assessment of trees was performed. No level of ISA Tree Risk Assessment was performed. More data on risk may be obtained through a basic or advanced ISA Tree Risk Assessment.

Methods

- Tools used to assess the trees included a metric diameter measuring tape, metric diameter calipers, range finder, and camera.
- Photographs included in this report are labeled copies of their originals but are otherwise unaltered.
- All trees over 10 cm on the property or within 6 m of the property limits were collected and assessed for this report.
- Any and all trees located in the public right of way in front of the subject address were collected and assessed for this report.
- No ornamental trees or shrubs were assessed for this report.
- Trees were studied for their proximity to existing and planned structures to determine recommendations or precautions for trees requiring removal or injury.

Observations

- The site was inspected by Certified Arborist Joseph Steinfeld OH-6403A.
- No material storage or soil compaction within Tree Protection Zones was observed.
- 62 trees were assessed for this report and labeled #1-62 in the Tree Protection Action Key and Tree Protection Plan included within Appendices 1 and 2.
- **52** trees are in good condition, **5** trees are in fair condition, **5** trees are in poor condition, and **0** trees are dead.
- For further details and observations, refer to the Tree Protection Action Key (Appendix 1).

Discussion

The following sections discuss specific areas regarding the preservation of trees during excavation.

Regulations

The City of Burlington’s Private Tree By-law (040-2022) protects all trees 20 cm DBH and larger as well as heritage trees and trees listed under the provincial *Endangered Species Act, 2007* from injury and destruction within its municipal boundaries.

The City of Burlington’s Public Tree By-law (063-2013) protects trees on public property within its municipal boundaries.

Site Assessments

Our goal during the site assessment was to determine which trees will be impacted by excavation. We set the following objectives for assessing the impact on trees located within the scope of the project:

1. Determine the TPZ radius for each tree included in the inventory.
2. Determine where work might occur within a TPZ.
3. Determine tree protection measures where work might occur within a TPZ.

The nature of the work for this project can have major impacts on surrounding trees. For this report, the minimum TPZs (MTPZ) for each tree were determined to recommend the best course of action to protect each tree during this project. The MTPZ distance is defined as the radial distance from a tree’s trunk inside which any construction or excavation activity poses a risk of damage to the tree itself or its root system. The exact distance is determined by the DBH of the tree. Below is a table of MTPZ and critical root zone (CRZ) distances as defined by City by-laws.

Table 1: Tree Protection Zone Distances

Trunk Diameter (DBH)	<10cm	11-40cm	41-50cm	51-60cm	61-70cm	71-80cm	81-90cm	91-100cm+
Minimum Protection Distance Required	1.8m	2.4m	3.0m	3.6m	4.2m	4.8m	5.4m	6.0m+
Critical Root Zone (CRZ) Distances Required	1.8m	4.0m	5.0m	6.0m	7.0m	8.0m	9.0m	10.0m

Source: City of Burlington Tree Protection and Preservation Specification No. SS12A.

Within these distances of trees, demolition- and construction-related activities, including staging/storage of materials, pose the risk of critical harm to tree roots and soil biospheres. Careless removal of roots within TPZ distances may threaten the stability of a tree, increasing fall-over risk. In addition, loss of over 25% of a tree’s roots threatens the long-term survivability of a tree, as this amount of root loss cuts off a significant amount of water and nutrient resources to the tree. Surface work within a TPZ, even without any mechanical damage to the bark or foliage/twig loss from incidental contact by construction machinery, threatens soil compaction and root suffocation. Compacted soil is a leading cause of tree decline or poor growth conditions. In cities where trees are

often planted in high-traffic areas, protection of soil from compaction is a key issue. Compaction of soil suffocates the roots, which affects the processes that power the tree, cutting off access to water, air, and nutrients. The structure of the tree can also be directly and indirectly impacted by compacted soils. Root decline and death can lead to structural failures above-ground as the tree loses vitality and becomes brittle and dry. Below the surface, existing roots may become drowned if too much water settles into remaining air pockets and fails to supply oxygen to the roots, causing root death.

Tree Preservation

Tree preservation is a proactive measure that starts at the planning stage. Understanding the importance of tree roots in overall tree health and survivability is of the highest importance in implementing effective tree preservation measures. In cases where construction will take place near an existing tree and risk compaction or removal of soil within its root space or damage to above and/or below-ground tissue of the tree, a TPZ is established to mitigate any possible harm.

Work within the TPZ of any tree and involving surface removal or digging through soil would be considered serious root injury and could leave the tree with a high potential of structural failure or serious decline. Boxes or fences surrounding existing trees are based on the available space to establish at TPZ distances recorded in the field. Fencing is recommended to be installed at or beyond the minimum TPZ distance over permeable spaces and out to the edge of established hardscapes or the boundary of planters where growing space is restricted. During work for this project, it is necessary for hoarding fences to be established around trees within 6m of any work activity while equipment and crew are moving around. Any incidental damage to street trees is a violation of City of Burlington by-laws.

Tree Protection Hoarding

Hoarding (Tree Protection Fencing) is used on construction sites to ensure that damage to the tree and its root zone is prevented. This distance is typically located by the MTPZ. However, it must be understood that sometimes this distance is not achievable due to infrastructure. It must be further understood that the hoarding distance sometimes must accommodate a TPZ larger than the MTPZ due to a limited root growing area/volume (this area is typically defined by the project arborist).

Hoarding locations should be field marked by the project arborist, and hoarding installation will be installed by the contractor. This hoarding must be anchored to the ground and must be installed to the lines defined by the project arborist. All staging areas are understood to be outside the TPZ. At no time are materials, vehicles, or debris to be stacked, staged, or piled inside the hoarding. Hoarding must be installed prior to the start of construction, must be inspected by a City inspector, and remain in good condition. Refer to the appendices for materials and construction of this hoarding. This hoarding will create the TPZ.

Problems will arise for tree preservation efforts when anyone removes the hoarding, even temporarily. It takes one instance of soil compaction from a heavy machine for roots to suffer from

air and water deprivation and for the tree to become stressed. It is imperative to install and maintain in good condition the hoarding to prevent this from happening before and throughout the duration of construction.

Tree Protection Signs

Signs are required to be displayed on tree hoarding (see Appendix 4). These signs could be made in bulk at a discounted rate and installed on the hoarding in various locations. Signage informs the public and reminds the contractors of the significance of the TPZs and the efforts put forward by the client in tree preservation.

Conclusion

Out of the sixty-two (62) trees collected in the inventory for this report, twelve (12) are recommended for removal and one (1) is anticipated to be injured. All other trees are either far enough away from proposed construction or protected with hoarding. If all recommendations to establish hoarding and minimize injury to trees discussed in this report are followed, all trees to be retained within the scope of this project can be expected to fully recover from any stress caused by the construction.

In accordance with information and tree numbering listed in the tree inventory (Appendix 1), we provide the following recommendations:

- Tree protection must be erected as described in Appendix 3 (“Tree Protection Fencing Detail”) and inspected prior to beginning construction.
 - TPF is to be erected no less than the distances outlined in the By-law.
 - Any tree preservation barrier erected shall be done so to prevent material or equipment storage, foot traffic or construction within the protected areas.
 - Refer to the attached documents for the TPF diagram sanctioned by the Municipality of Burlington, ON. In any case where correct and approved procedures cannot be abided by to erect the fencing, contact an ISA certified Arborist to consult and/or construct the proper preservation barrier.
 - A “Tree Protection Zone” sign should be posted on the fencing, as directed by the By-law (refer to Appendix 5 “Tree Protection Zone Sign Detail”).
- Trees #1, #2, #4-#12, and #45 are required for removal due to the proposed construction.
 - It is recommended that a Certified Arborist perform tree removals prior to the commencement of construction activities.
 - A permit for tree removal will be required for the removal of Trees #1, #2, #4-#12, and #45. Permission from the City is required for the removal of Trees #1 and #2. Permission from neighbours is required for Trees #4-#12 and #45.
 - Twenty-seven (27) replacement trees are required for the removal of Trees #1, #2, #4-#12, and #45. The property owner has opted to plant one replacement tree and pay for the remaining twenty-six (26) as cash-in-lieu instead of replacement planting. Cash-in-lieu would come to \$7,467.50 for twenty-six (26) replacement trees (\$1,545 for the City-owned trees and \$5,922.50 for the private trees).
- Tree #42 is anticipated to incur injury due to the proposed construction.
 - A permit for tree injury is required for the injury of Tree #42.
 - Neighbour permission is required for the injury of Tree #42.
- All delivery for materials and equipment needed on this project shall take place to the driveway in the front of the home.
 - No construction materials or equipment are to be placed within the MTPZ of any protected trees at any time.
- No grade change shall take place during construction that would impact water drainage, by volume, into the MTPZ of any protected trees.

Appendix 1 – Tree Protection Action Key (TPAK)

Tree Map Number	Species	Botanical	DBH (cm) @ 1.4 m	Tree Ownership	Minimum Tree Protection Distance (m)	Health	Structure	Overall Condition	Live Crown Ratio (%)	Deadwood (%)	Tree Height (m)	Crown Width (m)	Construction inside Min TPZ? (Y/N)	Construction Impact (None, Low, Medium, High)	Action	Permit Required? (Y/N)	Replacement trees required	Notes and Observations
1	London Plane Tree	<i>Platanus x. acerifolia</i>	11	C	2.4	G	G	G	50	0	2	3	Y	H	Remove	Y	2	Removal required due to grading. See "Appendix 3 - Public Tree Replacement Calculations" for replacement tree calculation. Replacement trees required may be changed at the discretion of the City of Burlington.
2	Serviceberry	<i>Amelanchier species</i>	6	C	1.8	G	G	G	50	0	2	3	Y	H	Remove	Y	1	Removal required due to driveway. See "Appendix 3 - Public Tree Replacement Calculations" for replacement tree calculation. Replacement trees required may be changed at the discretion of the City of Burlington.
3	White Spruce	<i>Picea glauca</i>	65	N	4.2	G	G	G	70	0	19	4	N	N	Protect	N	0	Broken branch
4	Eastern White Cedar	<i>Thuja occidentalis</i>	33	B	2.4	G	G	G	70	0	5	10	Y	H	Remove	Y	2	
5	Eastern White Cedar	<i>Thuja occidentalis</i>	41	B	3.0	G	F	G	70	5	7	12	Y	H	Remove	Y	3	
6	Eastern White Cedar	<i>Thuja occidentalis</i>	23	B	2.4	G	G	G	70	5	5	10	Y	H	Remove	Y	2	
7	Eastern White Cedar	<i>Thuja occidentalis</i>	32	B	2.4	G	F	G	70	5	5	10	Y	H	Remove	Y	2	
8	Eastern White Cedar	<i>Thuja occidentalis</i>	35	B	2.4	G	F	G	60	5	6	10	Y	H	Remove	Y	2	Multi stem 23, 26
9	Eastern White Cedar	<i>Thuja occidentalis</i>	49	B	3.0	G	G	G	60	5	6	10	Y	H	Remove	Y	3	Multi stem 31, 38
10	Eastern White Cedar	<i>Thuja occidentalis</i>	35	B	2.4	G	F	G	60	5	6	10	Y	H	Remove	Y	2	Multi stem 27, 23
11	Eastern White Cedar	<i>Thuja occidentalis</i>	48	B	3.0	G	F	G	60	5	6	10	Y	H	Remove	Y	3	Multi stem 37, 31

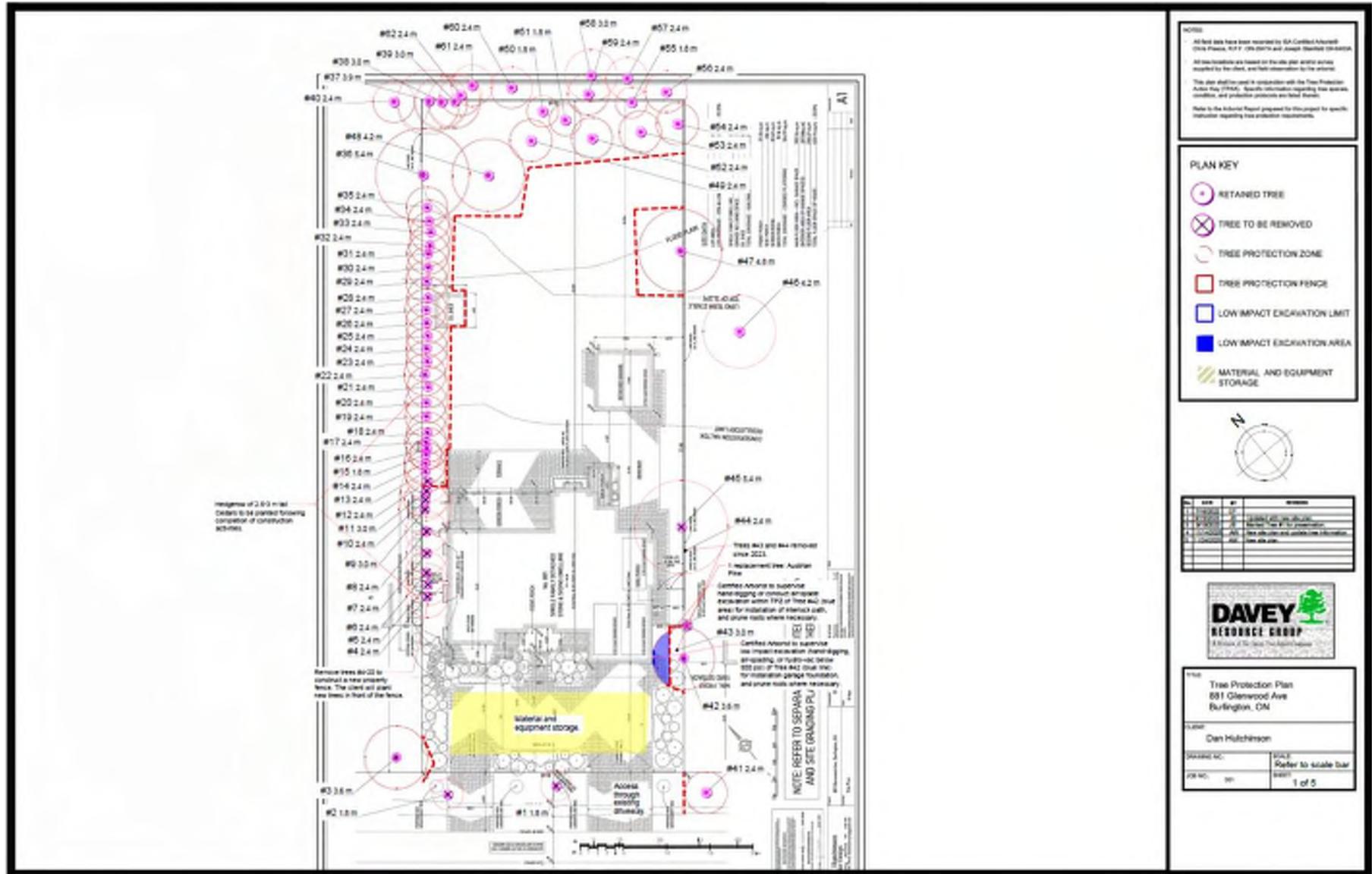
Tree Map Number	Species	Botanical	DBH (cm) @ 1.4 m	Tree Ownership	Minimum Tree Protection Distance (m)	Health	Structure	Overall Condition	Live Crown Ratio (%)	Deadwood (%)	Tree Height (m)	Crown Width (m)	Construction inside Min TPZ? (Y/N)	Construction Impact (None, Low, Medium, High)	Action	Permit Required? (Y/N)	Replacement trees required	Notes and Observations
12	Norway Maple	<i>Acer platanoides</i>	21	B	2.4	G	F	G	40	5	5	8	Y	H	Remove	Y	2	
13	Eastern White Cedar	<i>Thuja occidentalis</i>	29	B	2.4	P	F	P	60	5	6	10	Y	H	Protect	N	0	Multi stem 18, 23
14	Eastern White Cedar	<i>Thuja occidentalis</i>	29	B	2.4	G	F	G	60	5	8	10	Y	H	Protect	N	0	Multi stem 11, 22, 16
15	Eastern White Cedar	<i>Thuja occidentalis</i>	13	B	2.4	G	F	G	50	5	4	11	Y	H	Protect	N	0	
16	Eastern White Cedar	<i>Thuja occidentalis</i>	37	B	2.4	G	G	G	50	5	9	12	Y	H	Protect	N	0	Multi stem 18, 21, 24
17	Eastern White Cedar	<i>Thuja occidentalis</i>	35	B	2.4	G	F	G	50	5	9	11	Y	H	Protect	N	0	Multi stem 19, 25, 15
18	Eastern White Cedar	<i>Thuja occidentalis</i>	42	B	3.0	F	F	G	50	5	8	10	Y	H	Protect	N	0	Multi stem 38, 17
19	Eastern White Cedar	<i>Thuja occidentalis</i>	28	B	2.4	G	F	G	50	5	5	10	Y	H	Protect	N	0	Multi stem 21, 19
20	Eastern White Cedar	<i>Thuja occidentalis</i>	30	B	2.4	G	G	G	50	5	6	10	Y	H	Protect	N	0	Multi stem 21, 12, 19
21	Eastern White Cedar	<i>Thuja occidentalis</i>	17	B	2.4	F	G	G	50	5	5	10	N	N	Protect	N	0	Multi stem 13, 11
22	Eastern White Cedar	<i>Thuja occidentalis</i>	38	B	2.4	F	F	G	50	5	5	10	N	N	Protect	N	0	Multi stem 19, 9, 9, 30
23	Eastern White Cedar	<i>Thuja occidentalis</i>	18	B	2.4	G	F	G	50	5	4	9	N	N	Protect	N	0	
24	Eastern White Cedar	<i>Thuja occidentalis</i>	37	B	2.4	G	F	G	50	5	9	10	N	N	Protect	N	0	Multi stem 28, 19, 14
25	Eastern White Cedar	<i>Thuja occidentalis</i>	18	B	2.4	F	F	G	50	5	6	10	N	N	Protect	N	0	Multi stem 13, 13
26	Eastern White Cedar	<i>Thuja occidentalis</i>	35	B	2.4	G	G	G	50	5	7	10	N	N	Protect	N	0	Multi stem 23, 21, 16
27	Eastern White Cedar	<i>Thuja occidentalis</i>	30	B	2.4	G	G	G	50	5	7	10	N	N	Protect	N	0	Multi stem 23, 16, 10
28	Eastern	<i>Thuja</i>	27	B	2.4	P	F	P	50	5	7	10	N	N	Protect	N	0	Multi stem 23, 14

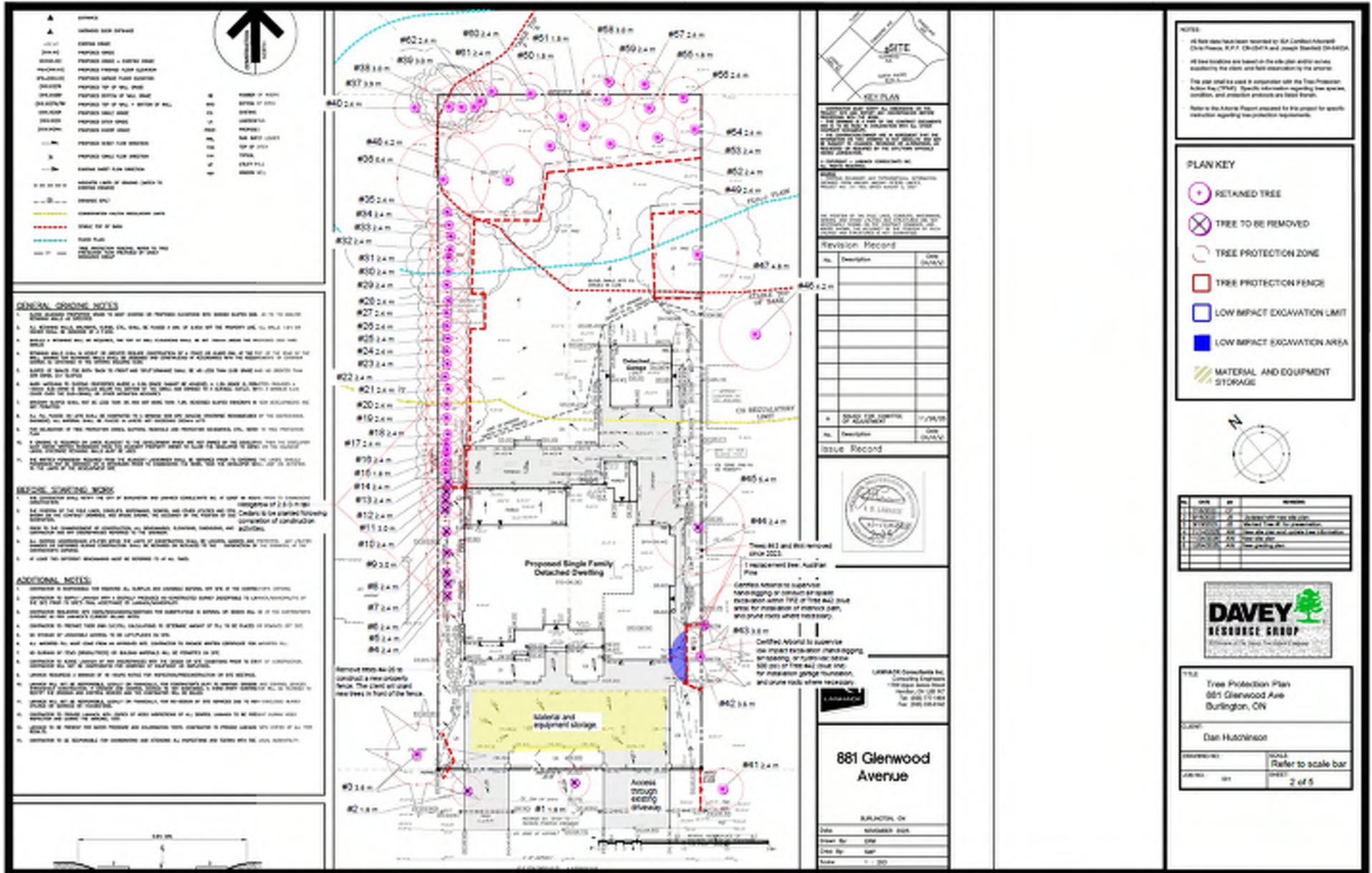
Tree Map Number	Species	Botanical	DBH (cm) @ 1.4 m	Tree Ownership	Minimum Tree Protection Distance (m)	Health	Structure	Overall Condition	Live Crown Ratio (%)	Deadwood (%)	Tree Height (m)	Crown Width (m)	Construction inside Min TPZ? (Y/N)	Construction Impact (None, Low, Medium, High)	Action	Permit Required? (Y/N)	Replacement trees required	Notes and Observations
	White Cedar	<i>occidentalis</i>																
29	Eastern White Cedar	<i>Thuja occidentalis</i>	19	B	2.4	G	G	G	50	5	7	10	N	N	Protect	N	0	Multi stem 14, 10, 7
30	Eastern White Cedar	<i>Thuja occidentalis</i>	38	B	2.4	G	G	G	50	5	7	10	N	N	Protect	N	0	Multi stem 30, 20, 12
31	Eastern White Cedar	<i>Thuja occidentalis</i>	26	B	2.4	G	G	G	50	5	6	10	N	N	Protect	N	0	Multi stem 20, 13, 11
32	Eastern White Cedar	<i>Thuja occidentalis</i>	24	B	2.4	G	G	G	50	5	7	10	N	N	Protect	N	0	Multi stem 21, 12
33	Eastern White Cedar	<i>Thuja occidentalis</i>	28	B	2.4	G	G	G	50	5	4	10	N	N	Protect	N	0	Multi stem 20, 16, 11
34	Eastern White Cedar	<i>Thuja occidentalis</i>	17	B	2.4	G	G	G	50	5	5	10	N	N	Protect	N	0	
35	Eastern White Cedar	<i>Thuja occidentalis</i>	18	B	2.4	G	G	G	50	5	8	7	N	N	Protect	N	0	
36	Siberian Elm	<i>Ulmus pumila</i>	86	B	5.4	F	F	F	40	30	12	17	N	N	Protect	N	0	Multi stem 76, 40, Deadwood, crown dieback, dead stem
37	Siberian Elm	<i>Ulmus pumila</i>	51	B	3.6	P	P	P	5	90	7	15	N	N	Protect	N	0	Dying
38	Siberian Elm	<i>Ulmus pumila</i>	44	B	3.0	P	P	P	5	90	6	15	N	N	Protect	N	0	Dying
39	Siberian Elm	<i>Ulmus pumila</i>	43	B	3.0	P	P	P	5	90	7	15	N	N	Protect	N	0	Dying
40	Red Maple	<i>Acer rubrum</i>	39	N	2.4	G	G	G	50	0	9	12	N	N	Protect	N	0	
41	Magnolia	<i>Magnolia species</i>	12	N	2.4	G	G	G	70	0	6	4	N	N	Protect	N	0	
42	Austrian Pine	<i>Pinus nigra</i>	56	B	3.6	G	G	G	50	5	12	14	Y	M	Injure	Y	0	Retain with injury. Permission from neighbour required for injury as this is a shared (boundary) tree. Certified Arborist to supervise hand-digging or conduct air-spade excavation within TPZ of Tree #42 (blue area) for installation of interlock path, and prune roots where necessary. Certified Arborist to supervise low impact excavation (hand-digging, air-spading, or

Tree Map Number	Species	Botanical	DBH (cm) @ 1.4 m	Tree Ownership	Minimum Tree Protection Distance (m)	Health	Structure	Overall Condition	Live Crown Ratio (%)	Deadwood (%)	Tree Height (m)	Crown Width (m)	Construction inside Min TPZ? (Y/N)	Construction Impact (None, Low, Medium, High)	Action	Permit Required? (Y/N)	Replacement trees required	Notes and Observations
																		hydro-vac below 500 psi) of Tree #42 (blue line) for installation garage foundation, and prune roots where necessary.
43	Austrian Pine	<i>Pinus nigra</i>																Removed since 2023
44	Cedar	<i>Thuja occidentalis</i>																Removed since 2023
45	Black Walnut	<i>Juglans nigra</i>	85	B	5.4	G	G	G	50	5	15	17	Y	H	Remove	Y	3	Close to power line, dead twig
46	Black Walnut	<i>Juglans nigra</i>	65	N	4.2	G	G	G	60	5	13	16	N	N	Protect	N	0	
47	Black Walnut	<i>Juglans nigra</i>	62	P	4.2	G	G	G	70	5	15	17	N	N	Protect	N	0	Close to power line
48	Black Walnut	<i>Juglans nigra</i>	64	P	4.2	G	G	G	70	5	15	17	N	N	Protect	N	0	
49	Black Locust	<i>Robinia pseudoacacia</i>	15	P	2.4	G	G	G	50	5	7	10	N	N	Protect	N	0	
50	Black Locust	<i>Robinia pseudoacacia</i>	5	P	1.8	G	G	G	60	5	6	4	N	N	Protect	N	0	
51	Black Locust	<i>Robinia pseudoacacia</i>	10	P	1.8	G	G	G	30	5	4	9	N	N	Protect	N	0	
52	Black Locust	<i>Robinia pseudoacacia</i>	17	P	2.4	G	F	G	50	5	6	9	N	N	Protect	N	0	Creepers on tree
53	Black Locust	<i>Robinia pseudoacacia</i>	15	P	2.4	G	G	G	50	5	7	9	N	N	Protect	N	0	Creepers
54	Manitoba Maple	<i>Acer negundo</i>	13	P	2.4	G	G	G	50	30	4	5	N	N	Protect	N	0	Dying crown, 1 stem dead

Tree Map Number	Species	Botanical	DBH (cm) @ 1.4 m	Tree Ownership	Minimum Tree Protection Distance (m)	Health	Structure	Overall Condition	Live Crown Ratio (%)	Deadwood (%)	Tree Height (m)	Crown Width (m)	Construction inside Min TPZ? (Y/N)	Construction Impact (None, Low, Medium, High)	Action	Permit Required? (Y/N)	Replacement trees required	Notes and Observations
55	Norway Maple	<i>Acer platanoides</i>	9	P	1.8	G	G	G	40	5	4	6	N	N	Protect	N	0	
56	Manitoba Maple	<i>Acer negundo</i>	40	N	2.4	F	F	F	60	5	9	12	N	N	Protect	N	0	Creeper on tree
57	Mulberry	<i>Morus alba</i>	15	N	2.4	G	G	G	60	5	6	7	N	N	Protect	N	0	
58	Black Walnut	<i>Juglans nigra</i>	45	N	3.0	G	G	G	50	5	12	15	N	N	Protect	N	0	
59	Manitoba Maple	<i>Acer negundo</i>	12	N	2.4	F	F	F	70	10	4	7	N	N	Protect	N	0	Creeper, crown dieback
60	Manitoba Maple	<i>Acer negundo</i>	20	N	2.4	F	F	F	70	10	5	9	N	N	Protect	N	0	Dieback
61	Black Walnut	<i>Juglans nigra</i>	35	N	2.4	G	G	G	50	5	9	13	N	N	Protect	N	0	
62	Manitoba Maple	<i>Acer negundo</i>	12	B	2.4	F	F	F	60	10	8	5	N	N	Protect	N	0	Multi stem 5, 5, 10

Appendix 2 – Tree Protection Plan (Preview, to be printed to scale at 11x17”)



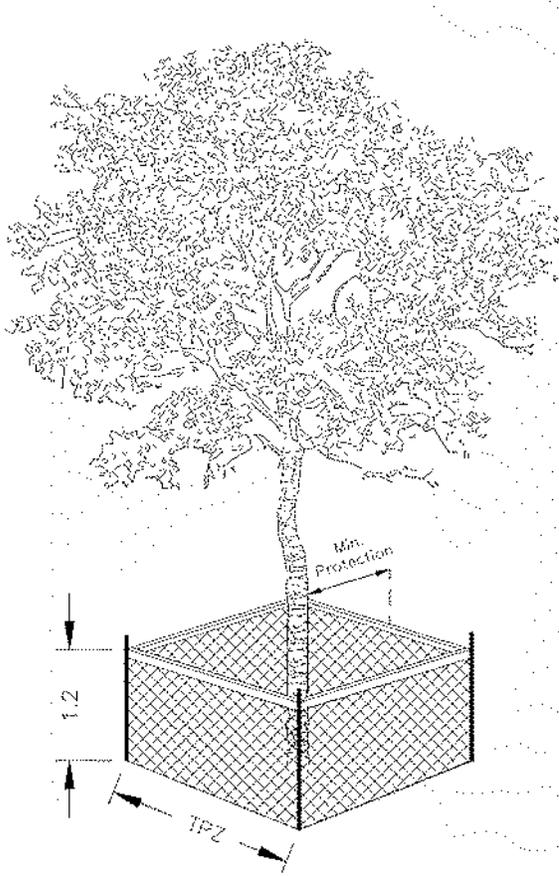


Appendix 3 – Public Tree Replacement Calculations

Tree #	Species	DBH (cm)	Health Condition	Structural Condition	Average	Limited Aggregate	Replacement Tree Size (cm)	Replacement Trees Required
1	London Plane Tree	11	Good	Good	0.8	9	5	2
2	Serviceberry	6	Good	Good	0.8	5	5	1

Appendix 4 – Tree Protection Fencing Detail

Tree Protection and Preservation Specification No.: SS12A



Detail TP-1 – Tree Protection Detail.

Trunk Diameter (DBH) ²	Minimum Tree Protection Zone (MTPZ) Distances Required ³	Critical Root Zone (CRZ) Distances Required ^{3,4}
< 10 cm	1.8 m	1.8 m
11 - 40 cm	2.4 m	4.0 m
41 - 50 cm	3.0 m	5.0 m
51 - 60 cm	3.6 m	6.0 m
61 - 70 cm	4.2 m	7.0 m
71 - 80 cm	4.8 m	8.0 m
81 - 90 cm	5.4 m	9.0 m
91 - 100+ cm	6.0 m	10.0 m

NOTES:

¹ The roots of a tree can extend from the trunk to approximately 2-3 times the distance of the drip line.

² Diameter at breast height (DBH) is the measurement of tree trunk taken at 1.4 metres above ground.

³ Minimum Tree Protection Zone and Critical Root Zone distances are to be measured from the outside edge of the tree base towards the drip line and may be limited by an existing paved surface, provided the existing paved surface remains intact throughout the construction work and is subject to Section 6 of this specification.

⁴ Where work is being performed beyond the Minimum Tree Protection Zone but within the Critical Root Zone the works are subject to Section 8 of this specification.

TREE PROTECTION BARRIER

1. The required barrier is a 1.2 metre (4 ft) high orange plastic web snow fencing on 2" x 4" frame. Where orange plastic web snow fencing creates a restriction to sightlines, page wire fencing with reflective tape can be used.
2. Tree protection barriers are to be erected prior to the commencement of any construction or grading activities on the site and are to remain in place throughout the entire duration of the project. The barriers shall be maintained erect and in good repair throughout the duration of construction operations with breaks and unsupported sections repaired immediately. Tree protection may be not be removed prior to the completion of construction without written authorization from the City Arborist.
3. All supports and bracing used to safely secure the barrier should be located outside the MTPZ. All supports and bracing should minimize damage to roots.
4. Where some fill or excavated material must be temporarily located near a MTPZ, a wooden barrier with silt fencing must be used to ensure no material enters the MTPZ.
5. No materials or fill may be stored within the MTPZ.
6. Equipment or vehicles shall not be operated, parked, repaired, or refueled within the MTPZ.
7. No construction activity, grade changes, surface treatment or excavations of any kind is permitted within the MTPZ without written authorization from the City Arborist.
8. A laminated Minimum Tree Protection Zone sign (See Detail TP-3 – Minimum Tree Protection Zone Sign) must be attached to the side of the Tree Protection where it will be visible by persons entering the site. Minimum size must be 10"x14".

Source: Corporation of the City of Burlington Specifications for Tree Protection and Preservation (spec no. SS12A).

Appendix 5 – Tree Protection Zone Sign Detail



TREE PROTECTION ZONE (TPZ)

No equipment or vehicles shall be operated, parked, repaired or refueled within the Tree Protection Zone.

No construction activity, grade changes, surface treatment or excavations of any kind is permitted within the Tree Protection Zone.

No materials or fill may be stored within the Tree Protection Zone.

This tree protection barrier must not be removed prior to the completion of construction without written authorization from the City of Burlington, Urban Forestry Department.

*For information, contact:
 City of Burlington, Development and Infrastructure Division,
 905-335-7642.*



Tree Protection and Preservation
 Specification No.: SS12A

Detail TP-3 – Minimum Tree Protection Zone Sign

Page 8
 February 2013

Source: Corporation of the City of Burlington Specifications for Tree Protection and Preservation (spec no. SS12A).

Appendix 6 – Photographs



Photo 1. Trees #1 through #3 (left to right).



Photo 2. Trees #4 through #24 (left to right).



Photo 3. Trees #24 through #29 (left to right).



Photo 4. Naturalized area at rear of property.



Photo 5. Tree in the rear of the property.



Photo 6. Trees in the rear of the property.



Photo 7. Trees #42 and #45 (right to left).

Appendix 7 – Glossary of Common Arboricultural Terms

Arborist	A professional who possesses the technical competence gained through experience and related training to provide for or supervise the management of trees and other woody plants in residential, commercial, and public landscapes.
ANSI A300	Acronym for American National Standards Institute. In the United States, industry-developed, national consensus standards of practice for tree care.
Bark Tracing	Cutting away torn or injured bark to leave a smooth edge.
Branch Bark Ridge	Raised strip of bark at the top of a branch union, where the growth and expansion of the trunk or parent stem and adjoining branch push the bark into a ridge.
Callus wood	Undifferentiated tissue formed by the cambium, usually as the result of wounding.
Clinometer	A device used to calculate the height of trees.
Consulting Arborist	An Arboricultural consultant is one of the following: <ul style="list-style-type: none"> • American Society of Consulting Arborists, Registered Consulting Arborist (ASCA RCA# ___) • International Society of Arboriculture, Board Certified Master Arborist (ISA BCMA # ___B) • ISA Certified Arborist/Municipal Specialist in good standing for a minimum of 6 years with 6 years of proven experience in a management role related to arboriculture, and has attested and signed to a code of ethics related to arboriculture (ISA# _____)
Compartmentalization	Natural defense process in trees by which chemical and physical boundaries are created that act to limit the spread of disease and decay organisms
Critical Root Zone – (CRZ)	Area of soil around a tree where the minimum amounts of roots considered critical to the structural stability or health of the tree are located. CRZ determination is sometimes based on the drip line or a multiple of dbh (12:1, 12cm of ground distance from the trunk for every cm of dbh) but because root growth is often asymmetric due to site conditions, on-site investigation is preferred.
Daylighting	Also known as Hydro-vac, this is the process by which soil is vacuumed up. In the context of tree care this allows workers to access the soil below the roots without mortal damage to significant roots.
DBH	Acronym for tree diameter at breast height. Measured at 1.4m above ground.
Decurrent	Rounded or spreading growth habit of the tree crown.
Directional Pruning	Providing clearance by pruning branches that could significantly affect the integrity of utility facilities or other structures, and leaving in place branches that could have little or no effect.
Dripline	Imaginary line defined by the branch spread of a single parent or group of plants
Excurrent	Tree growth habit characterized by a central leader and a pyramidal crown.
Included bark	Bark that becomes embedded in a crotch (union) between branch and trunk or between codominant stems. Causes a weak structure.
Lion’s Tailing	Poor pruning practice in which an excessive number of branches are thinned from the inside and lower part of specific limbs or a tree crown, leaving mostly terminal foliage. Results in poor branch taper, poor wind load distribution, and higher risk of branch failure.
MTPZ	Acronym for Minimum Tree Protection Zone, also known as the Structural Root Zone (SRZ), which is the distance from the tree equal to 6 times the dbh, within which the likelihood of encountering roots that are structural supports for the tree.
Moment	Rotational force that is created by any line force on a body. The magnitude of a moment is defined as the product of the force magnitude and perpendicular distance from the line of action of the force to the axis of which the moment is being calculated.
Mortality Spiral	A sequence of stressful events or conditions causing the decline and eventual death of a tree.

Mulch	Material that is spread or sometimes sprayed on the soil surface to reduce weed growth, to retain soil moisture and moderate temperature extremes, to reduce compaction from pedestrian traffic or to prevent damage from lawn-maintenance equipment, to reduce erosion or soil spattering onto adjacent surfaces, to improve soil quality through its eventual decomposition, and/or to improve aesthetic appearance of the landscape. Mulch can be composed of chipped, ground, or shredded organic material such as bark, wood, or recycled paper; unmodified organic material such as seed hulls; organic fiber blankets or mats; or inorganic material such as plastic sheeting.
Organic Matter	Material derived from the growth (and death) of living organisms. The organic components of the soil.
CRZ	Acronym for Critical Root Zone, also known as the Critical Root Zone (see definition above), within which there is a high likelihood of encountering roots that are necessary for the survival of the tree.
Project Arborist	The consulting arborist retained to provide all tree preservation recommendations to the project manager or contractors on a given construction project.
Qualified Arborist	An arborist who has documented related training (i.e. ISA, MTCU, or equivalent) and on-the-job experience (minimum of 5 years)
Radial trenching	Technique for aerating the soil or alleviating compaction around a tree by removing and replacing soil (which may be amended) in trenches (typically 300mm deep and 150mm wide) made in a spoke like pattern (radially from the trunk) in the root zone to improve conditions for root growth.
Reaction Wood	Wood formed in leaning or crooked stems or on lower or upper sides of branches as a means of counteracting the effects of gravity.
Removal Cut	A cut that removes a branch at its point of origin. Collar cut.
Reduction Cut	A pruning cut that reduces the length of a branch or stem back to a lateral branch large enough to assume apical dominance.
Resistograph®	A brand name of a device consisting of a specialized micro-drill bit that drills into trees and graphs density differences that are used to detect decay.
Soft-Scaped	Landscaping practices that do not involve solid or deeply-dug foundations. Patios consisting of slab rocks laid on-top of the soil with minimal excavation and base (less than 10cm) and causing minimal damage to existing tree roots.
Static Support System	Cabling system that utilizes rigid materials such as rods and steel cables to limit movement and provide constant support of limbs.
Structural cells	Modular system consisting of units of soil and integrated support structures that serve both as a foundation for paved surfaces and a hospitable environment for tree root growth,
Structural pruning	Pruning to establish a strong arrangement or system of scaffold branches.
Structural Soil™	Pavement substrate that can be compacted to meet engineering specifications yet remains penetrable by tree roots in the urban environment. Composed of angular crushed stone, clay loam, and hydrogel mixed in a weight ratio of 100:20:0.03. Developed at the Urban Horticulture Institute, Cornell University, Ithaca, NY.
Supersonic Air Excavation Techniques (SSAT)	A methodology using a device that directs a jet of highly compressed air to excavate soil. Used within the root zone of trees to avoid or minimize damage to the roots, or near underground structures such as pipes and wires to avoid or minimize damage to them.
Tree Protection Zone (TPZ)	Defined area within which certain activities are prohibited or restricted to prevent or minimize potential injury to designated trees, especially during construction. TPZ is sometimes based on a minimum multiple of dbh (e.g. 6:1, 6cm of ground distance from the trunk for 1cm of dbh)

Walls	<p>Trees have 4 walls in a process known as compartmentalization.</p> <ul style="list-style-type: none"> • Wall 1 prevents decay moving up and down in a tree • Wall 2 prevents decay moving inward in a tree • Wall 3 prevents decay moving laterally in a tree • Wall 4 is the new growth formed on the outside of the tree, callus growth.
Woundwood	Lignified, differentiated tissues produced on woody plants after wounding.

Appendix 8 – References

1. ISA, 2001-2011. Best Management Practices, Books 1-9, Companion publications to ANSI A300 Standards for Tree Care
2. Dujesiefken, Dr. Dirk, 2012. Director of the Institute for Tree Care in Germany, The CODIT Principle, research presented on cambial regrowth on trees after injury at the Annual ISA Conference in Kingston Ontario
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7. Matheny and Clark, ISA 1998. Trees and Development, A Technical Guide to Preservation of Tree During Land Development
8. PNW-ISA, 2011. Tree Risk Assessment in Rural Areas and Urban/Rural Interface, Version 1-5
9. The Corporation of the City of Burlington, 2013. City of Burlington By-law 68-2013.
10. The Corporation of the City of Burlington, 2022. City of Burlington By-law 40-2022.
11. Todd Hurt & Bob Westerfield, 2005. Tree Protection During Construction and Landscaping Activities
12. The Corporation of the City of Burlington, 2013. Corporation of the City of Burlington Specifications Index for Tree Protection and Preservation (spec no. SS12A).

Appendix 9 – Arborist Qualifications

Alex Weegen, R.P.F. is an Urban Forester and GIS Specialist with Davey Resource Group. They have obtained a Bachelor of Science in Ecology focusing on resource conservation from the University of Guelph, and later completed a Master of Forest Conservation at University of Toronto. They have over 10 years of varied work experience in forestry, urban forestry, arboriculture, tree inventory and tree risk assessment.

Certifications

- International Society of Arboriculture Certified Arborist® (ON-1951A)
 - International Society of Arboriculture Tree Risk Assessment Qualification (TRAQ)
 - Registered Professional Forester (#2558)
 - Certified Ontario Tree Marker
 - Managed Forest Plan Approver (#565)
-

Joseph Steinfeld is the Manager, Urban Forestry for Eastern Canada with Davey Resource Group. His formal education includes a Bachelor of Science in Ecology, Evolution, and Natural Resources with a focus in Forest and Landscape Ecology from Rutgers, the State University of New Jersey. Mr Steinfeld has over ten years of varied work experience in the forestry, arboriculture, and ecological assessment fields. Mr. Steinfeld has worked with DRG for over six years as an Inventory Arborist, Asian Longhorned Beetle Damage Surveyor, Urban Forester, Site Manager, and Consulting Arborist.

Certifications:

- International Society of Arboriculture Certified Arborist (OH-6403A)
 - ISA Tree Risk Assessment Qualification (TRAQ)
-

Christopher Preece was a consulting R.P.F. and Arborist with Davey Resources Group. His formal education includes a Bachelor of Environmental Management at York University with a certificate in sustainable energy as well as a Masters of forest Conservation from the University of Toronto, with a focus in long term forest productivity. Mr. Preece has a varied work experience in forestry, field research and arboriculture fields. Mr. Preece has worked with well-known forest researchers around the world and has spent three years working in private forestry and Urban forestry in Southern Ontario.

Certifications

International Society of Arboriculture Certified Arborist (ON-2547A) Forestry Grade Exterminator License # 32964

Registered Professional Forester R.P.F. #2613

Appendix 9 - Conditions of Assessment Agreement

This Conditions of Assessment Agreement is made pursuant to and as a provision of Davey Resource Group, a division of The Davey Tree Expert Co. of Canada, Limited (“Davey”), providing tree assessment services as agreed to between the parties, the terms and substance of which are incorporated in and made a part of this Agreement (collectively the “Services”).

Trees are living organisms that are subject to stress and conditions and which inherently impose some degree or level of risk. Unless a tree is removed, the risk cannot be eliminated entirely. Tree conditions may also change over time even if there is no external evidence or manifestation. In that Davey provides the Services at a point in time utilizing applicable standard industry practices, any conclusions and recommendations provided are relevant only to the facts and conditions at the time the Services are performed. Given that Davey cannot predict or otherwise determine subsequent developments, Davey will not be liable for any such developments, acts, or conditions that occur including, but not limited to, decay, deterioration, or damage from any cause, insect infestation, acts of god or nature or otherwise.

Unless otherwise stated in writing, assessments are performed visually from the ground on the above-ground portions of the tree(s). However, the outward appearance of trees may conceal defects. **Therefore, to the extent permitted by law, Davey does not make and expressly disclaims any warranties or representations of any kind, express or implied, with respect to completeness or accuracy of the information contained in the reports or findings resulting from the Services beyond that expressly contracted for by Davey in writing, including, but not limited to, performing diagnosis or identifying hazards or conditions not within the scope of the Services or not readily discoverable using the methods applied pursuant to applicable standard industry practices.** Further, Davey’s liability for any claim, damage or loss caused by or related to the Services shall be limited to the work expressly contracted for.

In performing the Services, Davey may have reviewed publicly available or other third- party records or conducted interviews, and has assumed the genuineness of such documents and statements. Davey disclaims any liability for errors, omissions, or inaccuracies resulting from or contained in any information obtained from any third- party or publicly available source.

Except as agreed to between the parties prior to the Services being performed, the reports and recommendations resulting from the Services may not be used by any other party or for any other purpose. The undersigned also agrees, to the extent permitted by law, to protect, indemnify, defend and hold Davey harmless from and against any and all claims, demands, actions, rights and causes of action of every kind and nature, including actions for contribution or indemnity, that may hereafter at any time be asserted against Davey or another party, including, but not limited to, bodily injury or death or property damage arising in any manner from or in any way related to any disclaimers or limitations in this Agreement.

By accepting or using the Services, the customer will be deemed to have agreed to the terms of this Agreement, even if it is not signed.

Acknowledged by:

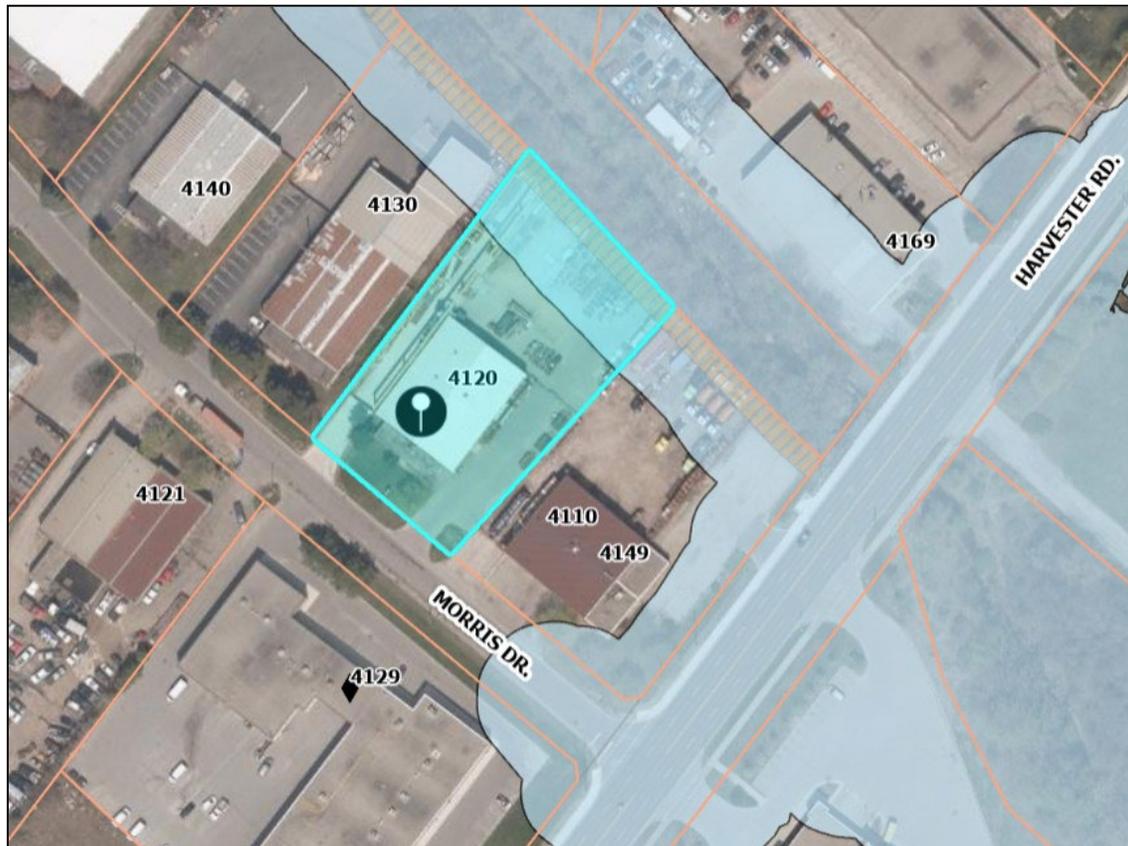
Name of Customer: _____

Authorized Signature: _____

Date: _____

**COMMITTEE OF ADJUSTMENT
MINOR VARIANCE
STAFF REPORTS**

Owner(s): 919686 Ontario Inc
Address: 4120 Morris Dr. Burlington
File No. **A-090/25**
Ward: 4



Staff Comments:

Committee of Adjustment

There are no previous land division or minor variance applications on record for this property.

Date: December 17, 2025

Prepared By: E. Shacklette

**COMMITTEE OF ADJUSTMENT
MINOR VARIANCE
STAFF REPORTS**

Zoning

The subject property is zoned GE1 (General Employment), under Zoning By-Law 2020, as amended. The GE1 zone requires, among other things, the following:

2.25 OFF-STREET PARKING AND LOADING REQUIREMENTS

Table 1.2.6: Off-Street Parking Standards

USE	PARKING STANDARD
Industrial Uses	1 space per 100 m ² gross floor area, except those uses classified more specifically in Table 1.2.6

Use	Rate	Calculation	Required Parking	Provided Parking
General Industrial (manufacturing)	1 space per 100m ² of gross floor area	1919/100 x 1	20 spaces	18 spaces (1919/100 x 0.9 = 17.27 = 18 spaces)

2.26 GENERAL PARKING PROVISIONS

(1) Parking Space Size & Accessibility

- (a) Each parking space shall have a minimum width of 2.75 m and a minimum area of 16.5 m² and be readily accessible without obstructions at all times for parking and removal of a motor vehicle without the necessity of moving any other vehicle or obstruction. The minimum area of a parking space may include walkways for residential uses only.

2.2 ACCESSORY BUILDINGS AND STRUCTURES AND UNITARY EQUIPMENT

- 2.2.2 For all other uses not mentioned in 2.2.1 and except where specified in the respective zone, the yard requirements for a principal building shall apply to accessory buildings and accessory structures.

6.	GE1, GE2 ZONE REGULATIONS (GENERAL EMPLOYMENT)
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6.1	LOT WIDTH, AREA, YARDS
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Table 3.6.1

Regulation	GE1 Zone
Side Yard	4.5 m

**COMMITTEE OF ADJUSTMENT
MINOR VARIANCE
STAFF REPORTS**

Proposal:

The applicant is proposing the construction of single storey rear addition to an existing one storey building containing a manufacturing use. The proposal was reviewed through a Site Plan Approval application for a minor modification to the existing industrial development, under file MM-009/25 and received draft approval with conditions on November 11, 2025.

Through review of the proposal, there are three Zoning deficiencies identified that require a minor variance prior to final Site Plan Approval being granted. Variances are required to permit a parking reduction, to permit two parking spaces at the rear of the building to not be readily accessible at all times and to permit a reduced north side yard setback to an existing accessory structure (loading crane) which is utilized by the business.

Variances required:

1. To permit a 0.9m north-west side yard instead of the minimum required 4.5m for an existing loading crane accessory structure.
2. To permit 0.9 parking spaces per 100m² of gross floor area (18 spaces) instead of the minimum required 1 space per 100m² of gross floor area (20 spaces) for a 1919m² one storey industrial building.
3. To permit two required parking spaces that are not readily accessible without obstructions at all times whereas Zoning By-law 2020 requires parking spaces to be readily accessible at all times without the necessity of moving any other vehicle or obstruction.

Condition:

1. The applicant shall apply for a Zoning Clearance Certificate.

Notes:

1. The application was reviewed under Section 45(1) of The Planning Act.
2. Conservation Halton approval is required.

Date: February 13, 2026Prepared By: Nathan Dart, CPT

**COMMITTEE OF ADJUSTMENT
MINOR VARIANCE
STAFF REPORTS**

Site Planning

Site Characteristics	
Lot Frontage (m)	45.72 m
Lot Area (m²)	4,280 m ²
Existing Land Uses <i>(ex. buildings, structures, driveways, fences, etc...)</i>	Single-storey industrial building, accessible by two separate vehicular access points from Morris Drive and enclosed by a chain link fence. The loading crane accessory structure referenced in variance #1 is located in the northwest side yard.
Site Grading <i>(ex. Flat and level, significant grade differences)</i>	Mostly flat and level
Notable Site Features	Flood plain associated with Shoreacres Creek (at rear of subject property)
Surrounding Land Uses <i>(ex. Adjacent building relationships, natural features, notable adjacencies)</i>	Various industrial and employment uses
Nearest Major Intersection	Walker's Line / Harvester Road
Neighbourhood Boundaries* *Based on OP, 1997 residential neighbourhood definition	North: QEW East: Appleby Line South: Harvester Rd West: Walker's Line

Neighbourhood Characteristics:

- The subject lands are surrounded by various industrial and employment uses which are predominantly enclosed in single-storey buildings and facilities.
- Directly north of the site is a one-storey industrial building occupied by a company called Mars Metal, engaged in lead casting, lead fabrication, lead finishing and custom lead products and to the south of the site is a one-storey industrial building identified as Presvac Plant #3, which is also owned by the applicant
- Multi-unit developments, containing office and miscellaneous uses, are also present
- Higher levels of noise and air pollution may exist due to the presence of heavy vehicles in the vicinity

A site visit was conducted on March 9th, 2026 and existing on-site conditions are summarized in site photos included in Attachment No. 1 (Site Photos).

1) City of Burlington Official Plan:

Do the proposed minor variances from the zoning by-law maintain the general intent and purpose of the Official Plan?

Yes

**COMMITTEE OF ADJUSTMENT
MINOR VARIANCE
STAFF REPORTS**

Regional Official Plan (2022):

The proposed minor variances, along with the associated site plan application, facilitate a rear addition to support the operations of *Presvac Systems Ltd* – a longtime manufacturer of standard and custom vacuum trucks and equipment in the *City of Burlington*. Staff are of the opinion that the requested variances support regional economic development goals and meet the general intent and purpose of the ROP. Specifically, the proposal meets the general intent and purpose of the *Regional Official Plan, 2022 (ROP, 2022)* for the following reasons:

- The variances support the expansion of Presvac Systems Plant #2 by facilitating construction of a new addition and accessory crane structure, consistent with the Regional Official Plan vision of a prosperous economy and the need for businesses and employers to remain innovative and competitive. A key goal for economic development in Halton Region is to achieve an environment which promotes entrepreneurship as well as the retention and growth of existing businesses.
- Section 168 states that economic prosperity shall be based on “a competitive location, innovative businesses, skilled labour force, high quality infrastructure, sustainable natural resources, a positive business environment with a diversified economic base”.
- The subject lands are an appropriate location for the expansion, since they are located within the Urban Area and are designated for employment use.

Regional Staff have also reviewed this application and have no objections to the Minor Variance application.

Official Plan, 1997 & 2020

Parts of *Burlington Official Plan, 2020 (BOP, 2020)* are not in-force due to ongoing Ontario Land Tribunal Appeals, so applications are reviewed against a combination of in-force policies under *BOP, 2020* and the older *Burlington Official Plan 1997 (BOP, 1997)*.

The proposal meets the general intent and purpose of the Official Plan for the following reasons:

- The proposal is consistent with uses permitted under the site’s ‘General Employment’ land use designation according to Schedule ‘B’ (Comprehensive Land Use Plan – Urban Planning Area) of *BOP, 1997*, as amended, which permits a full range of industrial, manufacturing and office uses.
- The variances would facilitate the expansion of an employment use, consistent with Part III Section 3.1 of the Official Plan states that a key principle of Burlington’s Employment Lands is to strengthen the economic base by “providing a municipal environment that encourages the establishment, retention and expansion of businesses and institutions” while also acknowledging balancing physical, social, economic and environmental demands and constraints.

**COMMITTEE OF ADJUSTMENT
MINOR VARIANCE
STAFF REPORTS**

-
- Under Section 3.3.2 a), the General Employment designation permits industrial uses that involve assembling, fabricating, manufacturing, processing, warehousing and distribution.
 - The proposed variances, for reduction side yard and parking requirements, support the expansion of a long-time manufacturer, *Presvac Systems Ltd*
 - The application encourages the retention of an existing industrial use
 - The proposal is consistent with site design and development factors that BOP, 1997 states shall be considered for new and/or expanding General Employment uses, including:
 - *Loading areas shall be located to avoid conflict between pedestrian and vehicular traffic away from adjacent residential areas and adjoining roads*". Overhead doors have been located to avoid conflict between pedestrian and vehicular traffic.
 - *Outdoor storage areas shall be fenced and/or screened*
Significant outdoor storage currently exists on-site which poses some adverse impacts and is visible from Harvester Road. The proposed variances to facilitate the rear addition and encompass all required storage within the building, as confirmed by the Owner.
 - *The number and location of vehicular access points shall be limited to minimize disruption to traffic flows*
The two vehicular access points are existing to remain and have been acknowledged by Transportation staff
 - *The proposal provides convenient access to public transit services*
The subject property is within a 190 metre walk of the nearest public transit stop (along Harvester Road)
 - *The proposal includes features to promote public safety*
There are several entrance doors available to employees and a designated walkway has now been incorporated into the design to ensure safe pedestrian access to the front entrance
 - *Off-street parking areas, loading areas and service areas shall be screened and landscaped*
The proposal includes enhanced landscaping in the front yard which will screen the parking areas and improve the overall streetscape.

Based on the above, Staff are of the opinion that the requested variances satisfy the required site design considerations and meet the general intent and purpose of the Official Plan.

2) City of Burlington Zoning By-law 2020:

Do the proposed minor variances from the zoning by-law maintain the general intent and purpose of the Zoning By-law?

Yes - Variance 1 (Reduced Side Yard)

The subject property is zoned GE1, or General Employment, under Zoning By-law 2020, as amended. Part 3 Table 3.6.1 of the bylaw requires a minimum side yard of 4.5

**COMMITTEE OF ADJUSTMENT
MINOR VARIANCE
STAFF REPORTS**

metres in the GE1 zone in order to provide adequate separation between adjacent buildings, ensure fire safety, allow access to the rear of the property and to provide space for drainage. The proposed minor variance to permit a reduced 0.9 metre north-west side yard setback is consistent with this intent for the following reasons:

- The existing building and proposed addition have a northwest side yard of 9.05 metres, measured at the nearest point. This exceeds the minimum required and maintains suitable separation between the building on the abutting property. Although this area continues to remain largely open and uncovered to the sky, the variance is triggered by the setback measurement to the new overhead crane structure
- As evident in the site photographs, the crane is comprised of non-combustible steel beams and columns including an overhead rail and hoist intended to facilitate deliveries and operations. The driveway consists of heavy-duty concrete surfacing intended to also function as a designated fire route and provide access to the two additional parking spaces at the rear of the property (discussed further in the report).
- Development Engineering as well as the Fire and Building Department have not raised any objections to the proposed minor variances

Yes - Variance 2 (Reduced Parking)

Part 1, Section 2.25 of the By-law sets out off-street parking standards with the intent to ensure adequate parking supply based on standardized parking requirements for various uses as prescribed in the Zoning By-law. The proposed minor variance to permit an Industrial rate of 0.9 instead of the minimum required 1 parking space per 100 m² of gross floor area is consistent with this intent for the following reasons:

- The proposed rear addition generates a requirement for an additional eleven parking spaces, bringing the total for the site to 20 whereas only 18 are provided including one designated accessible space, three bicycle parking spaces, and an additional loading space beneath the new canopy roof
- Although the zoning by-law states that all required parking shall be provided and maintained on the property, it is worth noting that *Presvac Systems* has its office and headquarters located nearby at 4131 Morris Drive, which is within the same zone designation and offers additional parking for customers and employees.
- The building subject to this minor variance application will not include any associated business office space which would typically account for a higher parking demand.
- The requirement for parking supply is further reduced by the close proximity to public transit along Harvester Road. With the nearest bus stop within 190 metres. Route 80 runs between Appleby and Burlington Go Stations, offering local and regional transit network connections.
- Transportation staff have also reviewed the application and have no objections to the variances proposed.

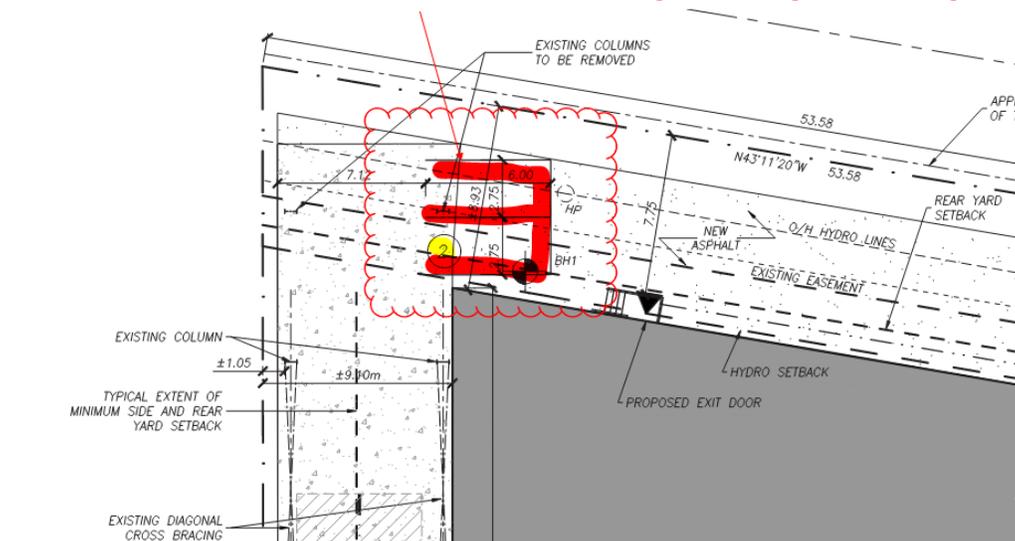
**COMMITTEE OF ADJUSTMENT
MINOR VARIANCE
STAFF REPORTS**

Yes - Variance 3 (Parking Access)

The zoning bylaw requires that each parking space shall be readily accessible without obstructions at all times. The intent of this regulation is to ensure that parking and removal of a motor vehicle can be made without the necessity of moving any other vehicle or obstruction. The proposed minor variance to permit two required parking spaces which are not readily accessible at all times is consistent with this intent for the following reasons:

- Two parking spaces are proposed at the rear of the addition and abutting the overhead crane structure, which was designed to receive heavy material deliveries. An additional variance was identified as these operations may at times temporarily obstruct motor vehicle access.
- Staff are of the understanding that the two parking spaces at rear are intended for *Presvac* employees only. Given the anticipated infrequency of deliveries, which will likely occur during shift hours when employees have already arrived on the site, loading and unloading activities are unlikely to interfere with parking maneuvers.
- Combined with rationale for reduction in parking listed above, Staff are of the opinion that parking requirements can still be satisfied

VARIANCE #3 - Spaces will not be readily accessible when loading/unloading is occurring



The two obstructed parking spaces are circled above

3) Desirability:

Are the proposed minor variances from the Zoning By-law desirable for the appropriate development or use of the land, building or structure?

Yes

**COMMITTEE OF ADJUSTMENT
MINOR VARIANCE
STAFF REPORTS**

The proposed minor variances are desirable for the appropriate development and use of the building for the following reasons:

- The proposed variances support an ongoing site plan application which, received conditional approval in November 2025 and, facilitates the expansion of a long-time employer producing custom mobile vacuum trucks for industries in Canada and the US
- The proposed industrial addition will enclose the outdoor storage which currently exists on the site and consolidate operations for the manufacturer
- Additional landscaping and screening in the front yard will add a functional and aesthetic quality while introducing buffering measures

4) Minor in Nature:

Are the proposed minor variances from the Zoning By-law considered minor in nature?

Yes

The proposed minor variances are minor in nature for the following reasons:

- The employment activities on site are compatible with adjacent land uses and do not deviate from the existing industrial operations
- The site is well served by public transit and within very close proximity to the head office and central manufacturing facility of *Presvac Systems Ltd* at 4131 Morris Drive (which offers additional parking for customers and employees)
- The reduced yard variance is for an overhead crane, comprised of exposed steel columns and beams. The area beneath the structure, extending to the main building, remains open, uncovered and accessible
- The Owner and Agent have consulted with Conservation Halton to satisfy appropriate mitigation measures and buffers. Environmental Policy and CH staff have no objection to the proposed variances
- Burlington Hydro, Development Engineering and Transportation staff are also in support of the application

Cumulative Effects of Multiple Variances and Other Planning Matters:

Staff are of the opinion that the cumulative effect of the proposed variances promotes the growth of an existing and established business within the City. The proposal makes careful consideration of site development factors while encouraging the use of public transit and reducing the visual impact of outdoor storage and parking areas. These objectives are in line with policies that prioritize efficient land use, encourage the retention of existing industrial uses and are within the scope of a Minor Variance Application.

**COMMITTEE OF ADJUSTMENT
MINOR VARIANCE
STAFF REPORTS**

Recommendation:

Staff has reviewed the proposed variances in accordance with the Planning Act, the policies of the Official Plan and the requirements of the Zoning By-law and have no objection.

Date: March 27, 2026

Prepared By: Magda Rusin-Hynek

Report Schedules & Attachments:

Attachment No. 1 (Site Photos)



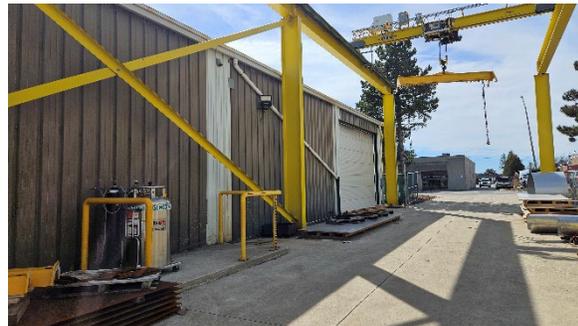
Front view of subject property, including overhead crane



Front view of subject property at north entrance



Looking towards the rear lot line



View from side yard looking towards Morris Dr



View from rear yard looking towards abutting property at 4130 Morris Dr



Rear yard of subject property (approximate location of proposed addition)

**COMMITTEE OF ADJUSTMENT
MINOR VARIANCE
STAFF REPORTS**



Front view of subject property at south entrance



Front yard of subject property



View from Harvester Rd towards the subject property and creek at rear



Parking area at 4131 Morris Dr (owned by Presvac Systems Inc)



Parking area at 4131 Morris Dr (owned by Presvac Systems Inc)



Parking area at 4131 Morris Dr (owned by Presvac Systems Inc)



Nearby property at 4150 Morris Dr



Nearby property at 4140 Morris Dr

**COMMITTEE OF ADJUSTMENT
MINOR VARIANCE
STAFF REPORTS**



Nearby property at 4216 South Service Rd (view from cul-de-sac at Morris Dr)



Nearby property at 4140 Morris Dr



Nearby property at 4151 Morris Dr

Technical Reviewer Comments:

Development Engineering

Development Engineering has reviewed the proposed minor variances and has no objection.

Date: March 2, 2026

Prepared By: P. Dimitroulias

Forestry

Forestry has reviewed the proposed minor variances and have no objections.

Date: February 26, 2026

Prepared By: J. Lee

Building

1. A Building Permit is required for all building construction;
2. Permit application drawings are to be prepared by a qualified designer as per Div. C., Section 3.2 - Qualifications of Designers and OBC 2024.

**COMMITTEE OF ADJUSTMENT
MINOR VARIANCE
STAFF REPORTS**

-
3. All construction shall comply with OBC 2024.
 4. Location of exits and travel distance to exits shall be designed per Div. B, 3.4.2. OBC 2024. Exits shall lead to an open public thoroughfare or an exterior open space protected from fire exposure from the building and having access to an open public thoroughfare.
 5. Area of unprotected openings and exposure protection shall be designed per Div. B, 3.2.3. OBC 2024
 6. Proposed design shall comply with barrier-free design requirements, Div. B, 3.8. OBC 2024
 7. Direct access to firefighting and access routes shall be designed per Div. B, 3.2.5. OBC 2024 – Provisions for firefighting. The fire access route over parking garage slab if any shall be designed to withstand fire truck loading requirement as per Burlington Fire truck standards
 8. Further comments may be forthcoming upon review of revised drawings during Building permit submission.

Date: March 3, 2026

Prepared By: Anil Kumar

Transportation Planning

Deemed Road Width Analysis

Morris Drive is under the authority of the City of Burlington and the deemed right-of-way width is 20 metres. The right-of-way adjacent to the subject site is approximately 20 metres therefore no additional lands are required.

Date: December 22, 2025

Prepared By: Thalia Thompson

Transportation Planning have reviewed the application and have no objections to the variances proposed noting previous correspondence with the Applicant during application for Minor Modification as completed in 2025. Staff support is based on understanding of items previously discussed and concerns previously addressed.

Regarding Variance Two - To permit 0.9 parking spaces per 100 m² of gross floor area (18 spaces) instead of the minimum required 1 space per 100 m² of gross floor area (20 spaces) for a 1919 m² one storey industrial building.

1. The proposed site configuration is based on the improvement of business operations rather than an expansion to employee density.

**COMMITTEE OF ADJUSTMENT
MINOR VARIANCE
STAFF REPORTS**

2. The parking needs of the site have been incorporated into the preparation of the site plan, and the Applicant has confirmed business parking needs do not require expansion.

Regarding Variance Three - To permit two required parking spaces that are not readily accessible without obstructions at all times whereas Zoning By-law 2020 requires parking spaces to be readily accessible at all times without the necessity of moving any other vehicle or obstruction.

1. Two employee parking stalls towards the rear of the site and east of the loading zone as recorded on the site plan, will be intermittently obstructed when the loading zone is occupied.
2. The loading zone is intended for light to medium single unit vehicles and will be occupied for short periods.
3. Employees will be instructed on parking expectations when the loading zone is occupied, and those spots are required.

Date: March 20, 2026

Prepared By: Thalia Thompson

Finance

Notice regarding Development Charges:

The owner, its successors and assigns, are hereby notified that City Development Charges may be payable in accordance with the applicable By-law 72-2004, as may be amended, upon issuance of a building permit, at the rate in effect on the date issued. For further information, the owner is advised to contact the City Building Department (905) 335-7731.

Tax

All property taxes including penalty and interest must be paid. This includes all outstanding balances plus current year taxes that have been billed but are not yet due. Local improvements must be commuted.

Date: February 20, 2026

Prepared By: L. Bray

Agency Comments:

Halton Region

Regional Contaminated Sites Database:

In order to maintain the Region's Contaminated Sites Database, Regional staff request final copies of all environmental reports (if applicable) including: Geotechnical Studies, Hydrogeological Studies, Phase One and/or Two Environmental Site Assessments,

**COMMITTEE OF ADJUSTMENT
MINOR VARIANCE
STAFF REPORTS**

Remediation Reports, Risk Assessments, Record of Site Condition (RSC), and/or Certificate of Property Use (CPU).

Regional Staff have reviewed the Minor Variance application proposing the construction of single storey rear addition to an existing one storey industrial building. Variances are requested to the minimum required side yard setback, number of parking spaces, and to permit two not readily accessible required parking spaces.

- Due to Provincial legislation, as of July 1, 2024, the Halton Region's role in land use planning and development matters has changed. The Region is no longer responsible for the Regional Official Plan – as this has become the responsibility of Halton's four local municipalities. As a result of this change, a Memorandum of Understanding (MOU) between the Halton municipalities and Conservation Authorities has been signed that identifies the local municipality as the primary authority on matters of land use planning and development. The MOU also defines the continued scope of interests for the Region and the Conservation Authorities in these matters.
- Staff have reviewed the application from the Region's Source Water Protection requirements. In accordance with the MOU and to ensure protection of groundwater sources, Halton Region provides the following comments:
 - The property is located within the jurisdiction of the Halton-Hamilton Source Protection Plan (SPP). The Halton-Hamilton SPP can be accessed online at: <http://www.protectingwater.ca/>
 - The property is located in Intake Protection Zone 2 (VS= 6.3).
 - The proposed application is not located in a Wellhead Protection Area (WHPA) or Issue Contributing Area (ICA), as such no source water protection policies apply to this application. Therefore, this application can proceed from a Source Water Protection perspective, and Section 59 notice will not be required.
 - Attached to these comments is a factsheet for the applicant, regarding the Source Water Protection program and the important role landowners play in protecting drinking water sources
- Regional Staff have no objections to the Minor Variance application.

Date: March 4, 2026

Prepared By: Navjot Kaur

**COMMITTEE OF ADJUSTMENT
MINOR VARIANCE
STAFF REPORTS**

Conservation Halton

**Re: Minor Variance Application
City File Number: 540-02-A-090/25
CH File Number: PMVG-2790
4120 Morris Drive, Burlington
Applicant: 919686 Ontario Inc.**

Conservation Halton (CH) staff has reviewed the minor variance application and materials for 4120 Morris Drive as per our regulatory responsibilities under the *Conservation Authorities Act* (CA Act) and Ontario Regulation 41/24 and our provincially delegated responsibilities under Ontario Regulation 686/21 (e.g., acting on behalf of the province to ensure decisions under the *Planning Act* are consistent with the natural hazards policies of the Provincial Planning Statement [PPS, Sections 5.1.11-5.2.8] and/or provincial plans).

Proposal

Staff understands the applicant is proposing the construction of a single storey rear addition to an existing one storey building containing a manufacturing use. The proposal was reviewed through a Site Plan Approval application for a minor modification to the existing industrial development, under file MM-009/25 and received draft approval with conditions on November 11, 2025. Through review of the proposal, staff understands there are three Zoning deficiencies identified that require a minor variance prior to final Site Plan Approval being granted:

1. To permit a 0.9 m north-west side yard instead of the minimum required 4.5 m for an existing loading crane accessory structure.
2. To permit 0.9 parking spaces per 100 m² of gross floor area (18 spaces) instead of the minimum required 1 space per 100 m² of gross floor area (20 spaces) for a 1919 m² one storey industrial building.
3. To permit two required parking spaces that are not readily accessible without obstructions at all times whereas Zoning By-law 2020 requires parking spaces to be readily accessible at all times without the necessity of moving any other vehicle or obstruction.

***Conservation Authorities Act* and Ontario Regulation 41/24**

CH regulates all watercourses, valleylands, wetlands, Lake Ontario Shoreline, hazardous lands (e.g. flooding and erosion hazards, dynamic beaches, unstable soil and bedrock), as well as lands adjacent to these features. Based on CH's Approximate Regulation Limit (ARL) mapping, the subject property is regulated by CH as it is near a tributary of Shoreacres Creek and is adjacent to the flooding and erosion hazards associated with that watercourse. CH regulates 15 metres from the greater of the flooding and erosion hazards associated with Upper Rambo Creek.

**COMMITTEE OF ADJUSTMENT
MINOR VARIANCE
STAFF REPORTS**

Permits are required from CH prior to undertaking development activities within CH's regulated area and applications are reviewed under the *Conservation Authorities Act (CA Act)*, Ontario Regulation 41/24 and CH's *Policies and Guidelines for the Administration of Part VI of the Conservation Authorities Act and Ontario Regulation 41/24 and Land Use Policy Document*, last amended April 17, 2025 (<https://conservationhalton.ca/policies-and-guidelines>).

CH previously commented on the associated Site Plan Approval application in a letter dated October 6, 2025, and should be referred to for further background. As confirmed through the Site Plan Approval application process, the proposed rear addition meets CH policy as the minimum 6 metre setback from the top of bank and flood plain will be maintained. A CH permit will be required for the development activities (addition, grading, etc.) within CH regulated areas.

Staff understands that Variance #1 relates to the portion of the existing crane that will remain on site outside of CH's regulated area and the portion that will be relocated to meet CH policy, and that Variance #3 relates to the two parking spots in an area of existing asphalt that is to be repaved. As such, CH has no objection to the requested variances.

Provincial Planning Statement - Natural Hazards (Sections 5.1.1-5.2.8)

As the proposed development will be located outside of the flooding and erosion hazards, CH raises no concerns regarding consistency of this application with the Natural Hazards Sections of the PPS.

Recommendation

CH has no objection to the approval of this Minor Variance application.

A CH Permit will be required prior to initiation of all development activities within the regulated portion of the site.

Should any changes to the proposed development arise through the Minor Variance process, please circulate CH.

We trust the above is of assistance. Please contact the undersigned with any questions.

Date: March 5, 2026

Prepared By: Ola Panczyk

Burlington Hydro

BHI has no objections to the variances requested in this application.

Date: February 27, 2026_____

Prepared By: Harpreet Singh

NOTICE OF PUBLIC HEARING

919686 Ontario Inc of 4131 Morris Dr. Burlington, has applied to the Committee of Adjustment for a Minor Variance to the requirements of Zoning By-law 2020, as amended. The property in question is **4120 Morris Dr. Burlington** (see map).

The applicant is proposing the construction of single storey rear addition to an existing one storey building containing a manufacturing use. The proposal was reviewed through a Site Plan Approval application for a minor modification to the existing industrial development, under file MM-009/25 and received draft approval with conditions on November 11, 2025. This proposal results in the following variances:

1. To permit a 0.9m north-west side yard instead of the minimum required 4.5m for an existing loading crane accessory structure.
2. To permit 0.9 parking spaces per 100m² of gross floor area (18 spaces) instead of the minimum required 1 space per 100m² of gross floor area (20 spaces) for a 1919m² one storey industrial building.
3. To permit two required parking spaces that are not readily accessible without obstructions at all times whereas Zoning By-law 2020 requires parking spaces to be readily accessible at all times without the necessity of moving any other vehicle or obstruction

You have received this notice as stipulated by the *Planning Act* because your property is within 60 metres of the property noted above. The application materials are available on request by contacting Committee of Adjustment staff by one of the methods listed above. A copy of the Agenda, containing staff reports and drawings, can be viewed online under the Meeting Agenda tab at **Burlington.ca/coa** on or after **March 23, 2026**.

Committee of Adjustment Hearings will be hybrid-conducted in person and virtually. All members of the public, applicants and their agents will now have the option to participate in the public meeting process in person at City Hall in Council Chambers, or remotely via Zoom Webinar Video Conferencing Technology. The Committee of Adjustment will meet to consider the above application under Section 45 of the *Planning Act*, 1990, as amended on:

WEDNESDAY APRIL 8, 2026,

This application is scheduled to be heard at or after 5:30 pm.

How to participate if I have comments or concerns?

Written Submissions

Members of the public who would like to participate in a Committee of Adjustment meeting are able to send written comments regarding the application by e-mail to committeeofadjustment@burlington.ca with the subject line to read "Comments_Your Name_File No._Address of the Property".

Alternatively, written comments can be sent by regular mail addressed to the Secretary-Treasurer. Include your name, address, application number and address of the property for which you are providing comments.

City of Burlington Committee of Adjustment - Community Planning
426 Brant Street P.O. Box 5013 Burlington, Ontario, L7R 3Z6
committeeofadjustment@burlington.ca

To allow all Committee of Adjustment members the opportunity to review and consider your comments, please provide your written submissions to be received no later than noon the day before the hearing date.

Oral Submissions

Members of the public are also able to provide oral comments regarding Committee of Adjustment Hearing items by participating virtually through Zoom via computer or phone, or by attending the Hearing in-person. Participation virtually requires pre-registration in advance. Please contact staff for instructions if you wish to make a presentation containing visual materials.

1. Virtual Oral Submissions

To register as a delegate, please contact the Secretary-Treasurer no later than 12:00 p.m. (noon) the day before the hearing date. The following information is required to register; Committee of Adjustment file number, hearing date, name, and mailing address of each person wishing to speak, if participation will be by phone or video. All requests to delegate must contain a copy of your intended remarks which will be circulated to all members of Committee in advance.

2. In person Oral Submissions

Interested members of the public, agents, and owners who wish to participate in person may attend Council Chambers on the date and time listed on the Notice of Public Hearing. Please note that you will be required to provide your name and address for the record. It is advised that you arrive no less than 10 minutes before the time of the Public Hearing as noted on the Notice of Public Hearing.

Attend or View the Committee of Adjustment Hearing:

If you do not wish to participate, but would like to follow along, the hearing will be held in person at City Hall in Council Chambers and live through a Zoom Webinar. Instructions, links and phone numbers for joining the meeting will be posted on the Committee of Adjustment webpage the day prior to the scheduled meeting. The link will be active at **5:00 p.m.**

If you wish to be notified of the decision of the Committee of Adjustment in respect to this application, you must submit a written request to the Secretary-Treasurer. This will also entitle you to be advised of a possible Ontario Land Tribunal Hearing. In accordance with the Planning Act, the Committee of Adjustment decision may be appealed to the Ontario Land Tribunal by the owner, the Minister of Municipal Affairs and Housing, a specified person or public body that has an interest in the matter.

The applicant is advised that it is **mandatory** that either the applicant or an authorized agent of the applicant must be present at the hearing either in person or virtual.

For more information about this matter, contact Catherine Susidko-Petriczko at committeeofadjustment@burlington.ca

Yours truly,



Catherine Susidko-Petriczko
Secretary-Treasurer
Committee of Adjustment

Personal information including comments and public feedback, is collected under the legal authority of the Planning Act, R.S.O. 1990, Chapter c. P.13, as amended, and the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, as amended, which will be used to process the application and in the decision making process and becomes the property of the City of Burlington, and is considered to be a public record and will be disclosed to any individual (including being posted on the internet) upon request. Questions about this collection should be directed to the Secretary-Treasurer, Burlington Committee of Adjustment, Community Planning Department, 426 Brant Street, P.O. Box 5013, Burlington, Ontario; L7R 3Z6 (905) 335-7629.

Key Map



Key Map



4120 Morris Drive



Committee of Adjustment Community
Planning Department - Planning
Implementation

PLANNING ACT, R.S.O. 1990, C.P. 13
APPLICATION FOR MINOR VARIANCE OR FOR PERMISSION

THE UNDERSIGNED HEREBY APPLIES TO THE COMMITTEE OF ADJUSTMENT FOR THE CITY OF BURLINGTON UNDER SECTION 45 OF THE PLANNING ACT, R.S.O. 1990, C.P.13, AS DESCRIBED IN THIS APPLICATION, FROM BY-LAW NO. 2020. (AS AMENDED)

Application made under:

Section 45 (1) of the Planning Act

Section 45 (2) of the Planning Act

Discussed the application with a City Zoning Examiner and Development Planner Y or N

Name of Planner: Magda Rusin-Hynek Name of Zoning Examiner: Nathan Dart

PROPERTY INFORMATION

Municipal Address(es) of property:

4120 Morris Drive

Legal Description of property:

Part Lot 15 Plan M-192

Official Plan Designation: Employment lands Current Zoning Designation GE1 [industrial]

OWNER(S) INFORMATION:

Legal Name (as it appears on the title for the property):

~~Presvac Systems Burlington Limited~~ 919686 Ontario Inc

Mailing Address: 4131 Morris Drive City: Burlington

Postal Code: L7L 5L5 Home Phone: _____ Mobile Phone: 

Work Phone: _____ E-Mail: 

AGENT INFORMATION (if applicable): (This person will be the primary point of contact if provided)

Name: BeGin Consulting Inc. c/o Gary Jin

Business Address: 1500 Upper Middle Road W, unit6 suite208 City: Oakville, Ontario

Postal Code: L6M0C2 Home Phone: _____ Mobile Phone: _____

Work Phone:  E-Mail: 

PROPOSED DEVELOPMENT Please outline in detail your proposed development and list each variance you are requesting, as well as the Zoning By-law Requirements. Attach a separate sheet if required.

The owner [Presvac System] proposes a rear addition to their existing industrial building. Relief is requested for shortage of on-site parking spaces. Relief is also requested for the location of an existing steel crane [accessory structure] from the northerly side lot line.

Variance(s) Requested	Zoning Bylaw Requirement
1. To permit an accessory structure [crane] with a 0.9 m +/- north side yard setback instead of the minimum required 4.5 m	
2. To permit 0.9 parking spaces per 100 m2 of gross floor area instead of the minimum required 1 parking space per 100 m2 of gross floor area for an industrial use	

In your own words, please explain why you are unable to comply with the provisions of the Zoning By-law and how the minor variance(s) meet the four (4) tests under the Planning Act:

- Why is the variance(s) minor in nature? Parking - the reducing of parking space [per m2 gfa] is minimal.
Crane setback - is only for the stee frame structure [column & top cross beams], not for a building wall nor roof.
The reduce setback continues to provide adequate access for building maintenance and emergency assess to the side & rear yard. The reduced parking is minimal.
- Why are the variance(s) desirable for the appropriate use of the land? Parking - adding more parking in the front yard would impact existing green space and plant material. Adding parking spaces in the north side yard may conflict with the crane operation.
Crane- heavy material is delivered to the north side yard. Having the crane at this location makes the site function property.. Access to the north side yard and rear yard is available and not blocked.
- Do the variance(s) meet the intent and purpose of the Official Plan? This property meets the OP as Employment lands - general employment. The redevelopment of this property not only intensifies the employment lands and makes effecient use of existing infrastructure, it support's the business's future as a viable employer for years to come.
- Do the variance(s) meet the intent and purpose of the Zoning By-law? Parking - the majority of the required parking spaces will be provided as per zoning regulated standards. Crane -the reduced setback does not impede truck delivery activities in the north side yard.
The crane structure is maintainable; the location of the crane does not impede site accessibilty.

PROPERTY DETAILS (please complete all fields):		
Date property purchased:	Date property first built on:	Date of proposed construction:
11/30/1992 _____	11/30/1982 _____	11/30/2026 _____
mmm/dd/yyyy	mmm/dd/yyyy	mmm/dd/yyyy
Existing Use of the Subject Property (check one): Detached Dwelling <input type="checkbox"/> Semi-Detached Dwelling <input type="checkbox"/> Townhouse Dwelling <input type="checkbox"/> Street Townhouse Dwelling <input type="checkbox"/> Apartment <input type="checkbox"/> Mixed Use <input type="checkbox"/> Hi Rise <input type="checkbox"/> Commercial <input type="checkbox"/> Industrial <input checked="" type="checkbox"/> Vacant <input type="checkbox"/> Other <input type="checkbox"/> _____		Length of time the existing uses of the subject property have continued: <p style="text-align: center;">33 years</p> Proposed Use of the Land: <p style="text-align: center;">industrial - manufacture of vacuum trucks</p>
Existing Uses of Abutting Properties (check all that apply) Residential <input type="checkbox"/> Commercial <input type="checkbox"/> Industrial <input checked="" type="checkbox"/> Multi-Residential <input type="checkbox"/> Vacant <input type="checkbox"/> Hydro right-of-way <input type="checkbox"/> Railway right-of-way <input type="checkbox"/> Provincial Highway <input type="checkbox"/> Park <input type="checkbox"/> Other <input type="checkbox"/> _____ Conservation Halton Lands: Lake Ontario <input type="checkbox"/> Creek <input checked="" type="checkbox"/> Storm Water Management Pond/Channel <input type="checkbox"/> Ravine <input type="checkbox"/>		
Additional Information Is liquor sold on site? Y <input type="checkbox"/> or N <input checked="" type="checkbox"/> Is the property on the Municipal Cultural Heritage Register for the City of Burlington? Y <input type="checkbox"/> N <input checked="" type="checkbox"/> <div style="text-align: right;">Unknown <input type="checkbox"/></div>		
Type of Access to the Subject Lands Provincial Highway <input type="checkbox"/> Municipal Road <input checked="" type="checkbox"/> Private Road <input type="checkbox"/> Water <input type="checkbox"/> Other(specify) <input type="checkbox"/>		
Municipal Services Provided Water <input checked="" type="checkbox"/> If not available, by what means is it provided: _____ Sanitary Sewers <input checked="" type="checkbox"/> If not available, by what means is it provided: _____ Storm Sewers <input checked="" type="checkbox"/> If not available, by what means is it provided: _____		
IS THE SUBJECT LAND(S) THE SUBJECT OF ANY OF THE FOLLOWING DEVELOPMENT APPLICATIONS: <input type="checkbox"/> Official Plan Amendment <input type="checkbox"/> Zoning By-law Amendment <input type="checkbox"/> Building Permit <input checked="" type="checkbox"/> Site Development Plan <input type="checkbox"/> Plan of Subdivision <input type="checkbox"/> Previous Minor Variance <input type="checkbox"/> Consent		

FOR COMMERCIAL, MIXED USE, INDUSTRIAL AND OTHER

Dimensions of Property			Street Width (see first page of application for how to obtain)			Density	Have you applied for Site Plan Approval? Y <input checked="" type="checkbox"/> N <input type="checkbox"/> File #: MM009/25
Frontage	Depth	Area	Actual	Deemed	Required		
45.72 m	84 m+	4280 m ²	20 m	20 m		45.6%	

Particulars of all buildings and structures on or proposed for the subject lands

(attach additional page if required)

EXISTING (Building)			PROPOSED (Building/Addition)		
Ground Floor Area:	832	M ²	Ground Floor Area:	1952	M ²
Gross Floor Area:	832	M ²	Gross Floor Area:	1952	M ²
Number of Storeys:	one		Number of Storeys:	one	
Width:	24.38	M	Width:	35.66	M
Length:	35.36	M	Length:	64.9 +/-	M
Height:	4.5 m+ ₋	M	Height:	11.34 +/-	M
Floor Area: Office Space		M ²	Floor Area: Office Space		M ²
Floor Area: Warehouse/Retail/Other:	832 m ²	M ²	Floor Area: Warehouse/Retail/Other:	1952	M ²
# of Existing Units:	one		# of Proposed Units:	one	
Floor Area Ratio:			Floor Area Ratio:		
Required Parking Spaces:			Proposed Parking Spaces:	18	
Existing Parking Spaces:	13				
EXISTING (Other)			PROPOSED (Other)		
Ground Floor Area:		M ²	Ground Floor Area:		M ²
Gross Floor Area:		M ²	Gross Floor Area:		M ²
Number of Storeys:			Number of Storeys:		
Width:		M	Width:		M
Length:		M	Length:		M
Height:		M	Height:		M

LOCATION of all existing and proposed buildings and structures

EXISTING (Building)			PROPOSED (Building)		
Front:	10.28	M	Front:	10.28	M
Rear:	39.44	M	Rear:	9	M
Side: south	13.52	M	Side: south	4.7	M
Side: north	9.05	M	Side: north	9	M
OTHER [crane]			OTHER [side canopy]		
Front:	15 +	M	Front:		M
Rear:	8.9	M	Rear:		M
Side:		M	Side: south	6.1	M
Side: north	0.9	M	Side: north		M

EXEMPTION FROM NEW SURVEY REQUIREMENT

Minor additions to an existing dwelling or for a proposed accessory building or structure (i.e., deck, driveway, pergola, shed), may be exempt from having to provide a new survey. Please refer to Page 3 of this application package for more details. Minor Variances with concurrent Consent applications require a new survey.

Applicant/Owner: Gary Jin [BeGin Consulting Inc.]	Property Address: 4120 Morris Drive
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1. I, Gary Jin In my capacity as agent do attest to the following:
Print Name (Owner or agent)

Please complete Section A, B, or C

A. The OLS survey/sketch of survey dated 08/08/2024
mmm/dd/yyyy
 has been revised by: Rasch & Hyde Limited OLS
(Person or Company Name)
OR File: 24-141

B. The site plan, architect's plan or engineer's plan dated August 2024
mmm/dd/yyyy
 has been revised by: Kalos Engineering
(Person or Company Name)
OR

C. The sketch or plot plan** dated _____
**Accepted for applications involving variances for Uses only. mmm/dd/yyyy
 was prepared by: _____
(Person or Company Name)

2. All structures, measurements, setbacks and boundaries of the property are shown accurately as of: _____
mmm/dd/yyyy

3. The material submitted shows all measurements in metric, as calculated/converted by: _____
(Person or Company Name)

4. Should the need arise during application processing for an new OLS survey, the applicant/agent agree to provide the survey as required by Committee or city staff in order to receive a decision on the application.

Gary Jin [BeGin Consulting Inc]	11/16/2025
Signature of Owner/Applicant	Date (mmm/dd/yyyy)

Gary Jin

POSTING OF ADVISORY SIGN

This will confirm the requirement of the Committee of Adjustment for a sign to be posted by all applicants or agents on each property under application.

A sign will be made available to you after completion of the zoning review of your application(s) and you are directed to post each sign in a prominent location that will enable the public to observe the sign.

The location of each sign will depend on the lot and location of structures on it, however, the sign should be placed so as to be legible from the roadway in order that the public can see the sign and make note of the telephone number should they wish to make inquiries. In most cases, please post the sign on a stake as you would a real estate sign. For commercial or industrial buildings it may be appropriate to post the sign on the front wall of the building at its entrance. Please contact the undersigned if you have any queries on the sign location.

DO NOT POST THE SIGN INSIDE THE BUILDING BY A WINDOW. The sign must be outdoors by the roadway in order to be visible and readable.

Each sign must remain posted beginning 10 days prior to the hearing, until the day following the hearing. Please fill in the form below indicating your agreement to post the sign(s) as required. This form must be submitted with the application so that it may be placed on file as evidence that you have met the committee's requirements. Failure to post the sign as required will result in deferral of the application.

I UNDERSTAND THAT EACH SIGN MUST BE POSTED AT LEAST 10 DAYS BEFORE THE HEARING, AND WILL REMAIN POSTED AND BE REPLACED, IF NECESSARY, UNTIL THE DAY FOLLOWING THE HEARING.

Owner Name	Presvac Systems Burlington Limited	Property Address	4120 Morris Drive
	BeGin Consulting Inc [Gary Jin]		11/12/2025
	Signature of Owner/Applicant		Date (mmm/dd/yyyy)

AFFIDAVIT

*Please fill out at time of submission of application

I have the authority to bind the Corporation (check if applicable) Signature of Applicant or Authorized Agent

Agent: BeGin Consulting Inc. c/o Gary Jin

I, Gary Jin of the Region of Halton in the Town
(print name) (Region/City/County) (City/Town/Township)

of Oakville solemnly declare that all the statements contained in this application are true and I make this solemn declaration conscientiously believing it to be true and knowing it is of the same force and effect as if made under oath and by virtue of the Canada Evidence Act.

Declared before me at the Town of Oakville in the Region of Halton.
(Region/City/County) (City/Town/Township)

this 08 day of December 2025.

Tatiana Raigoza
 Clerk's Information Administrator
 Town of Oakville

A Commissioner of Oaths by delegated Authority
 of the Clerk pursuant to s.228 of the Municipal Act

[Signature]
 Signature of Commissioner, etc.

[Signature]
 Signature of Applicant or Authorized Agent

PERMISSION TO ENTER

IMPORTANT This MUST be completed for all applications and signed by the OWNER.

Municipal Address of Subject Lands: 4129 MORRIS DRNE

I hereby authorize the Committee of Adjustment members, City of Burlington and Region of Halton staff to enter onto the above-noted property for the limited purposes of evaluating the merits of this application.

[Signature]
 Signature of Owner

DAVID SIKKEMA
 Print Name

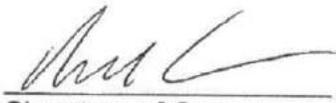
OWNERS AUTHORIZATION

If using an agent, the owner must also complete the following form:

I, DAVID SIPKEMA being the registered owner of the subject lands, hereby
(print name)

Authorize GARY JIN to prepare, submit and act on my behalf with respect to this
(print agent name)

application for a Minor Variance.


Signature of Owner

DEC 18 / 2025
Date (mmm/dd/yyyy)

Notice of collection of personal information

Personal information contained on this form is collected under the authority of the Planning Act, RSO 1990, c. P.13, to process applications and make decisions. Applications made under the Planning Act, are considered part of the public record and shall be made available to the public. Questions about this collection can be directed to the Manager of Development Planning, City of Burlington, 426 Brant Street, Burlington, Ontario, L7R 3Z6, 905-335-7600.

The applicant acknowledges that an application, all supporting information and materials, including studies and drawings, submitted under the Planning Act, pursuant to s. 1.0.1 of the Planning Act, RSO 1990, c.P.13, as amended, shall be made available to the public.

Minor Variance Application Checklist Please add a check mark beside the items you have provided with your application. Illegible drawings or those missing required details will be returned to applicant.	Select (✓)
LEGAL SURVEY (must be prepared and signed and dated by an Ontario Land Surveyor) * For new development, a Proposed Building Plan stamped by an Ontario Land Surveyor or Professional Engineer may be required.	✓
OR	
DETAILED SITE PLAN (must be prepared and stamped by Professional Engineer, Ontario Land Surveyor or Professional Architect). A legal survey may still be required at the discretion of staff.	✓
AND	
PLAN and ELEVATION DRAWINGS which include the following as applicable: (Missing details or illegible drawings will be sent back to the applicant for correction)	✓
SITE PLAN <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Metric Scale <input checked="" type="checkbox"/> North Arrow <input checked="" type="checkbox"/> Frontage <input checked="" type="checkbox"/> Depth <input checked="" type="checkbox"/> Lot Area <input checked="" type="checkbox"/> Lot Coverage <input checked="" type="checkbox"/> Deemed Street Line <input checked="" type="checkbox"/> Existing Front Yard Setbacks <input checked="" type="checkbox"/> Existing Rear Yard Setbacks <input checked="" type="checkbox"/> Existing Side Yard Setbacks <input checked="" type="checkbox"/> Existing Street Side Yard Setbacks <input type="checkbox"/> Existing Porch, Stairs and Overhang Setbacks <input type="checkbox"/> Proposed Front Yard Setbacks <input checked="" type="checkbox"/> Proposed Rear Yard Setbacks <input checked="" type="checkbox"/> Proposed Side Yard Setbacks <input type="checkbox"/> Proposed Street Side Yard Setbacks <input type="checkbox"/> Proposed Porch, Stairs and Overhang Setbacks <input checked="" type="checkbox"/> Streets (Public and Private) <input checked="" type="checkbox"/> Street Names <input checked="" type="checkbox"/> Parking (Dimensioned spaces, Driveway Width, Arrangement) <input type="checkbox"/> Railways (Location of them and setbacks to structures) <input checked="" type="checkbox"/> All Watercourses and/or Conservation Halton Areas(creeks, lakes, etc) 	

Minor Variance Application Checklist

Please add a check mark beside the items you have provided with your application.
 Illegible drawings or those missing required details will be returned to applicant.

LOCATION AND MEASUREMENTS OF SHED, DECK OR OTHER STRUCTURES

- Setbacks
- Height
- Area
- Length
- Width

ELEVATIONS

- Metric
- Front
- Rear
- Side 1
- Side 2

FLOOR PLANS

- Metric
- North Arrow
- Gross Floor Area Calculation
- Ground Floor Area Calculation
- Floor Area Ratio (where applicable)

I have reviewed the minor variance checklist and ensure all the applicable information is shown on the drawings submitted as part of this application.

Gary Jin

Signature of Owner/Agent

11/12/2025

Date (mmm/dd/yyyy)

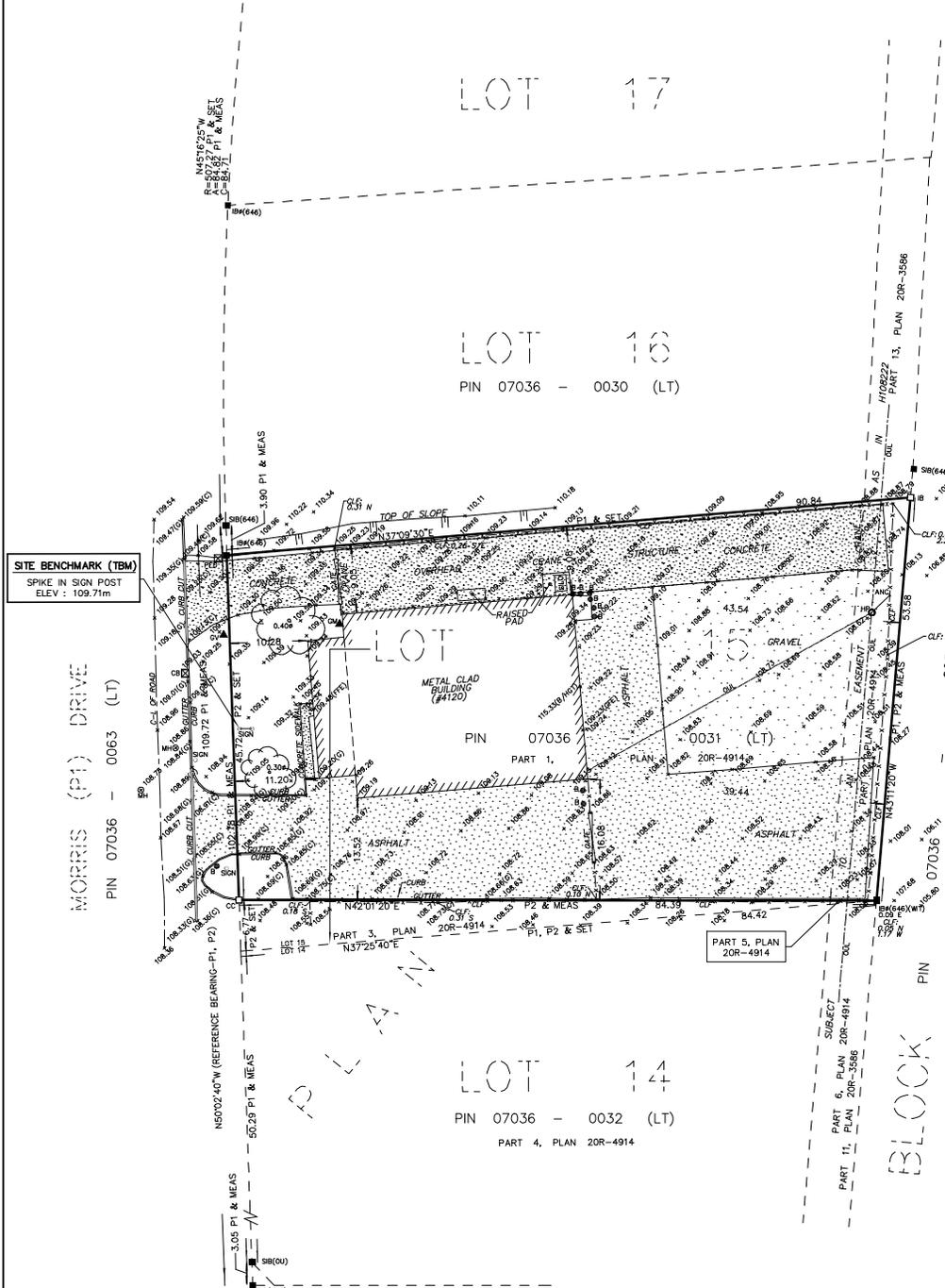


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Production**

PLAN OF SURVEY SHOWING TOPOGRAPHICAL INFORMATION

**PART LOT 15
PLAN M-192
CITY OF BURLINGTON
REGIONAL MUNICIPALITY OF HALTON**

SCALE 1 : 400
RASCH & HYDE LTD.
ONTARIO LAND SURVEYORS



LEGEND & NOTES

- DENOTES SURVEY MONUMENT PLANTED
- DENOTES SURVEY MONUMENT FOUND
- SIB DENOTES STANDARD IRON BAR (25mmX25mmX120cm)
- SSIB DENOTES SHORT STANDARD IRON BAR (25mmX25mmX60cm)
- IB DENOTES IRON BAR (15mmX15mmX60cm)
- IBR DENOTES ROUND IRON BAR (20mm DIA X 60cm)
- IP DENOTES IRON PIPE
- PB DENOTES PLASTIC BAR
- WIT DENOTES WITNESS
- OU DENOTES ORIGIN UNKNOWN
- FIN DENOTES PROPERTY IDENTIFIER NUMBER
- (646) DENOTES R. G. SEWELL, OLS
- P1 DENOTES REGISTERED PLAN M-192
- P2 DENOTES PLAN 20R-4914
- C-L DENOTES CENTRELINE
- HP DENOTES HYDRO/UTILITY POLE
- QUL DENOTES OVERHEAD UTILITY/HYDRO LINE
- ANC DENOTES GUY ANCHOR
- GM DENOTES GAS METER
- B DENOTES BOLLARD
- MH DENOTES MANHOLE
- CB DENOTES CATCH BASIN
- WV DENOTES WATER VALVE
- φ DENOTES DIAMETER
- DENOTES DECIDUOUS TREE (TREE CANOPY NOT TO SCALE)
- +100.00 DENOTES EXISTING GROUND ELEVATION
- FFE DENOTES FINISHED FLOOR ELEVATION
- GFE DENOTES GARAGE FLOOR ELEVATION
- +100.00(B) DENOTES BUILDING HEIGHT ELEVATION
- +100.00(C) DENOTES ELEVATION OF CURB
- +100.00(G) DENOTES ELEVATION OF GUTTER
- R, A, C DENOTES RADIUS, ARC, CHORD

N-NORTH; S-SOUTH; W-WEST; E-EAST
BUILDING TIES MEASURED TO FACE OF SIDING

BEARING NOTE

BEARINGS ARE ASTROMONIC AND ARE REFERRED TO THE NORTHEASTERLY LINE OF MORRIS DRIVE AS SHOWN ON P1 AND P2, AND HAVING A BEARING OF N50°02'40"W.

ELEVATION NOTE

ELEVATIONS ARE GEODETIC, DERIVED BY GPS OBSERVATIONS, REFERRED TO GEODETIC SURVEY OF CANADA BENCHMARK 0020208136 HAVING AN ELEVATION OF 122.565m (CGVD-1928:1978)
LOCATION : POINT IS LOCATED ON THE SIDEWALK OF WALKER'S LINE CROSSING BRIDGE OF QEW, THE CAP IS LOCATED ON NORTHWEST EXPANSION JOINT OF WALKER'S LINE.
ALL FUTURE GRADE WORK ON SITE TO BE BASED ON SITE BENCHMARK.
ANY ELEVATION DISCREPANCIES TO BE REPORTED TO RASCH & HYDE LTD.

METRIC NOTE

DISTANCES AND ELEVATIONS SHOWN ON THIS PLAN ARE IN METRES AND CAN BE CONVERTED TO FEET BY DIVIDING BY 0.3048

SURVEYOR'S CERTIFICATE

- I CERTIFY THAT :
- THIS SURVEY AND PLAN ARE CORRECT AND IN ACCORDANCE WITH THE SURVEYS ACT, AND THE SURVEYORS ACT AND THE REGULATIONS MADE UNDER THEM.
 - THIS SURVEY WAS COMPLETED ON THE 25th DAY OF JUNE, 2024.

AUGUST 8, 2024
DATE
HAROLD D. HYDE
ONTARIO LAND SURVEYOR

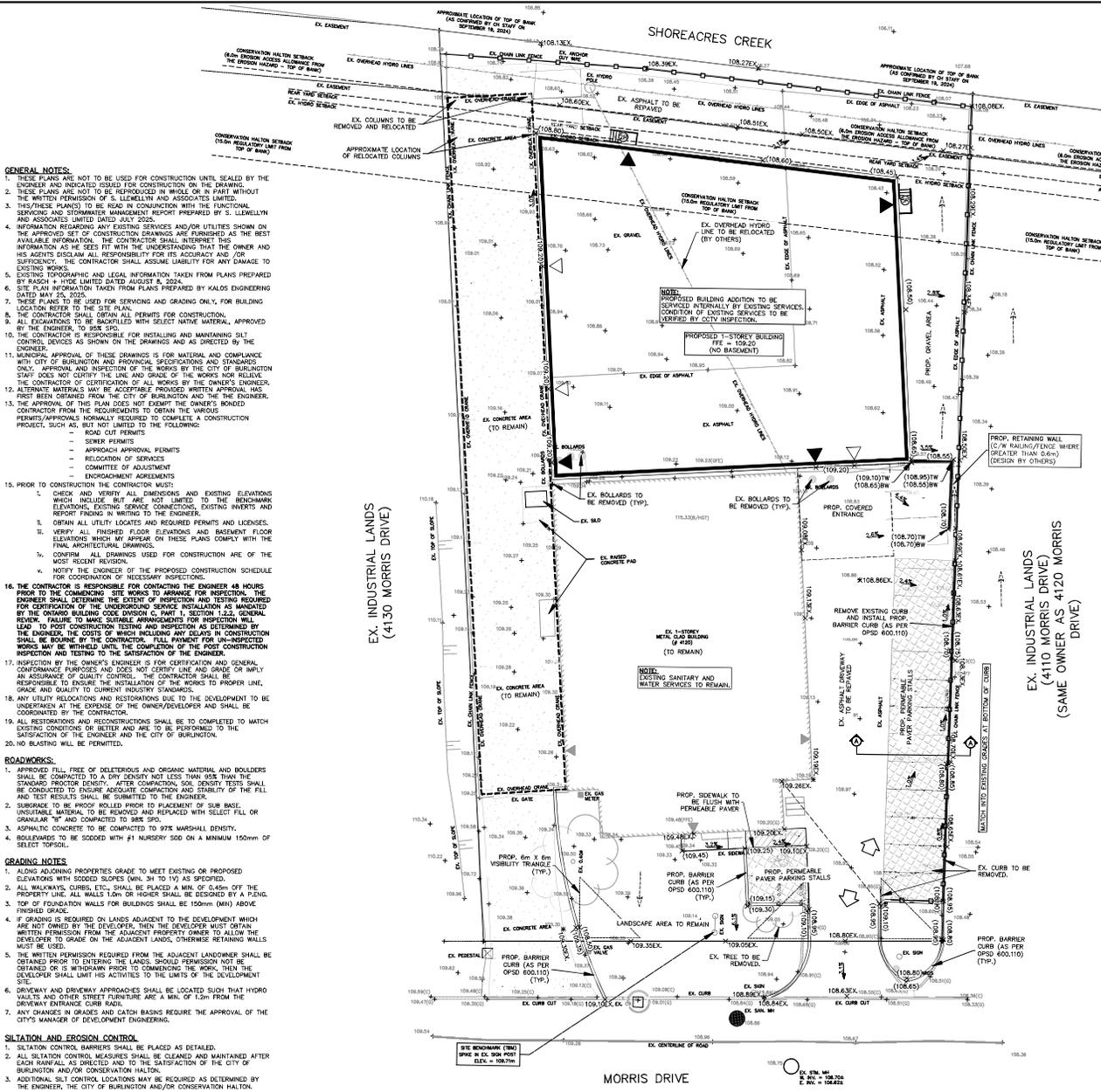
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RASCH + HYDE LTD.
Ontario Land Surveyors

P.O. Box 6, 1333 Highway #3 East, Unit B
DUNNVILLE, ONT, N1A 2X1
DUNNVILLE: 905-774-7188 FORT ERIC: 905-871-9757
(FAX 905-774-4000)

HAROLD D. HYDE O.L.S.

SCALE 1 : 400 | SURVEY : 24-141 | DRWN BY : J.H.



NOTES TO CONTRACTOR:

- INSPECTION**
 CONTRACTOR IS RESPONSIBLE FOR CONTACTING ENGINEER 48 HRS PRIOR TO COMMENCING WORK TO ARRANGE FOR INSPECTION. ENGINEER TO DETERMINE SCOPE OF INSPECTION AND TESTING REQUIRED FOR IDENTIFICATION OF UNDERGROUND SERVICE INSTALLATION AS MANDATED BY ONTARIO BUILDING CODE DIVISION C, PART 1, SECTION 1.2.2. GENERAL REPAIRS/FAILURE TO IDENTIFY ENGINEER WILL RESULT IN EXTENSIVE POST CONSTRUCTION INSPECTION AT CONTRACTORS EXPENSE.
- CONFIRMATION OF EXISTING INVERTS**
 24 HOURS PRIOR TO THE START OF CONSTRUCTION, THE CONTRACTOR IS TO LOCATE, EXPOSE AND VERIFY INVERTS OF EXISTING SERVICES AT CONNECTION POINTS. SHOULD THE CONTRACTOR PROCEED WITHOUT CONFIRMING THESE LOCATES, EXTRA COSTS RESULTING FROM DELAYS AND STANDBY TIME WILL NOT BE CONSIDERED.

GENERAL NOTES:

- THESE PLANS ARE NOT TO BE USED FOR CONSTRUCTION UNTIL SEALED BY THE ENGINEER AND INDICATED READY FOR CONSTRUCTION ON THE DRAWING.
- THESE PLANS ARE NOT TO BE REPRODUCED IN WHOLE OR IN PART WITHOUT THE WRITTEN PERMISSION OF S. LLEWELYN & ASSOCIATES LIMITED.
- THESE PLANS TO BE READ IN CONJUNCTION WITH THE FUNCTIONAL SERVING AND STORMWATER MANAGEMENT REPORT PREPARED BY S. LLEWELYN & ASSOCIATES LIMITED DATED JULY 2025.
- INFORMATION REGARDING ANY EXISTING SERVICES AND/OR UTILITIES SHOWN ON THE APPROVED SET OF CONSTRUCTION DRAWINGS ARE FURNISHED AS THE BEST AVAILABLE INFORMATION. THE CONTRACTOR SHALL INTERPRET THE INFORMATION AS HE SEES FIT WITH THE UNDERSTANDING THAT THE OWNER AND HIS AGENTS DISCLAIM ALL RESPONSIBILITY FOR ITS ACCURACY AND FOR SUFFICIENCY. THE CONTRACTOR SHALL ASSUME LIABILITY FOR ANY DAMAGE TO EXISTING WORK.
- EXISTING TOPOGRAPHIC AND LEGAL INFORMATION TAKEN FROM PLANS PREPARED BY KALOS + MORE LIMITED DATED AUGUST 8, 2024.
- SITE PLAN INFORMATION TAKEN FROM PLANS PREPARED BY KALOS ENGINEERING DATED MAY 28, 2025.
- THESE PLANS TO BE USED FOR SERVING AND GRADING ONLY, FOR BUILDING LOCATION REFER TO THE SITE REPORT.
- THE CONTRACTOR SHALL OBTAIN ALL PERMITS FOR CONSTRUCTION, ALL DOCUMENTS TO BE BACKDROPPED WITH SELECT NATIVE MATERIAL APPROVED BY THE ENGINEER, TO HIS/HER SPO.
- THE CONTRACTOR IS RESPONSIBLE FOR INSTALLING AND MAINTAINING SILT CONTROL DEVICES AS SHOWN ON THE DRAWINGS AND AS DIRECTED BY THE ENGINEER.
- MUNICIPAL APPROVAL OF THESE DRAWINGS IS FOR MATERIAL COMPLIANCE WITH CITY OF BURLINGTON AND PROVINCIAL SPECIFICATIONS AND STANDARDS ONLY. APPROVAL AND INSPECTION OF THE WORKS BY THE CITY OF BURLINGTON STAFF DOES NOT CERTIFY THE LINE OR GRADE OF THE WORKS NOR RELIEVE THE CONTRACTOR OF CERTIFICATION OF ALL WORKS BY THE OWNER'S ENGINEER. ALTERNATE MATERIALS MAY BE ACCEPTABLE PROVIDED WRITTEN APPROVAL HAS BEEN OBTAINED FROM THE CITY OF BURLINGTON AND THE ENGINEER.
- THE APPROVAL OF THIS PLAN DOES NOT EXEMPT THE OWNERS BONDED CONTRACTOR FROM THE REQUIREMENTS TO OBTAIN THE VARIOUS PERMITS/APPROVALS NORMALLY REQUIRED TO COMPLETE A CONSTRUCTION PROJECT, SUCH AS, BUT NOT LIMITED TO THE FOLLOWING:
 ROAD CUT PERMITS
 SEWER PERMITS
 APPROXIMATE APPROVAL PERMITS
 RELOCATION OF SERVICES
 COMMITTEE OF ADJUSTMENT
 ENCROACHMENT AGREEMENTS
- PRIOR TO CONSTRUCTION THE CONTRACTOR MUST:
 1. CHECK AND VERIFY ALL DIMENSIONS AND EXISTING ELEVATIONS WHICH INCLUDE, BUT ARE NOT LIMITED TO THE BENCHMARK ELEVATIONS, ELEVATIONS OF EXISTING INVERTS AND REPORT FINDING IN WRITING TO THE ENGINEER.
 2. OBTAIN ALL UTILITY LOCATES AND REQUIRED PERMITS AND LICENSES.
 3. VERIFY ALL FINISHED FLOOR ELEVATIONS AND BASEMENT FLOOR ELEVATIONS WHICH MAY APPEAR ON THESE PLANS COMPLY WITH THE FINAL ARCHITECTURAL DRAWINGS.
 4. CONFIRM ALL DRAWINGS USED FOR CONSTRUCTION ARE OF THE MOST RECENT REVISION.
 5. NOTIFY THE ENGINEER OF THE PROPOSED CONSTRUCTION SCHEDULE FOR COORDINATION OF NECESSARY INSPECTIONS.
- THE CONTRACTOR IS RESPONSIBLE FOR CONTACTING THE ENGINEER 48 HOURS PRIOR TO THE COMMENCING SITE WORKS TO ARRANGE FOR INSPECTION. THE ENGINEER SHALL DETERMINE THE SCOPE OF INSPECTION AND TESTING REQUIRED FOR IDENTIFICATION OF UNDERGROUND SERVICE INSTALLATION AS MANDATED BY THE ONTARIO BUILDING CODE DIVISION C, PART 1, SECTION 1.2.2. GENERAL REVIEW, FAILURE TO MAKE SUITABLE ARRANGEMENTS FOR INSPECTION WILL LEAD TO POST CONSTRUCTION INSPECTION AND REPAIRS REQUIRED BY THE ENGINEER, THE COSTS OF WHICH INCLUDING ANY DELAYS IN CONSTRUCTION SHALL BE BORNE BY THE CONTRACTOR. THIS PLAN IS A PRELIMINARY DRAWING AND WORKS MAY BE WITHHELD UNTIL THE COMPLETION OF THE POST CONSTRUCTION INSPECTION AND TESTING TO THE SATISFACTION OF THE ENGINEER.
- INSPECTION BY THE OWNER'S ENGINEER IS FOR CERTIFICATION AND GENERAL CONFIRMANCE PURPOSES AND DOES NOT CONFER LINE AND GRADE OR IMPLY AN ASSURANCE OF QUALITY CONTROL. THE CONTRACTOR SHALL BE RESPONSIBLE TO ENSURE NOTIFICATION OF THE WORKS TO PROPER LINE, GRADE AND QUALITY TO CURRENT INDUSTRY STANDARDS.
- ANY UTILITY RELOCATIONS AND RESTORATIONS DUE TO THE DEVELOPMENT TO BE UNDERTAKEN AT THE EXPENSE OF THE OWNER/DEVELOPER AND SHALL BE COORDINATED BY THE CONTRACTOR.
- ALL RESTORATIONS AND RECONSTRUCTIONS SHALL BE COMPLETED TO MATCH EXISTING CONDITIONS OR BETTER AND ARE TO BE PERFORMED TO THE SATISFACTION OF THE ENGINEER AND THE CITY OF BURLINGTON.
- NO BLASTING WILL BE PERMITTED.

ROADWORKS:

- APPROVED FILL FREE OF DELETERIOUS AND ORGANIC MATERIAL AND BOLLARDS SHALL BE COMPACTED TO A DRY DENSITY NOT LESS THAN 95% THAT THE STANDARD PROCTOR DENSITY. AFTER COMPACTION, SOA DENSITY TESTS SHALL BE CONDUCTED TO ENSURE ADEQUATE COMPACTION AND STABILITY OF THE FILL AND TEST RESULTS SHALL BE SUBMITTED TO THE ENGINEER.
- SUBGRADE TO BE PROPER ROLLED PRIOR TO PLACEMENT OF SUB BASE. UNSUITABLE MATERIAL TO BE REMOVED AND REPLACED WITH SELECT FILL OR GRANULAR "B" AND COMPACTED TO 95% SOA.
- ASPHALTIC CONCRETE TO BE COMPACTED TO 97% MARSHALL DENSITY.
- BOLLARDS TO BE SPOCED WITH #1 NURSERY: 500 ON A MINIMUM 150mm OF SELECT TOPSOIL.

GRADING NOTES:

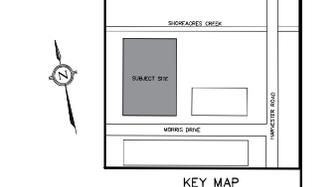
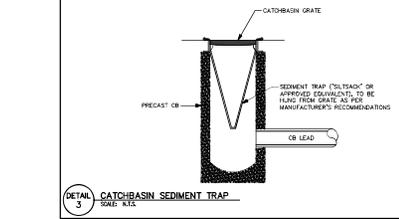
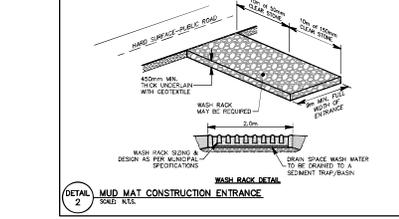
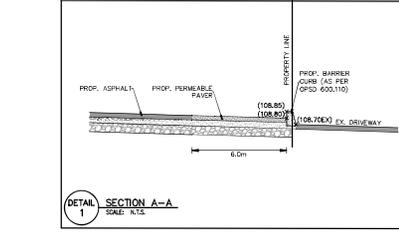
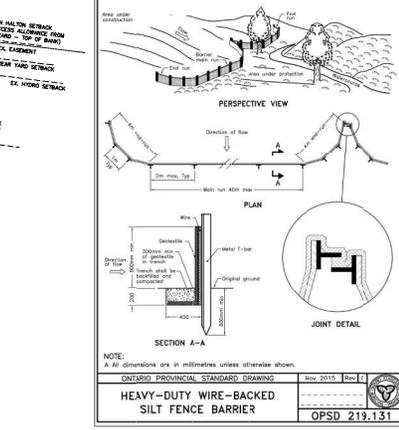
- ALONG ADJOINING PROPERTIES GRADE TO MEET EXISTING OR PROPOSED ELEVATIONS WITH SLOPED SLOPE (MIN. 2% TO 1%) AS SPECIFIED.
- ALL WALKWAYS, CURBS, ETC., SHALL BE PLACED A MIN. OF 0.45m OFF THE PROPERTY LINE. ALL WALKS 1.0m OR HIGHER SHALL BE DESIGNED BY A P.E.
- TOP OF FOUNDATION WALLS FOR BUILDINGS SHALL BE 150mm (6") ABOVE FINISHED GRADE.
- IF GRADING IS REQUIRED ON LANDS ADJACENT TO THE DEVELOPMENT WHICH ARE NOT OWNED BY THE DEVELOPER, THEN THE DEVELOPER MUST OBTAIN WRITTEN PERMISSION FROM THE ADJACENT PROPERTY OWNER TO ALLOW THE DEVELOPER TO GRADE ON THE ADJACENT LANDS, OTHERWISE RETAINING WALLS MUST BE USED.
- THE WRITTEN PERMISSION REQUIRED FROM THE ADJACENT LANDOWNER SHALL BE OBTAINED PRIOR TO ENTERING THE LANDS. SHOULD PERMISSION NOT BE OBTAINED OR IS WITHDRAWN PRIOR TO COMMENCING THE WORK, THEN THE DEVELOPER SHALL LIMIT HIS ACTIVITIES TO THE LIMITS OF THE DEVELOPMENT SITE.
- DRIVEWAY AND DRIVEWAY APPROACHES SHALL BE LOCATED SUCH THAT HYDRO VALVES AND OTHER STREET FURNITURE ARE A MIN. OF 1.5m FROM THE DRIVEWAY ENTRANCE CURB RAKE.
- ANY CHANGES IN GRADES AND CATCH BASINS REQUIRE THE APPROVAL OF THE CITY'S MANAGER OF DEVELOPMENT ENGINEERING.

SILTATION AND EROSION CONTROL:

- SILTATION CONTROL BARRIERS SHALL BE PLACED AS DETAILED.
- ALL SILTATION CONTROL MEASURES SHALL BE CLEANED AND MAINTAINED AFTER EACH RAINFALL AS DIRECTED AND TO THE SATISFACTION OF THE CITY OF BURLINGTON AND/OR CONSERVATION HALTON.
- ADDITIONAL SILT CONTROL LOCATIONS MAY BE REQUIRED AS DETERMINED BY THE ENGINEER, THE CITY OF BURLINGTON AND/OR CONSERVATION HALTON.

RESTORATIONS:

- DAMAGED CURB, GUTTER AND SIDEWALK TO BE REPLACED WITH 28 MPa CONCRETE TO EXISTING CONDITIONS OR BETTER.
- PAVEMENT SURFACE ON EXISTING MORRIS DRIVE TO BE REPAIRED BY CONTRACTOR AT THEIR EXPENSE IF DAMAGED BY CONSTRUCTION TRAFFIC.



- LEGEND:**
- (100.00) EXISTING GROUND ELEVATION
 - (100.00)X PROPOSED GROUND ELEVATION TO MATCH EXISTING
 - 1/100(100.00) PROPOSED TOP OF WALL ELEVATION
 - 8/100(100.00) PROPOSED BOTTOM OF WALL ELEVATION
 - PROPOSED DIRECTION OF SHEET FLOW
 - EXISTING STORAGE/SANITARY MANHOLE
 - PROPOSED SILTATION CONTROL FENCE
 - PROPOSED CATCHBASIN SILT SACK
 - OVERLAND FLOW ROUTE
 - DRAINAGE BREAK LINE
 - PROPOSED DIRECTION OF DRAINAGE

BENCHMARK NOTE:
 ELEVATIONS ARE GEODETIC, DERIVED BY GPS OBSERVATIONS, REFERRED TO GEODETIC SURVEY OF CANADA BENCHMARK 08R2020136 HAVING AN ELEVATION OF 122.568M (COORDINATES: 49041928.1975)

LOCATION POINT IS LOCATED ON THE SIDEWALK OF WALKERS LINE CROSSING BRIDGE OF QEW. THE CAP IS LOCATED ON NORTHWEST EXPANSION JOINT OF WALKERS LINE.

NO.	DATE	BY	REVISIONS

NOTES TO CONTRACTOR:

- CONTRACTOR AND SUBCONTRACTOR SHALL NOT SCALE FROM THIS DRAWING.
- ANY AMBIGUITIES AND OMISSIONS POINT ON THE DRAWINGS MUST BE REPORTED TO THE ENGINEER PRIOR TO THE START OF CONSTRUCTION. THE CONTRACTOR MUST CHECK AND VERIFY ALL DIMENSIONS AND LOCATIONS AND REPORT ANY OMISSIONS TO THE ENGINEER. NO CONSTRUCTION IS TO BE COMPLETED WITHOUT THE ENGINEER'S WRITTEN PERMISSION.
- THE CONTRACTOR ACCEPTS RESPONSIBILITY FOR ALL DIMENSIONAL ELEVATIONS AND SITE CONDITIONS. THE CONTRACTOR SHALL VERIFY THE ACCURACY OF ALL DIMENSIONS, ELEVATIONS, AND OTHER INFORMATION AND SHALL BE RESPONSIBLE FOR ANY OMISSIONS, ERRORS, AND OTHER INFORMATION. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE LOCATION OF ALL UTILITIES AND STRUCTURES AND ASSUME ALL LIABILITY FOR DAMAGE TO THEM.
- ALL DRAWINGS REMAIN THE PROPERTY OF THE ENGINEER AND SHALL NOT BE REPRODUCED, REUSED, OR REVISED WITHOUT THE WRITTEN CONSENT OF S. LLEWELYN & ASSOCIATES LIMITED.

DESIGN	0.0	CHK'D	SN	DATE
DRAWN	0.0 <td>CHK'D</td> <td>SN</td> <td>AUG. 7, 2025</td>	CHK'D	SN	AUG. 7, 2025

SCALE: 1:200

APPROVALS

NOT FOR CONSTRUCTION

S. LLEWELYN & ASSOCIATES LIMITED
 CONSULTING ENGINEERS
 3228 South Service Road, Suite 510 East York, Burlington, Ont., L7R 3K6
 Tel: (905) 431-4975
 Fax: (905) 431-4807
 Email: sll@slaw.ca

Stamp: S. LLEWELYN & ASSOCIATES LIMITED, CONSULTING ENGINEER, License No. 100229748, Exp. 07/25

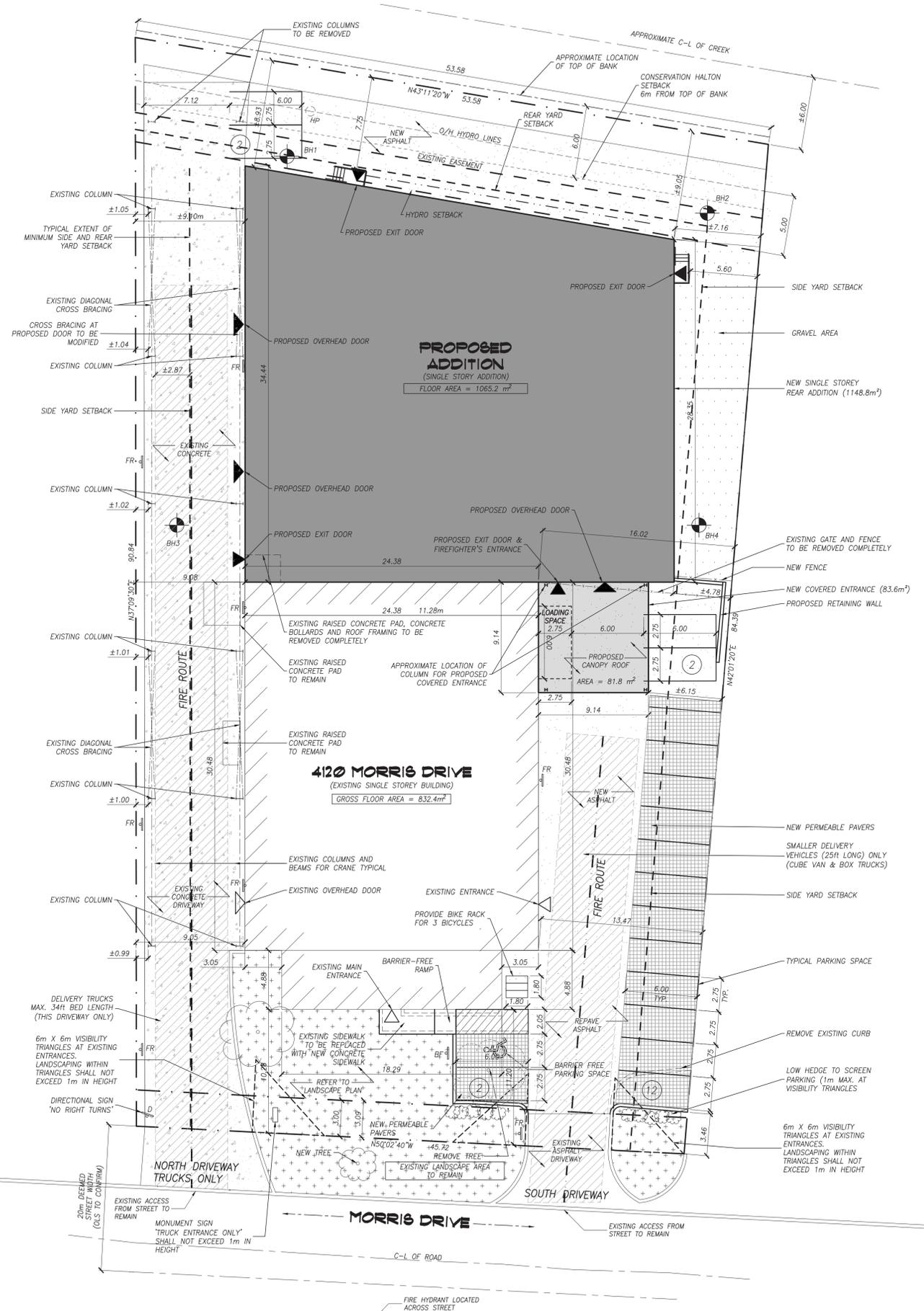
KALOS ENGINEERING INC.
 300 YORK BOULEVARD,
 HAMILTON, ON L8R 3K6

PROJECT NAME: PRESVAC LTD REAR ADDITION 4120 MORRIS DRIVE

TITLE: SITE GRADING & EROSION CONTROL PLAN

DRAWING No.: 24045 DRAWING No.: C101

Copyright Act Applies to Use and Production



GE1 ZONE REGULATIONS (GENERAL EMPLOYMENT)			
REGULATION	GE1 Zone	Existing	Proposed
Lot Width	45 m	45.72 m	N/A
Front Yard	9.0 m	10.28 m	N/A
Rear Yard	7.5 m	-	Addition: 9 m Crane: 8.9 m
Side Yard (South)	4.5 m	-	Addition: 4.7 m Canopy: 6.1 m
Side Yard (North)	4.5 m	-	Addition: 9.0 m Crane: 0 m Minor Variance Required for crane

LANDSCAPE AREA			
REGULATION	GE1 Zone	Existing	Proposed
Front	3 m	-	3 m
Rear Abutting Creek	3 m	-	0 m Minor Variance Required

PARKING REQUIREMENTS			
	Required	Existing	Proposed
Onsite Parking	20	-	18 Minor Variance Required
Accessible Parking	1	-	1
Loading Stall	1	-	1

Parking Stall Sizes			
	Required	Existing	Proposed
Typical Parking Stall	2.75 m x 6 m	-	2.75 m x 6 m
Typical Accessible Parking Stall	2.75 m x 6 m x 2 m Accessible Walkway	-	2.75 m x 6 m x 2 m Accessible Walkway
Loading Stall Size	1	-	2.75 m x 6 m

Bicycle Parking			
	Required	Existing	Proposed
Bicycle Stall	3	-	3
Bicycle Stall Size	1.8m x 0.6m	-	1.8m x 0.6m

OWNER:
PRESVAC SYSTEMS BURLINGTON LTD.
4131 MORRIS DRIVE
BURLINGTON, ON L7L 5L5
TEL : (905) 637-2353

MUNICIPAL ADDRESS:
4120 MORRIS DRIVE
BURLINGTON, ON L7L 5L6

SURVEY REFERENCE:
PLAN OF SURVEY SHOWING TOPOGRAPHICAL INFORMATION
PART OF LOT 15
PLAN M-192
CITY OF BURLINGTON
REGIONAL MUNICIPALITY OF HALTON

PREPARED BY
RASCH + HYDE LTD.
SURVEY: 24-141
AUGUST 8, 2024

ZONING DESIGNATION:
GE1 - GENERAL EMPLOYMENT (BY-LAW 2020)

SITE STATISTICS:
SITE AREA: ~4280 m² (0.428 ha)
BUILDING AREA: EXISTING 832 m²
PROPOSED 1897 m² 44.3% COVERAGE

FLOOR AREAS:
EXISTING GROUND FLOOR: 8960 sf 832.4 sm
PROPOSED ADDITION: 12096 sf 1123.7 sm
GROSS TOTAL: 21056 sf 1956.1 sm

GROSS FLOOR AREAS
EXISTING FRONT AREA: 960 sf 89.2 sm
LESS WASHROOMS, LOCKER ROOM & MECH. ROOM: 391 sf 36.3 sm
599 sf 55.9 sm
EXISTING WAREHOUSE: 8000 sf 743.2 sm
PROPOSED ADDITION: 12096 sf 1123.7 sm
TOTAL GROSS FLOOR AREA: 20665 sf 1919.8 sm

PARKING:
INDUSTRIAL USES: 1 SPACE PER 100 m² GROSS FLOOR AREA
PARKING REQUIRED: 1919.8 / 100 = 19.2 = 20 SPACES
PARKING PROVIDED: = 18 SPACES

TRUCK ACCESS:
TRUCKS WILL ACCESS THE SITE BY BACKING INTO THE DRIVEWAY FROM THE STREET. AFTER UNLOADING, THE TRUCKS WILL DRIVE FORWARD AND EXIT ONTO THE STREET. BACKING OUT ONTO THE STREET WILL NOT BE PERMITTED.

NORTH DRIVEWAY:
LARGER DELIVERY TRUCKS
MAX. 34ft BED LENGTH
TRUCKS WILL PARK IN THE DRIVEWAY FOR UNLOADING USING THE CRANE.

SOUTH DRIVEWAY:
SMALLER DELIVERY VEHICLES (25ft LONG) ONLY INCLUDING CUBE VAN, BOX TRUCKS OR SMALL FLATBEDS. UNLOADING WILL TAKE PLACE UNDER THE CANOPY, IN FRONT OF THE OVERHEAD DOOR.

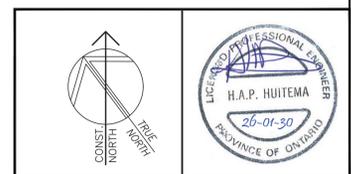
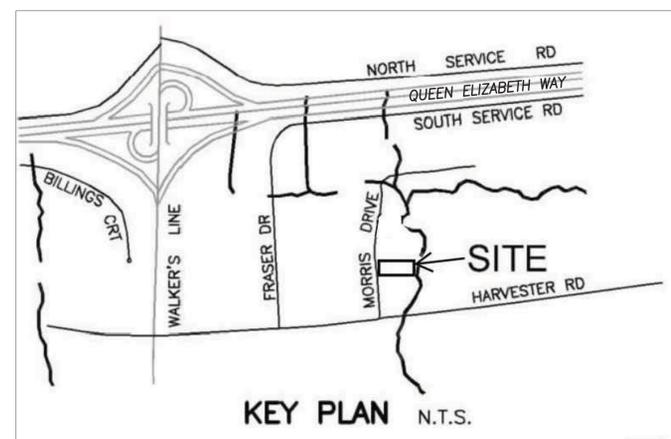
Copyright Act Applies to Use and Production

LEGEND:

- ▶ PROPOSED ACCESS/EXIT DOOR
- ▶ PROPOSED OVERHEAD DOOR LOCATION
- ◁ EX. ACCESS/EXIT DOOR
- ◁ EX. OVERHEAD DOOR
- PROPERTY LINE
- - - EX. CHAIN LINK FENCE
- - - EX. OVERHEAD UTILITY WIRES
- ▨ DESIGNATES FIRE ROUTE PROVIDE HEAVY DUTY ASPHALT
- B STEEL PIPE BOLLARD
- ▶ SIGNAGE
FR - FIRE ROUTE
D - DIRECTIONAL
BF - BARRIER FREE
PARKING SPACE REFER TO DWG. A1.2

SITE PLAN INFORMATION WAS REFERENCED FROM SURVEY COMPLETED BY RASCH + HYDE LTD. DATED AUGUST 8th, 2024

SITE PLAN INFORMATION WAS REFERENCED FROM EXISTING DRAWINGS COMPLETED BY J. PAUL S. SMITH & ASSOCIATES DATED OCTOBER 1st, 1980



No.	DATE	REVISION
2	26/01/30	ISSUED FOR MINOR VARIANCE
1	25/08/26	ISSUED FOR SITE PLAN APPROVAL

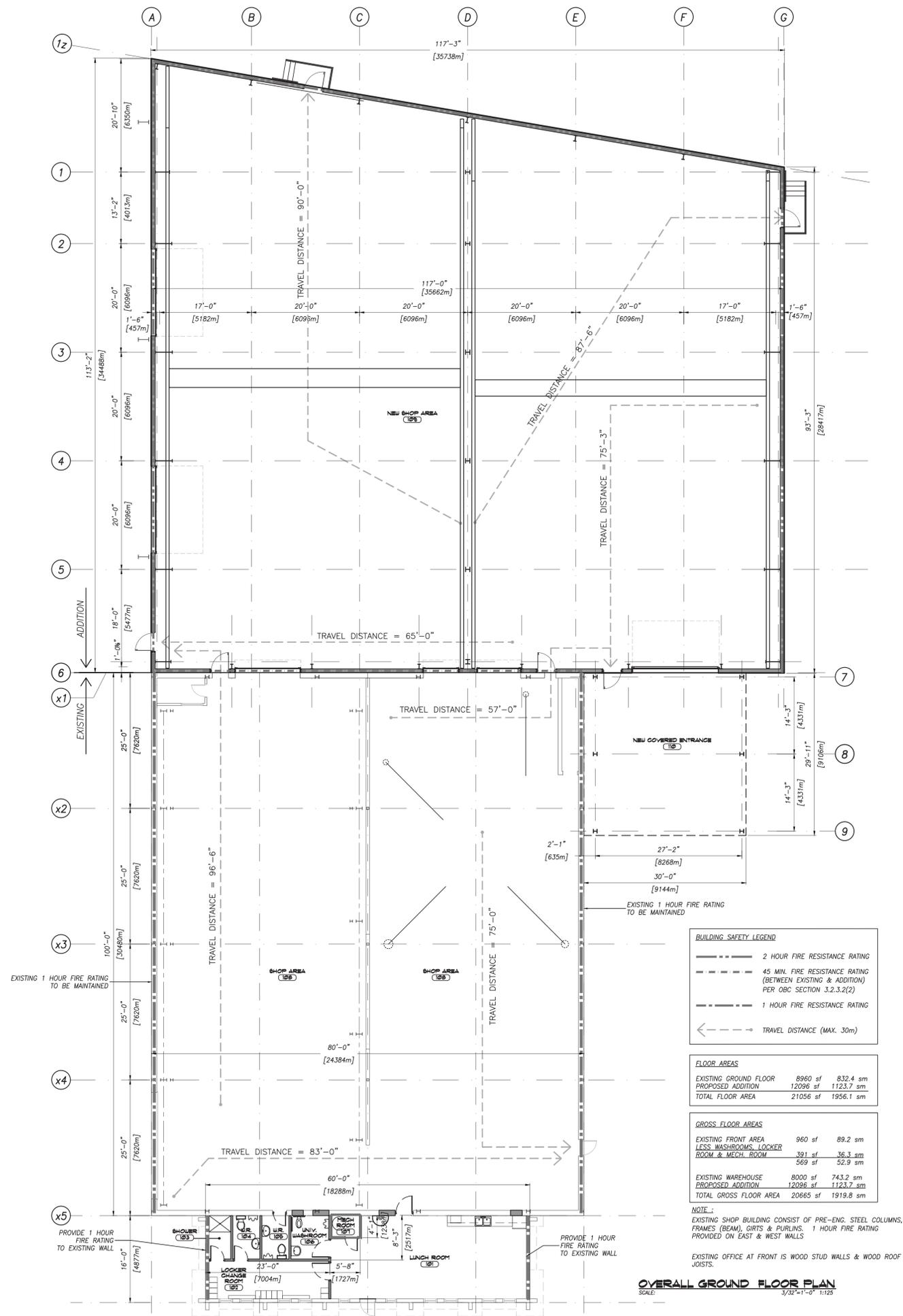
REVISIONS

KALOS ENGINEERING
300 YORK BLVD HAMILTON, ONTARIO L8R 3K6
905-333-9119 www.kaloseng.ca

PRESVAC LTD REAR ADDITION
4120 MORRIS DRIVE
BURLINGTON ONTARIO

SITE PLAN

DATE AUGUST 2024	DRAWN BY T.M. & T.P.	DRAWING No. A1.0
PROJECT No. 24159	CHECKED BY H.A.P.H.	



BUILDING SAFETY LEGEND

- 2 HOUR FIRE RESISTANCE RATING
- - - 45 MIN. FIRE RESISTANCE RATING (BETWEEN EXISTING & ADDITION) PER OBC SECTION 3.2.3.2(2)
- 1 HOUR FIRE RESISTANCE RATING
- ← TRAVEL DISTANCE (MAX. 30m)

FLOOR AREAS

EXISTING GROUND FLOOR	8960 sf	832.4 sm
PROPOSED ADDITION	12096 sf	1123.7 sm
TOTAL FLOOR AREA	21056 sf	1956.1 sm

GROSS FLOOR AREAS

EXISTING FRONT AREA	960 sf	89.2 sm
LESS WASHROOMS, LOCKER ROOM & MECH. ROOM	391 sf	36.3 sm
	569 sf	52.9 sm
EXISTING WAREHOUSE	8000 sf	743.2 sm
PROPOSED ADDITION	12096 sf	1123.7 sm
TOTAL GROSS FLOOR AREA	20665 sf	1919.8 sm

NOTE:
 EXISTING SHOP BUILDING CONSIST OF PRE-ENG. STEEL COLUMNS, FRAMES (BEAM), GIRTS & PURLINS. 1 HOUR FIRE RATING PROVIDED ON EAST & WEST WALLS.
 EXISTING OFFICE AT FRONT IS WOOD STUD WALLS & WOOD ROOF JOISTS.

OVERALL GROUND FLOOR PLAN
 SCALE: 3/32"=1'-0" 1:128

Name of Project: PRESVAC MANUFACTURING FACILITY Location: 4120 MORRIS DRIVE BURLINGTON, ON L7L 5L6										
Item	Ontario Building Code Matrix		OBC Reference							
	<input type="checkbox"/> New <input type="checkbox"/> Change of use <input type="checkbox"/> Addition <input type="checkbox"/> Alteration	<input type="checkbox"/> Part 11 <input type="checkbox"/> Part 3	<input type="checkbox"/> Part 9							
1	Project Description									
2	Major Occupancy (s): Group F, Division 2		3.1.2.1.(1)							
3	Building Area (m ²): Existing 832 sm New 1956 sm		1.4.1.2.							
4	Floor Area (m ²): Existing 832 sm New 1956 sm		1.4.1.2.							
5	Number of Storeys Above Grade: 1 Below Grade: 0		3.2.2.66							
6	Number of Streets/Fire Fighter Access: One Street		3.2.2.10. & 3.2.5.							
7	Building Classification: Group F, Div. 2, up to 4 Storeys, Sprinklered		3.2.2.79							
8	Sprinkler System: <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Entire Building <input type="checkbox"/> Basement Only <input type="checkbox"/> In Lieu of Roof Rating <input type="checkbox"/> Not required NO CHANGE		3.2.2.79							
9	Standage required: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		3.2.9.							
10	Fire Alarm required: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		3.2.4.							
11	Water Service/Supply is Adequate: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		3.2.5.7.							
12	High Building: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		3.2.6.							
13	Permitted construction: <input type="checkbox"/> Combustible <input type="checkbox"/> Non-combustible <input checked="" type="checkbox"/> Both Actual construction: <input type="checkbox"/> Combustible <input type="checkbox"/> Non-combustible <input checked="" type="checkbox"/> Both		3.2.2.79							
14	Mezzanine(s) Area (m ²): Existing N/A New N/A									
15	Occupancy Load based on: <input type="checkbox"/> m ² /person <input checked="" type="checkbox"/> design of building		3.4.3.2. & 3.4.3.4.							
HOW MANY MORE EMPLOYEES IN ADDITION?										
16	Barrier Free Design: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		3.8							
17	Hazardous Substances: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No									
18	Required Fire Resistance Rating (FRR)		3.2.2.79							
	Horizontal assemblies									
	Floors: 3/4 hrs.									
	Roof: N/A									
	Mezzanine: N/A									
FRR for Supporting Members		Listed Design No. or Description (SB-2)								
Floors: 3/4 hrs.										
Roof: N/A										
Mezzanine: N/A										
19 Spatial Separation - Construction of Exterior Walls at Addition (Fire Compartment)										
Wall	Area of EBF (m ²)	L.D. (m)	L/H or H/L	Permitted Max. % of Openings	Proposed % of Openings	FRR (Hours)	Listed Design or Description	Combustible Construction	Non-Comb. Cladding	Non-Combustible Construction
North	372 m ²	9.0m	3:1 to 10:1	11%	7%	2 Hr.	W606			
South	N/A									
East	288 m ²	4.8m	3:1 to 10:1	5%	8%	-	2 Hr.	W606		
West	303 m ²	9.0m	3:1 to 10:1	14%	14%	2 Hr.	W606			
Existing building to remain as a separate fire compartment. 1hr fire rating on East & West walls to be maintained - refer to chart below:										
Existing Building Spatial Separation - Construction of Exterior Walls (Fire Compartment)										
Wall	Area of EBF (m ²)	L.D. (m)	L/H or H/L	Permitted Max. % of Openings	Proposed % of Openings	FRR (Hours)	Listed Design or Description	Combustible Construction	Non-Comb. Cladding	Non-Combustible Construction
North	N/A									
South	122 m ²	>14m	3:1 to 10:1	100%	12%					
East	149 m ²	13.5m	3:1 to 10:1	49%	2%	1 Hr.	EX.			
West	149 m ²	9.0m	3:1 to 10:1	25%	15%	1 Hr.	EX.			

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WASHROOM CALCULATIONS
 SHOP AREA (INDUSTRIAL USE)
 OCCUPANT LOAD = 18 PERSONS MAX.
 REQUIRED NUMBER OF WASHROOM FIXTURES = 1 MALE & 1 FEMALE (O.B.C. TABLE 3.7.4.9.)
 WASHROOMS PROVIDED TO ACCOMMODATE INDUSTRIAL USE:
 1 UNISEX WASHROOMS (UNIVERSAL)
 2 MALE WASHROOMS

TRAVEL DISTANCE
 PER SECTION 3.4.2.5(1)(f) OF THE TRAVEL DISTANCE TO AT LEAST ONE EXIT SHALL NOT BE MORE THAN 30m (98'-5"). REFER TO FLOOR PLAN FOR TRAVEL DISTANCES.

GENERAL PROJECT NOTES
 PRE-ENGINEERED BUILDING:
 STAMPED AND SIGNED DRAWINGS FOR THE PRE-ENGINEERED BUILDING COMPONENTS OF THIS PROJECT WILL BE SUBMITTED ONCE A PRE-ENGINEERED BUILDING SUPPLIER IS SELECTED AFTER THE TENDER PROCESS.
 SB10 COMPLIANCE:
 EXEMPT PER OBC DIVISION 3, MMA SUPPLEMENTARY STANDARD SB-10, SECTION 1.2.1.1 AND TABLE 1.2.1.1.
 ALTHOUGH THE USE ISN'T SPECIFICALLY INCLUDED IN TABLE 1.2.1.1 FOR A GROUP F, DIVISION 2 OCCUPANCY, THE PROPOSED ADDITION IS A SHOP AREA THAT IS SIMILAR TO A REPAIR GARAGE WITH OVERHEAD DOORS THAT WILL BE FREQUENTLY IN USE AND OPEN TO THE OUTDOORS.

REFER TO EXISTING DRAWINGS COMPLETED BY J. PAUL S. SMITH & ASSOCIATES DATED OCTOBER 1st, 1980

TRUE NORTH

LICENSÉD PROFESSIONAL ENGINEER
H.A.P. HUITEMA
26-01-50
PROVINCE OF ONTARIO

No.	DATE	REVISION
2	26/01/30	ISSUED FOR MINOR VARIANCE
1	25/08/26	ISSUED FOR SITE PLAN APPROVAL

REVISIONS

KALOS ENGINEERING

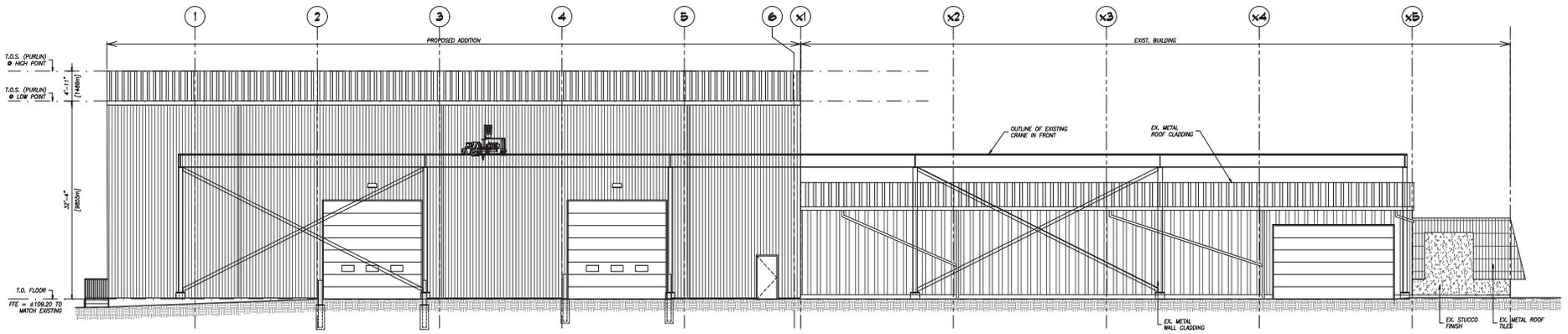
300 YORK BLVD HAMILTON, ONTARIO L8R 3K6
905-333-9119 www.kaloseng.ca

PRESVAC LTD REAR ADDITION

4120 MORRIS DRIVE
BURLINGTON ONTARIO

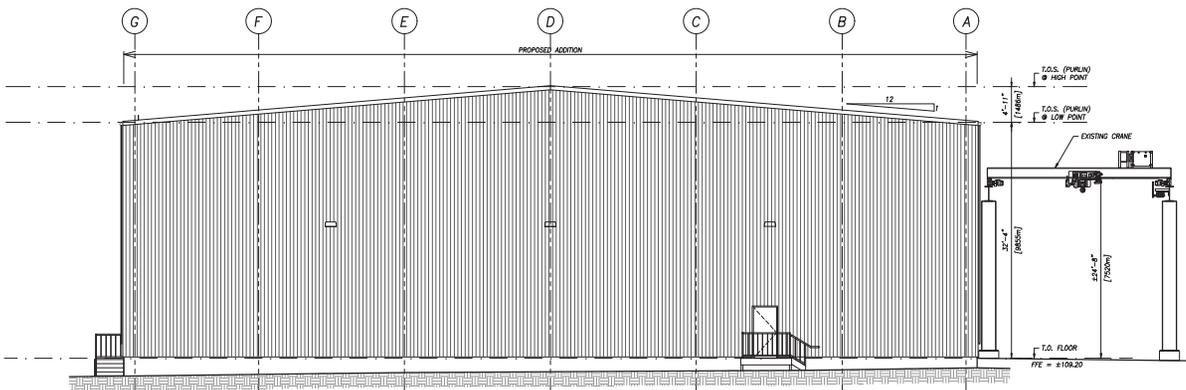
OVERALL FLOOR PLAN

DATE AUGUST 2024	DRAWN BY T.M. & T.P.	DRAWING No. A2.0
PROJECT No. 24159	CHECKED BY H.A.P.H.	



WEST ELEVATION
SCALE: 1/8" = 1'-0" (A3.0)

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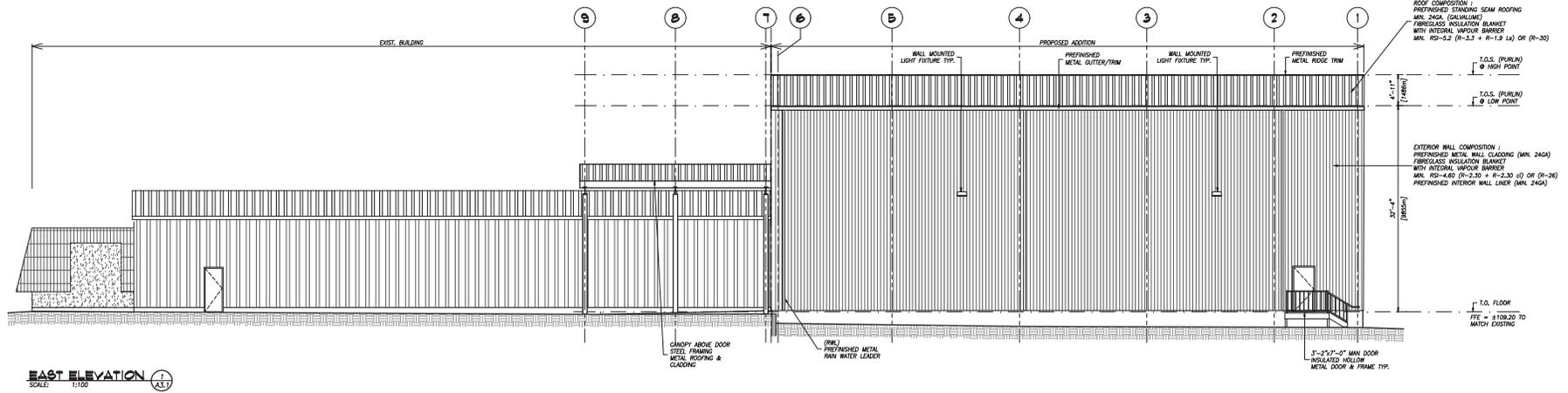


NORTH ELEVATION
SCALE: 1/8" = 1'-0" (A3.0)

EXTERIOR FINISHES

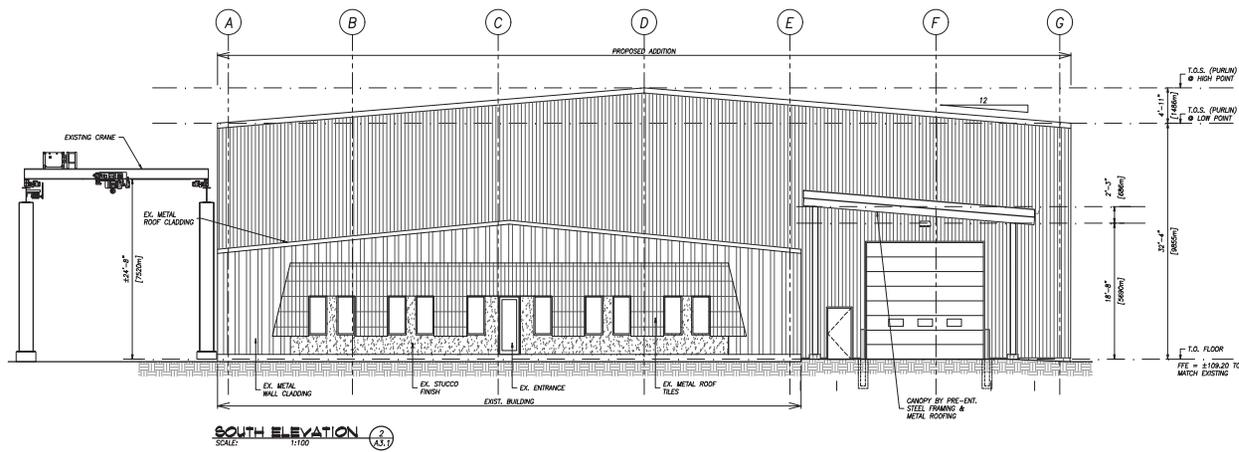
	PREFINISHED METAL WALL CLADDING COLOUR TO MATCH EXISTING (GRAY) TRIM WHITE TO MATCH EXISTING
	PREFINISHED STANDING SEAM ROOFING COLOUR TO MATCH EXISTING (GALVALUME)

No.	DATE	REVISION
1	25/08/26	ISSUED FOR SITE PLAN APPROVAL
REVISIONS		
300 YORK BLVD HAMILTON, ONTARIO L8N 3K6 905-333-9718 www.kaloseng.ca		
PRESVAC LTD REAR ADDITION		
4120 MORRIS DRIVE ONTARIO		
EXTERIOR ELEVATIONS		
DATE	DRAWN BY	DRAWING No.
AUGUST 2024	T.M. & T.P.	A3.0
PROJECT No.	CHECKED BY	
24159	H.A.P.H.	



EAST ELEVATION
SCALE: 1/100

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SOUTH ELEVATION
SCALE: 1/100

EXTERIOR FINISHES

- PREFINISHED METAL WALL CLADDING
COLOUR TO MATCH EXISTING (GRAY)
TRIM: WHITE TO MATCH EXISTING
- PREFINISHED STANDING SEAM ROOFING
COLOUR TO MATCH EXISTING
(GALVALUME)

No.	DATE	REVISION
1	25/08/26	ISSUED FOR SITE PLAN APPROVAL

300 YORK BLVD HAMILTON, ONTARIO L8R 3K6
 905-333-9119 www.kaloseng.co

**FRESHVAC LTD
REAR ADDITION**

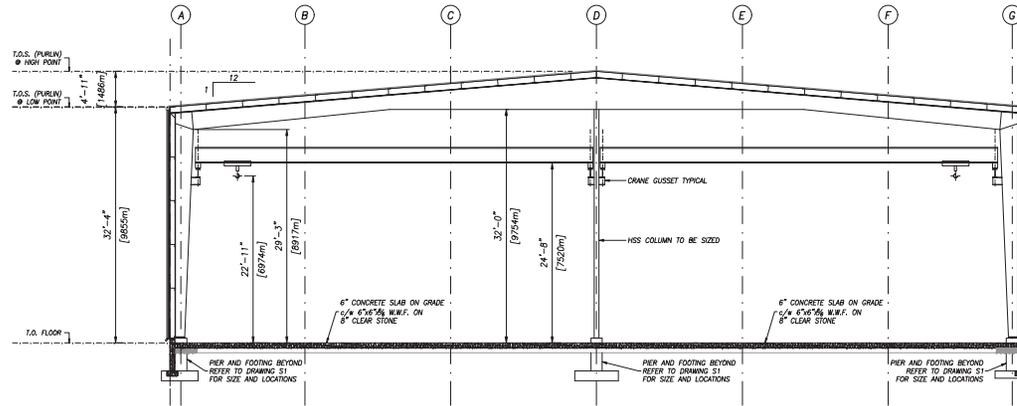
4120 MORRIS DRIVE

BURLINGTON ONTARIO

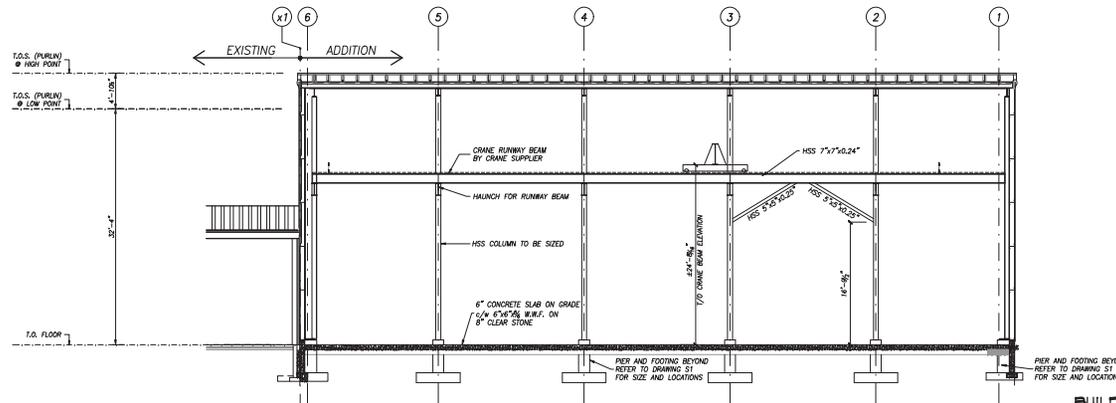
EXTERIOR ELEVATIONS

DATE AUGUST 2024	DRAWN BY T.M. & I.P.	DRAWING No. A3.1
PROJECT No. 24159	CHECKED BY H.A.P.H.	

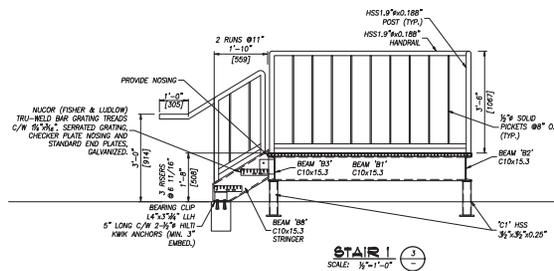
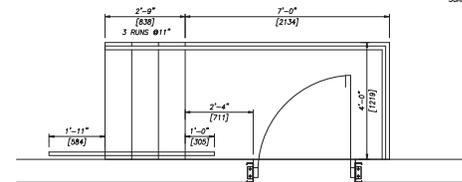
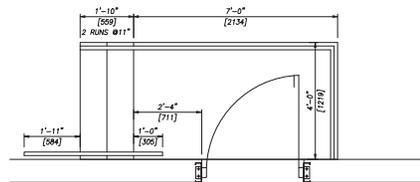
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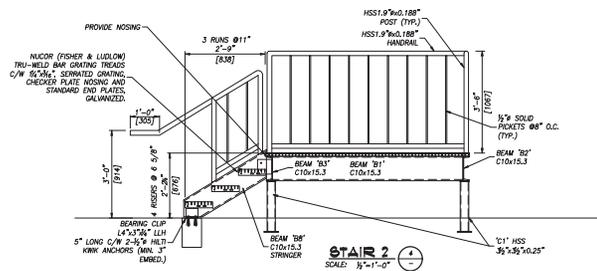
BUILDING SECTION 1
SCALE: 1/4"=1'-0"



BUILDING SECTION 2
SCALE: 1/4"=1'-0"



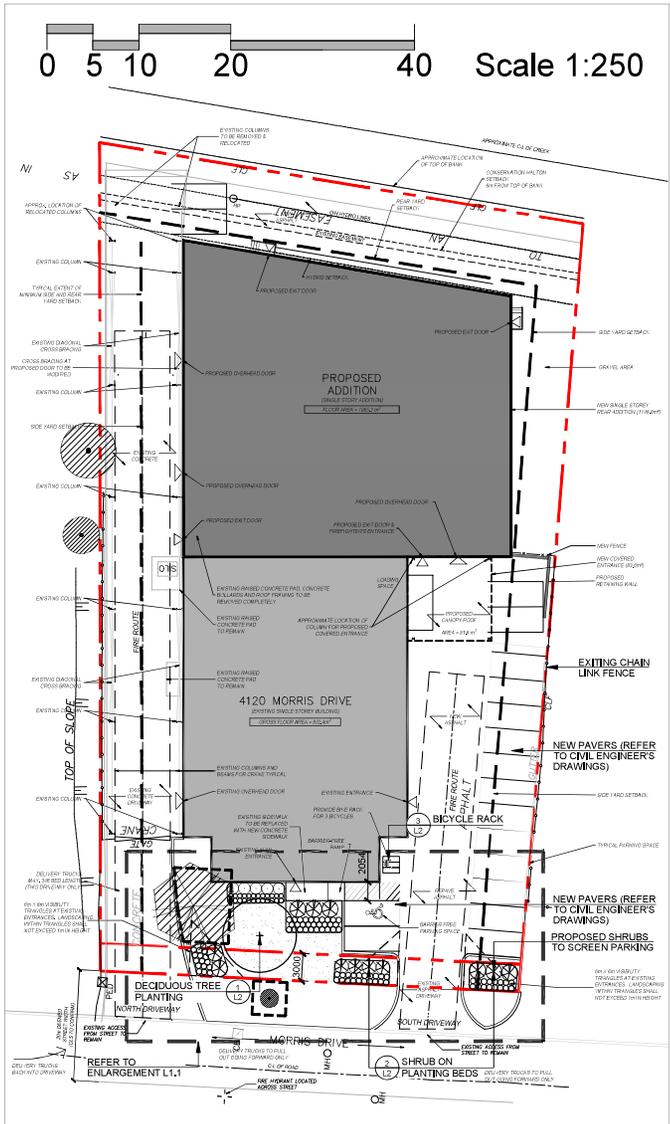
STAIR 1
SCALE: 3/8"=1'-0"



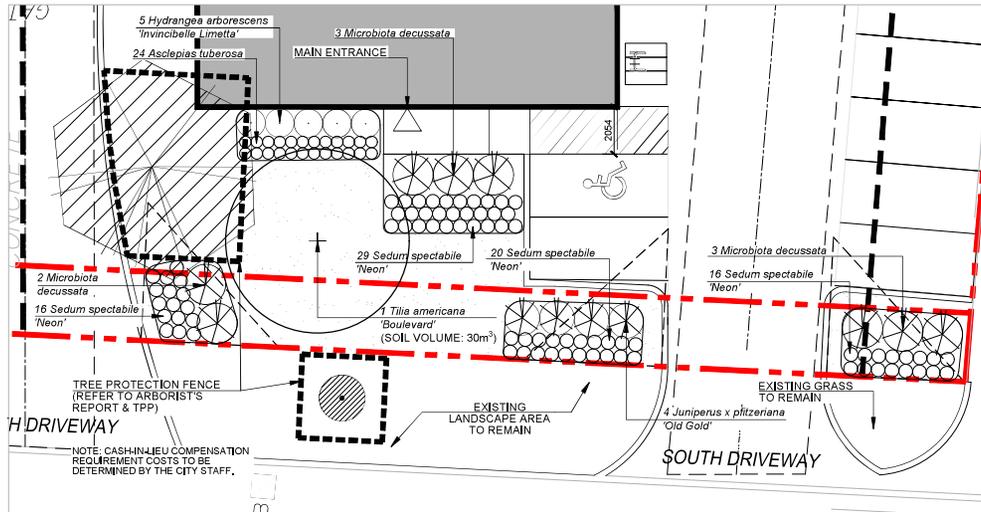
STAIR 2
SCALE: 3/8"=1'-0"

CRANE INFORMATION WAS REFERENCED FROM DRAWINGS COMPLETED BY CIBSEN MATERIAL HANDLING DIVISION DATED APRIL 14, 2020.

		H.A.P. HEILEMA PROFESSIONAL ENGINEER ONTARIO
1 25/08/20 ISSUED FOR SITE PLAN APPROVAL		
No.	DATE	REVISION
REVISIONS		
300 YORK BLVD HAMILTON, ONTARIO L8R 3K6 905-333-9110 www.kaloseng.ca		
PRESVAC LTD REAR ADDITION		
4120 MORRIS DRIVE ONTARIO		
BUILDING SECTIONS AND STAIR DETAILS		
DATE	DRAWN BY	DRAWING No.
AUGUST 2024	T.M. & T.P.	A4.0
PROJECT No.	CHECKED BY	
24159	H.A.P.H.	



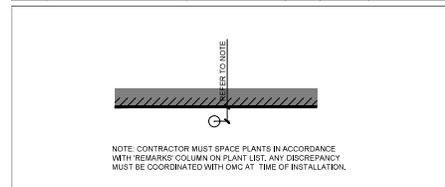
OVERALL SITE PLAN
SCALE 1:250



ENLARGED PLAN L1.1
SCALE 1:100

PLANT MATERIAL

QTY	BOTANICAL NAME	COMMON NAME	SIZE	CONDITION	REMARKS
1	DECIDUOUS TREES				
1	<i>Tilia americana</i> 'Boulevar'	Boulevard Basswood	50mm	WB	Uniform, symmetrical
5	DECIDUOUS SHRUBS				
5	<i>Hydrangea arborescens</i> 'Innocence Limetta'	Innocence Limetta Hydrangea	pot	2gal	1200mm o.c. spacing
4	CONIFEROUS SHRUBS				
4	<i>Juniperus x pfitzeniana</i> 'Old Gold'	Old Gold Juniper	40cm	3gal	1500mm o.c. spacing
8	<i>Microbiota decussata</i>	Siberian Carpet Cypress	40cm	3gal	1700mm o.c. spacing
24	PERENNIALS				
24	<i>Asclepias tuberosa</i>	Butterfly Milkweed	pot	1gal	500mm o.c. spacing
81	<i>Sedum spectabile</i> 'Neon'	Shrubby Stonecrop	pot	2gal	600mm o.c. spacing



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KEY-PLAN

- EXISTING PROPERTY LINE
- SETBACK
- PROPOSED TREE PROTECTION FENCE
- EXISTING CHAIN-LINK FENCE
- EXISTING DECIDUOUS TREE TO BE RETAINED
- PROPOSED DECIDUOUS TREE
- PROPOSED DECIDUOUS SHRUB
- PROPOSED CONIFEROUS SHRUB
- PROPOSED SOIL

SOURCE OF BASE INFORMATION:
Site plan provided by Kabos Engineering, Project No. 24159, received July 2025.
Tree Preservation plan & arborist report by GLN Farm & Forest Research Co. Ltd. dated August 2025.

No.	DATE	DESCRIPTION	BY
2	09/02/25	ISSUED FOR SPA	RSJ
1	07/31/25	ISSUED FOR REVIEW	KC

REVISIONS

NOT FOR CONSTRUCTION

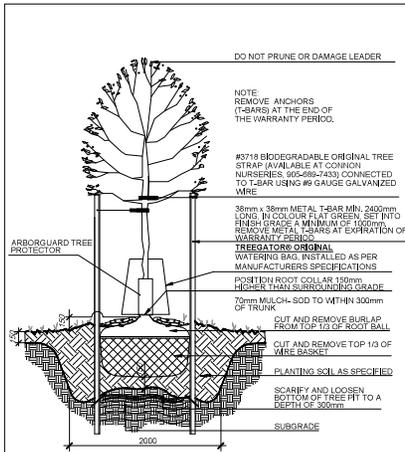
NOT FOR CONSTRUCTION

OMC LANDSCAPE ARCHITECTURE
Innovative, outside thinking.
220 Sherman Avenue North, Suite 315-MILL, Hamilton, ON L8L 6M6
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LANDSCAPE ARCHITECTURE, ENVIRONMENTAL PLANNING, RESOURCES

PRESVAC LTD REAR BUILDING ADDITION
4120 MORRIS DRIVE
BURLINGTON, ONTARIO

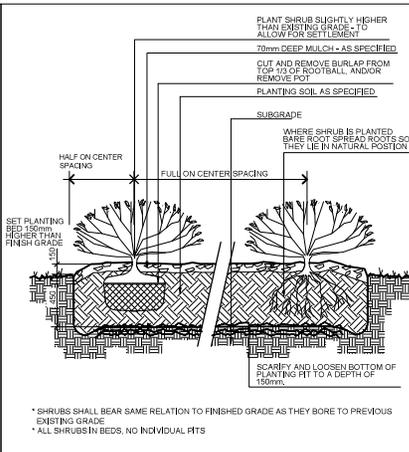
LANDSCAPE PLAN

ISSUED FOR SPA	
SCALE : AS NOTED	CHECKED : MM
DATE : Sept. 2, 2025	DRAWING : L1
DRAWN : KC	PROJECT : 1674



THIS TREE DOES NOT REPRESENT ANY PARTICULAR SPECIES

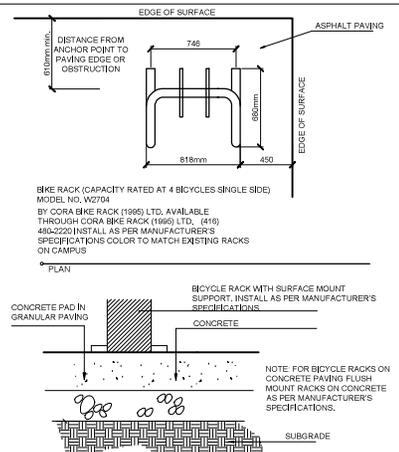
1 DECIDUOUS TREE PLANTING
N.T.S.



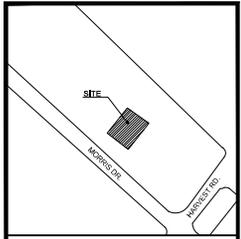
* SHRUBS SHALL BEAR SAME RELATION TO FINISHED GRADE AS THEY BORE TO PREVIOUS EXISTING GRADE
* ALL SHRUBS IN BEDS, NO INDIVIDUAL PITS

THESE SHRUBS DO NOT REPRESENT ANY PARTICULAR SPECIES

2 SHRUB PLANTING IN BEDS
N.T.S.



3 BICYCLE RACK
N.T.S.



KEY-PLAN

LEGEND

SOURCE OF BASE INFORMATION:
Site plan provided by Kelos Engineering, Project No. 24159, received July 2025.
Tree Preservation plan & arborist report by GLN Farm & Forest Research Co. Ltd, dated August 2025.

No.	DATE	DESCRIPTION	BY
2	09/02/25	ISSUED FOR SPA	RS
1	07/01/25	ISSUED FOR REVIEW	KC

REVISIONS



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LAPSCAP-ARCHITECTURE: ENVIRONMENTAL PLANNING, DESIGN, AND CONSTRUCTION

PRESVAC LTD REAR BUILDING ADDITION
4120 MORRIS DRIVE
BURLINGTON, ONTARIO

DETAILS

ISSUED FOR SPA
SCALE: NTS
DATE: Sept. 2, 2025
DRAWN: KC
CHECKED: MM
DRAWING: L2
PROJECT: 1674

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Arborist Report and Tree Preservation Plan

For:

OMC Landscape Architects Inc.

Regarding:

4120 Morris Drive
CONSTRUCTION

Prepared by:

Shayne Plowman
GLN Farm & Forest Research Co. Ltd.

ISA Certified Arborist: ON-0425A

15 August 2025

Arborist Report and Tree Preservation Plan

4120 Morris Drive

Contents

SUMMARY	1
INTRODUCTION	1
Assignment	1
Limits of the Assignment	1
Purpose and Use of This Report	1
Methodology	1
SITE	2
Current Site Characteristics	2
Proposed Construction.....	2
Construction Phases and Anticipated Injury to Encroachment Ratios.....	2
TREE INVENTORY SUMMARY	3
Tree Population	3
Overview	3
Bylaw Regulated Trees	3
Species Distribution (All Trees).....	3
Summary of Trees by Status	3
Trees Receiving TPZ Encroachment or Proposed for Removal.....	4
Trees Proposed for Removal for Construction.....	5
Private trees.....	6
Public trees.....	6
ARBORIST MINIMIZATION OF DAMAGE RECOMMENDATIONS.....	7
Pre-Construction Phase	7
Post-Construction	8
GENERAL TREE PROTECTION GUIDELINES	9
Tree Protection Zones.....	9
Tree Protection Barriers.....	9
General Note.....	9
Arboricultural Work.....	9
APPENDIX I – TREE INVENTORY	10
APPENDIX II – ARBORIST’S DECLARATIONS	I
Certificate of Performance	ii
Assumptions and Limiting Conditions.....	iii
Disclaimer	iv
APPENDIX III – METHODOLGY.....	I
Location	i
Measurements.....	i
Evaluation of Tree Condition	ii
Appraisal	ii
Assessment of TPZ Encroachment and Anticipated Impact.....	ii
APPENDIX IV – DRAWING REFERENCE	I
Drawing Indexing and Content	i
APPENDIX V – DRAWINGS	II

SUMMARY

There are 6 trees/shrubs on or adjacent to the subject (1 Public Tree, 2 bylaw regulated trees on the subject site, 1 Mugho Pine shrub on the subject site, and 2 neighbor-owned trees adjacent to the northern side of the site.)

The proposed construction consists of:

- Addition in the rear of the existing structure (1-storey industrial)
- Construction of new parking area in front of the existing building (including 1 barrier free parking space)
- Construction of a new parking area along the south side of the site.
- Replacement of the existing front concrete walkway.

The construction will require the removal of 1 bylaw regulated Norway Maple (Tree #1) and 2 small sized Mugho Pine shrubs (Tree #2).

The Public Tree and one bylaw regulated Private Tree are to be protected with Tree Protection Hoarding as shown in the drawing TPR-101. The two neighbor-owned private trees are adequately protected by an existing chain-link fence along the property line.

Note that the rear of the property was not accessible at the time of this tree inventory due to locked gates. Additionally, storage of large materials along/adjacent the rear fence would impede inventory in that area. As such, no attempt was made to catalog any trees along the rear (east) fence of the site.

INTRODUCTION

Assignment

The arborist was retained in August 2025 to prepare an Arborist Report and Tree Preservation Plan for the property located at 4120 Morris Drive for submission to Burlington Forestry Department as required by the City of Burlington tree protection by-laws.

The report is to include an inventory and location (tree survey) including rating and comments (where required) regarding the current Health and Soundness of each subject tree. Additionally, plan drawings showing proposed construction and tree preservation fencing, any mTPZ area encroachments, and proposed tree removals, at minimum, are also included.

Limits of the Assignment

Unless specifically noted, all trees are rated by Limited Visual Assessment (Ground-based), and no exploratory excavation was, or is to be, conducted to verify the presence or absence of tree roots in a given area.

Purpose and Use of This Report

This report is intended to outline all encroachments, tree injuries, and tree removals resulting from the proposed construction (or otherwise proposed by the client) as outlined in subsequent sections for review and approval by the Burlington Forestry Department. It should be noted that the approval, waiver, exemption, or denial of Approvals and/or any necessary Permits rests strictly with the Burlington Forestry Department.

Methodology

For details regarding the onsite protocols and methods used in the creation of this report, please see Appendix II - Methodology

SITE

Current Site Characteristics

Industrial building with paved access on north and south sides and fenced, partially paved open storage in the rear.

Proposed Construction

Construction of single-storey addition in rear of existing building and parking area creation in front of existing building.

Construction Phases and Anticipated Injury to Encroachment Ratios

ADDITION – ADDITION

Initial Assumptions Regarding Proposed Work

Encroachment Type: 4 Foundation (Garages and Single Storey no Basement)

Maximum Excavation Depth (m): 1.5

Maximum Build Height or Clearance (m): 5

Assumed Ratio of Injury to Encroachment

(Injury = Ratio x Encroachment)

Root Zone: 100% **Canopy:** 100%

BARRIER FREE PARKING – BARRIER FREE PARKING

Initial Assumptions Regarding Proposed Work

Encroachment Type: Asphalt Driveway

Maximum Excavation Depth (m): 0.5

Maximum Build Height or Clearance (m): 0

Assumed Ratio of Injury to Encroachment

(Injury = Ratio x Encroachment)

Root Zone: 75% **Canopy:** none

WALKWAY REPLACEMENT – WALKWAY REPLACEMENT

Initial Assumptions Regarding Proposed Work

Encroachment Type: Sidewalk

Maximum Excavation Depth (m): 0.3

Maximum Build Height or Clearance (m): 3

Assumed Ratio of Injury to Encroachment

(Injury = Ratio x Encroachment)

Root Zone: 50% **Canopy:** 50%

TREE INVENTORY SUMMARY

Tree Population

Overview

There were Six (6) trees inventoried within the scope of this survey. Of these, there are Three (3) “bylaw regulated trees” pursuant to tree protection rules of the jurisdiction(s) under which the subject site falls. The following tables show summary data for the complete tree inventory.

All Trees by Owner

Ownership	Count
Client Tree	3
Municipal tree on Municipal Road Allowance	1
Neighbor owned tree	2
Total	6

Bylaw Regulated Trees

Burlington Forestry Department (DBH 20cm or greater)	
Ownership	Count
Client Tree	2
Municipal tree on Municipal Road Allowance	1
Total	3

Species Distribution (All Trees)

Species	Count	Average DBH (cm)
Norway Maple <i>Acer platanoides</i>	2	34.0
Tree Of Heaven <i>Ailanthus altissima</i>	4	12.5
Mugho Pine <i>Pinus mugo</i>	2	17.0
Austrian Pine <i>Pinus nigra</i>	2	43.0
Northern Red Oak <i>Quercus rubra</i>	2	4.0

Summary of Trees by Status

Status	Count
Protected (small size / not regulated)	2
Protected (Regulated)	2
Remove (within zone of construction)	1
Remove (Unsuitable)	1
Total	6

Trees Receiving TPZ Encroachment or Proposed for Removal

This section lists all trees which will receive encroachment/injury or require removal as a result of the proposed construction activities, and/or their current condition. The City of Burlington must approve a Permit to Injure or Permit to Remove, where construction activities (including access) are to take place within the Tree Protection Zone of a tree which is:

20cm or larger in DBH located on private land, or

A tree of any size, which is located on Municipal/Public land.

Trees located on Municipal land may be removed only with the consent of City of Burlington, and may be subject to additional fees at the discretion of, the Municipality.

Additionally, any tree requiring a Permit to Remove may be subject to a Tree Replacement Requirement specifying the number of replacement trees to be planted on the site, or in some case, 'cash-in-lieu' where such planting would be infeasible.

Trees Proposed for Removal for Construction

There are 2 trees of various sizes within the scope of this project, which will require removal.

Tree # Species Ownership	DBH (cm) Canopy Dia. (m)	Comments Regarding Removal	Replacement Trees (30mm)	Compensation Value (in lieu)
001 Norway Maple (<i>Acer platanoides</i>) Client Tree	34cm 12.0m	In Zone: Barrier Free Parking. Encroachment (all phases): Severe. Anticipated Injury: Not survivable. Removal recommended.	2	\$715.00
002 Mugho Pine (<i>Pinus mugo</i>) Client Tree	Group of 2 pines (12cm & 12cm dbh) Nominal DBH 17cm Canopy: 6.0	Encroachment (all phases): Minor. Anticipated Injury: Negligible. Removal recommended - Unsuitable. Small Size - Bylaw exempt	n/a (smaller than 20cm)	

Regarding Compensation/Replacement Plantings

As per the City of Burlington requirements for replacement of trees to be removed, the following presents the anticipated requirement for replacement trees to compensate for the tree removals proposed within the application. The following is from the City of Burlington website:

Private trees

Private trees that are removed must be replaced, either through replanting trees, or cash-in-lieu of replacement or a combination of the two. The total amount of replacement trees is based on the tree size removed. Refer to the table below to determine how many trees you will be required to plant.

Trunk Diameter (DBH) of the Tree Removed	Compensation Ratio
20 – 35 cm	2:1
36 – 74 cm	3:1
Greater than or equal to 75 cm	4:1

Replacement trees for private tree removals must be planted within a year of permit issuance or as identified on the tree permit. Replacement trees must be able to grow to a minimum of 4.5 m height at maturity.

When considering which species of trees to replant you must first consider what tree type you are removing. One of your replacement trees must be a similar species to the tree removed. For example, if you remove a deciduous (broadleaf) tree, one of your replacement trees must also be a deciduous (broadleaf) tree.

If opting to replant, there will be a replacement tree security deposit required at the time of your application. Once the trees have been replanted and verified by staff, the deposit will be refunded. The replacement tree security deposit is calculated based on the number of replacement trees required, as it is a deposit per required replacement tree. Refer to the table above to determine the number of replacement trees required and the tree permit fees and securities section of the webpage for the fee and security information.

Replacement trees shall be planted on your private property and not on a property line unless consent from your neighbour was given in compliance with the Forestry Act.

Replacement trees can also be planted on another private lot within the City’s Urban Boundary as approved by staff. If planting on an alternate lot, that lot will need to be identified on the tree replacement plan and we require a letter from the owner of that lot indicating this acceptance. The permit holder will be responsible for paying the tree replacement security deposit, and ensuring the trees are planted. The permit holder will be responsible for notifying staff once the trees are planted to get their deposit refunded. Deposits will only be refunded to the payee of the deposit.

Replacement trees must be the following minimum sizes at the time of installation:

- 30 mm caliper if deciduous (broadleaf)
- 125 cm tall if coniferous (evergreen)

If there is no room for the replacement trees on your private lot or you opt not to replant, there will be a cash-in-lieu fee per required replacement tree (\$257.50 per replacement tree as of 2025). Refer to the table above to determine the number of replacement trees required and the tree permit fees and securities section of the webpage for the fee and security information. This money will be used toward the planting of trees elsewhere within the City.

Combinations of replacement trees and cash-in-lieu payment is also permitted to meet your tree replacement requirements for private tree removals.

There is no requirement to replant trees where a tree injury permit is issued.

Public trees

For all public tree removals, the City uses the aggregate caliper method to determine the number of tree replacements. Cash-in-lieu is collected for replacement trees to be planted by the City. The City does not allow planting on public property. Refer to the tree permit fees and securities section of the webpage for the fee and security information.

Replacement Tree Plantings are to be planted within a reasonable timeline (as specified by the municipality) upon completion of tree removal. For sites with development occurring, it is the recommendation of this arborist that the planting occur during the first planting season post construction completion. For example, if construction finishes in the winter, planting of replacement trees is to be conducted in the Spring season immediately following construction conclusion. If construction finishes in the spring/summer, planting of replacement trees is to be conducted in the Fall of that same year.

It should be noted that replacement trees that may be required are to be of Native species, or other species/varieties, deemed as acceptable by the City of Burlington. Please refer to the City of Burlington website for the current lists of suitable replacement trees. Please note that all replacement trees are subject to approval by the City of Burlington.

ARBORIST MINIMIZATION OF DAMAGE RECOMMENDATIONS

The following presents recommendations for ensuring tree protection through construction. Further, this section presents some recommendations for prior to construction commencement, as well as recommendations for post construction.

Pre-Construction Phase

Prior to the commencement of construction, tree preservation hoarding, as well as arboricultural work with regards to any removals and any required pruning for construction, should be implemented as follows:

1. All Tree Preservation Hoarding is to be erected and placed as per the location presented on the attached Tree Preservation Plan Drawing: TPR 101.
Note: Tree Protection Hoarding must be installed upon approval of the tree preservation plan, and prior to release of the permits regarding tree injury. Upon approval of the Arborist Report and Tree Preservation Plan, and conditions of permit release being sent to the client, the hoarding is to be erected.
2. If it is determined by engineering that silt fencing be required for the site to prevent silt movement, it is the recommendation of the arborist that the silt fencing be placed following and on the construction side of tree protection hoarding.
3. If silt fencing is deemed required within hoarded areas of tree protection, it is not to be dug in in this area, but instead have a minimal amount of clear stone placed at the base. This will prevent impact to tree roots in area from the digging in of the silt fence base, while still allowing for the prevention of silt movement beyond the silt fence.
4. All tree protection hoarding (vertical and/or horizontal), and silt fencing (if required), is to be inspected for correct construction and placement as per the approved Tree Preservation Plan Drawing and Site Plan by a Certified Arborist, or other approved consultant, or by a member City of Burlington Staff. If inspected by other than the City of Burlington staff, the consultant will provide written certification to the municipality that all protective hoarding and sediment control measures (if/where required) have been satisfactorily installed.
5. Any pruning of trees that is to occur, as approved and permitted by the City of Burlington for bylaw regulated trees, should occur during this phase. No pruning of bylaw regulated trees may occur until such time as the pruning has been approved by Forestry and tree injury permits have been released and are present on site.
6. Any removal of bylaw regulated trees, as approved and permitted by the City of Burlington should occur during this phase. No removals of bylaw regulated trees may occur until such time as tree removal permits have been released and are present on site.

Post-Construction

Upon completion of the construction on the site, it is recommended that the following be undertaken to promote health and vigor of trees on the site as they recover from construction impacts.

1. Upon completion of construction and approval of such from the City of Burlington, tree protection hoarding may be removed from the site.
2. Areas proposed for finish grading in preparation for turf installation/garden bed/plant installation is to occur. In regard to this finish grading work and soft landscaping the following are recommended:
 - Finish Grading/Soft Landscaping is not to commence until all aspects of primary construction, landscape construction, and swale/berm creation (including access) are completed.
 - Upon completion of the construction phases, with the only phase remaining being that of the finish grading and soft landscaping (planting/installation of turf grass), the tree protection hoarding may be removed to allow for finish grading/soft landscaping in these areas to occur.
 - All final grading/soft landscaping in areas of protected root zones should be done using hand equipment only.
 - All final grading/soft landscaping in areas of tree protection zones should be done by foot access only.
3. Replacement Tree Plantings, where/if required for tree removals, and as per an approved Replacement Tree Planting Plan/Landscape Plan, are to be conducted. Any replacement tree planting should be conducted in the next planting season post construction completion as follows:
 - If construction completion occurs in the fall/winter, compensation planting is recommended to occur in the first spring season post completion.
 - If construction completion occurs in the spring/summer, compensation planting is recommended to occur in the first fall season post construction completion.
 - It is recommended that a mulch bed be placed in the areas surrounding the base of trees. This area is recommended to be 6:1 of DBH at minimum, up to the size of the canopy area extent. Further, the mulch bed should be no greater than 2.5cm - 5cm (1 - 2 inches) in depth. A mulch layer in the root zone area will moderate soil temperature and moisture loss through evaporation, creating a better growing environment for roots.

GENERAL TREE PROTECTION GUIDELINES

Except as specifically stated in this report, all tree protection policies and zones are to be maintained in accordance with City of Burlington Tree Protection Policy and Specifications.

Tree Protection Zones

All tree protection zones are to be implemented as shown in the arborist drawing. Tree protection barriers are shown and to be constructed not closer than specified in the table: Appendix I – Tree Inventory – (Minimum TPZ radius). Where practicable (and this cannot be anticipated in the drawing phase), these barriers may be increased in size up to the Recommended TPZ radius as described in that same table.

No construction activity, including grade changes, surface treatments or excavations of any kind is permitted within the area identified on the plan as a Tree Protection Zone (TPZ). No root cutting is permitted. No storage of materials or fill is permitted within the TPZ. The areas identified as Tree Protection Zones must remain undisturbed at all times.

Tree Protection Barriers

Tree protection barriers should be constructed of solid plywood or equivalent, to a height of 1.2m around the front and sides of the construction envelope. In areas where visibility is of concern poly fencing may be used as a suitable tree protection-hoarding substitute. This will provide adequate tree protection while allowing for ample visibility.

All tree protection hoarding must be erected as shown in the attached arborist sketch TPR – 101.

General Note

Prior to the commencement of any site activity the tree protection barriers specified herein must be installed and written notice provided to City of Burlington, Forestry Department. The tree protection barriers must remain in effective condition until all site activities including landscaping are complete. A sign as specified in Tree Protection Policy and Specification for Construction Near Trees must be attached to all sides of the barrier and at regular intervals for lengthy barriers. Written notice must be provided to City of Burlington prior to the removal of the tree protection barriers.

Arboricultural Work

Any roots or branches extending beyond the tree protection zones indicated in this report and its associated drawings, which require pruning, must be pruned by a Qualified Arborist or other tree professional as approved by City of Burlington. All pruning of tree roots and branches must be in accordance with good arboricultural standards. The Arborist must contact the City of Burlington no less than 48 hours prior to conducting any specified work.

APPENDIX I – TREE INVENTORY

Tree Num	Botanical/ Common Name Owner	DBH (cm)	Canopy Dia (M)	mTPZ (M)	CRZ (M)	Condition			Overall %	Comments	Construct Tolerance Index (1-7)	Total Encroachments %			Construction Comments	Status
						Health (0-5)	Structure (0-5)	Form (0-5)				mTPZ	CRZ (Alt TPZ)	Canopy		
001	Acer platanoides Norway Maple Client Tree Industrial property.	34	12.0	2.57	4.00	3	3	4	65% - Good	Thin with Deadwood in canopy. Large t-bar stake embedded in trunk.	Moderate - Good	100.00 %	85.32%	40.92%	In Zone: Barrier Free Parking. Encroachment (all phases): Severe. Anticipated Injury: Not survivable. Removal recommended.	Remove (within zone of construction)
002	Pinus mugo Mugho Pine Client Tree Industrial property.	17	6.0	2.48	4.00	4	4	3	72% - Good	Group of 2 mugho pine. Entangled with wild grape. Overgrown. Not suitable for location.	Moderate - Good	9.07%	11.64%	11.22%	Encroachment (all phases): Minor. Anticipated Injury: Negligible. Removal recommended - Unsuitable.	Remove (Unsuitable)
003	Pinus nigra Austrian Pine Client Tree Industrial property.	43	8.0	3.22	5.00	3	4	3	65% - Good	Adjacent new driveway. Has been pruned to 8m on northwest side.	Moderate - Good	0.00%	0.00%	0.00%	Protected.	Protected (Regulated)
004	Quercus rubra Northern Red Oak Municipal tree on Municipal Road Allowance Industrial property.	4	2.0	1.82	1.80	4	4	4	80% - Good	New planting 10.5m south of cl of new drive, 3m east of road curb.	Moderate - Good	0.00%	0.00%	0.00%	Protected.	Protected (Regulated)
005	Ailanthus altissima Tree Of Heaven Neighbor owned tree Industrial property.	10	4.0	1.85	1.80	4	4	4	80% - Good	Ailanthus not accessible. DBH estimated. Position from aerial photo.	Not Rated	0.00%	0.00%	0.00%	Protected.	Protected (small size / not regulated)
006	Ailanthus altissima Tree Of Heaven Neighbor owned tree Industrial property.	15	6.0	2.48	4.00	4	4	4	80% - Good	Ailanthus not accessible. DBH estimated. Position from aerial photo.	Not Rated	0.00%	0.00%	0.00%	Protected.	Protected (small size / not regulated)

APPENDIX II – ARBORIST’S DECLARATIONS

This report represents a fair and accurate assessment of the number, type, size, and condition of the tree(s) on the aforementioned property.

Certificate of Performance

I, Shayne Plowman, certify that:

- I have personally inspected the trees and the property referred to in this report and have stated my findings accurately. The extent of the evaluation or appraisal is stated in the attached report and the Terms of Assignment.
- I have no current or prospective interest in the vegetation or the property that is the subject of this report and have no personal interest or bias with respect to the parties involved.
- The analysis, opinions, and conclusions stated herein are my own and are based on current scientific procedures and facts.
- My analysis, opinions, and conclusions were developed and this report has been prepared in accordance with commonly accepted arboricultural practices.
- No one provided significant professional assistance to me, except as indicated within this report.
- My compensation is not contingent upon the reporting of a predetermined conclusion that favors the cause of the client or any other party nor upon the results of the assessment, the attainment of stipulated results, or the occurrence of any subsequent events.
- I further certify that I am a member in good standing of the International Society of Arboriculture, and that I carry the designation of ISA Certified Arborist ON-0425A I have been involved in the field of Arboriculture in a full-time capacity for a period of more than 30 years.



Shayne Plowman

ISA Certified Arborist: ON-0425A

15 August 2025

Assumptions and Limiting Conditions

- Any legal description provided to the consultant is assumed to be correct. Any titles and ownerships to any property are assumed to be good and marketable. No responsibility is assumed for matters legal in character. Any and all property is appraised or evaluated as free and clear, under responsible ownership and competent management.
- Care has been taken to obtain all information from reliable sources. All data has been verified insofar as possible; however, the consultant can neither guarantee nor be responsible for the accuracy of information provided by others.
- The consultant shall not be required to give testimony or attend court by reason of this report unless subsequent contractual arrangements are made, including payment of an additional fee for such services as described in the fee schedule and contract of engagement.
- Loss or alteration of any part of this report invalidates the entire report.
- Possession of this report or a copy thereof does not imply right of publication or use for any purpose by any other than the person to whom it is addressed, without the prior expressed written consent or verbal consent of the consultant.
- Neither all nor any part of the contents of this report, nor copy thereof, shall be conveyed by anyone, including the client, to the public through advertising, public relations, news, sales or other media, without the prior expressed written or verbal consent of the consultant particularly as to value conclusions, identity of the consultant, or any reference to any professional society or institute or to any initialed designations conferred upon the consultant as stated in his qualifications.
- This report and values expressed herein represent the opinion of the consultant, and the consultant's fee is in no way contingent upon the reporting of a specified value, a stipulated result, the occurrence of a subsequent event, nor upon any finding to be reported.
- Sketches, diagrams, graphs, and photographs in this report, being intended as visual aids, are not necessarily to scale and should not be construed as engineering or architectural reports or surveys.
- Unless expressed otherwise:
 1. Information contained in this report covers only those items that were examined and reflects the condition of those items at the time of inspection; and
 2. The inspection is limited to visual examination of accessible items without dissection, excavation, probing or cutting.
 3. There is no warranty or guarantee, expressed or implied, that problems or deficiencies of the plants or property in question may not arise in the future.

Disclaimer

This report is based upon Land Survey drawings (with tree locations marked) provided by the client and prepared by a professional Land Surveyor. No grading information was provided at the time of preparation of this report.

The arborist is not a professional Land Surveyor, and as such can make no claim as to the accuracy of the provided drawings.

15 August 2025

A handwritten signature in black ink, appearing to read 'S. Plowman', with a stylized flourish at the end.

Shayne Plowman

ISA Certified Arborist: ON-0425A

APPENDIX III – METHODOLOGY

Location

Unless otherwise specified, this Tree Survey is based upon Land Survey drawings for tree locations. Where additional trees are located, by the arborist, the locations of these trees are approximate only, to within 30cm. This dilution of precision is sufficient for most Tree Preservation requirements but should not be used to determine ownership of the subject tree. Additionally, where additional trees are located by GPS positioning (GIS) although without use of Differential GPS equipment, positional accuracy is limited to 3-5m (not sufficient for most tree preservation calculations).

Measurements

DBH (D140/D150)

The Tree Survey (inventory and location) will encompass any trees on the client site having a DBH of 10cm or greater; trees of any size on adjacent municipal lands and situated within 6m of the client site, or zone of construction; trees having a DBH of 10cm or greater on adjacent private lands and situated within 6m of the client site. Trunk diameters are measured using a diameter tape and rounded upwards to the nearest centimeter. In the case of a multi-stemmed tree, nominal DBH will be calculated as the square root of the sum of the squares of the stem diameters. In the case of hedges, the nominal DBH will be considered to be the diameter of the largest tree.

Canopy

Canopy diameters are representative of the greatest distance from canopy edge to trunk, and should be accurate to ± 50 cm, unless otherwise specified. In the case of hedges, the nominal canopy radius will be considered to be the greatest extent perpendicular to the line of the hedge.

Other Measurements

Where applicable, Height (measured by clinometer and accounting for grade), Trunk Lean (measured by angle protractor), with compass direction, and Canopy Offset (distance and compass direction), may also be recorded for some or all subject trees.

Evaluation of Tree Condition

All trees are evaluated based on Health, Structure and Form. These individual ratings are then combined into one overall Condition Rating. All ratings are based on criteria as shown below.

RATING	HEALTH	STRUCTURE	FORM
0	Dead	Dead	Dead
1 (Very Poor)	Appears to be dying and in the last stages of life. Little live foliage	Single or multiple severe defects. Failure is probable or imminent.	Visually unappealing. Provides little or no function in the landscape
2 (Poor)	Unhealthy and declining in appearance. Extensive twig or branch dieback.	Single serious or multiple significant defects. Recent changes in orientation. Uncorrectable. Failure may occur at any time.	Largely asymmetrical or abnormal. Detracts from intended use or aesthetics to a significant degree.
3 (Fair)	Reduced vigor. Damage due to insects or diseases may be significant, but unlikely to be fatal. Dieback, defoliation, or dead branches may comprise up to 50% of the crown.	Single defect of significant or multiple moderate defects. Defects are not practical to correct or would require multiple treatments over several years.	Major asymmetries or deviations from either species norms or intended use. Function or aesthetics are compromised.
4 (Good)	Normal vigor. No significant damage from insects or diseases. Twig dieback, defoliation or discoloration is minor.	Well-developed structure. Defects are minor and can be corrected.	Minor asymmetries or deviations from species norms. Mostly consistent with intended use. Function and aesthetics are not compromised.
5 (Excellent)	High vigor and nearly perfect health. Little or no twig dieback, defoliation, or discoloration.	Nearly ideal and free from defects.	Nearly ideal for the species. Consistent with intended use.

Unless otherwise specified, tree condition is determined by Limited Visual Assessment (ground based), and is determined on site, as separate Health, Structural, and Form score according to the above ratings as per Guide for Plant Appraisal 10th Edition. Overall Condition Rating is calculated as the Harmonic Mean of the Health, Structure and Form Ratings.

Appraisal

Where required, some or all of the inventoried trees will be Appraised (monetarily valued). All appraisals are conducted in accordance with the Guide for Plant Appraisal 10th Edition - ISBN 978-1-943378-02-9.

Assessment of TPZ Encroachment and Anticipated Impact

All trees are evaluated for root impact potential where a TPZ encroachment is proposed. To provide an anticipated impact, the following assumptions are made:

1. Unless otherwise specified, root distribution on all sides of the tree is equal. For purposes of root assessment, the rooting area is assumed to be an equally distributed disc of rooting around the tree.
2. Unless otherwise specified, rooting profile depth is anticipated to be 1.2m. as is consistent with the rooting profile of trees in average soil profile conditions.
3. Encroachment is calculated using Area x Area method unless otherwise specified (such as for bisecting trenches).
4. Anticipated Root Impact takes in to account the area of encroachment, depth of excavations/fill required, and any mitigating factors (such as a limited rooting profile – e.g. foundation preventing rooting beyond wall extent) to determine an expected root mass injury to the tree.

From the anticipated root mass impact, a designation regarding the impact to botanical health is assigned. This is separated into four categories as follows:

1. **0.5% - 10% Anticipated Impact: Minimal Impact**
 - No Significant Dieback anticipated, however, some branch tip/branchlet dieback may occur in impacts approaching 10%
 - Minimal reduction in growth rate through recovery post impact (1-2 seasons)
 - Sensitive Species may have a minor increase in susceptibility to biotic/abiotic disorders (insect/disease/environmental)
 - No long term detriment to the botanical health, or structural integrity of the tree. The tree is expected to fully recover from injury.

2. **11% - 19% Anticipated Impact: Moderate Impact**
 - Branch Dieback anticipated, however, it is expected to be minimal to moderate, affecting no greater than 15% of the total canopy area
 - Reduction in growth rate through recovery of post impact (2 - 5 seasons)
 - Reduced Canopy Density
 - Increase in susceptibility to biotic/abiotic disorders (insect/disease/environmental)
 - No significant detriment to the function of the tree anticipated long term, however, botanical health will receive impact for multiple seasons.
 - No Impact to structural integrity is expected
 - The tree is expected to recover from injury to its' preconstruction impact health rating (approximately), however, monitoring is recommended post construction to provide treatment through recovery including (but not limited to): fertilization, treatment of disorders as may arise (abiotic/biotic), compaction alleviation (where applicable), maintenance pruning, etc.
3. **20% - 25% Anticipated Impact: Major Impact**
 - Branch Dieback anticipated to be major and significant but tolerable with after care, affecting no greater than 25% of the total canopy area
 - Significantly reduced growth rate through recovery post impact (>5 seasons)
 - Reduced Canopy Density
 - Increase in susceptibility to biotic/abiotic disorders (insect/disease/environmental)
 - Long term (>5yr) detriment to the function of the tree anticipated. Botanical health will receive impact for multiple seasons, if not be impacted permanently.
 - The tree is expected to recover from injury and tolerate the impact, however, it is expected that it will be reduced in botanical health as compared to its' preconstruction impact health rating. Additionally, form will be permanently impacted by either dieback or required pruning. Monitoring is recommended post construction to provide treatment through recovery and ensure survival including (but not limited to): fertilization, treatment of disorders as may arise (abiotic/biotic), compaction alleviation (where applicable), maintenance pruning/deadwood removal (as required), etc.
 - Specialized fertilization or insect/disease treatments may be required due to total root mass injury through recovery, such as direct stem injection.
 - Note: Where Major impact trees are to be preserved, no significant impact to stability of the root plate is expected to occur.
4. **> 25% Anticipated Impact or Stability Impact to Root Plate: Critical Impact – Tree to be Removed due to Construction Impact**
 - Botanical impact not anticipated to be tolerable (Tree anticipated to have a 50% or less chance of survival from impact), or
 - Impacted stability of root plate from construction
 - Tree to be proposed for removal.

APPENDIX IV – DRAWING REFERENCE

Based upon the information obtained in the tree survey, the trees are to be plotted, to scale. Depending on the intended use of the drawings, these will be overlaid on: Survey, Site Plan or Grading Plan provided by others. The arborist is not responsible for deficiencies in drawings prepared by others. For most purposes, drawings will be published at a scale of 1:200 (metric) with dimensions in metric and imperial units, on a standard sheet size of Arch-D (24x36). Where permitted by the recipient, drawings may be produced at a scale of 1:250, or in a larger sheet size of Arch-E (36x48). Should multiple sheets be required, an index drawing (TPR-100) will be provided at a smaller scale (e.g., 1:500, 1:1000).

Drawing Indexing and Content

TPR-1xx series

- All surveyed trees, with Tree Number, Species, DBH, Minimum TPZ, and Canopy extents plotted.
- Any trees which are proposed to be removed.
- Trees which will potentially be subject to Injury because of the proposed site work are not uniquely identified.
- Hatching to clearly identify areas of Tree Protection Zone encroachment by the proposed construction. (*Hatching may be omitted for clarity*)
- Locations for prescribed Tree Protection Fencing.
- Minimization of Damage notes.
- Scale 1:100 (*small sites only*), 1:200, 1:250

APPENDIX V – DRAWINGS

