Committee of Adjustment

Agenda

Date: April 22, 2026
Time: 1:00 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 3240 Palmer Drive_A-005-2026 1 - 38

Proposal:

The applicant is proposing the construction of a second storey addition over the attached garage of an existing two storey dwelling. The applicant is also proposing to legalize an existing 17.40 m2 accessory structure built without approvals and an existing 30.21m2 deck over 1.2 m high built without approvals

Variances:

1. To permit a north-east side yard of 1.2m instead of the minimum permitted 1.8m for a proposed second storey addition.
2. To permit a roof overhang encroachment of 0.6m instead of the maximum permitted 0.5m for an existing 17.40m2 accessory structure.
3. To permit a south-west side yard of 2.68m instead of the permitted 3m for a deck over 1.2m high and greater than 15m2.
4. To permit a maximum deck area of 30.5 m2 instead of the maximum 30m2 for a deck over 1.2m high and greater than 15m2.

8. Regular Items

8.1 None

9. Other Business

9.1 Correspondence

9.2 Items for Discussion

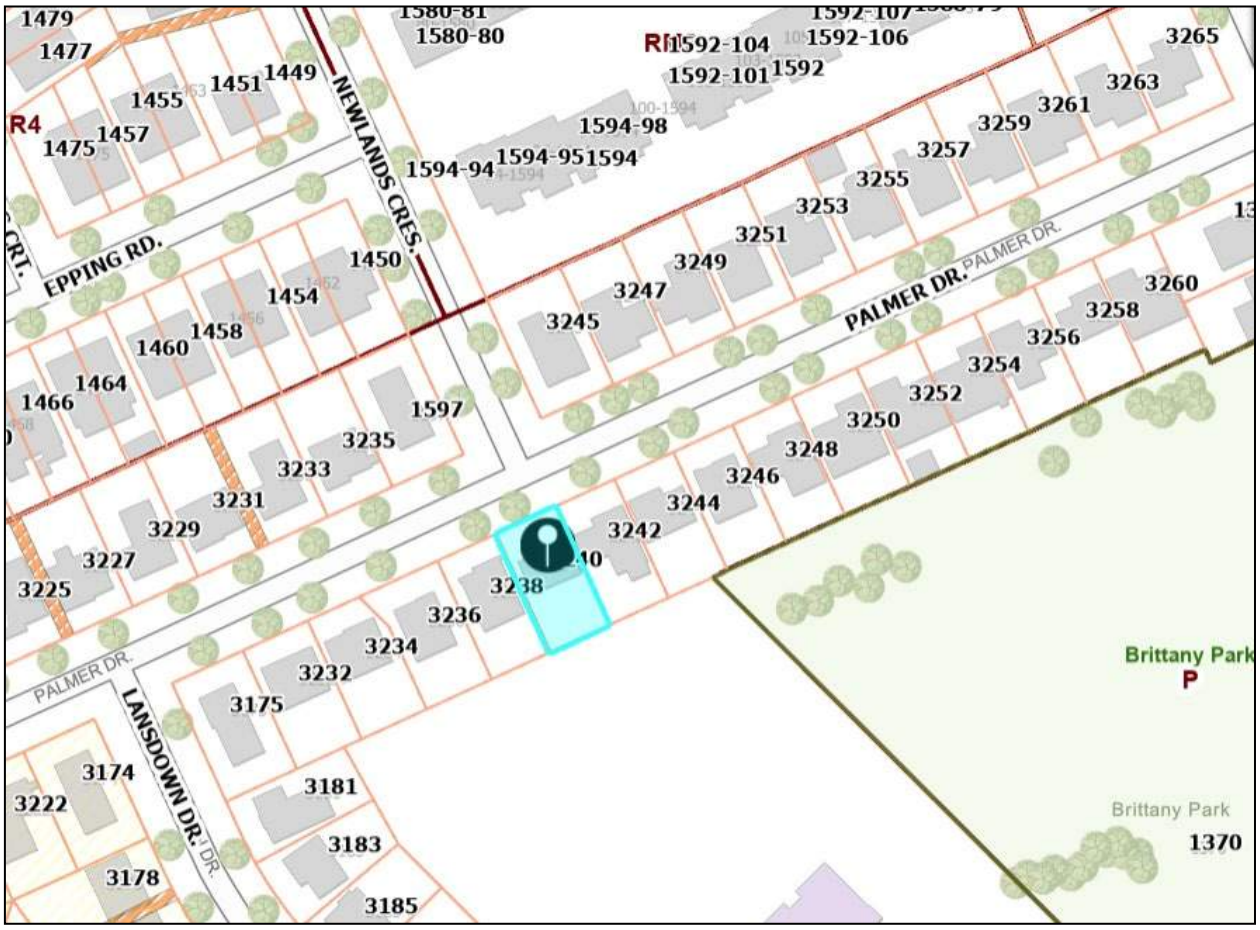
9.3 Date of Next Meeting

9.4 Motion to Approve Committee of Adjustment Meeting Minutes

10. Adjournment

COMMITTEE OF ADJUSTMENT
MINOR VARIANCE
STAFF REPORTS

Owner(s): Maria Kim Mikyung Moon and Stephen Dongil Moon
Address: 3240 Palmer Dr. Burlington
File No. **A-005/26**
Ward: 4



Staff Comments:

Committee of Adjustment

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

Date: January 22, 2026 Prepared By: Erin Shacklette

Zoning

The subject property is zoned R 3.2, 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 **(c)**	**(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**

2.2 ACCESSORY BUILDINGS AND STRUCTURES AND UNITARY EQUIPMENT

2.2.1

(a) Regulations for Accessory Structures:

(i) Not permitted in required front, side, street side yards.

(ii) Permitted in a rear yard subject to the following:

- Setback from a rear lot line: 90 cm
- Setback from a side lot line: 90 cm
- Setback from a street side yard 7.5 m
- Maximum area 42 m^2
- Maximum height 3.7 m
- **Maximum roof overhang encroachment from a post 0.5 m**

2.3 PATIOS, DECKS, BALCONIES, AND PORCHES – RESIDENTIAL

Table 1.2.1

Regulations for Decks associated with Detached, Semi-Detached, Duplex, Triplex, Fourplex, and Street Townhouse Dwelling Units			
Regulation	**Deck Requirements**		
	Over 60 cm to 1.2 m High	**Over 1.2 m High**	
		Up to 15 m^2	**Over 15 m^2**
Maximum Deck Area **(a)**	no maximum	15 m^2	**30 m^2**
Permitted in a Front Yard	no	no	no
Permitted in a Rear Yard	yes	yes	yes
Permitted in a Side Yard	yes	yes	yes
Setback from a Street Line	3 m	4.5 m	6 m
Setback from a Rear Lot Line	1.8 m	4.5 m	6 m
Setback from a Side Lot Line	1.2 m **(b)**	1.8 m **(b)**	**3 m**
Maximum coverage **(c)**	50% of the yard area in which decks are located		

Footnotes to Table 1.2.1

(a) Total combined area of all platforms over 1.2 m high (excluding stairs)

(b) Where a side lot line extends from a common wall dividing attached dwelling units the setback shall not apply.

(c) Coverage means the surface area of a yard which may be covered by decks.

Proposal:

The applicant is proposing the construction of a second storey addition over the attached garage of an existing two storey dwelling. The applicant is also proposing to legalize an existing 17.40 m^2 accessory structure built without approvals and an existing 30.21m^2 deck over 1.2 m high built without approvals.

Variances required:

1. To permit a north-east side yard of 1.2m instead of the minimum permitted 1.8m for a proposed second storey addition.

2. To permit a roof overhang encroachment of 0.6m instead of the maximum permitted 0.5m for an existing 17.40m^2 accessory structure.

3. To permit a south-west side yard of 2.68m instead of the permitted 3m for a deck over 1.2m high and greater than 15m^2.

4. To permit a maximum deck area of 30.5 m^2 instead of the maximum 30m^2 for a deck over 1.2m high and greater than 15m^2.

Condition:

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

Notes:

1. Burlington Hydro 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. The zoning review is based on the portion of the site affected by the proposed development only.
4. The variances are being reviewed under Section 45(1) of the *Planning Act*.

Date: March 2, 2026 Prepared By: Chase Kelly

Site Planning

Site Characteristics	
Lot Frontage (m)	15.24 m
Lot Area (m^2)	464.52 m^2
Existing Land Uses *(ex. buildings, structures, driveways, fences, etc…)*	Two storey detached dwelling with existing single-storey attached garage
Site Grading *(ex. Flat and level, significant grade differences)*	Flat and level with grades dropping towards the rear
Notable Site Features	n/a
Surrounding Land Uses *(ex. Adjacent building relationships, natural features, notable adjacencies)*	Low-density residential Rear of property backs onto school yard of *Canadian Martyrs Catholic Elementary School* and Brittany Park
Nearest Major Intersection	Upper Middle Road and Headon Road
Neighbourhood Boundaries* *Based on OP, 1997 *residential neighbourhood* definition	North: Upper Middle Road East: Walker's Line South: Mainway West: Guelph Line

Neighbourhood Characteristics:

- The prevailing built form consists of one, one-and-a-half-storey and two-storey detached dwellings with some semi-detached and townhouse dwellings also present in the near vicinity to the north
- Building massing is generally modest with variation in architectural character, a mix of roof styles and exterior finishes predominantly in stone, brick and siding
- Lots are generally rectangular and uniform in size, contributing to a consistent pattern of development and front yard alignment along the road.
- The streetscape has a mature residential character defined by an established tree canopy, lawn areas and landscaped front yards forming a continuous buffer between the street and dwellings

A site visit was conducted on March 27th, 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

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 shall 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 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' according to Schedule 'C' (Land Use - Urban Area) of the BOP, 2020, as amended, which consists of low-rise, ground-oriented dwellings and encourages additions to existing single-detached dwellings, where compatible.

- Whereas Part 8, Section 8.3.1 a) states that one of the General Objectives is "to encourage new residential development and residential intensification within the Residential Neighbourhood Area in accordance with Provincial, Regional and City growth management objectives, while…also ensuring that new development achieves compatibility and integration within existing residential neighbourhoods."
  - The proposed second storey addition over the existing attached garage is a minor form of intensification and is well integrated both into the existing dwelling as well as low-rise neighbourhood overall

- 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 design will preserve the existing architectural style of the dwelling and maintain visual continuity by incorporating matching finishes, roofline and height
  - There is no physical change to the side yard setback. In its current form, the existing single storey garage is set 1.2 metres from the side lot line. The second storey addition will be constructed immediately above and will not result in any disturbances to access, grading or drainage patterns.
  - The rear yard deck and pergola are consistent with the existing rhythm of private amenity space along Palmer Drive and do generate any adverse effects related to shadowing, noise or overlook.
  - The proposed variances result in a very minor change and support the ongoing pattern of gradual residential reinvestment.

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?

<u>Yes – Variance No. 1 (Side Yard)</u>

Under this application, the subject property is zoned R3.2, or Low Density Residential, under *Zoning By-law 2020*, as amended. For a detached dwelling with an attached garage, the bylaw requires a minimum yard of 1.2 metres on the single-storey side and 1.8 metres on the side with two or more storeys. This provision is intended to ensure consistent spacing between buildings and maintain adequate separation for access, drainage as well as privacy. Despite the fact that the footprint of the dwelling remains

unchanged, the addition of the second storey over the existing attached garage triggers the requirement for an additional 0.6 metre setback. The proposed minor variance to permit a north-east side yard of 1.2 metres instead of the minimum required 1.8 m is consistent with the general intent and purpose of this provision for the following reasons:

- At grade, the side yard continues to provide functional access and ease of maintenance without altering existing surfaces or drainage patterns

- The second storey addition does not introduce any new windows or openings in the side wall that may pose concerns related to spatial separation, overlook or privacy.

- Staff are of the opinion that the proposed 1.2 metre setback is compatible with the existing built form and will not result in any new adverse impacts

- The requested variance maintains the intent of the zoning by-law by ensuring that the lot continues to accommodate appropriate side yard access and separation in keeping with the character of the surrounding area

Yes – Variance No. 2 (Accessory Structure)

The general intent and purpose of regulating overhangs under Burlington Zoning By-law 2020 is to ensure that they do not encroach onto adjacent properties, compromise building separation nor create any negative functional impacts, related to water runoff for instance. The proposed minor variance to permit a roof overhang of 0.6 metres instead of the maximum permitted 0.5 metres, measured from the post, is consistent with the general intent and purpose of this provision for the following reasons:

- The existing rear yard accessory structure is positioned at a significant distance from the abutting properties and is intended to provide a partially shaded outdoor living space as well as support for an established wisteria, or vining plant with cascading flowers

- The pergola structure is comprised of wood beams and rafters supported by posts. Since the open-air design does not necessitate gutters or downspouts to redirect water, no impacts to stormwater management have been identified by engineering staff

- The setbacks to the side lot lines (3.92 and 8.08 metres on the north-east side) provide sufficient separation between buildings and ensure that the enlarged overhangs do not encroach into adjacent properties nor create a fire hazard

- Staff are of the opinion that the minor variance represents a minor increase to an overhang associated with an open-air roof structure which does not create any adverse impacts nor undermine the intent of the zoning provisions.

Yes – Variances No. 3 & 4 (Deck Area and Setback)

For decks which are over 15 m2 in size and 1.2 metres in height, the Zoning By-law permits a maximum rear deck area of 30.0 m2 and requires a minimum setback of 3 metres from the side lot line. The intent of these regulations is to limit overlook, manage massing in rear yards and preserve green space and privacy for neighbouring properties. The proposed variance meets the general intent and purpose of this regulation for the following reasons:

- The edge of existing deck is aligned with the rear walls of neighbouring homes at 3238 or 3242 Palmer Drive and does not protrude significantly into the rear yard, helping limit the extent of overlook.

- A section of the fence dividing 3240 from 3242 Palmer Drive was built to a taller height than the remainder of the fence, which helps to mitigate overlook from the deck.

- The rear yard of 3238 Palmer Drive is at a higher elevation than the subject property, helping mitigate overlook.

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 variance application facilitates a second-storey addition to an existing detached dwelling in a manner that is compatible with the surrounding physical character of the neighbourhood and represents a minor form of intensification which is consistent with the vision of the official plan

- The variances related to the existing accessory structure and deck enhance the usability of the amenity areas in the rear yard without compromising open space or landscape quality

- Overall, the proposal does not introduce significant massing or shadowing impacts, maintains appropriate spatial relationships with abutting properties and integrates well with the streetscape along Palmer Drive

4) Minor in Nature:

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

<u>Yes</u>

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

- The reduced side yard setback does not introduce tangible adverse impacts as the second-storey addition is within the existing building footprint, contains no windows facing the abutting property and maintains an adequate separation to the single-storey garage on the adjacent lot

- The overhang of the pergola structure is not encroaching into any minimum side yards and does not introduce any concerns related to fire safety or water runoff

- The two variances related to the raised deck are very minor in numerical value and do not result in overlook or significant impacts to privacy for the neighbouring lots

- Development Engineering and Urban Forestry and Landscaping staff have reviewed the application and have no objections

Cumulative Effects of Multiple Variances and Other Planning Matters:

The cumulative effect of the proposed variances is minor and staff are supportive for the following reasons:

- The variances have been assessed both individually and collectively, and staff are satisfied that the cumulative effect is minor and appropriate in the context of the site's physical characteristics and the surrounding neighbourhood

- The variances do not result in overdevelopment on the lot, nor do they create adverse impacts on adjacent properties or the public realm

- In staff's opinion, the cumulative impact of the requested variances remains minor in nature and facilities a modest, context-sensitive residential infill project that meets the four tests under Section 45(1) of the *Planning Act.*

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 has no objection.

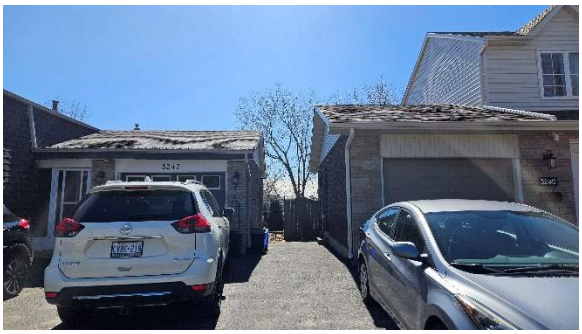
Date: March 30, 2026 Prepared By: Magda Rusin-Hynek

Report Schedules & Attachments:

Attachment No. 1 (Site Photos)

Front view of the subject property

Front view of the subject property



Existing garage and side yard at abutting property on easterly side (3242 Palmer Drive)

Side yard at abutting property on westerly side (3238 Palmer Drive)

Existing garage (and location of proposed addition

View directly out the front yard of the subject

immediately above)

Rear yard of subject property, including existing deck and location of proposed addition (over single storey component)

View toward neighbouring property at 3242 Palmer Drive

View toward *Canadian Martyrs Catholic Elementary School at rear*

property

View towards neighbouring property at 3242 Palmer Drive

View toward Brittany Park at rear

Existing accessory structure

Existing deck and accessory structure looking toward neighbouring property at 3238 Palmer Drive

Nearby dwelling at 3245 Palmer Drive

Nearby dwelling at 3244 Palmer Drive

Nearby dwelling at 3263 Palmer Drive

Nearby dwelling at 3256 Palmer Drive

Nearby semi-detached dwellings at 1449 and 1451 Epping Road

Nearby semi-detached dwellings at 1565 and 1567 Newlands Crescent	Nearby townhouse dwellings at 1546-1594 Newlands Crescent

Technical Reviewer Comments:

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 6th 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 Comment:

1. A tree permit will be required for any and all work around regulated trees in accordance with the City's Public and Private Tree By-laws.

Date: March 4, 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.

Date: Mar. 16, 2026 Prepared By: A. Kuzmichuk

Transportation Planning

Deemed Road Width Analysis

Palmer 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: January 27, 2026 Prepared By: Thalia Thompson

Transportation Planning have no comments because the application has no impact on parking, the driveway, or the adjacent street.

Date: March 5, 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: March 3, 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, 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 second storey addition over the attached garage of an existing two storey dwelling. The applicant is also proposing to legalize an existing 17.40 m^2 accessory structure built without approvals and an existing 30.21 m^2 deck built without approvals. Variances are requested to the minimum permitted side yard for the addition and the deck, and the maximum permitted deck area and roof overhang encroachment.

- 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).
    - Based on the information provided by the applicant, this application is not subject to Section 59 under the Clean Water Act, 2006. 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 18, 2026 Prepared By: Navjot Kaur

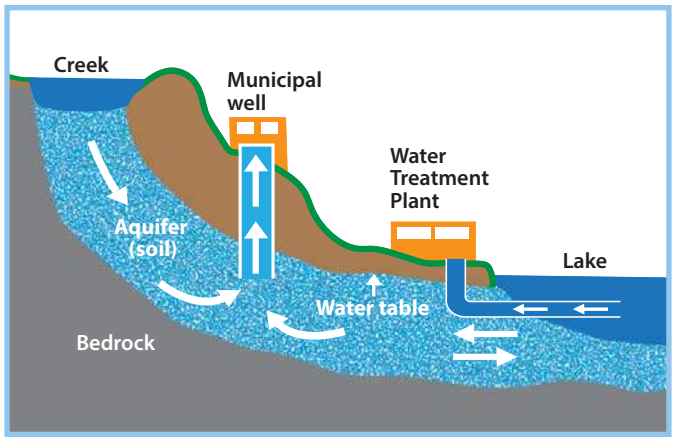
Burlington Hydro

Burlington Hydro comments were not received at the time this report was published. The applicant is encouraged to reach out to Burlington Hydro to ensure their proposal aligns with Burlington Hydro requirements.

Planning and Building Applications

Sources of drinking water

Sources of drinking water include groundwater from underground aquifers and surface water from streams, rivers and lakes. These water sources are used to supply municipal drinking water systems and private wells in Halton Region, as illustrated below.



Protecting Halton's drinking water

To ensure the consistent delivery of safe and high quality drinking water to our residents and businesses, Halton Region uses a proactive multi-barrier approach to safeguard our municipal drinking water. Under the *Clean Water Act, 2006*, the very first barrier in this approach is **Source Protection.**

Source water protection and Planning/Building Applications

Under the *Clean Water Act, 2006*, additional protection of these drinking water sources from potential contamination or overuse is provided through the mandatory implementation of approved Source Protection Plans. These Plans contain policies to protect municipal sources of drinking water in certain **vulnerable areas**.

Planning/building applications on properties located within **vulnerable areas** may be subject to Source Protection Plan policies if they propose activities identified as significant drinking water threats that may potentially contaminate or overuse municipal drinking water sources such as:

- Applying, handling and storing road salt and snow storage.
- Handling and storing fuels, solvents, hazardous waste and other related chemicals.
- Activities that reduce return of water into the ground.
- Applying, handling, and storing pesticides, fertilizers, agricultural and non-agricultural materials.
- Activities that take water without returning it to the same water source.
- Installing or modifying septic and other sewage systems.
- Use of land for livestock yards and/or pasturing.

Is my property in a vulnerable area?

Applicants can contact their local municipal Planning and Building Departments or Halton Region's Source Protection Office to obtain this information prior to submitting an application. To find out if your property falls within a vulnerable area, such as a wellhead protection area or surface water treatment plant intake zone, visit **halton.ca** or call 311.

Did you know? Compliance with Source Protection Plans is applicable law in the Planning Act and the Ontario Building Code when the property is located in a vulnerable area.

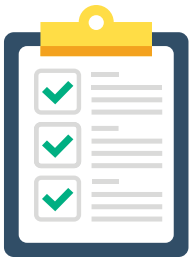
How is my application reviewed?

Municipalities have developed tools to determine whether your application may be subject to Source Protection Plan policies, such as the **Source Protection Checklist** (available at local municipal building/ planning service desks). If the subject property is located in a vulnerable area, applicants will be requested to complete and submit this single page checklist along with other supporting documentation (drawings, details, etc.).

Staff will review the submission and communicate any Source Water Protection requirements to the applicant. In some cases, additional information regarding the proposed activity may be requested to complete the review process.

Step 1

Local municipal staff circulate applications (including Source Protection Checklist) within vulnerable areas to Halton Region's Source Protection Office



Step 2

Halton Region staff will communicate results of Source Protection assessment to applicant and local municipal staff

What do I need to do to comply with Source Water Protection?

Some activities will be managed through traditional methods such as Environmental Compliance Approvals, Permits-To-Take-Water, Nutrient Management Plans and Nutrient Management Strategies. However, depending on the level of risk associated with the proposed activities, some may be prohibited as proposed or require other supporting documents such as:

- Risk Management Plans (see Risk Management Plan fact sheet)
- Site-Specific Salt Management Plans
- Water Balance Assessments
- Hydrogeological Assessments

Where proposed activities are prohibited or regulated through Source Water Protection, municipal staff will provide applicants with detailed feedback regarding what is required.

Did you know? For planning/ building applications located in vulnerable areas, a notice to proceed is required from Halton Region's Risk Management Official before applications are processed.

For more information, visit **halton.ca**, email sourcewater@halton.ca or call 311.

RETHINK WATER

Enjoy Conserve Protect

(905) 335-7629
committeeofadjustment@burlington.ca
FILE NO. 540-02-**A-005/26**
Committee of Adjustment
Date of Mailing: April 7, 2026

NOTICE OF PUBLIC HEARING

Maria Kim Mikyung Moon and Stephen Dongil Moon, the owners of 3240 Palmer Dr. 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 **3240 Palmer Dr. Burlington** (see map).

The applicant is proposing the construction of a second storey addition over the attached garage of an existing two storey dwelling. The applicant is also proposing to legalize an existing 17.40 m2 accessory structure built without approvals and an existing 30.21m2 deck over 1.2 m high built without approvals This proposal results in the following variances:

1. To permit a north-east side yard of 1.2m instead of the minimum permitted 1.8m for a proposed second storey addition.

2. To permit a roof overhang encroachment of 0.6m instead of the maximum permitted 0.5m for an existing 17.40m^2 accessory structure.

3. To permit a south-west side yard of 2.68m instead of the permitted 3m for a deck over 1.2m high and greater than 15m^2.

4. To permit a maximum deck area of 30.5 m^2 instead of the maximum 30m^2 for a deck over 1.2m high and greater than 15m^2.

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 April 7, 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 22, 2026,
This application is scheduled to be heard at or after 1:00 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 **12:30 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

3240 Palmer Drive

TERANET

City of Burlington

Committee of Adjustment Community Planning Department - Planning Implementation

CITY OF Burlington

MINOR VARIANCE – 2026

Committee of Adjustment
Department of Community Planning
426 Brant Street, Burlington ON
committeeofadjustment@burlington.ca

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: _____

PROPERTY INFORMATION
Municipal Address(es) of property:

3240 Palmer Drive

Legal Description of property:
Lot 126, Palmer Drive

Official Plan Designation: Detached SFD Current Zoning Designation R3.2

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

Maria Kim Mikyung Moon & Stephen Dongil Moon

Mailing Address: 3240 Palmer Drive City: Burlington

Postal Code: L7M 1M1 Home Phone: N/A Mobile Phone: [redacted]

Work Phone: N/A E-Mail: [redacted]

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

Name:
Shane K Wilson

Business Address: 121 Central Avenue City: Grimsby

Postal Code: L3M 4Y3 Home Phone: _____ Mobile Phone: [redacted]

Work Phone [redacted] E-Mail: [redacted]

Committee of Adjustment
Department of Community Planning
426 Brant Street, Burlington ON
committeeofadjustment@burlington.ca

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 proposing an expansion of the second-floor living area. The applicable zoning by-law requires a minimum side-yard setback of 1.2 m for a single-storey condition and 1.8 m for a two-storey condition. The existing dwelling currently complies with both setback requirements on each side. However, the proposed addition is to be constructed over the existing garage, which results in a two-storey condition and therefore triggers the requirement for a 1.8 m setback.

We would like to legalize the existing pergola and the existing overhang is .6m

Variance(s) Requested	Zoning Bylaw Requirement
Side Yard Setback - 1.22 m	1.8 m required for two storey dwelling
Accessory Building - max overhang from post - 0.5m	Accessory Building - Existing Overhang - 0.6m
Deck above 1.2m - Side Yard setback 2.68	Deck above 1.2m - Side Yard setback 3.00
Deck above 1.2m - Max Area : 30.21 sq m	Deck above 1.2m - Max Area : 30.00 sq m

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?

We believe that the variance is minor in nature because we are looking to build over the existing garage that does currently comply with zoning and we are only adding to the left in line with the current second floor.

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

The proposed addition is modest in size and just expands the second floor over the garage.

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

yes

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

yes

Committee of Adjustment
Department of Community Planning
426 Brant Street, Burlington ON
committeeofadjustment@burlington.ca

PROPERTY DETAILS (please complete all fields):

Date property purchased:	Date property first built on:	Date of proposed construction:
Oct/10/2007 (mmm/dd/yyyy)	1976 (mmm/dd/yyyy)	04/01/2026 (mmm/dd/yyyy)

Existing Use of the Subject Property (check one):

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

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

always

Proposed Use of the Land:

Detached Dwelling

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 ☐	Municipal Road ☒	Private Road ☐	Water ☐	Other(specify) ☐

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

Committee of Adjustment
Department of Community Planning
426 Brant Street, Burlington ON
committeeofadjustment@burlington.ca

FOR RESIDENTIAL DETACHED OR SEMI-DETACHED DWELLINGS

Dimensions of Property			Street Width (see first page of application for how to obtain)				
Frontage	Depth	Area	Actual	Deemed	Required	Lot Coverage	Corner Lot?
15.24	30.46	464.38	20	20		105.15 (22.64%)	Y ☐ N ☒

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) 105.15	M^2	Ground Floor Area (incl. attached garage) 105.15	M^2
Gross Floor Area: 165.82	M^2	Gross Floor Area: 195.93	M^2
Number of Storeys: 2		Number of Storeys: 2	
Width: 12.17	M	Width: 12.17	M
Length: 9.41	M	Length 9.41	M
Height:	M	Height 4 (underside of existing ceiling)	M
Garage/Car Port		**Garage/Car Port**	
Detached?	Y ☐ N ☒	Detached?	Y ☐ N ☒
Gross Floor Area: 24.58	M^2	Gross Floor Area: 24.58	M^2
Width: 3.89	M	Width: 3.89	M
Length: 6.32	M	Length: 6.32	M
Height: 3	M	Height: 3	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:	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: 6.41/6.46	M	Front: 6.41/6.46	M
Rear: 14.61	M	Rear: 14.61	M
Side/Street Side: 1.22	M	Side/Street Side: 1.22	M
Side/Other Side: 1.87	M	Side/Other Side: 1.87	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:
Shane K Wilson	3240 Palmer Drive

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

Please complete Section A, B, or C

A. The OLS survey/sketch of survey dated _____ (mmm/dd/yyyy)

has been revised by: _____ (Person or Company Name)

OR

B. The site plan, architect's plan or engineer's plan dated _____ (mmm/dd/yyyy)

has been revised by: _____ (Person or Company Name)

OR

C. The sketch or plot plan** dated 01/07/2026 (mmm/dd/yyyy)

**Accepted for applications involving variances for Uses only.

was prepared by: Shane Wilson, Details Matter (Person or Company Name)

2. All structures, measurements, setbacks and boundaries of the property are shown accurately as of: 01/07/2026 (mmm/dd/yyyy)

3. The material submitted shows all measurements in metric, as calculated/converted by: Shane Wilson, Details Matter (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.

Shane Wilson — Signature of Owner/Applicant

01/07/2026 — Date (mmm/dd/yyyy)

15

Committee of Adjustment
Department of Community Planning
426 Brant Street, Burlington ON
committeeofadjustment@burlington.ca

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.

PLEASE SEND SIGN TO OWNER

Owner Name: Stephen Moon

Property Address: 3240 Palmer Drive

Signature of Owner/Applicant: Steve Wilson

Date (mmm/dd/yyyy): 01/07/2026

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, Shane K Wilson (print name) of the Regional Municipality (Region/City/County) of Niagara in the Town (City/Town/Township) of Grimsby 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 Regional Municipality (Region/City/County) of Niagara in the Town of Grimsby (City/Town/Township)

this 14th day of January 20 26.

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: 3240 Palmer Drive

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

Stephen Moon
Print Name

Committee of Adjustment
Department of Community Planning
426 Brant Street, Burlington ON
committeeofadjustment@burlington.ca

OWNERS AUTHORIZATION

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

I, Stephen Moon (print name) being the registered owner of the subject lands, hereby

Authorize Shane K Wilson (print agent name) to prepare, submit and act on my behalf with respect to this

application for a Minor Variance.

Signature of Owner

Jan/09/2026
Date (mmm/dd/yyyy)

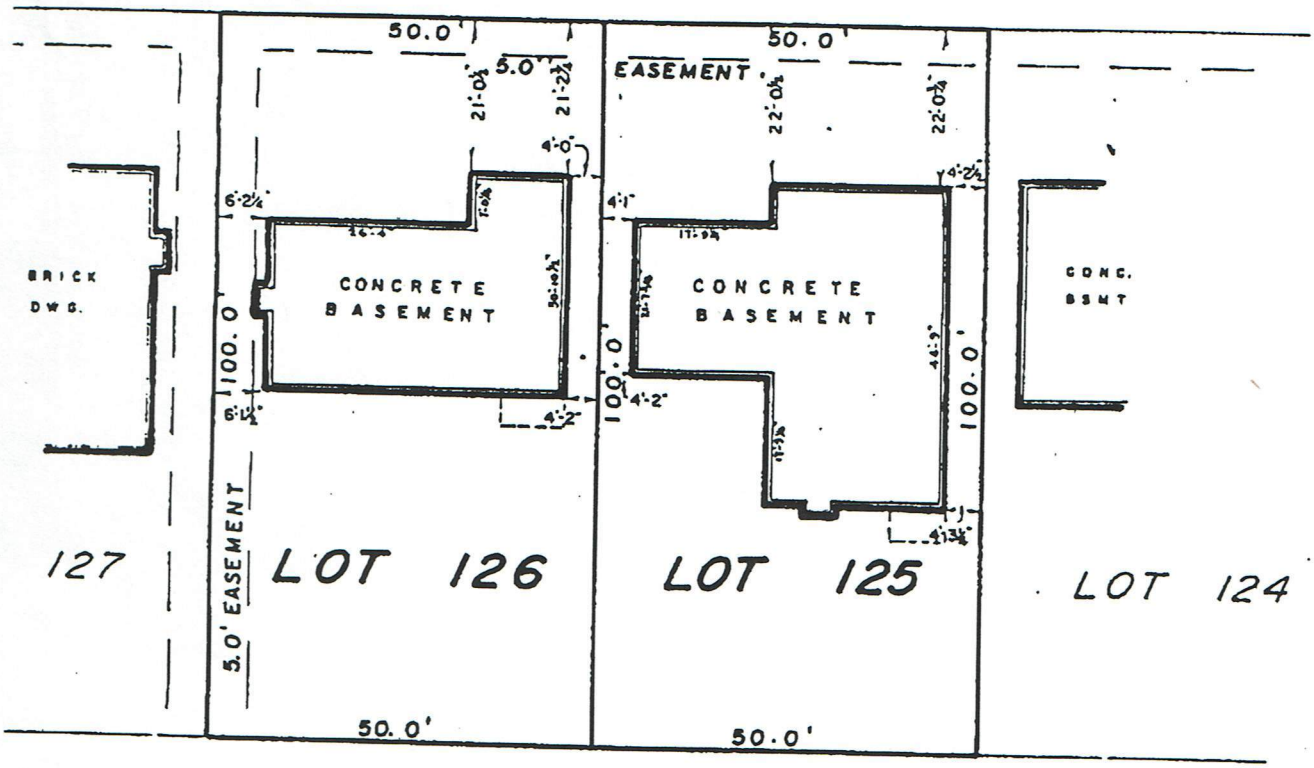
Notice of collection of personal information
Personal information contained on this form is collected under the authority of the Planning Act, RSO 1990, c. P.13, to process applications and make decisions. Applications made under the Planning Act, are considered part of the public record and shall be 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.

REGIONAL MUNICIPALITY OF HALTON

SCALE: 1" = 20'

PALMER DRIVE



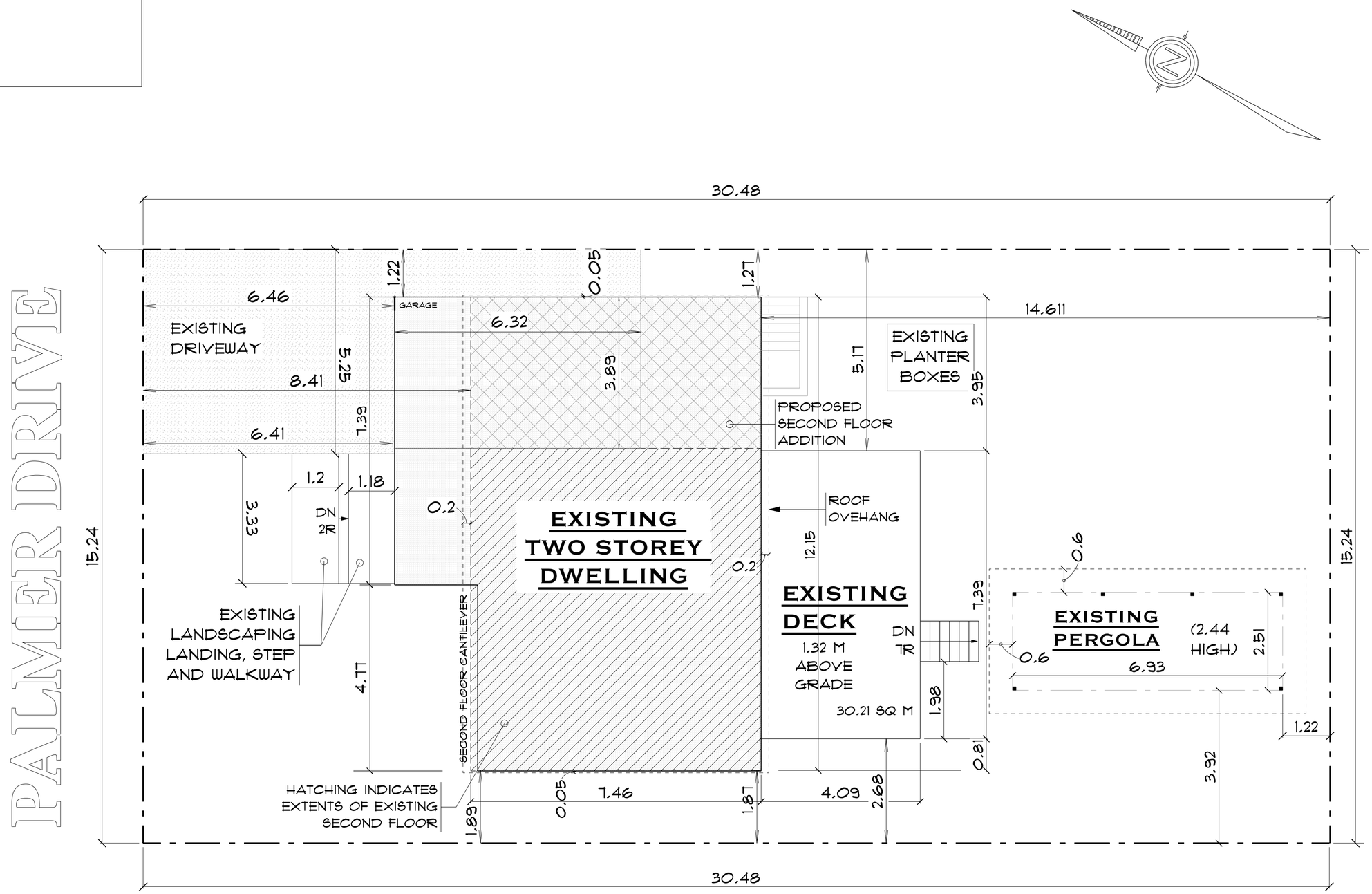
CITY OF

SEWELL & SEWELL
484 GUELPH LINE, BURLINGTON
BURLINGTON 634-9465, 634-9466

ROBERT GEORGE SEWELL
ONTARIO LAND SURVEYOR
DATE: APR. 14. 1976. REF. Nº 76-202
MAY 28. 1976.

NB
Jun 4/89
R3.6.123 4000-3

FOR BUILDING DEPARTMENT REVIEW



LOT COVERAGE STATISTICS

	EXISTING (H)	PROPOSED	TOTAL
ZONING	R3.2		
LOT AREA :	464.52 **SQ M**		
LOT COVERAGE :	105.15 SQ M	--	105.15 SQ M
LOT COVERAGE :	22.64 %	--	22.64 %
FLOOR AREA RATIO	165.82 SQ M	30.11 SQ M	195.93 SQ M
FLOOR AREA RATIO	35.70 %	6.48 %	42.18 %

NO.	DATE:	ISSUE / REVISION
1	12-11-25	PRE-BUILDING & CO-ORDINATION
2	01-28-26	REVISED COA SUBMISSION
3	02-11-26	REVISED COA SUBMISSION
4		
5		
6		
7		
8		

GENERAL NOTES:

The contractor is to verify all dimensions and information shown on these drawings with conditions on site and any discrepancies are to be reported to the designer prior to construction and fabrication of its components. should existing conditions or services be found to vary from that indicated on the drawings, the designer must be notified immediately.

All drawings and related documents shall remain the property and copyright of DETAILS MATTER.

Use latest revised drawings.

Make good all areas of work and surfaces disturbed by construction whether shown on the drawings or not.

do not scale drawings.

These drawings are in accordance to the 2024 OBC.

QUALIFICATION INFORMATION

THE UNDERSIGNED HAS REVIEWED AND TAKES RESPONSIBILITY FOR THIS DESIGN AND HAS THE QUALIFICATIONS AND MEETS THE REQUIREMENTS SET OUT IN THE ONT. BUILDING CODE TO BE A DESIGNER.

REQUIRED UNLESS DESIGN IS EXEMPT UNDER DIVISION 'C' SECTION 3.2 OF THE O.B.C.

SHANE K WILSON 35733
FIRM NAME: DETAILS MATTER 39141

Details Matter
SHANE@DETAILSMATTER.CA
WWW.DETAILSMATTER.CA
M. 905.870.8445

BUILDER:
MARCON CONSTRUCTION

PROJECT:
3240 PALMER DRIVE
BURLINGTON, ON

SHEET TITLE:
SITE SKETCH

DRAWN BY:	CHECKED BY:	PROJECT NO:
S.K.W.	S.K.W.	DM25-035

SCALE:	DATE:
1 : 75	DECEMBER 2025

DRAWING NO:
SK1

3240 PALMER DRIVE

DRAWINGS LIST

A1 COVER SHEET
A2 PROPOSED FRONT AND LEFT ELEVATIONS
A3 PROPOSED REAR AND RIGHT ELEVATIONS
A4 EXISTING BASEMENT FLOOR PLAN
A5 PROPOSED MAIN FLOOR PLAN
A6 PROPOSED SECOND FLOOR PLAN
A7 CROSS SECTIONS A-A, B-B
A8 EXISTING INFORMATION

CONSTRUCTION DETAILS

1 STRIP FOOTINGS
18" WIDE X 6" DEEP CONTINUOUS
FOUR CONCRETE FOOTING

2 8" BLOCK FOUNDATION WALLS
WATERPROOF DRAINAGE MEMBRANE
ON BITUMINOUS ASPHALT DAMPROOFING
ON 8" CONCRETE BLOCK WALLS

3 DRAINAGE LAYER
4" DIA WEEPING TILE W/
6" 3/4" CLEAR STONE COVER MIN.

4A EXTERIOR WALLS - ADDITION
SIDING FINISH
HORIZONTAL SIDING
(SELECTION BY OWNER)
HOUSEWRAP AIR BARRIER
1" R5 INSULATION PANEL
7/16" PLYWOOD EXTERIOR SHEATHING
2X6 WOOD STUDS AT 16" O.C.
R20 BATT INSULATION
6 MIL POLY VAPOUR BARRIER
1/2" GYPSUM WALLBOARD
TAPED AND FINISHED

4B EXTERIOR WALLS - ADDITION
BRICK OR STONE
4" STONE / BRICK VENEER
1" AIR SPACE .005 THICK X 7/8" WIDE
GALVANIZED SPIRAL NAILS OR
SCREWS 32" O.C. HORIZ., 16" O.C. VERT.
TYVEK AIR BARRIER
1" R5 INSULATION PANEL
7/16" EXTERIOR GRADE SHEATHING
2X6 WOOD STUDS AT 16" O.C.
R20 BATT INSULATION (OPT.)
6 MIL POLY VAPOUR BARRIER (OPT.)
1/2" GYPSUM WALLBOARD

4C EXTERIOR WALLS - ADDITION
STUCCO FINISH
PIGMENTED EPOXY 'DRYVIT'
STUCCO SYSTEM OVER 'TYVEK'
AIR BARRIER WITH DRAINAGE
LAYER SUBSTRATE.
INSTALLED AS PER O.B.C. 9.28 &
MANUFACTURER'S SPECIFICATIONS
1" R5 INSULATION PANEL
1/2" EXTERIOR PLYWOOD SHEATHING
2X6 WOOD STUDS AT 16" O.C.
R22 BATT INSULATION W/
6 MIL POLY VAPOUR BARRIER
1/2" GYPSUM WALLBOARD
TAPED AND FINISHED

4D EXTERIOR WALLS - ADDITION
CULTURED STONE
- AS PER MANUFACTURERS
INSTALLATION INSTRUCTIONS -
1"-1.5" SLICED STONE VENEER
MORTAR SETTING BED
SCRATCH COAT
GALVANIZED METAL LATH
2 LAYERS OF WATER RESISTIVE BARRIERS
1/2" EXTERIOR GRADE SHEATHING
1" R5 INSULATION PANEL
2X6 WOOD STUDS AT 16" O.C.
R20 BATT INSULATION
1/2" DRYWALL, TAPED AND FINISHED.

4E GARAGE / HOUSE WALLS
1/2" GYPSUM WALLBOARD
TAPED AND FINISHED
6 MIL POLY VAPOUR BARRIER
R24 BATT INSULATION
2X6 WOOD STUDS AT 16" O.C.
7/16" PLYWOOD SHEATHING
1" RIGID INSULATION (R5) (FOR ADDITIONS)
1/2" GYPSUM WALLBOARD
TAPED AND SEALED (GAS PROOF)

4F INTERIOR STUD PARTITION
1/2" DRYWALL ON BOTH SIDES OF
2X4 WOOD STUDS AT 16" O.C. OR
2X6 WOOD STUDS AT 16" O.C.
AS INDICATED

5A FLOOR - BASEMENT:
3" MIN. CONCRETE SLAB ON
5" MIN. GRANULAR BASE WITH

5B FLOOR - GARAGE
5" MIN. CONCRETE SLAB ON 6" MIN.
WELL COMPACTED GRANULAR 'A' BASE
W/ 6X6 WIRE MESH REINFORCEMENT

5C NEW FLOOR FRAMING
2X8 FLOOR JOISTS AT 12" O.C. WITH
3/4" SHEATHING GLUED AND NAILED
WITH 1 ROW OF BLOCKING

5D FLOOR - REINFORCED SLAB
6" CONCRETE SLAB W/ 10M BARS AT
8" O.C. IN BOTH DIRECTIONS W/ 1"
CLEAR COVER AT BOTTOM OF SLAB.
SLAB SHALL HAVE MIN. 3" BEARING
ON FOUNDATION WALLS AND TO BE
ANCHORED AT 23 5/8" WITH 24"X24"
10M BENT DOWELS

5E FLOOR - DECK
2X8 P.T. DECK BOARDS ON 2X6
P.T. DECK JOISTS AT 16" O.C.

6A FLOOR INSULATION
CONTINUOUS HEADER JOIST WITH R22
BATT INSULATION EXTEND VAPOUR/AIR
BARRIER & SEAL TO JOIST AND
SUBFLOOR

6B BASEMENT INSUL. / FURRING
4" R20 RIGID INSULATION
WITH 1/2" DRYWALL OVER

6C EXPOSED FLOOR INSUL.
R31 2 LB CLOSED CELL BASF
SPRAY FOAM INSULATION

7A R60 CEILING
1/2" INTERIOR DRYWALL FINISH
CONTINUOUS AIR/VAPOUR BARRIER
MIN. R60 BATT INSULATION

7B GARAGE CEILING
R31 BATT INSULATION (OPT.)
6 MIL VAPOUR BARRIER (OPT.)
1/2" INTERIOR DRYWALL FINISH
2 COATS OF JOIST COMPOUND

7C CATHEDRAL CEILING (BATT)
CONTINUOUS AIR/VAPOUR BARRIER
R31 BATT INSULATION
2 1/2" AIR VENTILATION SPACE
BELOW U/S ROOF SHEATHING
1/2" C.B., TAPED AND FINISHED

8A TRUSS ROOF ASSEMBLY
30 YEAR ASPHALT SHINGLES
(SELECTION BY OWNER)
METAL EAVE STARTER
3/8" SPRUCE PLYWOOD SHEATHING
COMPLETE WITH 'H' PLYCLIPS
PRE-ENGINEERED TRUSSES AT 24" O.C.
(SEE LAYOUT FROM TRUSS COMPANY)

8B STICK FRAME ROOF ASSEMBLY
30 YEAR ASPHALT SHINGLES
(SELECTION BY OWNER)
METAL EAVE STARTER
3/8" SPRUCE PLYWOOD SHEATHING
COMPLETE WITH 'H' PLYCLIPS
2X6 RAFTERS AT 16" O.C.
2X4 COLLAR TIES AT 32" O.C.
2X8 RIDGE BOARD
2X8 VALLEY ON FLAT

9 ROOF VENTILATION
ROOF VENTS UNIFORMLY
DISTRIBUTED EQUAL TO 1:300
OF INSULATED CEILING AREA

10 STOVE VENT
CAPPED (STOVE/DRYER) EXHAUST
VENTED TO EXTERIOR. CONFORMING
TO PART 6, OBC 9.32.1.5(1)

11 ATTIC ACCESS
PROVIDE ATTIC ACCESS
MIN 20" X 24" W/INSULATION
AND WEATHERSTRIPPING

12 EXTERIOR SOFFIT & FASCIA
PREFINISHED ALUMINUM SOFFIT,
FASCIA, EAVES AND DOWNSPOUT.
36" EAVES PROTECTION

13 FIREPLACE
PROVIDE ZERO CLEARANCE
GAS FIREPLACE WITH
NON-COMBUSTIBLE HEARTH
EXTENDING MIN. 16" IN FRONT
AND MIN. 8" BEYOND EACH SIDE
OF THE FIREPLACE OPENING
INSTALL CARBON MONOXIDE
DETECTOR CONFORMING TO
CAN/CSA-9.16 OR UL 2034

14 HANDRAIL / GUARDS
(REFER TO O.B.C. 9.8 & 9B-7)

INTERIOR LANDING:	3'-0"
EXTERIOR LANDING	3'-6"
EXTERIOR STAIRS	3'-0"
INTERIOR STAIRS	2'-8"
MINIMUM STAIR WIDTH	2'-10"
MAX BETWEEN PICKETS	4"

EXTERIOR GUARDS AT LANDINGS
MAY BE 2'-8" IF LESS THAN
4'-0" TO GRADE LEVEL

15 STAIRS (TABLE 9.8.4.2)

MAXIMUM RISE:	7 7/8"
MINIMUM RUN	10"
MAXIMUM NOSING	1"
MINIMUM WIDTH	2'-10"
MINIMUM HEADROOM	6'-5"

16 METAL FLASHING
MIN 3" UP BEHIND SHEATHING
MIN 3" HORIZONTAL OVER ROOF

17 DECK LEDGER
ANCHOR 2X8 (MIN.) P.T. LEDGER
WITH 2 ROW OF 3/8" X 4" BOLTS
AT 24" O.C. STAGGERED

18 STEPPED FOOTINGS
VERTICAL RISE
15 3/4" MAX FOR SAND / GRAVEL
23 5/8" FOR FIRM SOIL
HORIZONTAL RUN 23 5/8"
* WINDOW REINFORCING *
PROVIDE 2-15M BARS ON
EACH SIDE OF OPENING AND
AT SILL WITH 2" COVERAGE.

LEGEND

VENT	VENT
P.L.A.	POINT LOAD FROM ABOVE
FAN	BATHROOM EXHUAST FAN
F.D.	FLOOR DRAIN
	KING POST (TALLWALL)
	TRIMMERS / POSTS

BEAM / LINTEL SCHEDULE

BM1	2 - 2X6	BM6	2 - 2X10
BM2	3 - 2X6	BM7	3 - 2X10
BM3	2 - 2X8	BM8	4 - 2X10
BM4	3 - 2X8	BM9	2 - 2X12
BM5	4 - 2X8	BM10	3 - 2X12

LVL1	1 3/4" X 7 1/4" 2.0E LVL
LVL2	2 - 1 3/4" X 7 1/4" 2.0E LVL
LVL3	3 - 1 3/4" X 7 1/4" 2.0E LVL
LVL4	1 3/4" X 9 1/2" 2.0E LVL
LVL5	2 - 1 3/4" X 9 1/4" 2.0E LVL
LVL6	3 - 1 3/4" X 9 1/4" 2.0E LVL
LVL7	4 - 1 3/4" X 9 1/2" 2.0E LVL
LVL8	1 3/4" X 11 7/8" 2.0E LVL
LVL9	2 - 1 3/4" X 11 7/8" 2.0E LVL
LVL10	3 - 1 3/4" X 11 7/8" 2.0E LVL
LVL11	4 - 1 3/4" X 11 7/8" 2.0E LVL
LVL12	1 3/4" X 14" 2.0E LVL
LVL13	2 - 1 3/4" X 14" 2.0E LVL
LVL14	3 - 1 3/4" X 14" 2.0E LVL
LVL15	2 - 1 3/4" X 16" 2.0E LVL
LVL16	3 - 1 3/4" X 16" 2.0E LVL
LVL17	2 - 1 3/4" X 18" 2.0E LVL
LVL18	3 - 1 3/4" X 18" 2.0E LVL

TABLE 3.1.1.11. (IP) - ZONE 1
ADDITIONS TO EXISTING BUILDINGS

COMPONENT	THERMAL VALUES	
CEILING WITH ATTIC SPACE	MINIMUM NOMINAL R	60
	MINIMUM EFFECTIVE R	59.22
CEILING WITHOUT ATTIC SPACE	MINIMUM NOMINAL R	31
	MINIMUM EFFECTIVE R	27.65
EXPOSED FLOOR	MINIMUM NOMINAL R	31
	MINIMUM EFFECTIVE R	27.65
WALLS ABOVE GRADE	MINIMUM NOMINAL R	20 + 5ci
	MINIMUM EFFECTIVE R	20.32
BASEMENT WALLS	MINIMUM NOMINAL (R)-VALUE	20ci OR 12 + 10ci
	MINIMUM EFFECTIVE R	21.12
BELOW GRADE SLAB ENTIRE SURFACE > 600 MM BELOW GRADE	MINIMUM NOMINAL (R)-VALUE	-
	MINIMUM EFFECTIVE R	-
HEATED GRADE SLAB OR SLAB </= 600 MM BELOW GRADE	MINIMUM NOMINAL (R)-VALUE	10
	MINIMUM EFFECTIVE R	11.13
EDGE OF BELOW GRADE SLAB </= 600 MM BELOW GRADE	MINIMUM NOMINAL (R)-VALUE	10
WINDOWS AND SLIDING GLASS DOORS	MAX U	0.28
	ENERGY RATING	25
SKYLIGHTS	MAX U	N / A

NO.	DATE:	ISSUE / REVISION
1	12-11-25	PRE-BUILDING & CO-ORDINATION
2		
3		
4		
5		
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7		
8		

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WWW.DETAILSMATTER.CA
M. 905.870.8445

BUILDER:
MARCON CONSTRUCTION

PROJECT:
3240 PALMER DRIVE
BURLINGTON, ON

SHEET TITLE:
COVER SHEET

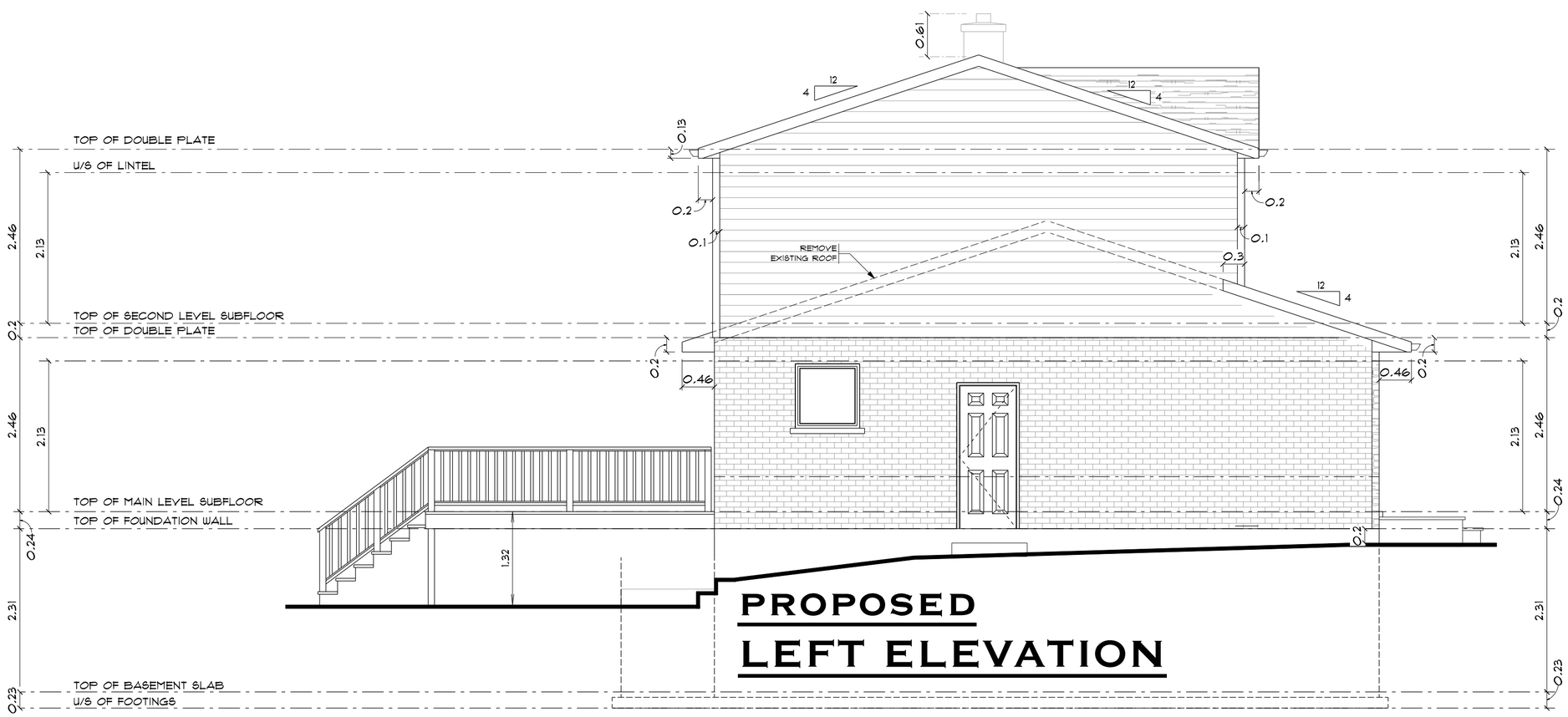
DRAWN BY:	CHECKED BY:	PROJECT NO:
S.K.W.	S.K.W.	DM25-035

SCALE:
DATE: DECEMBER 2025

DRAWING NO:
A1

FOR BUILDING DEPARTMENT REVIEW

PROPOSED FRONT ELEVATION



PROPOSED LEFT ELEVATION

NO.	DATE:	ISSUE / REVISION
1	12-11-25	PRE-BUILDING & CO-ORDINATION
2	01-28-26	REVISED COA SUBMISSION
3	01-28-26	REVISED COA SUBMISSION
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BUILDER:

MARCON CONSTRUCTION

PROJECT:

3240 PALMER DRIVE
BURLINGTON, ON

SHEET TITLE:

PROPOSED FRONT AND LEFT ELEVATIONS

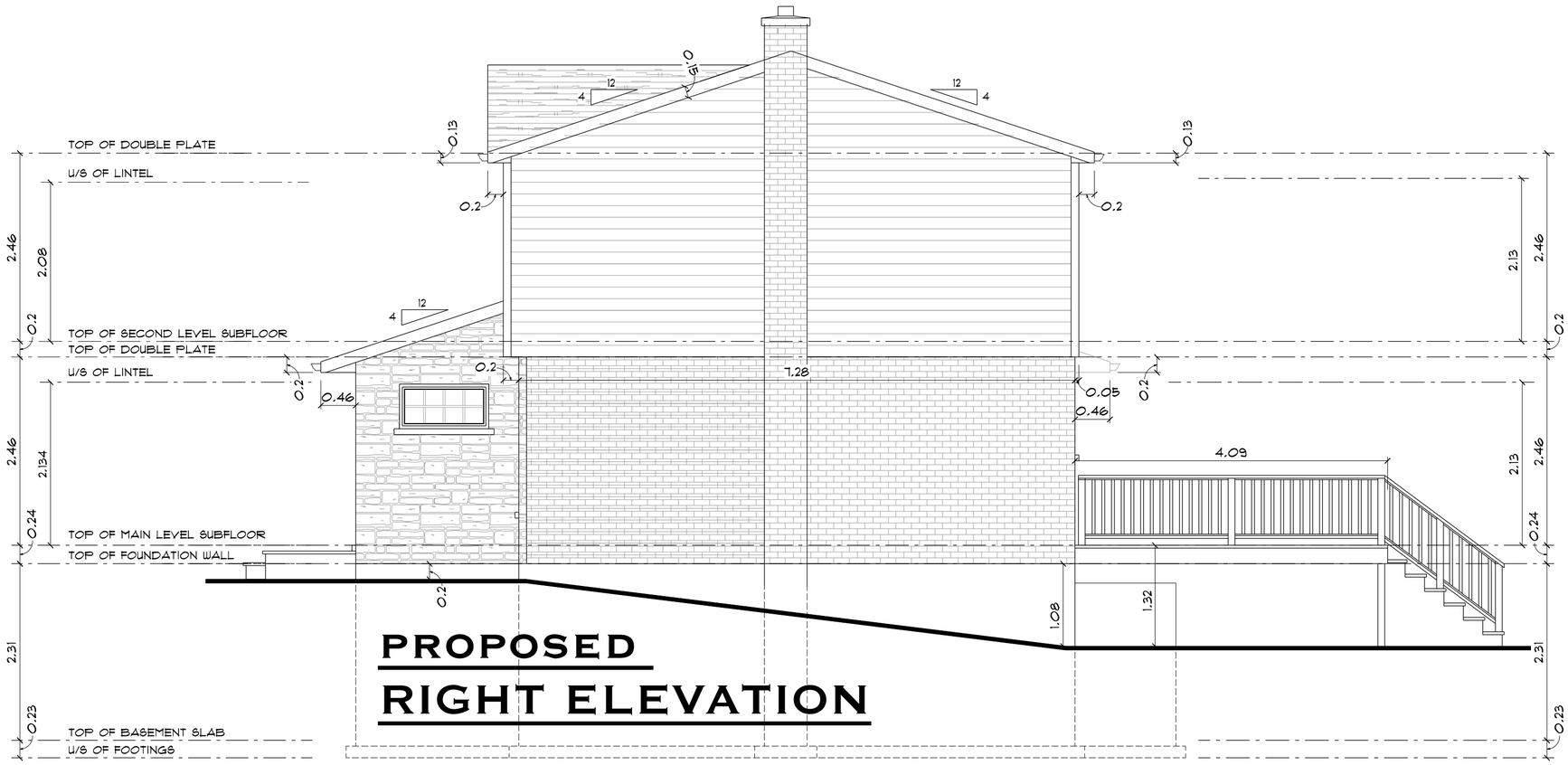
DRAWN BY:	CHECKED BY:	PROJECT NO:
S.K.W.	S.K.W.	DM25-035
SCALE: 1 : 50	DATE: DECEMBER 2025	

DRAWING NO:

A2

FOR BUILDING DEPARTMENT REVIEW

PROPOSED REAR ELEVATION



PROPOSED RIGHT ELEVATION

NO.	DATE:	ISSUE / REVISION
1	12-11-25	PRE-BUILDING & CO-ORDINATION
2	01-28-26	REVISED COA SUBMISSION
3	01-28-26	REVISED COA SUBMISSION
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BUILDER:

MARCON CONSTRUCTION

PROJECT:

3240 PALMER DRIVE
BURLINGTON, ON

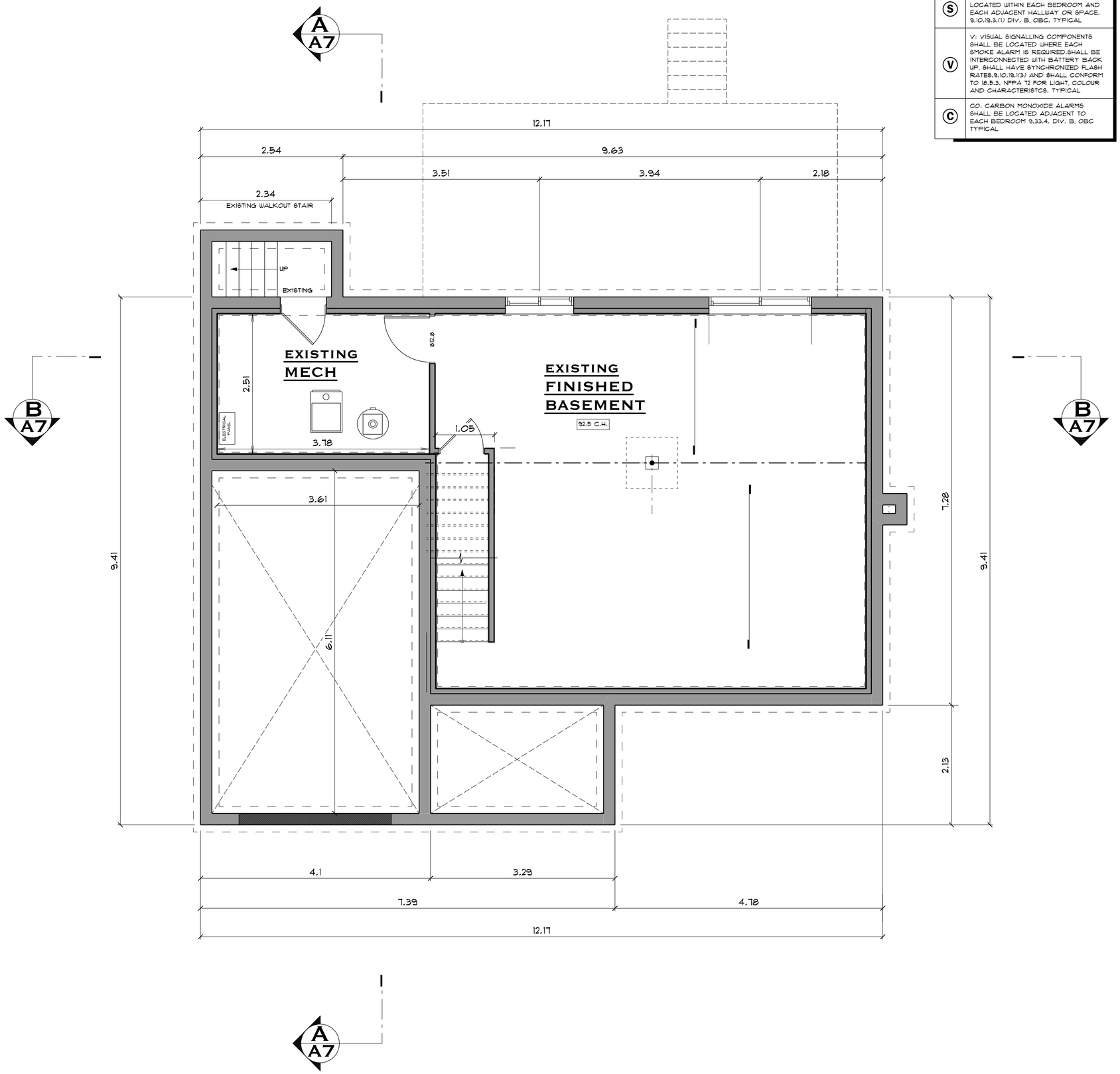
SHEET TITLE:

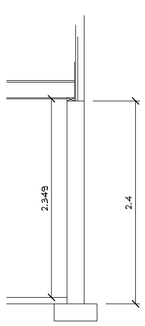
PROPOSED REAR AND RIGHT ELEVATIONS

DRAWN BY:	CHECKED BY:	PROJECT NO:
S.K.W.	S.K.W.	DM25-035
SCALE: 1/4" = 1'-0"	DATE: DECEMBER 2025	

DRAWING NO:

A3





S	SA: SMOKE ALARMS SHALL BE LOCATED WITHIN EACH BEDROOM AND EACH ADJACENT HALLWAY OR SPACE. 9.10.19.3.(1) DIV. B, OBC. TYPICAL
V	V: VISUAL SIGNALLING COMPONENTS SHALL BE LOCATED WHERE EACH SMOKE ALARM IS REQUIRED.SHALL BE INTERCONNECTED WITH BATTERY BACK UP, SHALL HAVE SYNCHRONIZED FLASH RATES.9.10.19.(3) AND SHALL CONFORM TO 18.5.3. NFPA 72 FOR LIGHT, COLOUR AND CHARACTERISTCS. TYPICAL
C	CO: CARBON MONOXIDE ALARMS SHALL BE LOCATED ADJACENT TO EACH BEDROOM 9.33.4. DIV. B, OBC TYPICAL

NO.	DATE:	ISSUE / REVISION
1	12-11-25	PRE-BUILDING & CO-ORDINATION
2	01-28-26	REVISED COA SUBMISSION
3	01-28-26	REVISED COA SUBMISSION
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WWW.DETAILSMATTER.CA
M. 905.870.8445

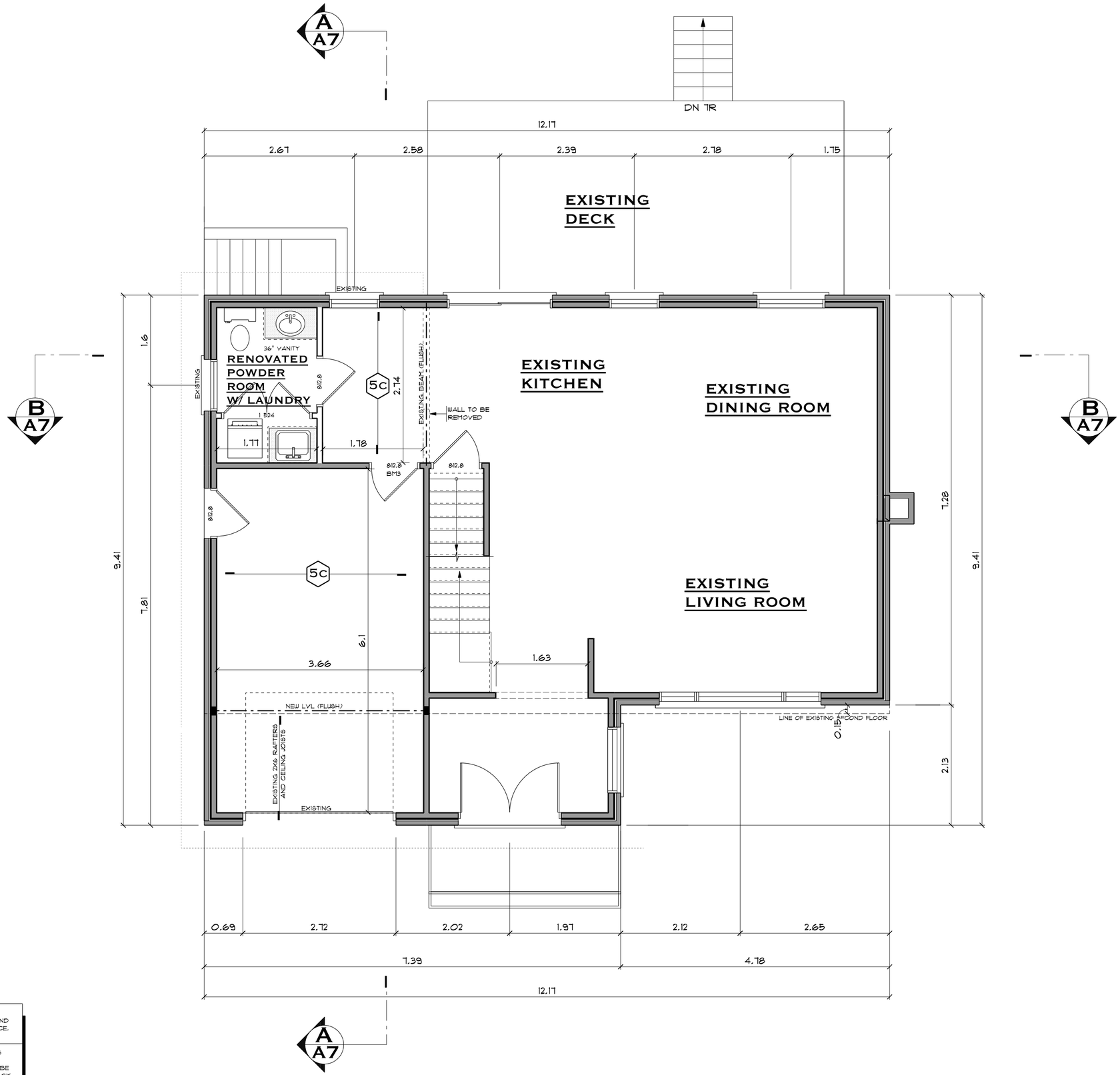
BUILDER:
MARCON CONSTRUCTION

PROJECT:
3240 PALMER DRIVE
BURLINGTON, ON

SHEET TITLE:
EXISTING BASEMENT FLOOR PLAN

DRAWN BY:	CHECKED BY:	PROJECT NO:
S.K.W.	S.K.W.	DM25-035
SCALE: 1 : 50	DATE: DECEMBER 2025	

DRAWING NO:
A4



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C	CO: CARBON MONOXIDE ALARMS SHALL BE LOCATED ADJACENT TO EACH BEDROOM 9.33.4. DIV. B, OBC TYPICAL

NO.	DATE:	ISSUE / REVISION
1	12-11-25	PRE-BUILDING & CO-ORDINATION
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M. 905.870.8445

BUILDER:
MARCON CONSTRUCTION

PROJECT:
3240 PALMER DRIVE
BURLINGTON, ON

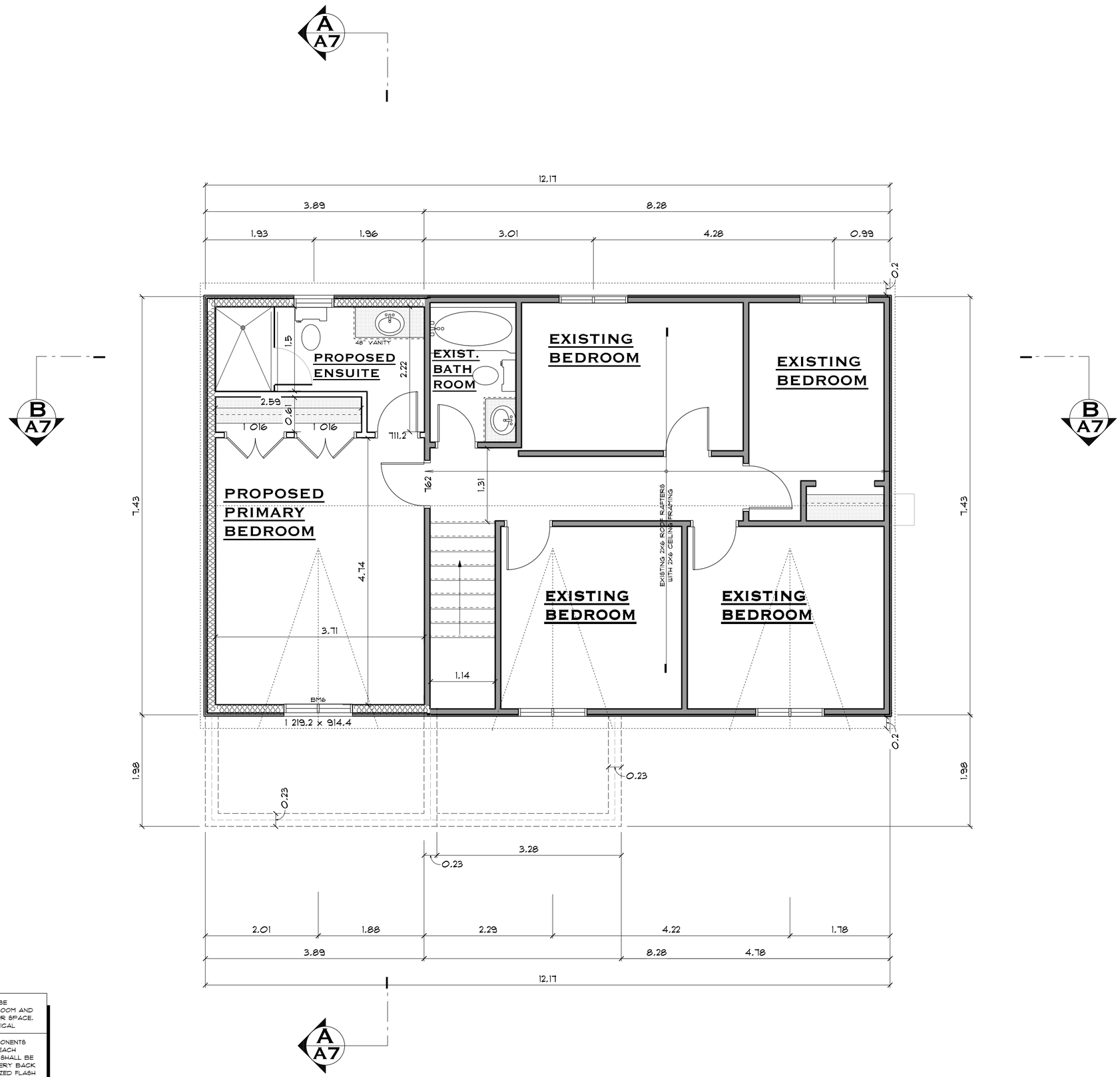
SHEET TITLE:
PROPOSED MAIN FLOOR PLAN

AREA: 79.97 SQ.M.

DRAWN BY:	CHECKED BY:	PROJECT NO:
S.K.W.	S.K.W.	DM25-035
SCALE: 1 : 50	DATE: DECEMBER 2025	

DRAWING NO:
A5

FOR BUILDING DEPARTMENT REVIEW



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C	CO: CARBON MONOXIDE ALARMS SHALL BE LOCATED ADJACENT TO EACH BEDROOM 9.33.4. DIV. B, OBC TYPICAL

NO.	DATE:	ISSUE / REVISION
1	12-11-25	PRE-BUILDING & CO-ORDINATION
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M. 905.870.8445

BUILDER:

MARCON CONSTRUCTION

PROJECT:

3240 PALMER DRIVE
BURLINGTON, ON

SHEET TITLE:

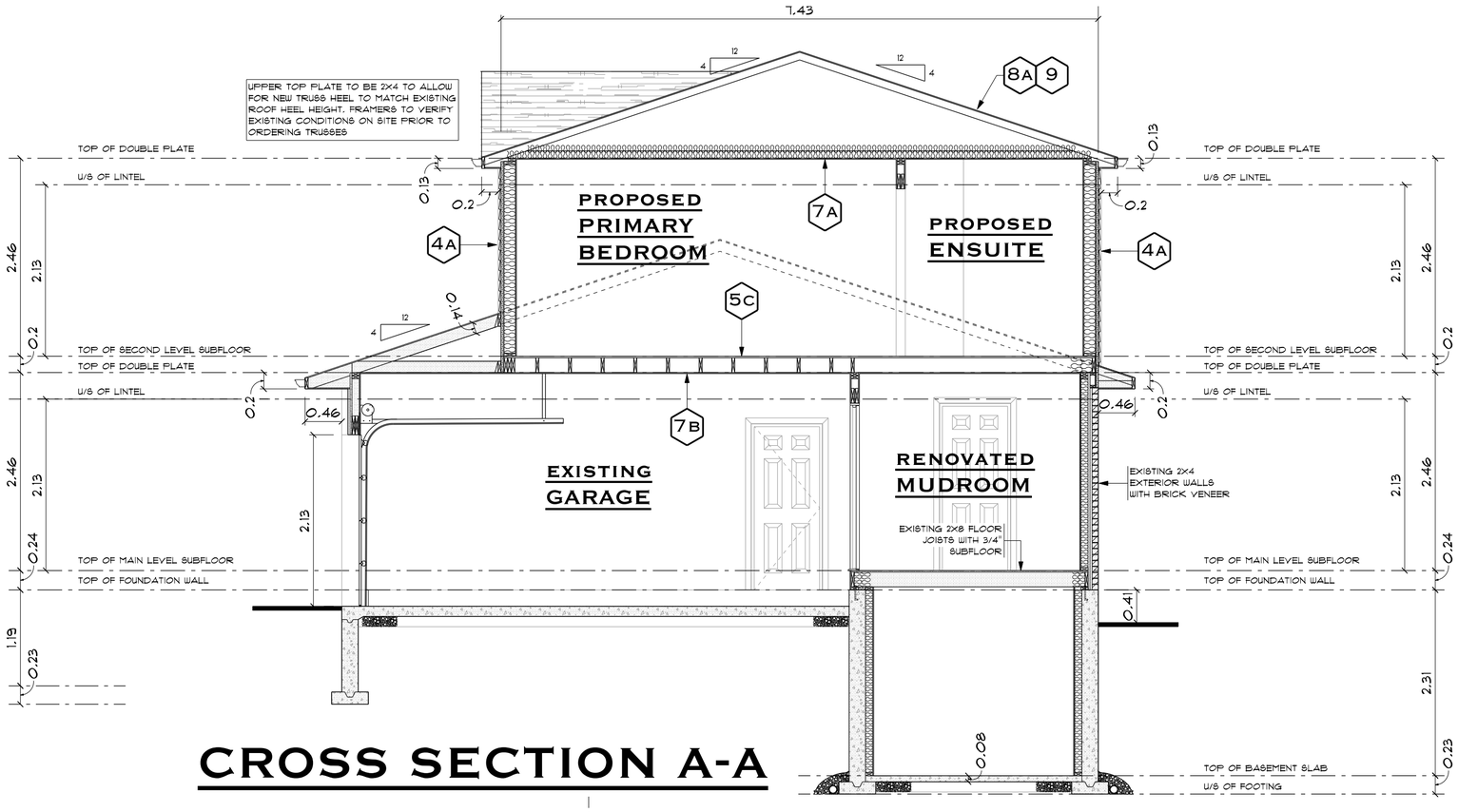
PROPOSED SECOND FLOOR PLAN

DRAWN BY:	CHECKED BY:	PROJECT NO:
S.K.W.	S.K.W.	DM25-035
SCALE: 1 : 50	DATE: DECEMBER 2025	

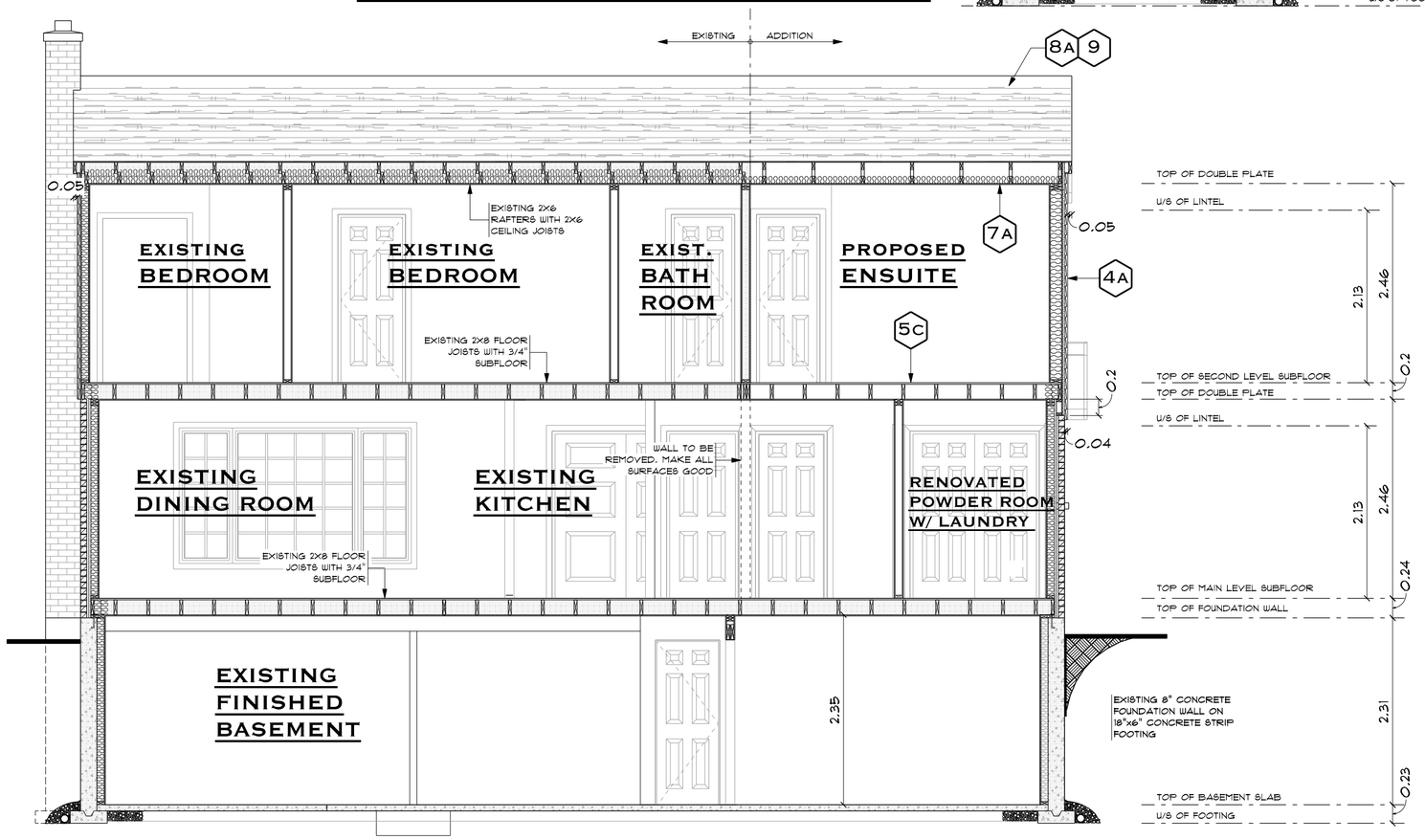
DRAWING NO:

A6

FOR BUILDING DEPARTMENT REVIEW



CROSS SECTION A-A



CROSS SECTION B-B

NO.	DATE:	ISSUE / REVISION
1	12-11-25	PRE-BUILDING & CO-ORDINATION
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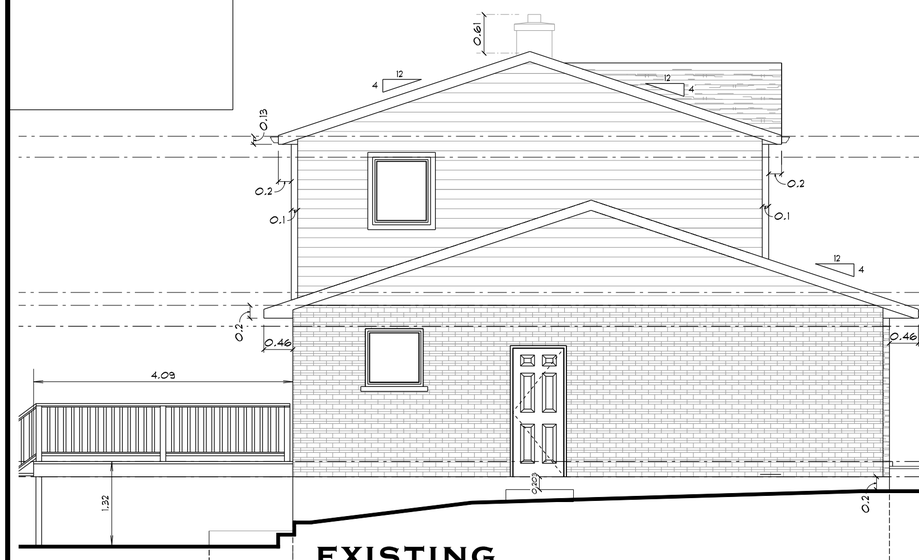
PROJECT:
3240 PALMER DRIVE
BURLINGTON, ON

SHEET TITLE:
CROSS SECTIONS A-A & B-B

DRAWN BY:	CHECKED BY:	PROJECT NO:
S.K.W.	S.K.W.	DM25-035
SCALE: 1 : 50	DATE: DECEMBER 2025	

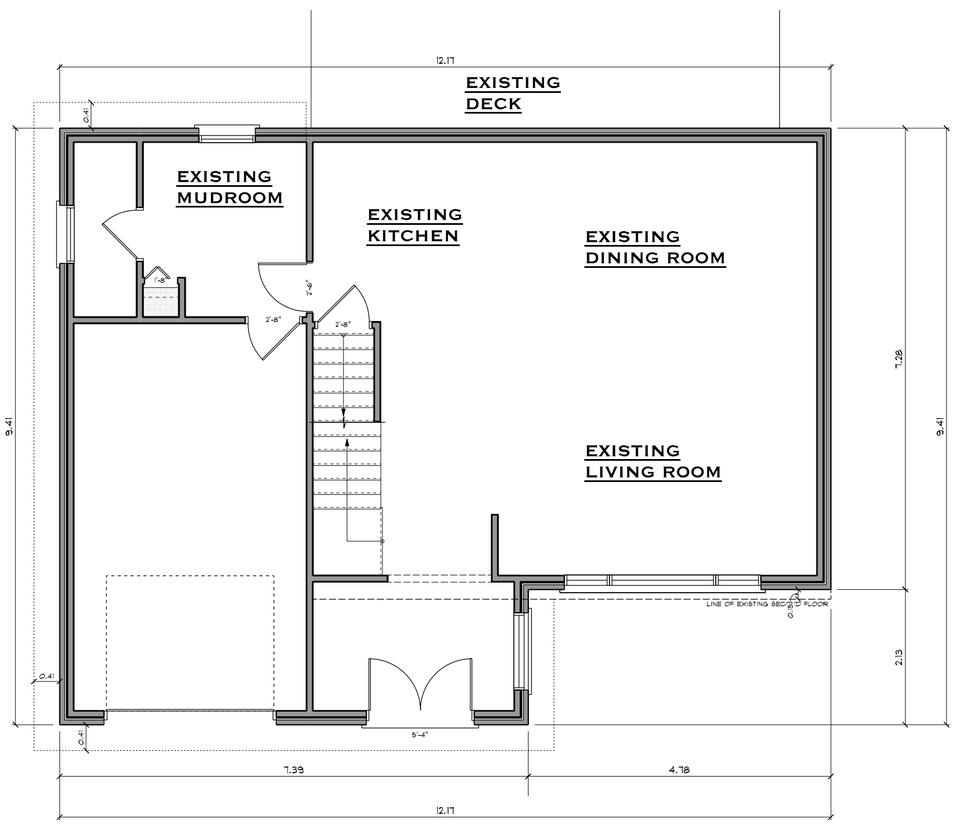
DRAWING NO:
A7

FOR BUILDING DEPARTMENT REVIEW

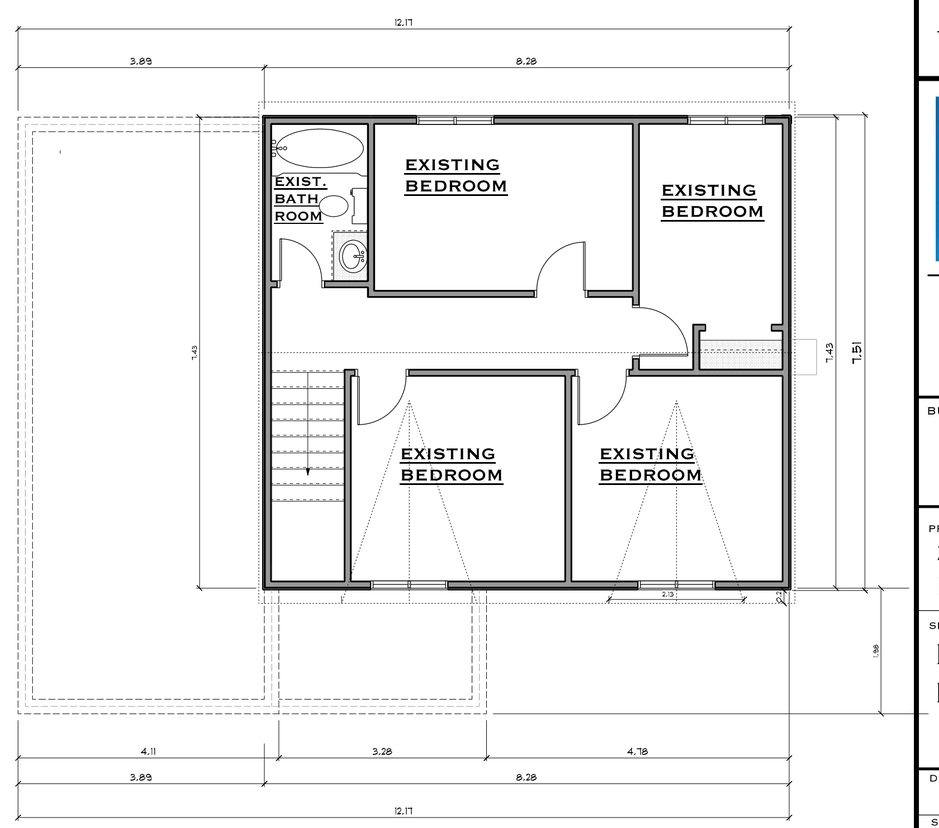


EXISTING LEFT ELEVATION

EXISTING FRONT ELEVATION



EXISTING MAIN FLOOR PLAN



EXISTING SECOND FLOOR PLAN

NO.	DATE:	ISSUE / REVISION
1	12-11-25	PRE-BUILDING & CO-ORDINATION
2	01-28-26	REVISED COA SUBMISSION
3	01-28-26	REVISED COA SUBMISSION
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BUILDER:
MARCON CONSTRUCTION

PROJECT:
3240 PALMER DRIVE
BURLINGTON, ON

SHEET TITLE:
EXISTING INFORMATION

DRAWN BY:	CHECKED BY:	PROJECT NO:
S.K.W.	S.K.W.	DM25-035
SCALE: N.T.S.	DATE: DECEMBER 2025	

DRAWING NO:
A8