Committee of Adjustment

Revised Agenda

Date: May 6, 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**

   5.1 8.1 556 Stillwater Crescent_A-069-2025 *1 - 2*

   Conservation Halton Comments

6. **Request for Deferrals**

6.1 Item 8.4_1495 Fisher Place_A-013-2026

The Committee has received a request for deferral for 1495 Fisher Place file no. 540-04-A-013-2026 at the request of the applicant.

This item will be rescheduled to a future hearing.

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

7.1 504 Atkins Place_A-011-2026 3 - 30

Propsal:

The applicant is proposing the construction of a one storey detached dwelling with attached garage. This proposal results in the following variance:

Variance:

1. To permit a north-east side yard of 1.5 m instead of the minimum required 2.779 m for a proposed one storey detached dwelling with attached garage.

8. Regular Items

8.1 556 Stillwater Crescent_A-069-2025 31 - 66

Proposal:

The applicant is proposing the construction of a one-storey attached garage to the existing two-storey dwelling. This proposal results in the following variances:

Variances:

1. To permit a front yard setback of 8.0 m instead of the minimum required 11 m for a proposed one-storey attached garage addition.
2. To permit a south side yard setback of 1.0 m instead of the minimum required 1.906 m (19.06 m x 10%) for a proposed one-storey attached garage.
3. To permit lot coverage of 36% instead of the maximum permitted 35% for a proposed one-storey attached garage addition.

8.2 676 Thornwood Avenue_A-002-2026 67 - 107

Proposal:

The applicant is proposing the construction of a second storey addition to the existing two storey detached dwelling with attached garage. This proposal results in the following variances:

Variances:

1. To permit a floor area ratio of 0.47:1 instead of the maximum permitted 0.45:1 for proposed second storey addition to the existing two-storey dwelling with attached garage.
2. To permit a south-east 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.

Proposal:

The applicant is proposing alterations to an existing building for a proposed medical office use (Registered Massage Therapy and Physiotherapy). The proposal was previously approved through Zoning Clearance Certificate 2025 002099 000 00 ZC for interior alterations to establish the medical office use within the existing building. This proposal results in the following variances:

Variances:

1. To permit a rear yard of 2.4m instead of the minimum required 9m for additions and alterations to an existing building.
2. To permit a west side yard of 1.1m instead of the minimum required 1.2 m for additions and alterations to an existing building.
3. To permit a 0m landscape buffer abutting the DRL zone instead of the minimum required 3m landscape buffer.
4. Notwithstanding Exception 347, to eliminate the requirement for a fence to be installed along the common boundary with the DRL zone (west side lot line) with minimum height of 1.8m, which may be a solid screen fenc

8.4 1495 Fisher Place_A-013-2026

To be deferred to a future meeting at the request of the applicant.

8.5 544 Hurd Avenue_A-014-2026 172 - 218

Proposal:

The applicant is proposing the construction of a roofed-over rear yard patio with a privacy screen.
The privacy screen was previously approved under minor variance file number A 070/2025 to permit a 2.8 m high privacy screen instead of the maximum permitted 1.8 m from a platform for a proposed privacy screen along the north-west side of the proposed patio. This proposal results in the following variance:

Variance:

1. To permit a north-west side yard of 0.4 m instead of the minimum required 1.2 m for a proposed roofed-over patio less than 1.2 m high.

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

Conservation Halton

Planning & Regulations
905.336.1158
2596 Britannia Road West
Burlington, Ontario L7P 0G3
conservationhalton.ca

April 28, 2026

Erin Shacklette

City of Burlington, Planning Department
426 Brant Street
Burlington, ON, L7R 3Z6

BY E-MAIL ONLY (committeeofadjustment@burlington.ca)

To Erin Shacklette:

Re: Minor Variance Application
File Number(s): 540-02-A-069/25
556 Stillwater Crescent
City of Burlington
Applicant: James Power
CH File No.: PMVG-2807

Conservation Halton (CH) staff has reviewed the minor variance application and materials for 556 Stillwater Crescent 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

Under Section 45(1) of the *Planning Act*, the applicant is requesting the Committee of Adjustment to authorize a minor variance to permit the construction of a single-storey attached garage on the subject property proposing the following variances:

- To permit a front yard setback of 8.0m for garage;
- To permit a south side yard setback to 1.0m; and,
- To permit lot coverage of 36%.

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 shoreline erosion hazards associated with Lake Ontario. CH regulates 15 metres from the greatest hazard associated with the Lake Ontario/Hamilton Harbour shoreline. CH's regulatory policies establish development setbacks along the shoreline based on the condition of any existing shoreline protection works,

maintenance access to and along shoreline protection works, and allowances for stable slope, flooding and erosion hazards.

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).

Based on review of the plans submitted and CH's Approximate Regulation Limit (ARL) mapping, the development subject to the requested minor variances is located within the regulated area associated with the hazards of Lake Ontario and therefore will require a CH permit. The proposed works appear to meet applicable CH policies.

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

In addition to CH's regulatory responsibilities (described above), CH also has provincially delegated responsibilities under Ontario Regulation 686/21: Mandatory Programs and Services, including acting on behalf of the Province to ensure that decisions under the *Planning Act* are consistent with the Natural Hazards Sections (5.1.1-5.2.8) of the Provincial Planning Statement (PPS). CH staff do not have concerns with the specific variances requested from a PPS perspective.

Recommendation

CH has no objections to the approval of the requested variances.

A Permit is required from CH prior to the initiation of the development activities associated with this minor variance application.

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

Please note the applicant has been copied on this correspondence for their information.

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

Sincerely,

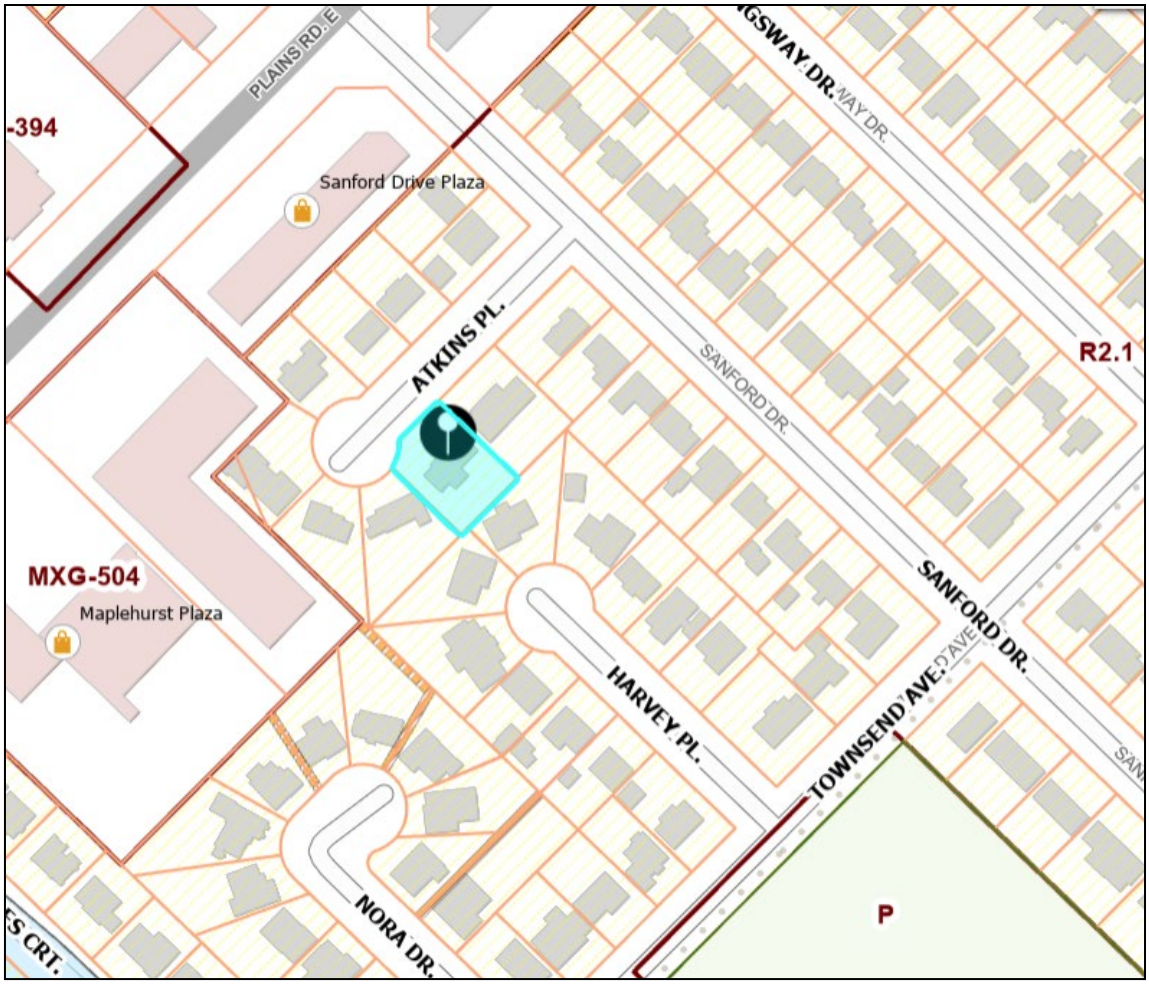


Justin Dodds
Planning and Regulation Analyst

Cc: James Power, Owner/Applicant, (powerjm@hotmail.com)
Glenn Wellings, Wellings Planning Consultants Inc., Agent, (glenn@wellingsplanning.ca)

COMMITTEE OF ADJUSTMENT
MINOR VARIANCE
STAFF REPORTS

Owner(s): Colin Hall and Gillian Hall
Address: 504 Atkins Place, Burlington
File No. **A-011/26**
Ward: 1



Staff Comments:

Committee of Adjustment

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

Date: March 23, 2026 Prepared By: E. Shacklette

COMMITTEE OF ADJUSTMENT
MINOR VARIANCE
STAFF REPORTS

Zoning

1) **Background information:**

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 **(e)(f)**	10 m **(c)**	**(a)(d)**	4.5 m

Footnotes to Table 2.4.1

(a) With attached garage or carport: 10% of actual lot width
(27.79 M x 10% = 2.779 m)

2) **Proposal:**

The applicant is proposing the construction of a one storey detached dwelling with attached garage.

3) **Variances required:**

1. To permit a north-east side yard of 1.5 m instead of the minimum required 2.779 m for a proposed one storey detached dwelling with attached garage.

4) **Notes and conditions**:

Condition:

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

Notes:

1. Minor variances have been identified based on the plans submitted for zoning review. If changes to the plans are made after minor variance approval that result in the need for additional minor variances, they will be the responsibility of the applicant to obtain.

2. The variances are being reviewed under 45(1) of the *Planning Act*.

Date: March 24, 2026 Prepared By: S. Boich

Site Planning

Site Characteristics	
Lot Frontage (m)	27.79m
Lot Area (m^2)	1017.4m^2
Existing Land Uses *(ex. buildings, structures, driveways, fences, etc…)*	One Storey Dwelling, asphalt driveway, front walkway and porch
Site Grading *(ex. Flat and level, significant grade differences)*	Generally flat and level
Notable Site Features	N/A
Surrounding Land Uses *(ex. Adjacent building relationships, natural features, notable adjacencies)*	Low-rise Residential and Institutional uses
Nearest Major Intersection	Plains Road E and King Road
Neighbourhood Boundaries* *Based on OP, 1997 *residential neighbourhood* definition	North: Plains Road E. East: King Road South: Townsend Avenue West: Shadeland Avenue

Neighbourhood Characteristics:

- The prevailing built form consists primarily of one-storey detached dwellings, with some two-storey dwellings interspersed throughout the area.
- The immediate surrounding area is largely characterized by one-storey dwellings, contributing to a consistent low-rise streetscape.
- Original dwellings are generally modest in scale, characterized by simple building footprints and gable roof forms.
- More recent redevelopment in the area has introduced some two-storey detached dwellings with larger footprints and increased overall massing.
- There are a limited number of redeveloped properties within the immediate area, with newer infill generally taking the form of two-storey dwellings.
- Front and side yard setbacks are relatively consistent throughout the neighbourhood.
- At the time of application, the subject lands were zoned under Zoning By-law 2020, with surrounding properties primarily within the R2.1 zones.
- Under the recently approved 2026 Residential Zoning By-law, the surrounding lands are zoned (H4) LN5.

A site visit was conducted on April 17, 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 the addition of a second storey is permitted by the City's Zoning By-law, staff are of the opinion that the proposal meets the general intent and purpose of the ROP.

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

- The proposal is consistent with the permitted uses under the property's 'Low-Rise Neighbourhoods I' land use designation according to Schedule 'C'/Schedule 'B' (Land Use - Urban Area/Comprehensive Land Use Plan- Urban Planning Area) of the BOP, 1997/BOP, 2020, as amended, which permits ground-oriented, low-density housing, and where compatible infill, small-scale additions, and renovations are encouraged.
- Whereas Section 8.3.2(1)(a)–(d) of the BOP, 2020 (Low-Rise Neighbourhoods I) directs that new development and additions shall be compatible with the surrounding context and maintain the predominant character of the neighbourhood with respect to height, massing, and setbacks, the proposal is consistent with these objectives in the following ways:
    - The proposed dwelling maintains a one-storey built form, which is consistent with the predominant character of the immediate surrounding area.

- The proposal reflects an established pattern of asymmetrical side yard setbacks within the neighbourhood, where dwellings maintain a larger setback on one side and a reduced setback on the other.
- The reduced side yard setback is comparable to other conditions observed in the surrounding area and does not introduce a built form that is out of character.
- The siting of the dwelling responds to site-specific constraints, including the presence of an unregistered easement, which has influenced the placement of the building on the lot.
- The proposal represents a modest and appropriate form of redevelopment that contributes to the ongoing evolution of the neighbourhood without resulting in overdevelopment.

- 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 addition is designed to be consistent with the architectural style of the existing dwelling and the broader neighbourhood, including rooflines, proportions, and window design.
    - The proposal maintains appropriate separation from adjacent properties and is not anticipated to result in adverse impacts.
    - The reduced side yard setback is minor in its physical impact and consistent with the observed development pattern in the area.
    - The proposal does not disrupt the existing streetscape or neighbourhood character and maintains a built form that is in keeping with the surrounding context.

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?

<u>Yes – (Side yard setback (Part 2, Section 4.1, Table 2.4.1)</u>

The general intent and purpose of the minimum side yard setback provision of Burlington Zoning By-law 2020 is to ensure adequate separation between buildings, provide access for maintenance and drainage, allow for light and air between structures, and minimize potential impacts on adjacent properties in terms of massing, shadowing, and spatial relationships. The proposed minor variance to permit a north-east side yard of 1.5 m instead of the minimum required 2.779 m maintains the general intent and purpose of this provision for the following reasons:

- The proposed one-storey dwelling maintains a low-profile built form, reducing potential impacts related to shadowing, massing, and overlook on adjacent properties.
- The reduced side yard setback continues to provide adequate separation between buildings and allows for functional access and drainage.
- The proposal reflects an established pattern of asymmetrical side yard setbacks within the neighbourhood, where reduced setbacks on one side are common.
- The siting of the dwelling responds to site-specific constraints, including the presence of an unregistered easement, while maintaining the overall intent of providing appropriate spatial separation.

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 minor variances are desirable for the appropriate development and use of the land for the following reasons.

- The reduced side yard setback facilitates a functional building layout for a one-storey dwelling while responding to site-specific constraints, including the presence of an unregistered easement.
- The proposal maintains a low-profile built form that is compatible with the predominant character of the surrounding neighbourhood.
- The reduced setback reflects an established pattern of asymmetrical side yard conditions in the area and does not exceed the character of the neighbourhood, as the resulting built form maintains consistent spacing, scale, and relationship to adjacent properties that is typical of the surrounding area.
- The variance maintains adequate separation between buildings and does not result in adverse impacts on adjacent properties.
- Urban Forestry and Landscape Planning, as well as Engineering, have reviewed the application and have not raised any objections to the proposed variance.

4) Minor in Nature:

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

Yes

The proposed minor variance(s) are minor in nature for the following reasons:

- The reduced side yard setback represents a practical response to site-specific conditions, including the presence of an unregistered easement, and reflects an established pattern of asymmetrical side yard setbacks within the surrounding neighbourhood, where dwellings commonly maintain a larger setback on one side and a reduced setback on the other.
- The requested reduction to a 1.5 m side yard represents a measurable deviation from the required 2.779 m; however, the “minor” test is based on the practical effect of the variance rather than the numerical difference alone, and in this case, the reduced setback does not result in any tangible adverse impacts.
- The recently approved Residential Zoning By-law establishes a reduced interior side yard requirement of 1.8 m, and the proposed 1.5 m setback represents a limited and reasonable deviation from this emerging standard, supporting a more flexible approach to residential setbacks.
- The variance increases the utility and functionality of the proposed one-storey detached dwelling by allowing for a more efficient building layout while maintaining appropriate spatial relationships on the lot.
- The proposed one-storey built form minimizes potential impacts related to shadowing, overlook, and massing, and the reduced setback continues to provide adequate separation between buildings without impacting adjacent properties.

Cumulative Effects of Multiple Variances and Other Planning Matters:

N/A

Recommendation:

Staff has reviewed the proposed variance 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: April 24, 2026 Prepared By: Ryan Kochuta

Report Schedules & Attachments:
Attachment No. 1 (Site Photos)



View from the front



View of existing side yard and 512 Atkins Place. – from front



View of existing side yard and 512 Atkins Place. – from rear



View of existing side yard and 512 Atkins Place. – from rear



View of existing side/rear yard and 955 Harvey Place. – from rear

Technical Reviewer Comments:

Development Engineering

Development Engineering has reviewed the proposed minor variances and has no objection to the requested relief. Please note that no additional hard surfaces are permitted within the 1.5 m side yard, as they may impact the proposed swale.

Revisions to the plans may be required through the Grading and Drainage Clearance Certificate (GDCC) process.

Date: April 7, 2026 Prepared By: R.Bardaloo

Forestry

Forestry has no objection to the proposed variances requested.
Forestry has reviewed the application and has the following advisory comments:

Advisory Comments:

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: April 7, 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: April 24, 2026 Prepared By: Q. Tan

Transportation Planning

Deemed Road Width Analysis

Atkins Place 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: February 18, 2026 Prepared By: Thalia Thompson

Transportation Planning have reviewed the proposed minor variance application and have no comments as the proposed parking meets the minimum required.

Date: March 30, 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 25, 2026 Prepared By: L. Bray

Agency Comments:

Halton Region

Regional Staff have reviewed the Minor Variance application proposing the construction of a one storey detached dwelling with attached garage. Variance is requested to the minimum required side 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.

Date: April 8, 2026 Prepared By: Navjot Kaur

COMMITTEE OF ADJUSTMENT
MINOR VARIANCE
STAFF REPORTS

Burlington Hydro
Comments not received as of the date of publication of this report.

The applicant is responsible for engaging with Burlington Hydro as part of their development project.

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: Ryan Kochuta Name of Zoning Examiner: _____

PROPERTY INFORMATION
Municipal Address(es) of property:

504 Atkins Place

Legal Description of property:

Lot 31, Plan PF833

Official Plan Designation: Residential Current Zoning Designation R2-1

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

Colin & Gillian Hall

Mailing Address: 276 Southview Road City: Oakville

Postal Code: L6K 2P5 Home Phone: _____ Mobile Phone: [redacted]

Work Phone: _____ E-Mail: [redacted]

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

Name:
W.E. Oughtred & Associates Inc. (Meagan Sanderson, Bill Oughtred, Kristie Oughtred, Arlene Beaumont)

Business Address: 2140 Winston Park Drive, Suite 26 City: Oakville

Postal Code: L6H 5V5 Home Phone: _____ Mobile Phone: _____

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

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.

Demolition of existing SFD and construction of new SFD

Variance(s) Requested	Zoning Bylaw Requirement
Side yard setback of 1.52m (on the east side)	10% of actual lot width or 2.74m in this instance

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?

There is a storm sewer line running through the property line on the west side that does not have an easement. As such, the house was shifted to the east to maintain a 1.5m setback from the storm sewer.

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

The variance maintains generous setbacks on the west side.

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.

CITY OF Burlington

MINOR VARIANCE – 2026

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:
2025 (mmm/dd/yyyy)	unknown (mmm/dd/yyyy)	05/01/2026 (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:

over 50 years

Proposed Use of the Land:

residential

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

CITY OF Burlington

MINOR VARIANCE – 2026

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?
27.43m	33.16 (irreg)	1017.4sm	20m	20m		39.9%	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) TO be demolished	M^2	Ground Floor Area (incl. attached garage) 303.98	M^2
Gross Floor Area:	M^2	Gross Floor Area: 211.54	M^2
Number of Storeys:		Number of Storeys: 1	
Width:	M	Width: 21.18	M
Length:	M	Length 15.34	M
Height:	M	Height 6.66	M
Garage/Car Port		**Garage/Car Port**	
Detached?	Y☐ N☐	Detached?	Y☐ N☒
Gross Floor Area:	M^2	Gross Floor Area: 53.97	M^2
Width:	M	Width: 7.87m	M
Length:	M	Length: 7.26	M
Height:	M	Height: 3.048	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:	M	Front: 11.13	M
Rear:	M	Rear: 10.73	M
Side/Street Side:	M	Side/Street Side: 4.72	M
Side/Other Side:	M	Side/Other Side: 1.52	M

MINOR VARIANCE – 2026
Committee of Adjustment
Department of Community Planning
426 Brant Street, Burlington ON
committeeofadjustment@burlington.ca

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:
W.E. Oughtred & Associates INc.	504 Atkins Place

1. I, Meagan Sanderson (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 01/28/2026 mmm/dd/yyyy

has been revised by: TMK Surveying (Person or Company Name)

OR

C. The sketch or plot plan** dated _____ mmm/dd/yyyy

**Accepted for applications involving variances for Uses only.

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.

Signature of Owner/Applicant — Date (mmm/dd/yyyy): 02/02/2026

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CITY OF Burlington

MINOR VARIANCE – 2026
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.

Owner Name: Colin Hall

Property Address: 504 Atkins Place

Signature of Owner/Applicant

Date (mmm/dd/yyyy): 02/02/2026

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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: U JEO CHARTERED + ASSOC. INC

I, Ke (print name) SIGNED OFFICER of the TORONTO (Region/City/County) of _____ in the _____ (City/Town/Township)

of MISSISSAUGA 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 (Region/City/County) of MISSISSAUGA in the PEEL (City/Town/Township)

this 5 day of Feb 2026.

THE CORPORATION OF THE CITY OF MISSISSAUGA INCORPORATED 1974

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: 504 Atkins Place

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

COLIN HALL
GILLIAN HALL
Print Name

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City of Burlington

MINOR VARIANCE – 2026

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, COLIN & GILLIAN HALL being the registered owner of the subject lands, hereby
(print name)

Authorize W.E. Oughtred & Associates Inc. to prepare, submit and act on my behalf with respect to this
(print agent name)

application for a Minor Variance.

CHall GHall
Signature of Owner

01 | 28 | 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.

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

- ☒ Metric Scale
- ☒ North Arrow
- ☒ Frontage
- ☒ Depth
- ☒ Lot Area
- ☒ Lot Coverage
- ☐ Deemed Street Line
- ☐ Existing Front Yard Setbacks
- ☐ Existing Rear Yard Setbacks
- ☐ Existing Side Yard Setbacks
- ☐ Existing Street Side Yard Setbacks
- ☐ Existing Porch, Stairs and Overhang Setbacks
- ☒ Proposed Front Yard Setbacks
- ☒ Proposed Rear Yard Setbacks
- ☒ Proposed Side Yard Setbacks
- ☐ Proposed Street Side Yard Setbacks
- ☒ Proposed Porch, Stairs and Overhang Setbacks
- ☒ Streets (Public and Private)
- ☒ Street Names
- ☐ Parking (Dimensioned spaces, Driveway Width, Arrangement)
- ☐ Railways (Location of them and setbacks to structures)
- ☐ 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

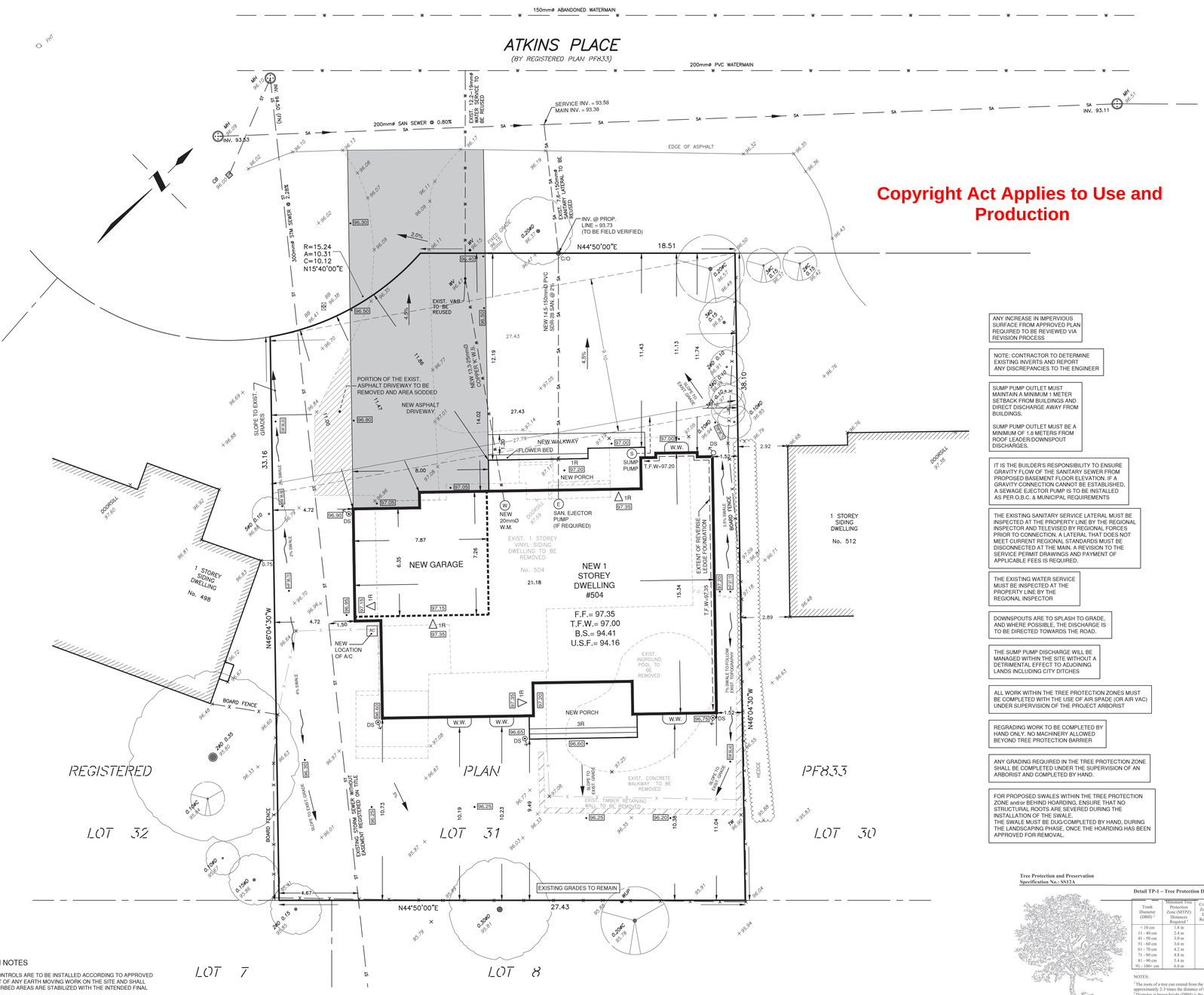
- ☒ Metric
- ☒ North Arrow
- ☒ Gross Floor Area Calculation
- ☒ Ground Floor Area Calculation
- ☐ Floor Area Ratio (where applicable)

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

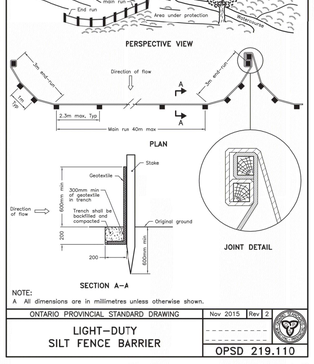
02/02/2026
Date (mmm/dd/yyy)

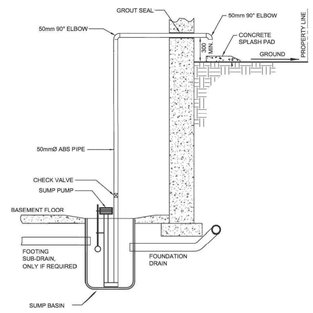
METRIC
DISTANCES SHOWN ON THIS PLAN ARE IN METRES AND CAN BE CONVERTED TO FEET BY DIVIDING BY 0.3048



Copyright Act Applies to Use and Production

SITE STATISTICS			
ADDRESS:	504 ATKINS PLACE		
ZONING:	R2.1		
LOT AREA		1017.4	m2
LOT WIDTH		27.79	m
FIXED GRADE		96.15	
HEIGHT TO ROOF PEAK		7.29	m
AREA			
GROUND FLOOR		211.54	m2
COVERED DECK/ENTRY		38.46	m2
GARAGE		53.98	m2
LOT COVERAGE			
DWELLING FOOTPRINT (INCL GARAGE)		265.6	m2
PORCHES		38.4	m2
TOTAL LOT COVERAGE:		**304**	**m2**
	=	**29.9%**	





SUMP PUMP DETAIL
N.T.S.

EROSION AND SILTATION NOTES

1. ALL EROSION AND SEDIMENT CONTROLS ARE TO BE INSTALLED ACCORDING TO APPROVED PLANS PRIOR TO COMMENCEMENT OF ANY EARTH MOVING WORK ON THE SITE AND SHALL REMAIN IN PLACE UNTIL ALL DISTURBED AREAS ARE STABILIZED WITH THE INTENDED FINAL GROUND COVER.

2. EROSION AND SEDIMENT CONTROLS SHALL BE INSPECTED BY THE BUILDER/DEVELOPER:
   A) WEEKLY
   B) BEFORE AND AFTER ANY PREDICTED RAINFALL EVENT
   C) FOLLOWING AN UNPREDICTED RAINFALL EVENT
   D) DAILY, DURING EXTENDED DURATION RAINFALL EVENTS
   E) AFTER SIGNIFICANT SNOW MELT EVENTS

3. EROSION AND SEDIMENT CONTROLS SHALL BE MAINTAINED IN PROPER WORKING ORDER AT ALL TIMES. DAMAGED OR CLOGGED DEVICES SHALL BE REPAIRED WITHIN 48 HOURS.

4. WHERE A SITE REQUIRES DEWATERING AND WHERE THE EXPELLED WATER CAN BE FREELY RELEASED TO A SUITABLE RECEIVER, THE EXPELLED WATER SHALL BE TREATED TO CAPTURE SUSPENDED PARTICLES GREATER THAN 40micron IN SIZE. THE CAPTURED SEDIMENT SHALL BE DISPOSED OF PROPERLY PER MOECC GUIDELINES, THE CLEAN EXPELLED WATER SHALL BE FREELY RELEASED TO A SUITABLE RECEIVER IN A MANNER THAT DOES NOT CREATE DOWNSTREAM ISSUES INCLUDING BUT NOT LIMITED TO: EROSION, FLOODING - NUISANCE OR OTHERWISE, INTERFERENCE ISSUES, ETC.

5. EXISTING STORM SEWERS AND DRAINAGE DITCHES ADJACENT TO THE WORKS SHALL BE PROTECTED AT ALL TIMES FROM THE ENTRY OF SEDIMENT/SILT THAT MAY MIGRATE FROM THE SITE. FOR STORM SEWERS: ALL INLETS (REAR LOT CATCHBASINS, ROAD CATCHBASINS, PIPE INLETS, ETC.) MUST BE SECURED/FITTED WITH SILTATION CONTROL MEASURES. FOR DRAINAGE DITCHES, THE INSTALLATION OF ROCK CHECK DAMS, SILTATION FENCING, SEDIMENT CONTAINMENT DEVICES MUST BE INSTALLED TO TRAP AND CONTAIN SEDIMENT. THESE SILTATION CONTROL DEVICES SHALL BE INSPECTED AND MAINTAINED PER ITEMS 2 AND 3 ABOVE.

6. IN THE EVENT OF A SPILL (RELEASE OF DELETERIOUS MATERIAL) ON OR EMANATING FROM THE SITE, THE OWNER OR OWNER'S AGENT SHALL IMMEDIATELY NOTIFY THE MOECC AND FOLLOW ANY PRESCRIBED CLEAN UP PROCEDURE. THE OWNER OR OWNER'S AGENT WILL ADDITIONALLY IMMEDIATELY NOTIFY THE TOWN.

SEWERS

EXISTING SANITARY SEWER WILL BE USED.

DEPTH OF SANITARY SEWER CONNECTION AT THE STREET LINE TO BE CONFIRMED IN FIELD PRIOR TO CONSTRUCTION TO ENSURE GRAVITY FLOW.

SUMP PUMP

FOUNDATION WEEPERS AND FLOOR DRAINS WILL BE SUMPED AND PUMPED TO THE SURFACE AND WILL DISCHARGE ONTO A CONCRETE SPLASH PAD IN THE FRONT OF THE HOUSE.

GENERAL NOTES

A) SILTATION CONTROL MEASURES SHALL BE IMPLEMENTED BY THE CONTRACTOR PRIOR TO THE COMMENCEMENT OF SITE GRADING WORKS. TO SATISFACTION OF THE CITY AND HALTON CONSERVATION.

B) IF CONSTRUCTION IS INTERRUPTED AND/OR INACTIVITY EXCESS 30 DAYS, STRIPPED/ BASE AREAS SHALL BE STABILIZED BY SEEDING.

C) THE SEDIMENT CONTROL DEVICES SHALL BE INSPECTED AFTER EVERY RAINFALL AND/ OR EVERY WEEK.

D) THE SEDIMENT CONTROL DEVICES MUST BE REPAIRED, CLEANED AND/ OR REPLACED IF NECESSARY OR AS DIRECTED BY THE ENGINEER, CONSERVATION AUTHORITY OR THE CITY.

E) ALL SEDIMENT CONTROL DEVICES SHALL REMAIN IN PLACE UNTIL ALL CONSTRUCTION, GRADING, TOPSOILING AND SODDING ARE COMPLETE.

F) WHEN ALL CONSTRUCTION, GRADING AND SODDING IS COMPLETED, THE SEDIMENT CONTROL DEVICES SHALL BE REMOVED AND THE DISTURBED AREAS REINSTATED.

2. ALL CATCH BASINS ON SITE SHALL HAVE PROPER SEDIMENT CONTROLS AS NOTED HEREON.

3. THE EROSION & SEDIMENT CONTROL FENCE SHALL BE AS DETAILED.

4. CONTRACTOR TO OBTAIN ALL NECESSARY ROAD OCCUPANCY PERMITS FOR PROPOSED WORKS WITHIN THE MUNICIPAL ROAD ALLOWANCES.

REGIONAL APPROVAL

REGION DESIGN OF WATER AND/OR WASTEWATER SERVICES APPROVAL SUBJECT TO DETAIL CONSTRUCTION CONFORMING TO HALTON REGION STANDARDS AND SPECIFICATIONS AND LOCAL APPROVAL FROM AREA MUNICIPALITY.

DATED..... SIGNED.....
DEVELOPMENT SERVICES

THE APPROVAL OF THE WATER SYSTEM ON PRIVATE PROPERTY IS THE RESPONSIBILITY OF THE LOCAL MUNICIPALITY. REGARDLESS, THE APPLICANT MUST ENSURE THAT THE REGION OF HALTON'S STANDARDS AND SPECIFICATIONS ARE MET, (THE WATER AND WASTEWATER LINEAR DESIGN MANUAL MAY BE OBTAINED ON HALTON.CA OR BY CALLING 311) ALL WATER QUALITY TESTS MUST BE COMPLETED TO THE REGION OF HALTON'S SATISFACTION BEFORE THE WATER SUPPLY CAN BE TURNED ON.

ANY WATER OR SANITARY SERVICE THAT DOES NOT MEET CURRENT REGIONAL STANDARDS MUST BE DISCONNECTED AT THE MAIN, AND A NEW SERVICE CONSTRUCTED AT THE SITE DEVELOPER'S EXPENSE.

ANY INCREASE IN IMPERVIOUS SURFACE FROM APPROVED PLAN REQUIRED TO BE REVIEWED VIA REVISION PROCESS

NOTE: CONTRACTOR TO DETERMINE EXISTING INVERTS AND REPORT ANY DISCREPANCIES TO THE ENGINEER

SUMP PUMP OUTLET MUST MAINTAIN A MINIMUM 1 METER SETBACK FROM BUILDINGS AND DIRECT DISCHARGE AWAY FROM BUILDINGS.

SUMP PUMP OUTLET MUST BE A MINIMUM OF 1.8 METERS FROM ROOF LEADER/DOWNSPOUT DISCHARGES.

IT IS THE BUILDER'S RESPONSIBILITY TO ENSURE GRAVITY FLOW OF THE SANITARY SEWER FROM PROPOSED BASEMENT FLOOR ELEVATION. IF A GRAVITY CONNECTION CANNOT BE ESTABLISHED, A SEWAGE EJECTOR PUMP IS TO BE INSTALLED AS PER O.B.C. & MUNICIPAL REQUIREMENTS

THE EXISTING SANITARY SERVICE LATERAL MUST BE INSPECTED AT THE PROPERTY LINE BY THE REGIONAL INSPECTOR AND TELEVISED BY REGIONAL FORCES PRIOR TO CONNECTION. A LATERAL THAT DOES NOT MEET CURRENT REGIONAL STANDARDS MUST BE DISCONNECTED AT THE MAIN. A REVISION TO THE SERVICE PERMIT DRAWINGS AND PAYMENT OF APPLICABLE FEES IS REQUIRED.

THE EXISTING WATER SERVICE MUST BE INSPECTED AT THE PROPERTY LINE BY THE REGIONAL INSPECTOR

DOWNSPOUTS ARE TO SPLASH TO GRADE, AND WHERE POSSIBLE, THE DISCHARGE IS TO BE DIRECTED TOWARDS THE ROAD.

THE SUMP PUMP DISCHARGE WILL BE MANAGED WITHIN THE SITE WITHOUT A DETRIMENTAL EFFECT TO ADJOINING LANDS INCLUDING CITY DITCHES

ALL WORK WITHIN THE TREE PROTECTION ZONES MUST BE COMPLETED WITH THE USE OF AIR SPADE (OR AIR VAC) UNDER SUPERVISION OF THE PROJECT ARBORIST

REGRADING WORK TO BE COMPLETED BY HAND ONLY. NO MACHINERY ALLOWED BEYOND TREE PROTECTION BARRIER

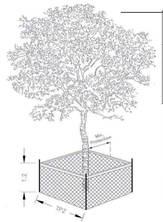
ANY GRADING REQUIRED IN THE TREE PROTECTION ZONE SHALL BE COMPLETED UNDER THE SUPERVISION OF AN ARBORIST AND COMPLETED BY HAND.

FOR PROPOSED SWALES WITHIN THE TREE PROTECTION ZONE and/or BEHIND HOARDING, ENSURE THAT NO STRUCTURAL ROOTS ARE SEVERED DURING THE INSTALLATION OF THE SWALE. THE SWALE MUST BE DUG/COMPLETED BY HAND, DURING THE LANDSCAPING PHASE, ONCE THE HOARDING HAS BEEN APPROVED FOR REMOVAL.

Tree Protection and Preservation Specification No.: SS12A

Detail TP-1 – Tree Protection Detail.

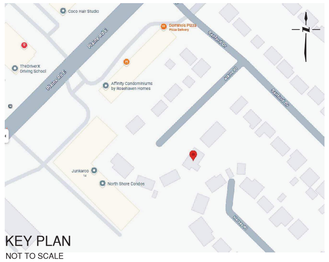
Trunk Diameter (DBH) [1]	Minimum Tree Protection Zone (MTPZ) Distances Required [3]	Critical Root Zone (CRZ) Distances Required [4]
< 10 cm	1.8 m	1.8 m
11 - 40 cm	2.4 m	4.0 m
41 - 50 cm	3.0 m	5.0 m
51 - 60 cm	3.6 m	6.0 m
61 - 70 cm	4.2 m	7.0 m
71 - 80 cm	4.8 m	8.0 m
81 - 90 cm	5.4 m	9.0 m
91 - 100+ cm	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 paved surface or other 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 Manager of Urban Forestry or designate.
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 Manager of Urban Forestry or designate.
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".



LEGAL DESCRIPTION:

LOT 31
REGISTERED PLAN PF833
CITY OF BURLINGTON
REGIONAL MUNICIPALITY OF HALTON

SCALE 1 : 125

2.5 0 2.5 5 7.5 metres

SURVEY INFORMATION

SURVEY INFORMATION IS TAKEN FROM PLAN PREPARED BY TARASICK McMILLAN KUBICKI LIMITED, ONTARIO LAND SURVEYORS, DATED DECEMBER 18, 2024.

ELEVATION NOTE

ELEVATIONS ARE REFERRED TO CANADIAN GEODETIC VERTICAL DATUM-1928, AND WERE DERIVED FROM CITY OF BURLINGTON BENCHMARK NO. 44, HAVING A PUBLISHED ELEVATION OF 98.754 METRES.

UNDERGROUND SERVICES

THE LOCATION OF UNDERGROUND SERVICES SHOWN ON THIS PLAN IS ONLY APPROXIMATE AND IS FOR PLANNING AND DESIGN PURPOSES ONLY. THIS INFORMATION MUST NOT BE ASSUMED TO BE COMPLETE OR UP-TO-DATE AND AN ON-SITE LOCATE MUST BE ORDERED PRIOR TO ANY EXCAVATION. TARASICK, McMILLAN LIMITED ACCEPTS NO RESPONSIBILITY FOR ANY CLAIMS OR LOSSES DUE TO IMPROPER USE OF THIS INFORMATION.

LEGEND

CB	DENOTES	CATCH BASIN
FH	DENOTES	FIRE HYDRANT
MH	DENOTES	MANHOLE
WUP	DENOTES	WOOD UTILITY POLE
WV	DENOTES	WATER VALVE
▲	DENOTES	ENTRY POINT AT LOWER LEVEL
△	DENOTES	ENTRY POINT AT GROUND FLOOR
+ 102.78	DENOTES	EXISTING SPOT ELEVATION
• 102.00	DENOTES	PROPOSED SPOT ELEVATION
DS	DENOTES	PROPOSED RAINWATER DOWNSPOUT
AD	DENOTES	AREA DRAIN
0.30Ø	DENOTES	CONIFEROUS TREE WITH TRUNK DIAMETER
0.30Ø	DENOTES	DECIDUOUS TREE WITH TRUNK DIAMETER
	DENOTES	TREE TO BE REMOVED
	DENOTES	REPLACEMENT TREE
	DENOTES	TREE PROTECTION ZONE
2.0%	DENOTES	DIRECTION AND GRADIENT OF DRAINAGE
	DENOTES	DIRECTION OF SWALE

DO NOT SCALE DRAWINGS

1) CONTRACTOR MUST CHECK AND VERIFY ALL DIMENSIONS, SPECIFICATIONS AND DRAWINGS ON SITE AND REPORT ANY DISCREPANCIES TO THE ENGINEER/ARCHITECT PRIOR TO PROCEEDING WITH ANY OF THE WORK.

2) THESE PLANS ARE TO REMAIN THE PROPERTY OF THE DESIGNER AND MUST BE RETURNED UPON REQUEST. THESE PLANS MUST NOT BE USED IN ANY OTHER LOCATION WITHOUT THE WRITTEN APPROVAL OF THE DESIGNER.

3) ALL WORKS TO BE DONE IN ACCORDANCE WITH THE ONTARIO BUILDING CODE.

4	MAR. 17, 2026	SITE STATISTICS UPDATED
3	MAR. 11, 2026	SITE STATISTICS UPDATED
2	MAR. 9, 2026	SITE STATISTICS UPDATED
1	JAN. 28, 2026	REVISED AS PER ARCHITECT REQUEST

REVISIONS

CERTIFICATION FOR PROPOSED GRADING

I HAVE REVIEWED THE PLANS FOR THE CONSTRUCTION OF A BUILDING LOCATED AT **504 ATKINS PLACE** AND HAVE PREPARED THIS PLAN TO INDICATE THE COMPATIBILITY OF THE PROPOSAL TO EXISTING ADJACENT PROPERTIES AND MUNICIPAL SERVICES. IT IS MY BELIEF THAT ADHERENCE TO THE PROPOSED GRADES AS SHOWN WILL PROVIDE NORMAL DRAINAGE AND PROPER FACILITY OF MUNICIPAL SERVICES WITHOUT ANY DETRIMENTAL EFFECT TO THE EXISTING DRAINAGE PATTERNS OR ADJACENT PROPERTIES.

ASSOCIATION OF ONTARIO LAND SURVEYORS
KUBICKI
1885

DATE: MARCH 17, 2026
MISSISSAUGA, ONTARIO

BORYS KUBICKI, Ontario Land Surveyor

APPLICANT/ OWNER

COLIN HALL
276 SOUTHVIEW ROAD
OAKVILLE, ON

SHEET TITLE:

SITE GRADING & SERVICING PLAN

PROJECT:

PROPOSED 1 STOREY DWELLING

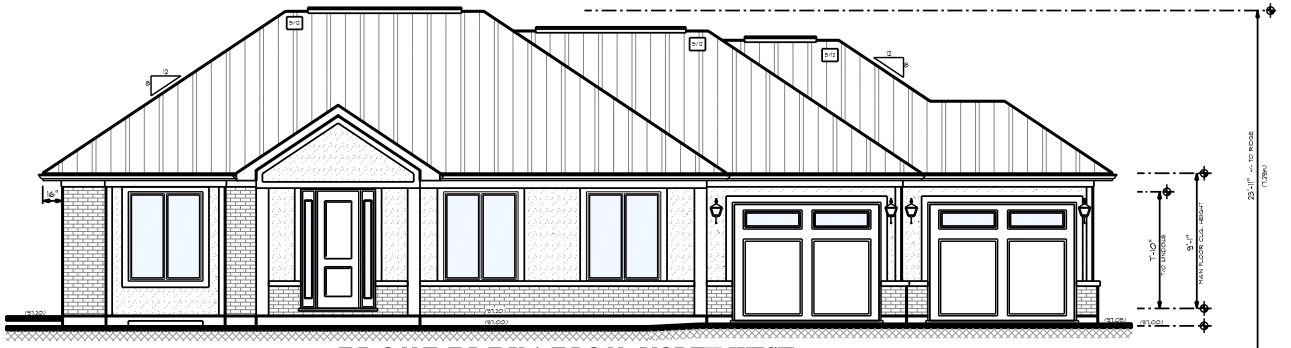
504 ATKINS PLACE, BURLINGTON

TARASICK McMILLAN KUBICKI LIMITED
ONTARIO LAND SURVEYORS
4181 SLADEVIEW CRESCENT, UNIT 42, MISSISSAUGA, ONTARIO L5L 5R2
TEL: (905) 569-8849 FAX: (905) 569-3160
E-MAIL: office@tmksurveyors.com

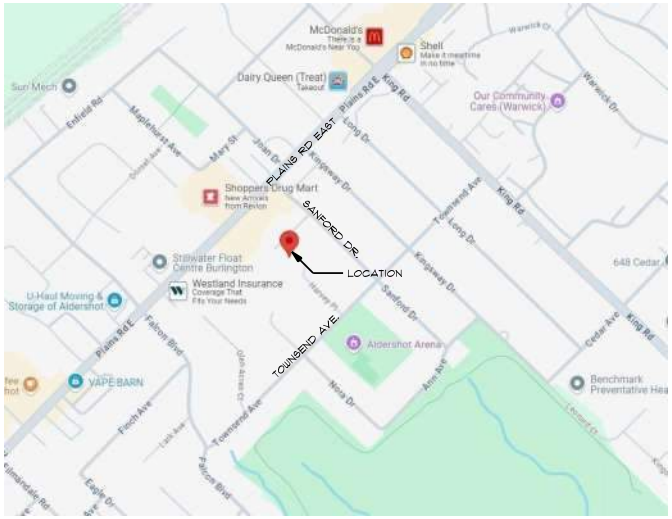
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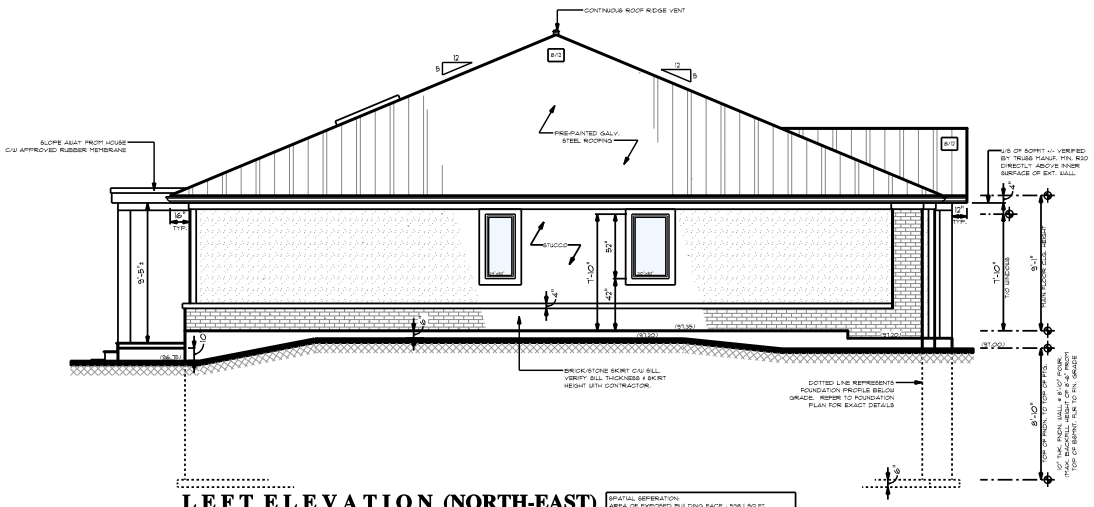
D (24"x36")



FRONT ELEVATION (NORTH-WEST)
SCALE: 1/4" = 1'-0"



LOCATION:



LEFT ELEVATION (NORTH-EAST)
SCALE: 1/4" = 1'-0"

SPATIAL SEPERATION:
AREA OF EXPOSED BUILDING FACE : 508.1 SQ.FT.
AREA OF ALLOWED GLAZED OPENINGS : 78.3 (15%) SQ.FT.
AREA OF ACTUAL GLAZED OPENINGS : 19.5 SQ.FT.

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ALL GRADES HEIGHTS TO MATCH GRADING DESIGN BY TARASICK MCMILLAN KUBICKI LIMITED.
10299-SP-2026-01-28

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JASON SCHILSTRA — NAME: — 37758 — BCIN:

REGISTRATION INFORMATION
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RIJUS HOME DESIGN INC. — FIRM NAME: — 100572 — BCIN:

SIGNATURE

RIJUS HOME DESIGN INC. BCIN 100572 J. SCHILSTRA 37758 BCIN QUALIFIED DESIGNER

RIJUS
Home Design Inc
SERVING ALL ONTARIO WITH DESIGNS FOR CUSTOM HOMES, ADDITIONS & GARAGES SINCE 1983

310 QUEEN ST. DUNNVILLE, ON.
PHONE: (905) 7 0 1 - 1 1 1 0
EMAIL: JASON@RIJUS.COM
WWW.RIJUS.COM

PROJECT INFORMATION :

HALL RESIDENCE

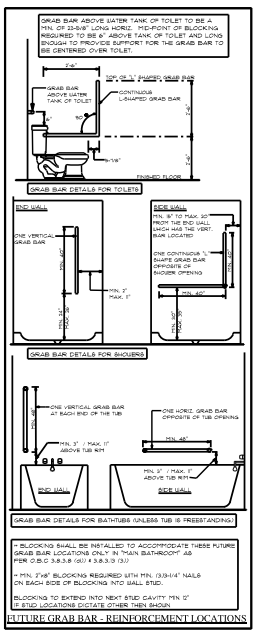
GENERAL INFO:
SIZE: 2339 SQFT BUNGALOW
LOCATION: 504 ATKINS PL, BURLINGTON
FRONT DOOR FACES : NORTH-WEST
ENERGY PACKAGE : ZONE 1, PRESCRIPTIVE (A1)
BUILDER: N/A

DATE : NOV. 2025 — SCALE : NOTED

PROJECT NUMBER : RJF - 2025 - 619

PAGE TITLE :
FRONT & LEFT ELEVATIONS

PAGE NUMBER : 1 OF 6



LIST OF ABBREVIATIONS:

THESE ABBREVIATIONS MAY BE FOUND ON OUR PLANS:

ADJ. - ADJUSTABLE
ARCH. - ARCHITAT
BDRM. - BEDROOM
BM. - BEAM
BRG. - BEARING
BTWN. - BETUBEN
BRD. - BOARD
BLDG. - BUILDING
CANT. - CANTILEVER
CATH. - CATHEDRAL
CL. - CLOSET
CLG. - CEILING
COL. - COLUMN
CONC. - CONCRETE
CONT. - CONTINUOUS
CW - COMPLETED WITH
COVRD. - COVERED
DBL. - DOUBLE
DEC. - DECORATIVE
DEMO. - DEMISE
DIA. - DIAMETER
DWN. - DOWN
EA. - EACH
ENG. - ENGINEERED
EXT. - EXTERIOR
FTG. - FOOTING
FN. - FINISHED
FLR. - FLOOR
FNDN. - FOUNDATION
FP. - FIREPLACE
GYP. - GYPSUM
HDR. - HEADER
HSS - HOLLOW STRUCT. STEEL
HORIZ. - HORIZONTAL
ICF. - INSULATED CONC. FORMS
INT. - INTERIOR
JSTS. - JOISTS
LVL - LAMINATED VENEER LUMBER
MAX. - MAXIMUM
MIL. - MILLIMETER
MIN. - MINIMUM
N.T.S. - NOT TO SCALE
O.B.C. - ONTARIO BUILDING CODE
O.C. - ON-CENTER
OPT. - OPTIONAL
P.S.F. - POUNDS PER SQ. FOOT
REIN. - REINFORCED
RHS - ROUND HOLLOW STEEL COLUMN
SHTG. - SHEATHING
SIPS - STRUCT. INSULATED PANELS
SQ. - SQUARE
STRUCT. - STRUCTURAL
STRAP - STRAPPING
SUSP. - SUSPENDED
T&G. - TONGUE & GROVE
THK. - THICK
TYP. - TYPICAL
U/S - UNDERSIDE
VAP - VAPOUR
VERT. - VERTICAL
XBDG. - CROSS BRIDGING
STRUCTURAL MEMBER

MEMBER NOTCHING: (9.23.5.2)

APPLIES TO FLOOR JOISTS, ROOF & CEILING JOISTS/RAFTERS
DOES NOT APPLY TO PRE-ENGINEERED TRUSSES.
NOTCHING IS ONLY ALLOWED WHEN AT THE TOP OF THE MEMBER.

MEMBER	MAX. DISTANCE FROM BEARING EDGE	MAX. DEPTH OF NOTCH
2"X4"	1-3/4"	1-1/8"
2"X6"	2 -3/4"	1 -3/4"
2"X8"	3 -5/8"	2 -5/8"
2"X10"	4 -3/8"	3"
2"X12"	5 -5/8"	3 -3/4"

MEMBER DRILLING: (9.23.5.1)

MEMBER	MAX. SIZE OF DRILLED HOLE
2"X4"	NOT PERMITTED
2"X6"	1 -3/8"
2"X8"	1 -3/4"
2"X10"	2 -1/4"
2"X12"	2 -3/4"

DRILLED HOLES MUST BE MIN. 2" FROM TOP OR BTM. OF MEMBER OR DEPTH OF MEMBER MUST BE INCREASED BY SIZE OF HOLE.

WALL NOTCHING & DRILLING : (9.23.5.3)

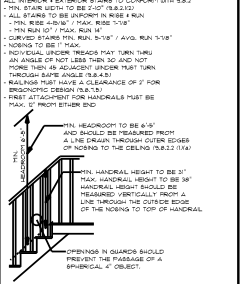
LARGER HOLES THEN STATED BELOW ARE PERMITTED IF STUD IS SUITABLY REINFORCED.

TOP PLATE CAN BE NOTCHED 4 DRILLED PROVIDED THE UNDAMAGED WIDTH OF THE TOP PLATE IS NOTE LESS THEN 2" REINFORCING THE TOP PLATE WILL ALLOW LARGER NOTCHES 4 DRILLING.

WALL STUD SIZE	LOAD BEARING	NON-LOAD BEARING
2"X4"	1 -1/8"	1 -1/8"
2"X6"	1 -3/4"	2 -1/8"

STAIR DETAILS

ALL INTERIOR 4 EXTERIOR STAIRS TO CONFORM WITH 9.8.2
- MIN. STAIR WIDTH TO BE 2'-0" (9.8.2.1(2))
- ALL STAIRS TO BE UNIFORM IN RISE 4 RUN
- MIN. RISE 4-5/16" / MAX. RISE 7-7/8"
- MIN RUN 10" / MAX. RUN 14"
- CURVED STAIRS MIN. RUN. 5-7/8" / AVG. RUN 7-1/8"
- NOSING TO BE 1" MAX.
- INDIVIDUAL UNDER TREADS MAY TURN THRU AN ANGLE OF NOT LESS THEN 30 AND NOT MORE THEN 45 (2 ADJACENT UNDER TUST TURN THROUGH SAME ANGLE (9.8.4.5))
- RAILINGS MUST HAVE A CLEARANCE OF 3" FOR ERGONOMIC DESIGN (9.8.7.5)
- FIRST ATTACHMENT FOR HANDRAILS MUST BE MAX. 6" FROM EITHER END



HANDRAILS:

- INTERIOR HANDRAILS ON ANY STAIR SHALL NOT BE LESS THEN 34" AND NOT MORE THEN 42" IN HEIGHT MEASURED FROM A LINE DRAWN THROUGH THE OUTSIDE EDGE OF THE STAIR NOSING.
- IF STAIRS ARE OPEN ON BOTH SIDES, GUARDS ARE REQUIRED BOTH SIDES OF THE STAIRS AND RAILING ON ONE SIDE. IF STAIRS WIDTH IS MORE THEN 3'-11", RAILINGS ARE THEN REQUIRED ON BOTH SIDES OF STAIRS IN ADDITION TO GUARDS.
- CLOSED STAIRS (CLOSED IN WITH WALLS ON BOTH SIDES) REQUIRE RAILING ON ONE SIDE. IF STAIRS WIDTH IS MORE THEN 5'-7", RAILINGS ARE THEN REQUIRED ON BOTH SIDES OF THE STAIRS

EXTERIOR GUARDS (O.B.C. 9.8.8.1)

- IF DECK HEIGHT IS LESS THEN 5'-11" ABOVE GRADE, RAILING HEIGHT TO BE MIN. 36"
- IF DECK HEIGHT IS MORE THEN 5'-11" ABOVE GRADE, RAILING HEIGHT TO BE MIN. 42"
- IF DECK IS NOT BUILT DURING CONSTRUCTION, THE ACCESS DOOR IS TO BE BLOCKED FOR USE WITH A GUARD USING THE HEIGHTS ABOVE MEASURED FROM SILL OF DOOR TO FINISHED GRADE.

STRUCTURAL DESIGN CRITERIA:

AS PER OBC 9.4.2.2 4 9BC
Sr = 1 in 50 YR. GROUND SNOW LOAD IN KPA PER 9B-1
Sr = 1 in 50 YR. RAIN LOAD IN KPA PER 9B-1
CB = BASIC SNOW LOAD FACTOR OF 0.8B FOR ROOF SPANS IN EXCESS OF 4.3M (14'-1")

BASED ON NEAREST LOCATION: MISSISSAUGA
(9.) SPECIFIED SNOW LOADS FOR AREA:
0.8(Sr)(Cb) x 1.1(Ss) + (Cr)(Sr) = 1.0(Q.B) KPA.
IN NO CIRCUMSTANCE SHOULD THE SPECIFIED SNOW LOAD BE LESS THEN 1 KPA.

WOOD LINTEL SCHEDULE: (1.5 KPA)

NOMINAL PART OF RESIDENCE O.B.C. 9.23.12.3

LINTEL SUPPORTING	MAXIMUM ALLOWABLE SPANS (FT-IN)		
	LINTEL SIZES (S-P-F NO. 1/2)	EXTERIOR WALLS	INTERIOR WALLS
ROOF 4 CEILING ONLY (GABLE END)	1 - 2" x 4"	7'-4"	8'-2"
	2 - 2" x 6"	11'-6"	9'-9"
	2 - 2" x 8"	15'-2"	12'-8"
MAX TRIBUTARY WIDTH OF 0.4M - SEE NOTE * 1	2 - 2" x 10"	18'-11"	16'-1"
	2 - 2" x 12"	21'-11"	19'-3"
ROOF 4 CEILING ONLY	2 - 2" x 4"	3'-7"	3'-0"
	2 - 2" x 6"	5'-6"	4'-8"
	2 - 2" x 8"	6'-7"	5'-4"
MAX TRIBUTARY WIDTH OF 4.5M)	2 - 2" x 10"	8'-1"	6'-8"
	2 - 2" x 12"	9'-5"	7'-8"
ROOF, CEILING 4 1 STOREY	1 - 2" x 4"	3'-1"	2'-8"
	1 - 2" x 6"	4'-8"	3'-8"
	2 - 2" x 8"	5'-8"	4'-10"
	2 - 2" x 10"	6'-8"	4'-10"
	2 - 2" x 12"	7'-8"	5'-6"
ROOF, CEILING, 4 2 STOREY	2 - 2" x 4"	2'-10"	2'-1"
	2 - 2" x 6"	4'-1"	3'-10"
	2 - 2" x 8"	5'-0"	3'-6"
	2 - 2" x 10"	6'-1"	4'-3"
	2 - 2" x 12"	7'-0"	4'-9"

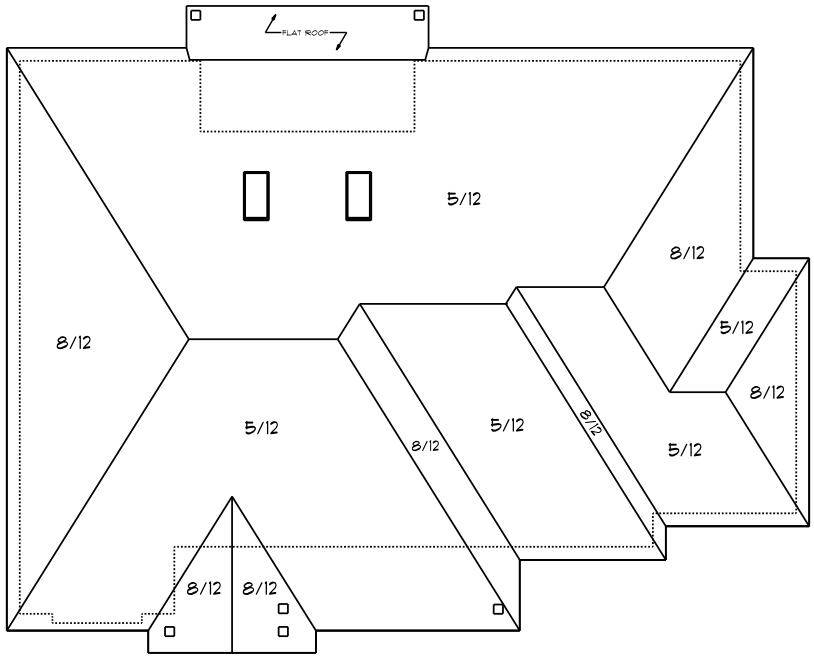
NOTE * 1 GABLE END LINTEL NOTE: SPANS ARE CALCULATED FOR GABLE END WALLS THAT SUPPORT ONLY CLAY 12'-0") OR ROOF 4 CEILING, BUT DO NOT SUPPORT CEILING JOISTS, ROOF RAFTERS 4 ROOF TRUSSES

(GENERAL NOTE FOR ALL LINTELS)
SPANS ARE CALCULATED BASED ON MAX. SUPPORTED JOIST OR RAFTER LENGTH OF 4.9M (16'-0") AND A MAX. SUPPORTED TRUSS LENGTH OF 9.6M (32'-1")

ALL HEADERS SUPPORTING SPANS THAT EXCEED THE LIMITS OF SPANS, ARE TO BE PRE-ENGINEERED LVL HEADERS.

- 9 BLOCKING SHALL BE INSTALLED TO ACCOMPRODATE THESE FUTURE GRAB BAR LOCATIONS ONLY IN "MAIN BATHROOM" AS PER O.B.C 3.8.3.8 (6)) 4 3.8.3.3 (3))
- = MIN. 3"x6" BLOCKING REQUIRED WITH MIN. (3)9-1/4" NAILS ON EACH SIDE OF BLOCKING INTO WALL STUD.

BLOCKING TO EXTEND INTO NEXT STUD CAVITY MIN. 5" IF STUD LOCATIONS DICTATE OTHER THEN SHOWN



ROOF PLAN

SCALE: NTS

-ALL OVERHANGS TO BE 16" - ALL GABLE-END OVERHANGS TO BE 12" UNLESS OTHERWISE NOTED.

-ROOF RETURNS/ROOF SKIRTS ARE OMITTED ON ROOF PLAN. PLEASE REFER TO ELEVATIONS FOR LOCATIONS.

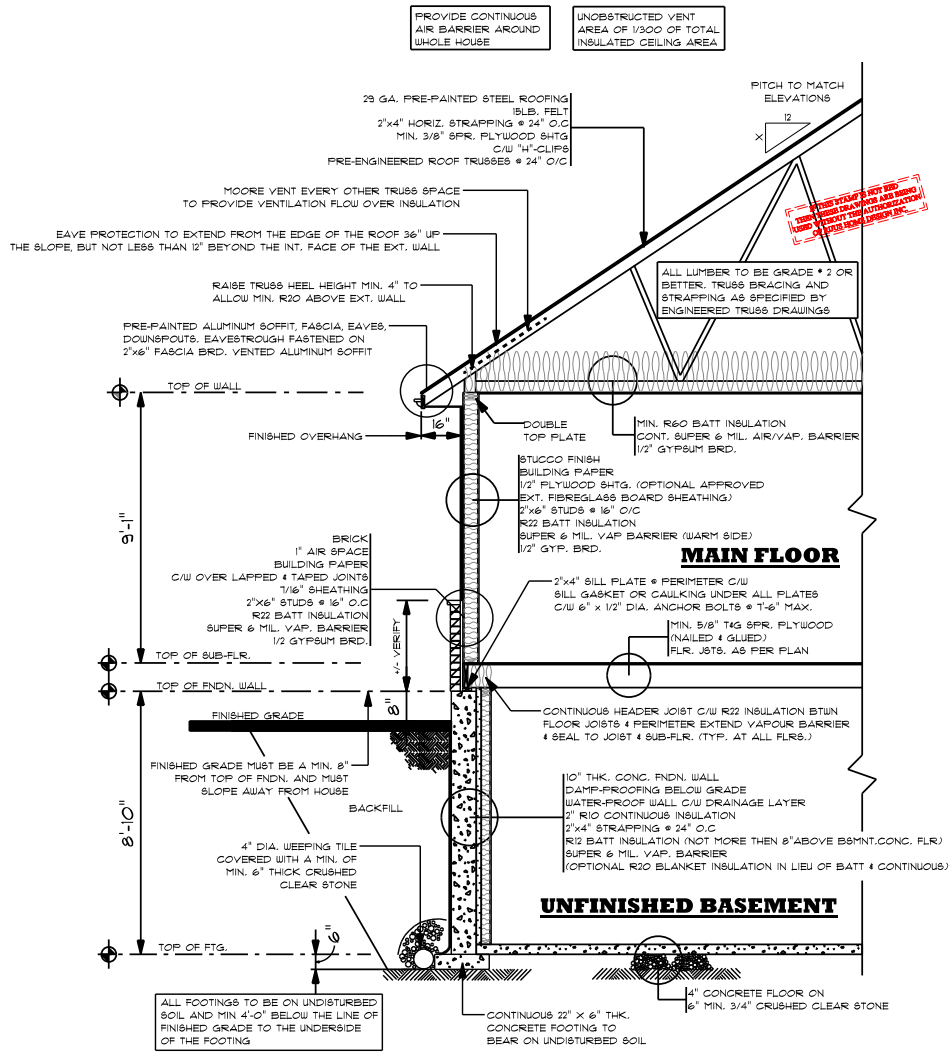
-ALL CHIMNEYS, FLUES, VENTS, ETC ARE OMITTED ON THIS DRAWING

-UNOBSTRUCTED VENT AREA OF 1/300 FOR ALL ROOF OR ATTICS ABOVE INSULATED AREAS. UNOBSTRUCTED VENT AREA OF 1/150 FOR ALL ROOF PITCHES LESS THEN 2/12 OR ROOF WITHOUT ATTIC SPACE

-TRUSS MANUFACTURER AND CONTRACTOR SHALL REPORT ANY DISCREPANCIES FOUND ON THESE DRAWINGS TO THE DESIGNER PRIOR TO FABRICATION. TRUSSES INSTALLATION TO COMPLY WITH MANUFACTURER SPECS.

-SOLID BEARING SUPPORTING GIRDER TRUSSES TO EXTEND DUN. TO FNDN. WALL

-TRUSSES TO BE DESIGNED/ENGINEERED BY TRUSS MANUFACTURER. MANUFACTURER TO SUBMIT SEALED STAMPED ENGINEERED SHOP DRAWINGS TO CONTRACTOR FOR APPROVAL BY BUILDING DEPARTMENT PRIOR TO CONSTRUCTION. TRUSS DIRECTIONS 4 GIRDER TRUSS LOCATIONS TO BE VERIFIED BY TRUSS MANUFACT.



TYP. CROSS SECTION

ENERGY PACKAGE "A1" SCALE: 1/2" = 1'-0"

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FIRM NAME: — BCIN:

SIGNATURE

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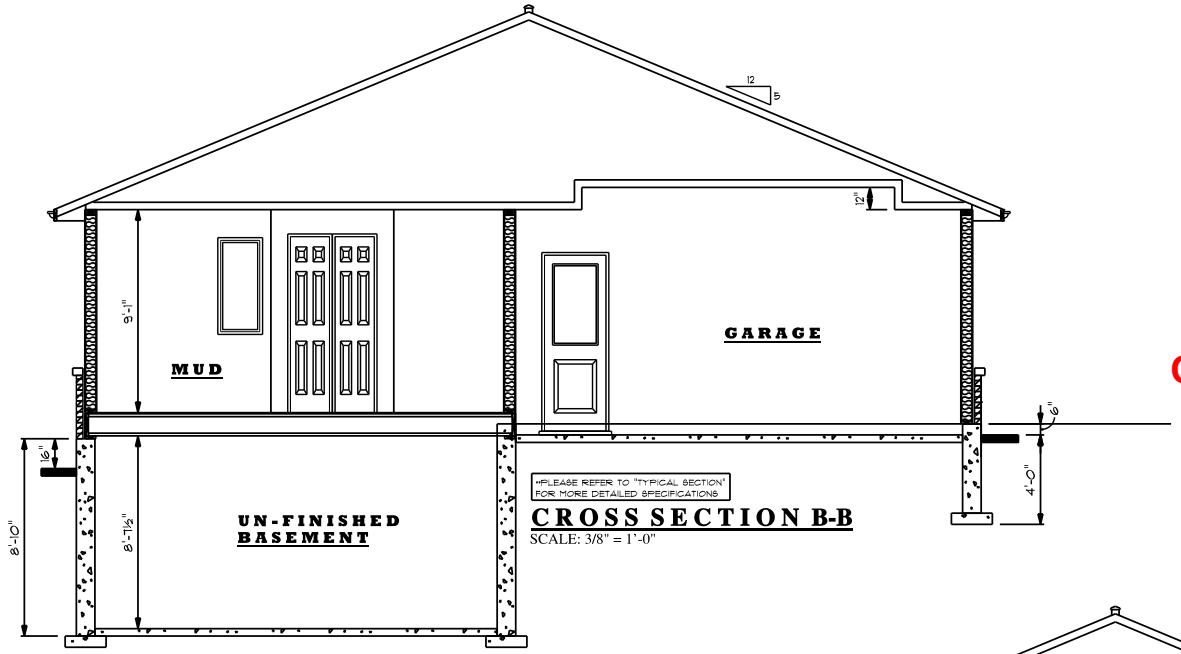
GENERAL INFO:
SIZE: 2339 SQFT BUNGALOW
LOCATION: 504 ATKINS PL, BURLINGTON
FRONT DOOR FACES : NORTH-WEST
ENERGY PACKAGE : ZONE 1, PRESCRIPTIVE (A1)
BUILDER: N/A

DATE : APR. 2025 — SCALE : NOTED

PROJECT NUMBER : RJF - 2025 - 619

PAGE TITLE :
SPECS & TYP. SECTION & ROOF PLAN

PAGE NUMBER :
6 OF 6



CROSS SECTION B-B

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

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CROSS SECTION A-A

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

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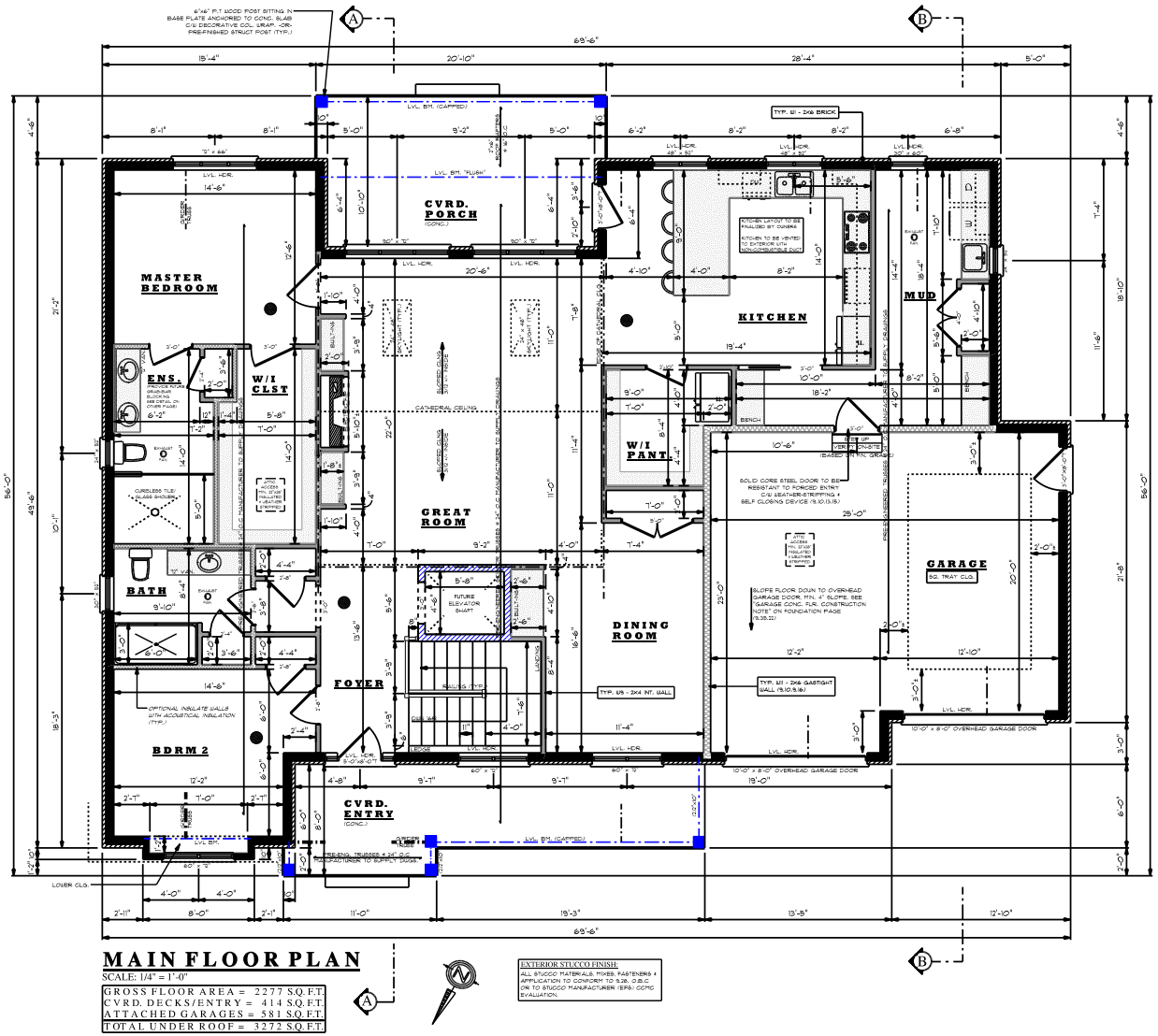
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BUILDER: N/A

DATE: NOV. 2025 — SCALE: NOTED

PROJECT NUMBER: RJF - 2025 - 619

PAGE TITLE:
CROSS SECTIONS
A & B

PAGE NUMBER:
5 OF 6



MAIN FLOOR PLAN

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

GROSS FLOOR AREA = 2277 S.Q.F.T.
CVRD. DECKS/ENTRY = 414 S.Q.F.T.
ATTACHED GARAGES = 581 S.Q.F.T.
TOTAL UNDER ROOF = 3272 S.Q.F.T.

A1 SB-12 COMPLIANCE PACKAGE FOR HEATING EQUIPMENT - ZONE 1

- AS PER TABLE 3.1.1.4. (9P.)
- SUBSTITUTE METHODS ARE ALLOWED AS LONG AS THEY MEET MIN. EFFECTIVE R-VALUE =

THERMAL INSULATION:
- CEILING WITH ATTIC SPACE - MIN. R60
- CEILING WITHOUT ATTIC SPACE - MIN. R31
- EXPOSED FLOOR JOISTS - MIN. R31
- WALLS ABOVE GRADE - MIN. R22
- BASEMENT WALLS - MIN. R20(+ R20(CONTINUOUS) EITHER R20 BLANKET INSULATION OR 2" R10 CONTINOUS WITH 2"X4" STRAPPING C/U R12

WINDOWS & DOORS:
- WINDOWS & SLIDING GLASS DR. - MAX. 0.28U/29 ENERGY RATING
- SKYLIGHTS - MAX. 0.45U

MECHANICALS:
- SPACE HEATING EQUIP. - MIN. 96% AFUE
- HRV EFFICIENCY MIN. 75% SRE
- DOMESTIC HOT WATER HEATER - MIN. 0.80 EF

WALL TYPES FOR ENERGY PACKAGE "A1" :

W1 - 2x6 BRICK EXT. WALL:
4" BRICK/STONE VENEER
1" AIR SPACE
BUILDING PAPER (HOUSE WRAP) C/U TAPED JOINTS
MIN. 7/16" SHEATHING
2"x6" WALL STUDS @ 16" O.C.
R22 INSULATION
6MIL SUPER POLY VAPOUR BARRIER
1/2" GYPSUM BOARD

W3 - 2x6 SIDING EXT. WALL:
VINYL EXT. SIDING
BUILDING PAPER (HOUSE WRAP) C/U TAPED JOINTS
MIN. 7/16" SHEATHING
2"x6" WALL STUDS @ 16" O.C.
R22 INSULATION
6MIL SUPER POLY VAPOUR BARRIER
1/2" GYPSUM BOARD

I/B - 2x4 INTERIOR PARTITION - (NON LOAD BEARING):
1/2" GYPSUM BOARD ON BOTH SIDES
(MOISTURE RESISTANT DRYWALL IN ALL BATHROOMS)
2"x4" WALL STUDS @ 16" O.C.
-OPTIONAL-
ACOUSTICAL INSULATION FOR SOUND PURPOSES

E/I - 2x6 GAS SEPARATION GARAGE WALL:
GARAGE SIDE FIRE RATED GYPSUM BOARD (45 MINS) CAULKED AND SEAL ALL JOINTS
2"x6" WALL STUDS @ 16" O.C.
R22 INSULATION
6mm SUPER POLY VAPOUR BARRIER (HOUSE SIDE)
1/2" GYPSUM BOARD

I/B2 - 2x6 INTERIOR PARTITION (NON LOAD BEARING):
1/2" GYPSUM BOARD ON BOTH SIDES
(MOISTURE RESISTANT DRYWALL IN ALL BATHROOMS)
2"x6" WALL STUDS @ 16" O.C. C/U BLOCKING AT OPTIONAL-
ACOUSTICAL INSULATION FOR SOUND PURPOSES

SQUARE TRAY DETAIL (GARAGE)

VARIES. SEE FLR. PLAN

VERIFY HORIZ. DIMENSION WITH TRUSS MANFACT.

INTERCONNECTED SMOKE ALARM C/O (CARBON MONOXIDE) DETECTOR. SMOKE ALARMS TO BE PROVIDED WITH 11 DAYS OF BATTERY BACK-UP + SHALL HAVE A VISUAL SIGNALING COMPONENT THAT CONFORMS WITH CODE. (9.10.19) (9.33.4)

WOOD LINTEL/HEADERS:
ALL LINTELS SUPPORTING TRUSS SPANS THAT EXCEED THE ALLOWED 30'-0 SUPPORTED TRUSS LENGTH ARE TO BE PRE-ENGINEERED LVL HEADERS. (9.23.12)

ALL LINTELS TO BE GRADE # 2 SPF 2/1 #SPF UNLESS OTHERWISE NOTED. IF WINDOW SIZES ARE CHANGED, PLEASE REFER TO THE LAST PAGE FOR WOOD LINTEL CHARTS. ALL LINTELS UNDER OPENINGS CARRYING POINT LOADS ARE TO BE PRE-ENGINEERED.

GENERAL FLOOR PLAN SPECIFICATIONS:

WINDOWS & EXT. DOORS NOTE:
BUILDER/HOMEOWNER TO VERIFY ALL WINDOW & EXTERIOR DOOR STYLES/SIZES PRIOR TO ORDERING, PAINTING. CONTRACTOR TO BE SUPPLIED WINDOW SUPPLIER ROUGH STUD OPENINGS PRIOR TO FRAMING.

UNLESS OTHERWISE NOTED, TOP OF ALL WINDOWS TO BE PLACED AT 7'0" A.F.F. WITH TRANSOM LOCATED ABOVE. PLEASE CONFIRM THE HEIGHT WITH TRUSS DWGS. (FASCIA DROP=HEIGHT)

PRE-ENGINEERED TRUSSES:
TRUSS LAYOUT TO BE DESIGNED/ENGINEERED BY TRUSS MANUFACTURER. MANUFACTURER TO SUBMIT SEALED STAMPED ENGINEERED SHOP DRAWINGS TO CONTRACTOR FOR APPROVAL BY BUILDING DEPARTMENT PRIOR TO CONSTRUCTION. IF GIRDER TRUSS LOCATIONS ARE SHOWN ON THESE DRAWINGS, THEY ARE BASE ON ANTICIPATED PLACEMENT DESIGNED BY TRUSS MANUFACTURER.

ABBREVIATIONS:
REFER TO THE LAST PAGE "SPECIFICATIONS" FOR A LIST OF ABBREVIATIONS.

LVL MEMBERS & TRUSS JOIST:
SUPPLIERS OF ALL LVL MEMBERS AND TRUSS JOIST (WOOD I BI) SYSTEMS TO PROVIDE ENGINEERED SHOP DRAWINGS. RIJUS HOME DESIGN INC. IS NOT RESPONSIBLE FOR PRE-ENGINEERED PRODUCTS.

MECHANICAL VENTILATION:
PROVIDE MECHANICAL VENTILATION SYSTEM TO EXCHANGE AIR / SEE OPTIONS 123, OR 4 AS PER (VENTILATION SYSTEMS) SEE O.B.C. 9.32. DRYER EXHAUST FANS TO CONFORM WITH PART 6

END BEARINGS:
ALL WOOD & STEEL BEAMS SHALL HAVE EVEN 4 LEVEL BEARING OF NOT LESS THEN 3-1/2" OF AT END OF SUPPORTS AS PER (9.23.8.(.)

ALL WOOD LINTELS WITH SPANS LESS THEN 9'-8" REQUIRE MIN. 1-1/2" BEARING AT EACH END, EXCEPT WHERE SPANS ARE GREATER THEN 9'-10" MIN. BEARING SHALL BE 3" (9.23.5.3)

POINT LOADS:
POINT LOADS CREATED IN WALLS DUE TO GIRDER TRUSSES OR BEAMS ENDS ARE TO BE (4) STUDS (JACK ARE TO BE CARRIED DOWN TO THE PADS)

FORCED ENTRY WINDOWS:
WINDOW WITHIN 4'-1" OF THE ADJACENT GROUND LEVEL THAT SERVE THE INTERIOR OF THE DWELLING UNIT SHALL BE RESISTANT TO FORCED TO FORCED ENTRY. (9.7.4.1)

LIGHTING OUTLETS:
-PROVIDE EXTERIOR LIGHTS AT ALL EXITS. (9.34.2.1)
-EVERY STAIRWAY SHALL BE LIGHTED AND CONTROLLED WITH A 3-WAY SWITCH FOR STAIRWAYS WITH MORE THEN 14 RISERS IN DWELLING UNITS. (9.34.3.3.)

GENERAL ELECTRICAL NOTES:
ALL ELECTRICAL TO CONFORM WITH (9.34) AND BE COMPLETED & INSPECTED AS PER THE ONTARIO ELECTRICAL SAFETY CODE (SSA). LOCATION AND TYPE OF ELECTRICAL OUTLETS, SWITCHES AND LIGHT FIXTURES ARE TO BE CONFIRMED BY HOME-OWNER & OR CONTRACTOR.

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4. ALL LUMBER TO BE No.2 OR ABE SPF / BETTER
5. ALL DIMENSIONS TO BE VERIFIED BY THE CONTRACTOR PRIOR TO COMMENCING ALL CONSTRUCTION
6. CONTRACTOR OR CLIENT TO SITE VERIFY & CHECK DIMENSIONS OF ALL ROOF TRUSSES AT THE JOB SITE PRIOR TO ORDERING
7. IF ANY ERRORS OR OMISSIONS ARE FOUND ON THESE DRAWINGS, THEY SHALL BE REPORTED TO THE DESIGNER PRIOR TO CONSTRUCTION.
8. FEATURES OF CONSTRUCTION NOT FULLY SHOWN ARE ASSUMED TO BE SAME CHARACTER AS THOSE NOTED FOR SIMILAR CONDITIONS
9. THESE PLANS FORM THE BASIS OF THE PERMIT ISSUANCE AND ANY DEVIATIONS FROM THESE PLANS AND DETAILS INCLUDING, BUT NOT LIMITED TO; STRUCTURE, GRADING, HVAC, OPENINGS, EXTERIOR FINISHES, OVERALL SIZE, FINISHED BASEMENTS WILL REQUIRE REVISED DRAWINGS AND CLEARANCE BY THE BLDG. DEPT. & DESIGNER.
   ANY INVOLVED PARTIES THAT PROCEED WITH PRIOR KNOWLEDGE OF DEVIATIONS, WITHOUT NOTIFYING DESIGNER, ASSUME FULL RESPONSIBILITY FOR ALL LIABILITIES, COSTS.
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The undersigned has reviewed and takes responsibility for this design, and has the qualifications and meets the requirements set out in the Ontario Building Code to be a designer

QUALIFICATION INFORMATION
Required unless design is exempt under Div. C, 3.2.4 of the building code

JASON SCHILSTRA — 37758 — BCIN
NAME: — BCIN:

REGISTRATION INFORMATION
Required unless design is exempt under Div. C, 3.2.5 of the building code

RIJUS HOME DESIGN INC. — 100572
FIRM NAME: — BCIN:

SIGNATURE

RIJUS HOME DESIGN INC. BCIN 100572 J. SCHILSTRA 37758 BCIN QUALIFIED DESIGNER

RIJUS
Home Design Inc
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310 QUEEN ST. DUNNVILLE, ON.
PHONE: (905) 7 7 0 1 - 1 1 1 0
EMAIL: JASON@RIJUS.COM
WWW.RIJUS.COM

PROJECT INFORMATION :

HALL RESIDENCE

GENERAL INFO:
SIZE: 2339 SQ.FT BUNGALOW
LOCATION: 504 ATKINS PL. BURLINGTON
FRONT DOOR FACES : NORTH-WEST
ENERGY PACKAGE : ZONE 1, PRESCRIPTIVE (A1)
BUILDER: N/A

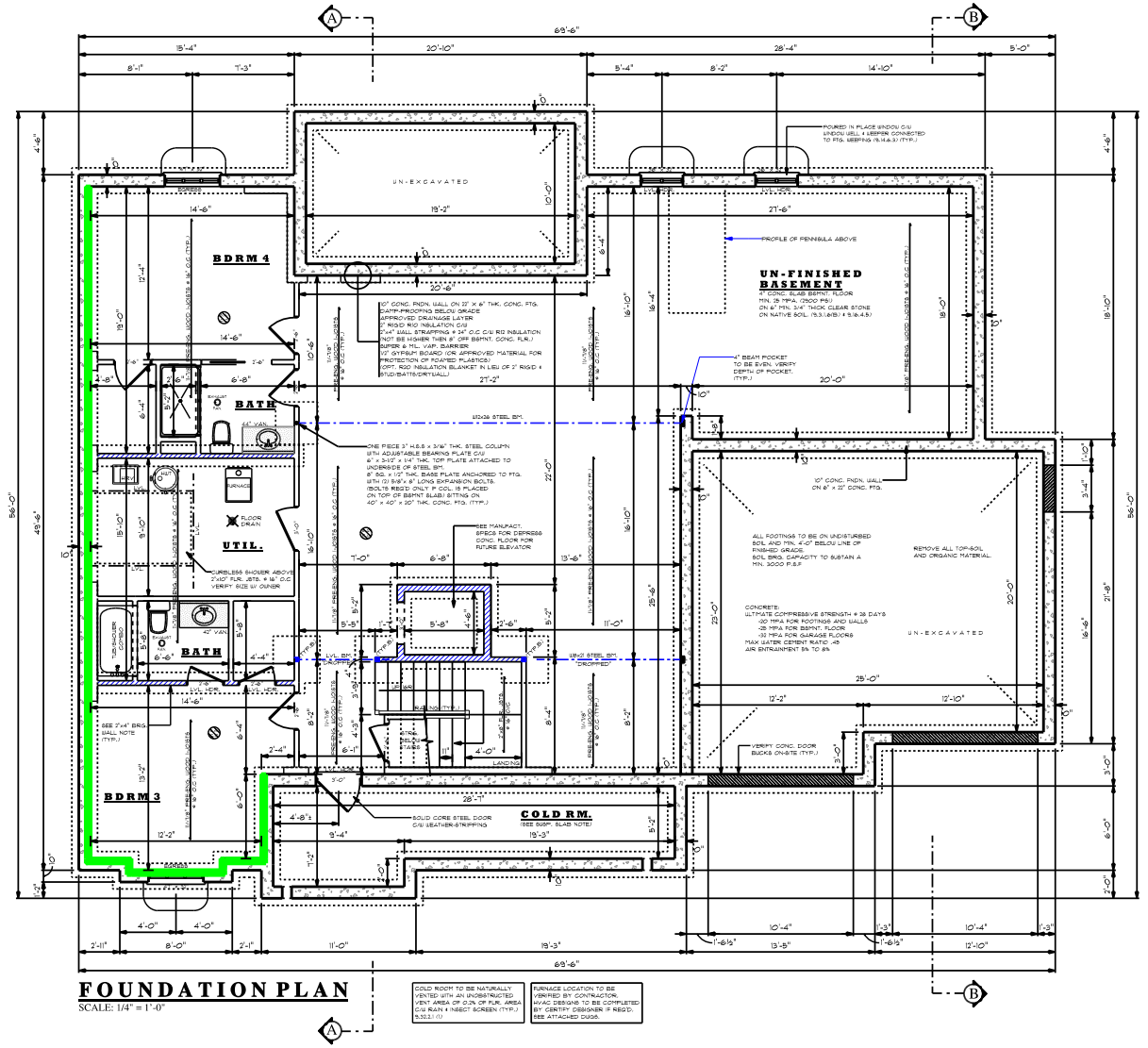
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PROJECT NUMBER : RJF - 2025 - 619

PAGE TITLE :
MAIN FLOOR PLAN

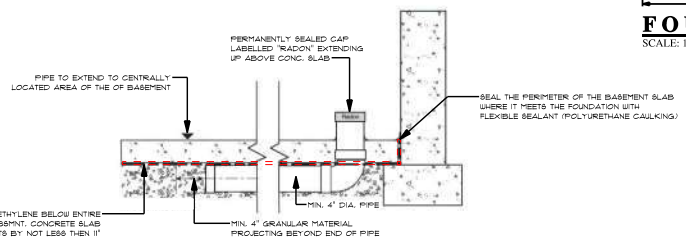
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FOUNDATION PLAN

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



RADON MITIGATION METHOD: (DEPRESSURIZATION SYSTEM)

SEAL THE PERIMETER OF THE BASEMENT SLAB WHERE IT MEETS THE FOUNDATION WITH FLEXIBLE SEALANT (POLYURETHANE CAULKING) AS WELL AS ANY SLAB PENETRATION. IF USING HOLLOW METAL COLUMNS THEY ARE TO BE SEALED BOTH AT THE PERIMETER AND IN THE CENTRES. ALL FLOOR DRAINS ARE TO BE SEALED TO PREVENT THE UPWARD FLOW OF SOIL GAS WITHOUT PREVENTING DOWNWARD FLOW OF WATER USING A SELF SEALING/SELF PRIMING TRAP.

2"x4" STUDS @ 16" O.C.
2"x6" SILL PLATE ON DAMPPROOFING MATERIAL C/U BLOCKING AT MIDPOINT ON 8" ASHLAR BLOCK ON 8"x20" CONC. FTG.

INTERCONNECTED SMOKE ALARM & CO (CARBON MONOXIDE) DETECTOR. SMOKE ALARMS TO BE PROVIDED WITH 1 DAYS OF BATTERY BACK-UP & SHALL HAVE A VISUAL SIGNALLING COMPONENT THAT CONFORMS WITH CODE. (9.10.19.1 / 9.32.3.9A)

ALL POINT LOADS & LOAD BRG. WALLS TO BE SOLID BLOCKED (SQUASH BLOCKS) TO BEARING BELOW. BLOCKING TO MAINTAIN WIDTH OF POST ABOVE AS A MIN.

ALL STEEL BEAMS TO BE BOLTED OR WELDED TO STEEL TELEPOST.

ALL SUB-FLRS TO BE MIN 5/8" THK. T&G SPR. PLYWOOD NAILED & GLUED

FOUNDATION PLAN SPECIFICATIONS:

END BEARINGS:
ALL WOOD & STEEL BEAMS SHALL HAVE EVEN 4 LEVEL BEARING AND SHALL HAVE NOT LESS THEN 3-1/2" OF BEARING AT END OF SUPPORTS AS PER 9.23.8.1.

ALL FLOOR JOISTS SHALL HAVE NO LESS THEN 1-1/2" N LENGTH FOR END BEARING, EXCEPT WHERE SUPPORTED ON RIBBON BOARD. 9.23.9.1 (1)

LVL MEMBERS & TRUSS JOIST:
SUPPLIERS OF ALL LVL MEMBERS AND TRUSS JOIST SYSTEMS TO PROVIDE ENGINEERED SHOP DRAWINGS. RIJUS HOME 4 DESIGN IS NOT RESPONSIBLE FOR PRE-ENGINEERED PRODUCTS.

CONCRETE PORCH SLAB NOTE:
MIN 4" CONC. SLAB C/U 10M REBAR @ 1'-7/8" O.C MAX. EA. WAY CONC. SLAB TO BEAR MIN. 3" ON SUPPORTING FNDN. WALLS AND BE ANCHORED WITH 24" x 24" 10M BENT DOWELS @ 2'-5/8" O.C MAX. SLAB TO SLOPE AWAY FROM HOUSE. MAX. LENGTH OF SHORTEST DIMENSION IS 8'-2" (9.39.4.4 OBC)

"SUSPENDED" CONC. SLAB NOTE: (COLD ROOMS ONLY)
8" SUSPENDED CONC. SLAB C/U 10M REBAR @ 1'-7/8" O.C MAX. EA. WAY CONC. SLAB TO BEAM MIN. 3" ON SUPPORTING FNDN. WALLS AND BE ANCHORED WITH 24" x 24" 10M BENT DOWELS @ 2'-5/8" O.C MAX. SLAB TO SLOPE AWAY FROM HOUSE. MAX. LENGTH OF SHORTEST DIMENSION IS 8'-2" (9.39.4.4 OBC)

IF UNDERSIDE OF SUSPENDED COLD ROOM SLAB (CEILING OF COLD RM.) IS TO BE INSULATED WITH RIGID FOAM INSULATION - THE FOAM INSULATION IS TO BE PROTECTED BY EITHER GYPSUM BRD, PLYWOOD, OSB, LIAPER BOARD, PARTICLE BOARD AS PER OBC 9.10.17.10

GARAGE CONCRETE FLOOR CONSTRUCTION:
4" CONC. SLAB GARAGE FLOOR
MIN. 32 MPA, 14850 PSI, MAX. 4" SLUMP
5-8% AIR ENTRAINMENT
6"x6"x6"x6" 6.0 MT. ON 6" MIN. 3/4" THICK CLEAR STONE WITH COMPACTED BASE
1" BAUGUTS @ 6'-0" O/C EA. WAY
WITHIN 24 HOURS OF POUR
(9.3.1.6/9.) 4 9.16.4.5)

BASEMENT WINDOW NOTES -
1. CONFIRM WITH BUILDER THE LOCATION AND SIZE OF ALL BASEMENT WINDOWS
2. ANY BASEMENT WINDOWS IN CONCRETE ARE TO BE POURED-IN-PLACE VINYL UNITS UNLESS OTHERWISE NOTED.
3. WINDOW WELLS MAY BE REQUIRED DUE TO FINAL GRADE. CONFIRM WITH BUILDER AND GRADING PLAN IF APPLICABLE. WINDOW WELLS MUST CONFORM WITH (O.B.C. 9.14.4.3.)
4. PROVIDE WEEPING TILE IN ALL WINDOW WELLS 4 FILL WITH 4 MIN. OF 6" CRUSHED, CLEAR STONE.
5. WHEN A FOUNDATION WALL CONTAINS AN OPENING MORE THEN 3'-11" IN LENGTH OR CONTAINS OPENINGS IN MORE THEN 25% OF ITS LENGTH, THE PORTION BELOW THE OPENING SHALL BE CONSIDERED LATERALLY UNSUPPORTED, UNLESS THE WALL AROUND THE OPENING IS ENGINEERED TO BE REINFORCED. (O.B.C. 9.15.4.3 (3))

GENERAL PLUMBING NOTES:
ALL PLUMBING TO BE COMPLETED AS PER (9.31 4 PART 7)
PRESSURE BALANCED OR THERMOSTATICALLY CONTROLLED MIXING VALVES SHALL BE PROVIDE FOR ALL SHOWER UNITS. (PART 7.8.3.2)
PRESSURE BALANCED OR THERMOSTATICALLY CONTROLLED MIXING VALVES SHALL BE PROVIDE FOR ALL FAUCETS OR WATER HEATER SOURCE

TELEPOST NOTE A:
ONE PIECE 3" H.S.S x 3/16" THK. STEEL COLUMN WITH ADJUSTABLE BEARING PLATE C/U 6" x 3-1/2" x 1/4" THK. TOP PLATE ATTACHED TO UNDERSIDE OF STEEL BM. 8" SQ. x 1/2" THK. BASE PLATE ANCHORED TO FTG. WITH (1) 5/8"x 8" LONG EXPANSION BOLTS. (BOLTS REQ'D ONLY IF COL. IS PLACED ON TOP OF BSMT SLAB.) SITTING ON 40" x 40" x 20" THK. CONC. FTG. (TYP.)

POST NOTE B:
4.5"x4" BUILT UP WOOD POST SITTING ON 32" x 32" x 16" THK. CONC. FTG.
WOOD POST TO BE SEPARATED FROM CONTACT WITH FOOTING USING DAMPPROOFING MATERIAL.

COLD ROOM TO BE NATURALLY VENTED WITH AN UNOBSTRUCTED VENT AREA OF 0.2% OF FLR. AREA C/U RAIN + INSECT SCREEN (TYP.) (9.32.2.1 (1))

FURNACE LOCATION TO BE VERIFIED BY CONTRACTOR. HVAC DESIGNS TO BE COMPLETED BY CERTIFY DESIGNER IF REQ'D. SEE ATTACHED DUCS.

ALL GRADES HEIGHTS TO MATCH GRADING DESIGN BY TARASICK MCMILLAN KUBICKI LIMITED. I0299-SP-2026-01-28

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JASON SCHILSTRA — 37758
NAME: — BCIN:

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RIJUS HOME DESIGN INC. — 100572
FIRM NAME: — BCIN:

SIGNATURE

RIJUS HOME DESIGN INC. BCIN 100572 J. SCHILSTRA 37758 BCIN QUALIFIED DESIGNER

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PHONE: (905) 7 0 1 - 1 1 1 0
EMAIL: JASON@RIJUS.COM
WWW.RIJUS.COM

PROJECT INFORMATION :

HALL RESIDENCE

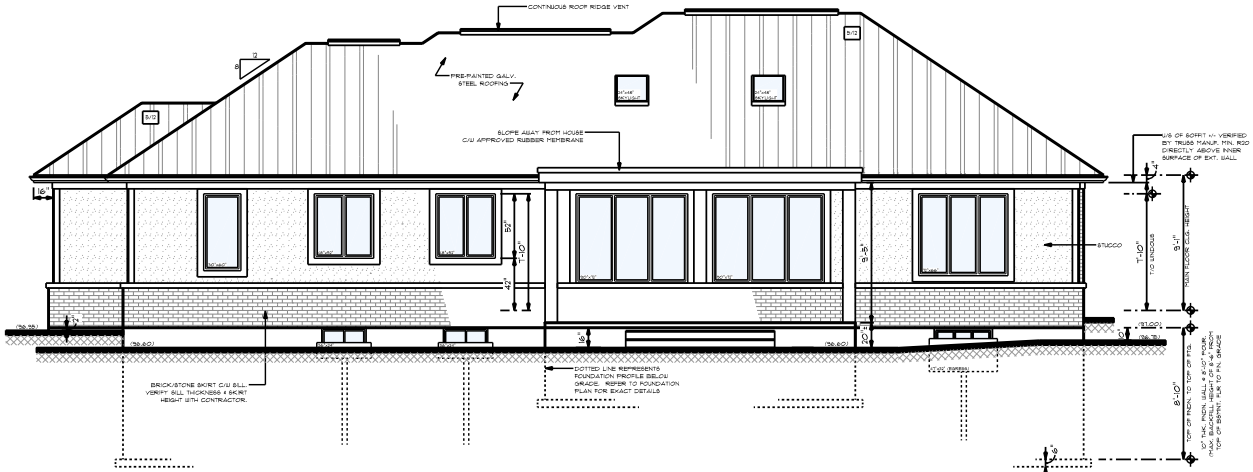
GENERAL INFO:
SIZE: 2339 SQ.FT BUNGALOW
LOCATION: 504 ATKINS PL. BURLINGTON
FRONT DOOR FACES : NORTH-WEST
ENERGY PACKAGE : ZONE 1, PRESCRIPTIVE (A1)
BUILDER: N/A

DATE : NOV. 2025 — SCALE : NOTED

PROJECT NUMBER : RJF - 2025 - 619

PAGE TITLE :
FOUNDATION PLAN & RADON DETAIL

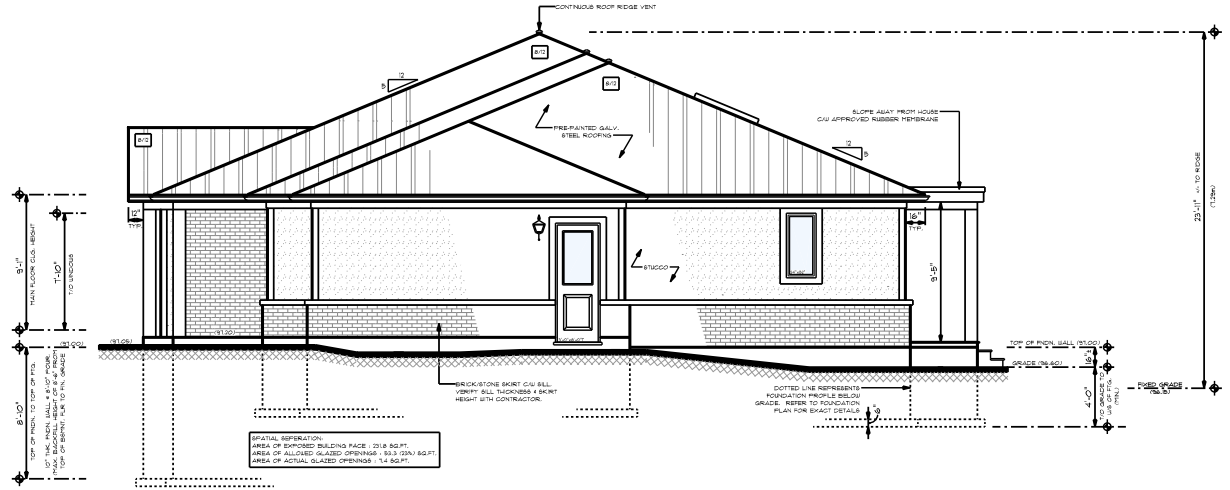
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REAR ELEVATION (SOUTH-EAST)

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

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RIGHT ELEVATION (SOUTH-WEST)

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

GENERAL ELEVATION SPECIFICATIONS:

1. ALL EXTERIOR FINISHES DETAILS / COLOURS / STYLES & MANUFACTURERS TO BE CONFIRMED BY HOME-OWNER.
2. BUILDER / OWNER / SUPPLIER TO CONFIRM ALL WINDOW & DOOR SIZES & ROUGH STUD OPENINGS PRIOR TO ORDERING.

   WINDOW GRILLS PATTERNS (MUNTIN BARS) MAY VARY BASED ON WINDOW SUPPLIER. CONTRACTOR TO VERIFY.
3. DECORATIVE FREZE & BANDING TO BE VERIFIED BY CONTRACTOR.
4. ALL GUTTERS & DOWNSPOUTS PURPOSELY OMITTED FOR CLARITY.
5. CONTRACTOR TO VERIFY ALL EXISTING AND PROPOSED FINISHED GRADES ON-SITE. IF AN A APPROVED GRADING PLAN IS PRESENT, GRADES TO MATCH SAID PLAN. FINISHED GRADE MUST SLOPE AWAY FROM HOUSE.
6. PROVIDE ICE & WATER SHIELD LAYER OVER ROOFS SLOPED 3/12 AND LESS. ALL ROOF PITCHES LESS THEN 4/12 TO HAVE "LOW SLOPE" APPLICATION SHINGLES (OBC 9.26.8)
7. ALL OVERHANGS TO BE AS STATED, UNLESS OTHERWISE NOTED: ROOF OVERHANG - 16" GABLE-END LOOK OUT FRAMING - 12"
8. FLASHING AT INTERSECTION BETWEEN ROOFS WHERE THEY ABUT WALLS AS PER (OBC 9.36.4)
9. ALL STEP FTGS. AS REQUIRED TO MAINTAIN MIN. 4'-0" GROUND COVERAGE FOR FROST PROTECTION (MIN. HORIZ. RUN - 23-5/8" MAX. VERT. RISE - 23-5/8" CONTRACTOR TO VERIFY LOCATION OF ALL STEP FTGS. AND THEIR HEIGHTS ON-SITE (OBC 9.15.3.9)
10. MAINTAIN MIN. 4'-0" GROUND COVERAGE FOR FROST PROTECTION FOR ALL FOOTINGS (VERIFY WITH GEOGRAPHICAL AREA) ALL FOOTINGS TO BEAR ON UNDISTURBED SOIL OR NATIVE ROCK
11. WINDOW WELLS MAY BE REQUIRED DUE TO FINAL GRADE. ALL WELLS IN WINDOW WELLS TO BE CONNECTED TO FTG. WEEPER AND FILLED WITH 3/4" CLEAR STONE. WINDOW WELL TO BE GALVANIZED CORRUGATED METAL 4 BOLTED TO PADN. WALL
12. ALL DECKS, PORCHES, LANDINGS, DOOR THRESHOLDS THAT HAVE A WALKING SURFACE MORE THEN 23-5/8" BUT LESS THEN 9'-11" ABOVE FINISHED GRADE REQUIRE 36" HIGH GUARD. WALKING SURFACES MORE THEN 9'-11" ABOVE FINISHED GRADE REQUIRE 42" HIGH GUARD. ALL GUARDS TO CONFIRM TO 9B-1

ALL GRADES HEIGHTS TO MATCH GRADING DESIGN BY TARASICK MCMILLAN KUBICKI LIMITED. 10289-SP-2026-01-28

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JASON SCHILSTRA — NAME: — 37758 — BCIN:

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SIGNATURE

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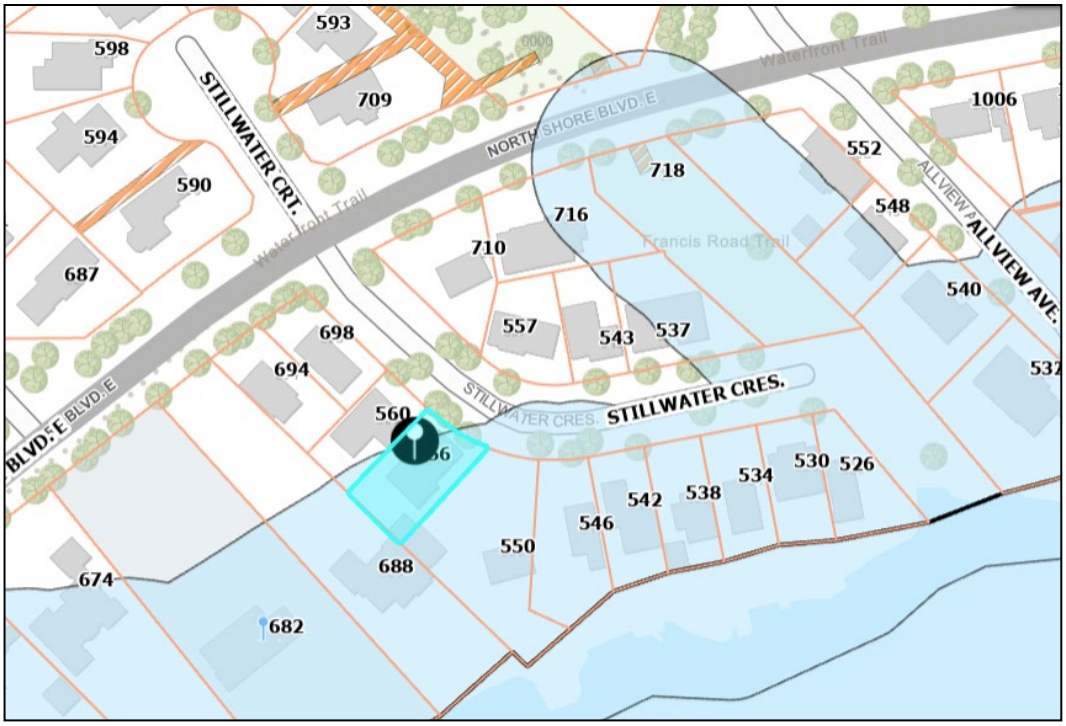
PROJECT NUMBER : RJF - 2025 - 619

PAGE TITLE :
REAR & RIGHT ELEVATIONS

PAGE NUMBER :
2 OF 6

COMMITTEE OF ADJUSTMENT
MINOR VARIANCE
STAFF REPORTS

Owner(s): James Power
Address: 556 Stillwater Cres. Burlington
File No. **A-069/25**
Ward: 1



Staff Comments

Committee of Adjustment

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

Date: September 5, 2025 Prepared By: E. Shacklette

Zoning

1) **Background information:**

The subject property is zoned R2.1, Low Density Residential, under Zoning By-Law 2020, as amended. 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 **(e)(f)**	10 m **(c)**	**(a)(d)**	4.5 m

Footnotes to Table 2.4.1

(a) With attached garage or carport: 10% of actual lot width
(19.06 m x 10% = 1.906 m)

4.2 MAXIMUM LOT COVERAGE

Table 2.4.3

Dwelling Type	Dwelling with Attached Garage	Dwelling without Attached Garage
One storey	40% including accessory buildings	32% plus 8% for accessory buildings
One and a half storey	37.5% including accessory buildings	29.5% plus 8% for accessory buildings
Two or more storeys	**35% including accessory buildings** 40% in R3.3 and R3.4 zones	27% plus 8% for accessory buildings 32% plus 8% in R3.3 and R3.4 zones

Footnotes to Table 2.4.3

(a) One accessory building less than 10 m^2 and less than 2.5 m in height shall be exempt from the lot coverage requirements of Table 2.4.3.
(b) Designated Areas are shaded on ZONING MAPS in Part 15.

2) **Proposal:**

The applicant is proposing the construction of a one storey attached garage to the existing two storey dwelling. Variances for front and side yards as well as lot coverage are required.

COMMITTEE OF ADJUSTMENT
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3) **Variances required:**

1. To permit a front yard setback of 8.0 m instead of the minimum required 11 m for a proposed one storey attached garage addition.

2. To permit a south side yard setback of 1.0 m instead of the minimum required 1.906 m (19.06 m x 10%) for a proposed one storey attached garage.

3. To permit lot coverage of 36% instead of the maximum permitted 35% for a proposed one storey attached garage addition.

4) **Notes and conditions**:

Conditions:

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 Consolidated Pre-Building Permit Application is made, they will be the responsibility of the applicant to obtain.

2. The zoning review is based on the portion of the site affected by the proposed development only.

3. The variances identified are based on the plans provided. Any changes to the plans resulting in additional variances will be the responsibility of the applicant to obtain.

4. The application has been reviewed under Section 45(1) of the Planning Act.

Date: March 13, 2026 Prepared By: S. Boich

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Site Planning

Site Characteristics	
Lot Frontage (m)	19.06 m
Lot Area (m^2)	593.6 m^2
Existing Land Uses *(ex. buildings, structures, driveways, fences, etc…)*	Two-storey detached dwelling without an attached garage, pool, two accessory buildings, accessory structure (pergola) 2 m wood board fence.
Site Grading *(ex. Flat and level, significant grade differences)*	Slight slope up from the street to the dwelling, otherwise, flat and level
Notable Site Features	n/a
Surrounding Land Uses *(ex. Adjacent building relationships, natural features, notable adjacencies)*	Adjacent uses consist of one and two storey low density residential (detached dwellings).
Nearest Major Intersection	North Shore Blvd E & King Road
Neighbourhood Boundaries* *Based on OP, 1997 *residential neighbourhood* definition	North: Plains Road East East: Queen Elizabeth Way South: Lake Ontario West: Waterdown Road

Neighbourhood Characteristics:

- Located in the Residential Low Density (R2.1) zone which permits detached dwellings and additional residential units.
- The neighbourhood supports one-storey and two-storey detached dwellings of varied architectural character. The siting of dwellings and lot coverage is also varied.
- Attached one car garages are a common feature of dwellings on Stillwater Crescent.
- Based on aerial imagery, side yard setbacks along Stillwater Crescent range from 0.2 m (542 Stillwater Cresent) to an anomaly of 17 m (550 Stillwater Crescent).
- The existing dwelling maintains a lot coverage of 27.61% and is within the range of dwelling footprints located along the south side of Stillwater Crescent. The existing accessory buildings (garage and shed) maintain a lot coverage of 3.47% and 0.84% respectively. Therefore the total existing lot coverage is approximately 31.92%.
- The streetscape is mature, featuring landscaped front yards and street trees.

A site visit was conducted on April 14, 2025, 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:

- Detached dwellings are permitted by the City's Zoning By-law, which is consistent with section 76 of the ROP indicating 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.

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 requested variances meet the general intent and purpose of the Official Plan for the following reasons:

- The proposal is consistent with the permitted uses under the property's 'Low-Rise Neighbourhoods I' land use designation according to Schedule 'C'/Schedule 'B' (Land Use - Urban Area/Comprehensive Land Use Plan- Urban Planning Area) of the BOP, 1997/BOP, 2020, as amended, which permits ground-oriented, low-density housing, and where compatible infill, small-scale additions, and renovations are encouraged.

- Whereas Section 8.3.2(1)(a)–(d) of the BOP, 2020 (Low-Rise Neighbourhoods I) directs that new development and additions shall be compatible with the surrounding context and maintain the predominant character of the neighbourhood with respect to height, massing, and setbacks, the proposal is consistent with these objectives in the following ways:
    - The existing street supports one-storey and two-storey detached dwellings. The proposed addition is one storey in height while the existing dwelling is two storeys in height. Staff is of the opinion the proposal respects the existing low-rise character of the street in terms of height and massing.
    - The position of the existing dwelling on the lot is deficient in terms of front yard setback and maintains a setback that ranges between 2.49 m and

4.02 m. Although a variance for a reduced front yard is required, the proposed one storey garage addition is to be recessed from the front wall of the existing dwelling, which will have the effect of reducing the prominence of the garage on the streetscape.
    - Despite the requested reduction in front yard setback, south side yard setback and increased lot coverage, staff are of the opinion that the resulting built form will still maintain sufficient amenity area and transition between dwellings.
    - The proposed addition is to be sited over an existing paved driveway, and no vegetation or tree removals are required.

- Whereas compatible is defined in the BOP 1997 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:
    - Staff are of the opinion that the proposed one storey addition would not result in significant massing impacts on the streetscape or on neighbouring properties.
    - There are no anticipated adverse effects related to shadowing, privacy or noise.
    - The addition respects the established neighbourhood scale and supports the ongoing pattern of gradual change.

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 – (Variance No. 1 - Reduced front yard setback)
The application requests a variance to permit a front yard setback of 8.0 m instead of the minimum required 11 m for a proposed one storey attached garage addition. The intent of the front yard setback regulation is to ensure that a consistent streetscape is maintained and that sufficient area is available for driveways and landscape open space in a front yard. The requested minor variance maintains the general intent and purpose of the Zoning By-law for the following reasons:

- The subject lands are located on the curve of Stillwater Crescent, in a location where the City's road allowance is wide. The distance from the edge of the road to front lot line of the subject lands is approximately 6.7 m deep. This gives the illusion of a deeper front yard and a larger building setback.

- As previously stated, the position of the existing dwelling on the lot is deficient in terms of front yard setback and maintains a setback that ranges between 2.49 m and 4.02 m. The location of the existing dwelling will be maintained and the one

storey attached garage addition is proposed to be recessed from the front wall of the existing dwelling. The siting of the proposed addition reduces the impact of the garage on the streetscape and maintains sufficient area for parking on the driveway. Landscaped open space will remain unchanged.

Yes – (Variance No. 2 – Reduced south side yard setback)

The application requests a variance to permit a south side yard of 1.0 m instead of the minimum required 1.9 m for a proposed one storey attached garage addition. The intent of the side yard setback provisions is to ensure adequate separation between buildings for access, maintenance, drainage, privacy, and the provision of light and air between neighbouring dwellings. The requested minor variance maintains the general intent and intent and purpose of the Zoning By-law for the following reasons:

- Although the variance proposes a reduction in south side yard setback, the dwelling maintains a 4.8 m north side yard setback and a 10.2 m rear yard setback, therefore staff are of the opinion adequate separation is maintained between the subject dwelling and the adjacent property to allow for light, air, drainage, access and building maintenance.

- There are no windows along the south side elevation of the proposed garage and a 2 m wood board fence separating the subject lands from the neighbouring property at 550 Stillwater Crescent is proposed to remain in place, therefore there are no impacts with respect to privacy.

- The proposal respects the range of side yard setbacks in the area.

Yes – (Variance No. 3 – Increased lot coverage)

The application requests a variance to permit lot coverage of 36% instead of the maximum permitted 35% for a proposed one storey attached garage addition. The intent of lot coverage regulations is to ensure that an appropriate balance is maintained between built form and open space on a lot. By limiting the portion of a property that may be covered by buildings or structures, lot coverage standards help preserve adequate areas for landscaping, drainage, access, and outdoor amenity space, while also mitigating potential impacts related to stormwater runoff, massing, and neighbourhood character. The requested minor variance maintains the general intent and intent and purpose of Zoning By-law for the following reasons:

- The requested increase in lot coverage represents a reasonable expansion to the existing dwelling without resulting in an overbuilt condition.

- The proposal maintains adequate open space on the lot, ensuring continued opportunities for access, grading, drainage, and outdoor amenity areas.

- The proposed development does not result in adverse impacts related to neighbourhood character and continues to reflect a low-density residential form.

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 requested minor variances are desirable for the appropriate development and use of the land for the following reasons:

- The variances facilitate a modest addition that allows for reinvestment in the existing dwelling and indoor vehicle storage, while maintaining the low-rise residential character of the neighbourhood.

- Development Engineering, Forestry, Transportation Planning, and Halton Region have no objections to the requested variances.

4) Minor in Nature:

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

Yes

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

- The resulting built form will continue to provide adequate area for landscaping, amenity area, a functional driveway and sufficient separation between buildings.

- The requested variances will not pose adverse effects to the subject property, adjacent properties or the surrounding streetscape.

- The requested variances would result in an addition that maintains compatibility with the neighbourhood.

Cumulative Effects of Multiple Variances and Other Planning Matters:

The proposed one-storey addition is lower than the existing dwelling and provides sufficient spacing and access around the property. As a result, staff are of the opinion that the proposal does not introduce new impacts related to siting, lot coverage, massing, privacy, drainage, or building maintenance. The cumulative effect of the variances is appropriate and maintains compatibility with the abutting properties and the surrounding neighbourhood.

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Recommendation:

Staff has reviewed the requested 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: April 20, 2026 Prepared By: Melissa Dalrymple, MCIP, RPP

Report Schedules & Attachments:
Attachment No. 1 (Site Photos)

	
View of subject lands from the street.	*View of existing south side yard setback.*
	
View of existing accessory building in south yard.	*View of rear yard and accessory structure (pergola).*

	
View of north side yard containing secondary accessory building, from the rear yard.	*Existing dwelling located north of the subject lands.*
	
Existing dwelling across the street from the subject lands.	*Existing dwelling with one car garage located on the south side of Stillwater Crescent.*

Development Engineering

Development Engineering has reviewed the proposed minor variances and has no objections to the proposed minor variances. Revisions to the plans may be required through the Grading and Drainage Clearance Certificate Process.

Date: April 7, 2026 Prepared By: R. Maximo

Forestry

Forestry has no objection to the proposed variances requested.
Forestry has reviewed the application and has the following advisory comments:

Advisory Comments:

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.

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Date: April 7, 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.

3. Exterior wall less than 1.2m but not less than 0.6m to property line requires 45-minute fire resistance rating and shall not contain any unprotected openings.

Date: April 23, 2026 Prepared By: Q. Tan

Transportation Planning

Deemed Road Width Analysis

Stillwater Crescent 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 have no objections given there is no impact on the amount of parking available within the property.

Date: March 25, 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 19, 2026 Prepared By: L. Bray

Halton Region

Regional Staff have reviewed the Minor Variance application proposing the construction of a one storey detached dwelling with attached garage. Variance is requested to the minimum required side yard.

- 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: April 8, 2026 Prepared By: Navjot Kaur

Conservation Halton
Comments are forthcoming and will be provided via way of an Addendum.

Burlington Hydro

Comments not received as of the date of publication of this report.

The applicant is responsible for engaging with Burlington Hydro as part of their development project.

March 19, 2026

Submitted Digitally

Ms. Erin Shacklette, CPT, ACST
Committee Clerk and Assistant to the Secretary-Treasurer
Committee of Adjustment
Community Planning – Development and Growth Management
City of Burlington
426 Brant Street
P.O. Box 5013
Burlington, ON
L7R 3Z6

Dear Ms. Shacklette:

Re: Application for Minor Variance
James Power
556 Stillwater Crescent
City of Burlington
Our File No.: 2025/07
City File No.: A-069-2025

This is further to our submission of the above-noted Application on September 3, 2025.

Minor Variances Requested

Based on a further zoning review by City staff and an updated survey prepared by MacKay MacKay & Peters Limited, Ontario Land Surveyors dated March 17, 2026, modifications and additional minor variances were identified to facilitate the construction of an attached single car garage.

The following minor variances are now being requested:

1. To permit a front yard setback of 8.0 m instead of the minimum required 11 m for a proposed one storey attached garage addition.
2. To permit a south side yard setback of 1.0 m instead of the minimum required 1.906 m (19.06 m x 10%) for a proposed one storey attached garage.
3. To permit lot coverage of 36% instead of the maximum permitted 35% for a proposed one storey attached garage addition.

Planning Analysis

A review of Section 45(1) of the Planning Act, R.S.O. 1990 and the four (4) tests is outlined below.

513 Locust Street, Unit B - Burlington, ON L7S 1V3
T 905 681 1769 www.wellingsplanning.ca

Is the general intent and purpose of the official plan maintained?

The subject property is designated *'Urban Area'* and within the *'Built Boundary'* in the HROP and BOP. The *'Urban Area'* of the HROP permits uses in accordance with the BOP and ZBL. The existing dwelling and proposed garage conform to the HROP.

As noted above, the subject property is designated *'Residential Neighbourhood'*, *'Established Neighbourhood Area'*, and *'Residential – Low Density'* in the BOP. Detached dwellings are permitted within these designations.

The BOP states that *'Residential Neighbourhood Areas'* within the *'Urban Area'* are intended to provide for housing with a mix of densities. Objectives include to accommodate a diverse range of household sizes and incomes, and to ensure compatible development with surrounding properties. Policies include the preservation of on-site trees and vegetation to assist in maintaining neighbourhood character.

Within the *'Established Neighbourhood Area'*, development should be designed to enhance the existing physical character of the surrounding area, including lot patterns, building typology, height and scale, setbacks from the street, and rear and side yard setbacks.

The proposed garage addition will provide an upgrade/improvement to the existing detached dwelling and provide indoor vehicle storage. The garage addition conforms to the design and character policies of the *'Established Neighbourhood Area'*. No trees or vegetation will be removed to facilitate the garage addition. The proposed garage will be situated on the existing paved driveway and recessed from the main wall of the dwelling (i.e., will not project). In my opinion, the character of the neighbourhood will be maintained with the garage addition. There are no proposed changes to the lot pattern, building typology and no further encroachment into the front and rear yards of the subject property. The front yard setback reduction variance is based on an existing condition where the existing dwelling does not presently meet the minimum setback requirement of 11.0 metres. The current front yard setback of the existing dwelling ranges between 2.49 metres and 4.02 metres.

The proposed minor variances maintain the general intent and purpose of the Official Plans in effect.

Is the general intent and purpose of the zoning by-law maintained?

The subject lands are zoned R2.1 within the current ZBL.

Part 2, Section 4.8 of the ZBL contains the following provisions with respect to garages:

> **4.8 GARAGES**
>
> **(a) The width of a front loading attached garage shall not exceed 50% of the width of its building elevation.**
>
> **(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.**

The intent of this regulation is to ensure that the garage is not the dominant feature of the dwelling and that the garage does not project beyond the front facing wall of the dwelling in

order to maintain a consistent streetscape. The proposed garage in this instance is approximately 28% of the width of the dwelling, As previously noted, the garage will not project beyond the front wall of the existing dwelling.

The determination of a garage setback based on 10% of the actual lot width is arbitrary and does not consider the existing neighbourhood context. The intent and purpose of the ZBL is to establish a reasonable setback for an attached garage that minimizes impact on abutting properties and allows for the future maintenance of the garage within the prescribed setback. In this instance, a setback of 1.0 metres is reasonable within the existing context. The 1.0 metre setback provides sufficient space for future maintenance. There is an existing 2.0 metre wood privacy fence along the property line with 550 Stillwater Crescent with mature trees and vegetation and a driveway situated on the 550 Stillwater Crecent property.

With respect to the minor variance for a reduced front yard setback, as previously noted the existing dwelling does not presently meet the front yard setback requirement in the R2.1 Zone. The minor variance as requested will ensure that the garage is recessed and will not project beyond the front wall of the principal dwelling.

The minor variance for a 1% increase in lot coverage is negligible and would not be noticeable to the immediate neighbours or the surrounding neighbourhood.

The proposed minor variances maintain the general intent and purpose of the ZBL.

Is the minor variance minor?

There are no adverse impacts arising from the minor variances for the proposed garage addition.

The 1.0 metre setback is a minor reduction from the ZBL requirement whereas a 1.9 metre garage setback for an attached garage is excessive. The existing 2.0 metre wood privacy fence previously noted will remain meaning that only 0.5 metres of the top portion of the garage will be visible. The most affected residence at 550 Stillwater Crecent is setback approximately 20 metres from the property line and within that setback, there is an existing driveway with mature trees and vegetation that provides year round screening between the existing residence and the proposed garage. The attached garage would be a single car garage within a one storey built form at approximately 2.5 metres in height. The construction of the garage in this location would remove an existing east facing window and place the existing exterior door within the interior of the proposed garage reducing any impact on privacy and overlook.

The proposed variances are minor in nature and do not result in an adverse impact on surrounding properties.

Is the minor variance desirable for the appropriate development or use of the land, building or structure?

The proposed minor variances in my opinion are desirable for the appropriate development and use of the land. The garage addition will result in an enhancement/improvement to the existing dwelling and is sympathetic to the adjoining property and the broader neighbourhood. There are several dwellings in the immediate neighbourhood with attached garages with some recently constructed on the property next door at 560 Stillwater Crescent and at 1020 North Shore Boulevard. The proposed height of the garage at approximately 2.5 metres is

not imposing and it will not contain any living quarters (i.e., above grade living space/apartment) which is common nowadays.

Conclusions

The proposed minor variances will facilitate the construction of an attached single car, one storey garage to the existing detached dwelling. It is my opinion that the variances requested are reasonable, appropriate, and sympathetic to the surrounding neighbourhood, and each variance satisfies the four (4) tests as set out by the Planning Act.

The proposed attached garage conforms to the relevant Official Plans and complies with Section 4.8 of the ZBL. There are no adverse impacts arising from the proposed minor variances for the proposed attached garage.

Supporting Materials

In support of the Application, please find enclosed the following:

1. Completed Revised Minor Variance Application form together with Owner's Authorization and signed and dated Posting of Advisory Sign form.
2. Survey prepared by MacKay, McKay & Peters Limited dated March 17, 2026.
3. Preliminary Elevation Drawings prepared by Cal Designs dated May 18, 2022. Please note that the elevations are provided for illustrative purposes only and have not been updated based on the latest survey.

We would appreciate circulation of the Application as soon as possible. Please advise us should you have any questions or require any further information.

Yours truly,
WELLINGS PLANNING CONSULTANTS INC.

Glenn J. Wellings, MCIP, RPP

Copy: Mr. James Power – Owner

CITY OF Burlington

MINOR VARIANCE – 2025
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: Steve Boich Name of Zoning Examiner: Erin Ruby

PROPERTY INFORMATION
Municipal Address(es) of property:
556 Stillwater Crescent

Legal Description of property:
Plan 614 Lot 32 Pt Lot 31

Official Plan Designation: Residential - Low Density Current Zoning Designation Residential - Low Density (R2.1)

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

Mailing Address: 556 Stillwater Crescent City: Burlington

Postal Code: L7T 3M7 Home Phone: _____ Mobile Phone: [redacted]

Work Phone: 416-427-7744 E-Mail: [redacted]

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

Name:
Wellings Planning Consultants Inc. - Glenn Wellings

Business Address: 513 Locust Street, Unit B City: Burlington

Postal Code: L7S 1V3 Home Phone: _____ Mobile Phone: [redacted]

Work Phone: 905-681-1769 ext. 201 E-Mail: [redacted]

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.

Garage addition to existing detached dwelling.

Variance(s) Requested	Zoning Bylaw Requirement
1. To permit a front yard setback of 8.0 m for garage.	The minimum required is 11 m for a proposed one storey attached garage addition.
2. To permit a south side yard setback of 1.0 m.	The minimum required is 1.906 m (19.06 m x 10%) for a proposed one storey attached garage.
3. To permit lot coverage of 36%.	The maximum permitted is 35%.

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? No adverse impact on adjacent properties. A 1.0 metre setback is a reasonable setback for an attached garage. The increase in coverage and reduction of front yard setback are negligible.

2. Why are the variance(s) desirable for the appropriate use of the land? Attached garage is acceptable form of development that will permit vehicle to be parked indoors. The garage will be recessed from the front wall of the existing dwelling.

3. Do the variance(s) meet the intent and purpose of the Official Plan? Yes - single attached dwellings with garages are permitted in Residential - Low Density designation.

4. Do the variance(s) meet the intent and purpose of the Zoning By-law? Yes - variance of 1.0 metres provides an appropriate setback with sufficient space for maintenance.

PROPERTY DETAILS (please complete all fields):

Date property purchased:	Date property first built on:	Date of proposed construction:
Sep 02, 2005 (mmm/dd/yyyy)	Unknown (mmm/dd/yyyy)	September 1, 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:
Unknown

Proposed Use of the Land:
Single detached dwelling with attached garage.

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

CITY OF Burlington

MINOR VARIANCE – 2025
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?
19.06 m	31.4 m	593.6 m²	20 m	20 m	20 m	36%	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)	161.13	M²	Ground Floor Area (incl. attached garage)	205.46	M²
Gross Floor Area:	264.2	M²	Gross Floor Area:	288.2	M²
Number of Storeys:	2 storeys		Number of Storeys:	2 storeys	
Width:	7.8	M	Width:	11.12	M
Length:	8.77	M	Length	8.77	M
Height:	6.6	M	Height	6.6	M
Garage/Car Port			**Garage/Car Port**		
Detached?	Y ☐ N ☒		Detached?	Y ☐ N ☒	
Gross Floor Area:		M²	Gross Floor Area:	24.2	M²
Width:		M	Width:	3.32	M
Length:		M	Length:	7.29	M
Height:		M	Height:	2.44	M
Accessory Structures (Shed, Gazebo, etc)	Pool Shed		**Accessory Structures**	Pool Shed	
Gross Floor Area:	20.4	M²	Gross Floor Area:	20.4	M²
Width:	3.35	M	Width:	3.35	M
Length:	6.1	M	Length:	6.1	M
Height:	4.5	M	Height:	4.5	M
Other (pool, additional sheds, decks, driveways, etc.)	Inground Pool		**Other**	Inground Pool	
Gross Floor Area:	N/A	M²	Gross Floor Area:	N/A	M²
Width:	4.26	M	Width:	4.26	M
Length:	8.53	M	Length:	8.53	M
Height:		M	Height:		M

LOCATION of all existing and proposed buildings and structures

EXISTING			PROPOSED		
Front:	11.2	M	Front:	11.2	M
Rear:	15	M	Rear:	15	M
Side/Street Side:	6.16	M	Side/Street Side:	6.16	M
Side/Other Side:	5.74	M	Side/Other Side:	1.2	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:
Glenn Wellings	556 Stillwater Crescent

1. I, Glenn Wellings (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 March 17, 2026 (mmm/dd/yyyy)

has been revised by: MacKay, MacKay & Peters Limited (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 _____ (mmm/dd/yyyy)

**Accepted for applications involving variances for Uses only.

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.

Glenn Wellings — March 17, 2026

Signature of Owner/Applicant — Date (mmm/dd/yyyy)

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.

Owner Name	Property Address
James Power	556 Stillwater Crescent
JAMES POWER	March 17, 2026
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: Glenn Wellings - Wellings Planning Consultants Inc.

I, Glenn Wellings (print name) of the City (Region/City/County) of Burlington in the Region (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 (Region/City/County) of Burlington in the Town of Halton (City/Town/Township)

this 17th day of March 2026.

Monica Lise Visnovsky,
a Commissioner, etc., Province of Ontario,
for Wellings Planning Consultants Inc.
Expires May 26, 2028

Monica Visnovsky
Signature of Commissioner, etc.

Glenn Wellings
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: 556 Stillwater Crescent

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.

JAMES POWER
Signature of Owner

James Power
Print Name

OWNERS AUTHORIZATION

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

I, James Power (print name) being the registered owner of the subject lands, hereby

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

application for a Minor Variance.

JAMES POWER
Signature of Owner

March 17, 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.

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

- ☒ Metric Scale
- ☒ North Arrow
- ☒ Frontage
- ☒ Depth
- ☒ Lot Area
- ☒ Lot Coverage
- ☒ Deemed Street Line
- ☒ Existing Front Yard Setbacks
- ☒ Existing Rear Yard Setbacks
- ☒ Existing Side Yard Setbacks
- ☒ Existing Street Side Yard Setbacks
- ☒ Existing Porch, Stairs and Overhang Setbacks
- ☐ Proposed Front Yard Setbacks
- ☐ Proposed Rear Yard Setbacks
- ☒ Proposed Side Yard Setbacks
- ☐ Proposed Street Side Yard Setbacks
- ☐ Proposed Porch, Stairs and Overhang Setbacks
- ☒ Streets (Public and Private)
- ☒ Street Names
- ☐ Parking (Dimensioned spaces, Driveway Width, Arrangement)
- ☐ Railways (Location of them and setbacks to structures)
- ☐ 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.

JAMES POWER
Signature of Owner/Agent

March 17, 2026
Date (mmm/dd/yyy)

SURVEYOR'S REAL PROPERTY REPORT
PART 1 - PLAN OF SURVEY SHOWING TOPOGRAPHY OF
ALL OF
LOT 32
AND PART OF
LOT 31
REGISTERED PLAN 614(PF)
IN THE
CITY OF BURLINGTON
REGIONAL MUNICIPALITY OF HALTON

SCALE 1 : 100

0 1 2 3 4 5 10 metres

THE INTENDED PLOT SIZE OF THIS PLAN IS 760mm IN WIDTH BY 710mm IN HEIGHT WHEN PLOTTED AT A SCALE OF 1:100 (INCLUDING 15mm BEYOND EACH BORDER)

MacKAY, MacKAY & PETERS LIMITED - ONTARIO LAND SURVEYORS

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KNOWN AS MUNICIPAL No. 556 STILLWATER CRESCENT

PART 2 - REPORT SUMMARY (TO BE READ IN CONJUNCTION WITH PART 1)

LAND REGISTRY OFFICE TITLE INFORMATION ON SUBJECT PROPERTY INCLUDING BOUNDARIES, EASEMENTS AND RIGHT OF WAYS – OCTOBER 17, 2025

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

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

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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
V-117940

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Copyright Act Applies to Use and Production

(LOCATION NOT TO SCALE)
MH
LOT 34
SSIB(M&P)
5.96
N45°07'00"W (P1,P2&M)
No. 560 2 STOREY STONE & VINYL SIDED BUILDING
LOT 33
PIN 07092-0064
REGISTERED PLAN
6.04
BREEZEWAY
1 STOREY STONE & VINYL SIDED GARAGE
GF=84.37
(P2&M) 1.32(VNL)
1.31(VNL) 1.36
EC 0.14NW (P2&M)
(P1,P2&S) 30.48
EC 0.23NW
15.24 (P1,P2&M)
(P2&M) N43°53'00"E (P1&HELD)
BF 0.06SW 0.24NW
BF 0.20NW
BF 0.24NW
BOARD FENCE
BF ON-LINE
GATE
CONCRETE EDGING 84.22
IB(M&P) PC
BF 0.08SE
EOF BF ON-LINE
BF 0.05SE
TIMBER RETAINING WALL
±1.0 WIDE CEDAR HEDGE
℄ HEDGE ±0.5SE
℄ HEDGE ±0.3SE
℄ HEDGE ±0.3SE
℄ TREE LINE ±0.3SW
℄ TREE LINE ±0.5SW
FRAME SHED
INTERLOCKING BRICK
4.95(BR) (P2&S)
4.93(BR) (P2&M)
0.76SE
83.87 PERGOLA
HEAT PUMP
GM
DS=84.83
85.49 STEPS 84.18
84.17
83.95
INGROUND POOL
CONCRETE BLOCK RETAINING WALL
15.24 18.77 (19.51 (C2)) (P1,CALC&S)
TREE LINE (P1,P3,D1&S)
BOARD FENCE
LOT 32
PIN 07092-0063
No. 556 2 STOREY BRICK BUILDING
PLAN
84.49 STEPS
DS=84.80
84.32 84.34
PERGOLA
INTERLOCKING BRICK
N46°03'35"W (P3&S) (N46°00'W P1,P3)
℄ TREE LINE ±1.0SW
BF 0.09SW
BF 0.16SW
O/H 0.02SW 0.47 (P3&M)
N43°53'00"E (P1&S)
0.42(STU) O/H 0.26SW
(N44°05'00"E P3) N43°43'25"E
No. 688 2 STOREY STUCCO BUILDING
℄ OF PARTY WALL (D1,D2)
VINYL SIDED GARAGE
INTERLOCKING BRICK
3.69
EI 0.08NW
84.32
EI 0.07NW
84.35
3.23(BR)
ASPHALT DRIVEWAY
BOARD FENCE
3.20(BR)
4.37(BR)
DS=84.97
DS=84.82
84.60 84.08
84.22
84.34
86.36
0.13SE
EOF BF 0.08SE
BF 0.08SE
CONCRETE PAVER EDGING 84.02
BF 0.12SE
EOF BF 0.16SE
NS EP 0.13SE
NS EP 0.15SE
83.49
84.46
83.50
83.19
CP
C=19.04
A=19.16
R=48.63 (46.91 P1) (P2,P3&S)
N57°16'55"W
32.92 (P1&M)
C=3.65 (D1,D2&C1)
C=17.35 (P1&M)
C=13.69 (D2&M)
(34.36 P3) 34.19
CONCRETE PAVER EDGING
SNMH 82.71
EDGE OF ASPHALT
℄ OF ASPHALT
STILLWATER CRESCENT (BY REGISTERED PLAN 614(PF)) PIN 07092-0067
83.98
83.63
83.61 CONCRETE EDGING 83.34
83.37
83.08
83.02
WHP
ULS
GW
ø0.15
ø0.3
ø0.4
83.50
83.19
83.15
83.17
83.03
83.01
82.90
82.89
82.85
82.81
82.66
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85.26
85.27
85.28
85.29

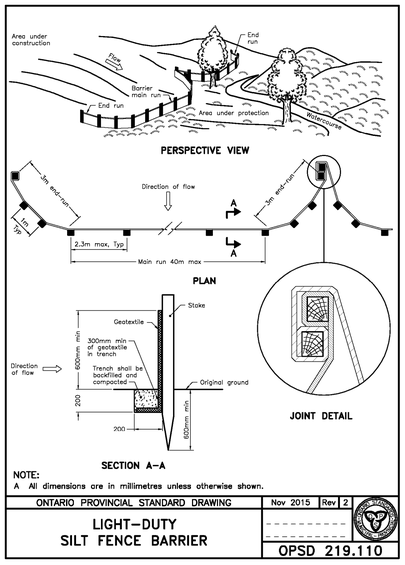
556 STILLWATER CRESCENT

SITE & GRADING PLAN FOR BUILDING PERMIT

CITY OF BURLINGTON ZONING BY-LAW 2020
ZONING REGULATION - R2.1

ZONE	REQUIRED	PROVIDED
LOT WIDTH (@ 9.1m)	18.0 m (min)	19.06 m
LOT AREA	700 sq.m. (min)	593.6 sq.m.
FRONT YARD	11.0 m (min)	8.07 m
REAR YARD	10.0 m (min)	10.19 m
SIDE YARD	1.91 m (min) (NORTHWEST)	4.80 m
	1.91 m (min) (SOUTHEAST)	1.06 m
BUILDING AREA		163.9 sq.m. (EXISTING DWELLING)
		20.6 sq.m. (EXISTING GARAGE)
		5.0 sq.m. (EXISTING SHED)
		23.9 sq.m. (PROPOSED GARAGE)
		213.4 sq.m. (TOTAL AREA)
LOT COVERAGE	35.0% (max)	36.0%
BUILDING HEIGHT	10.0 m (max)	EXISTING
FLOOR AREA RATIO	N/A	0.47:1
DWELLING DEPTH	18.00 (max)	17.94 m

PROPOSED ATTACHED GARAGE = 1 STOREYS

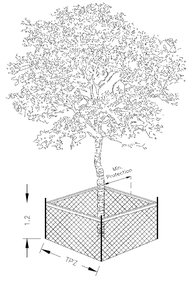


NOTE:
A All dimensions are in millimetres unless otherwise shown.

ONTARIO PROVINCIAL STANDARD DRAWING	Nov 2015	Rev 2
LIGHT-DUTY SILT FENCE BARRIER		OPSD 219.110

Tree Protection and Preservation
Specification No.: SS12

Detail TP-1 – Tree Protection Detail

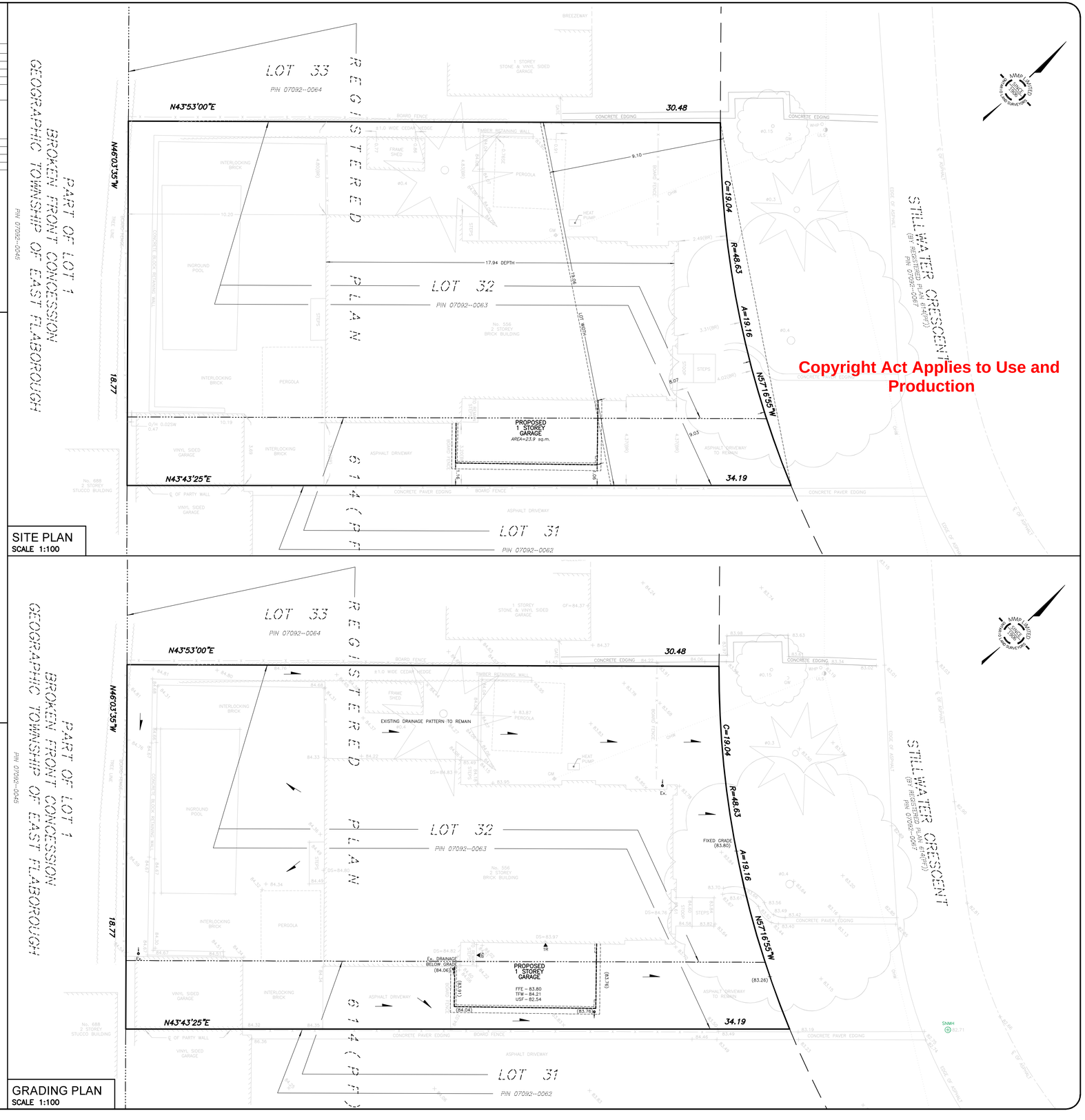


Trunk Diameter (DBH) [1]	Minimum Tree Protection Zone (TPZ) Distances Required [2]	Critical Root Zone (CRZ) Distances Required [3&4]
< 10 cm	1.8 m	1.8 m
11 - 40 cm	2.4 m	4.0 m
41 - 50 cm	3.0 m	5.0 m
51 - 60 cm	3.6 m	6.0 m
61 - 70 cm	4.2 m	7.0 m
71 - 80 cm	4.8 m	8.0 m
81 - 90 cm	5.4 m	9.0 m
91-100+ cm	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

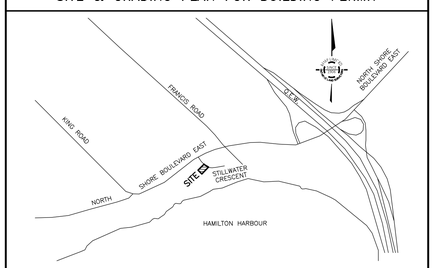
1. Tree protection barriers for trees situated on the City road allowance where visibility must be maintained can be 1.2m high and consist of orange plastic web snow fencing on a wood frame of 2"x4"s, supported on metal "T" bars, 2.0m O/C max. Where orange plastic web snow fencing creates restriction to sightlines, page wire fencing shall be used.
2. All supports and bracing used to safely secure the barrier should be located outside the TPZ. All supports and bracing should minimize damage to roots.
3. Where some fill or excavated material must be temporarily located near a TPZ, a wooden barrier with silt fencing must be used to ensure no material enters the TPZ.
4. No materials or fill may be stored within the TPZ.
5. Equipment or vehicles shall not be operated, parked, repaired, or refueled within the TPZ.
6. No construction activity, grade changes, surface treatment or excavations of any kind is permitted within the TPZ without written authorization from the City Arborist.



SITE PLAN
SCALE 1:100

GRADING PLAN
SCALE 1:100

Copyright Act Applies to Use and Production



KEYPLAN NOT TO SCALE

GEOGRAPHIC LOCATION NOTE

LOT 32 & PART OF LOT 31
REGISTERED PLAN 614 (PF)
IN THE
CITY OF BURLINGTON
REGIONAL MUNICIPALITY OF HALTON

SCALE 1 : 100
0 1 2 3 4 5 10 metres

MacKAY, MacKAY & PETERS LIMITED - ONTARIO LAND SURVEYORS

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METRIC DISTANCES SHOWN HEREON ARE IN METRES AND CAN BE CONVERTED TO FEET BY DIVIDING BY 0.3048 | COLOUR THE ORIGINAL SIGNED PRINT OF THIS SITE PLAN CONTAINS COLOUR

BENCHMARK NOTE

CITY OF BURLINGTON BENCHMARK No. 292
ELEVATION = 83.706 METRES (CGVD28:78 ADJUSTMENT)

LEGEND

FFE	DENOTES FINISHED FLOOR ELEVATION	SNMH	DENOTES SANITARY MANHOLE
TFW	DENOTES TOP OF FOUNDATION WALL	GM	DENOTES GAS METER
TBS	DENOTES TOP OF BASEMENT SLAB	WHP	DENOTES WOOD HYDRO POLE
USF	DENOTES UNDERSIDE OF FOOTING	ULS	DENOTES UTILITY LIGHT STANDARD
S	DENOTES SUMP PUMP	GW	DENOTES GUY WIRE
R	DENOTES RISER	OHW	DENOTES OVERHEAD WIRE
DS	DENOTES DOOR SILL	O/H	DENOTES OVERHANG
GF	DENOTES GARAGED FLOOR	BR	DENOTES BRICK
	DENOTES DOWNSPOUT	℄	DENOTES CENTRELINE
	DENOTES DIRECTION OF DRAINAGE		DENOTES SILT FENCE
XXX.XX	DENOTES EXISTING ELEVATIONS		DENOTES TREE PROTECTION ZONE
(XXX.XX)	DENOTES PROPOSED ELEVATIONS		DENOTES TREE PROTECTION BARRIER
PIN	DENOTES PROPERTY IDENTIFICATION NUMBER		
	DENOTES DECIDUOUS TREE SCALED TO CANOPY, TRUNK SIZE SHOWN IN METRES		
	DENOTES CONIFEROUS TREE SCALED TO CANOPY, TRUNK SIZE SHOWN IN METRES		

NOTES

- PROPOSED TIES SHOWN HEREON ARE TO FOUNDATION ONLY
- BUILDING DIMENSIONS WERE TAKEN FROM PLANS SUPPLIED BY THE CLIENT
- ELEVATIONS ARE GEODETIC AND ARE REFERRED TO THE BENCHMARK NOTED ABOVE
- LOT GRADING SHALL MATCH WITH THE EXISTING DRAINAGE PATTERNS
- BUILDER TO VERIFY ALL EXISTING GRADES PRIOR TO CONSTRUCTION INCLUDING ROAD AND LOT LINE GRADES
- DOWNSPOUTS TO DRAIN TO PERMEABLE SURFACE VIA SPLASH PADS
- ALL UNDERGROUND SERVICES MUST BE LOCATED BY CONTRACTOR PRIOR TO ANY CONSTRUCTION
- CONTRACTOR MUST CHECK AND VERIFY ALL DIMENSIONS AND JOB CONDITIONS BEFORE PROCEEDING WITH WORK
- BOUNDARY DIMENSIONS ARE AS SHOWN ON SURVEYOR'S REAL PROPERTY REPORT BY MMP LIMITED DATED DECEMBER 1, 2025 (25-247)
- PROPOSED BUILDING IS POSITIONED BY CALCULATION, NOT BY AN ACTUAL SURVEY
- THIS PROPOSED PLAN IS PRELIMINARY UNTIL THE APPROPRIATE BUILDING DEPARTMENT'S SIGNED APPROVAL HAS BEEN OBTAINED
- ANY AMENDMENT OR ALTERATION OF THIS PLAN MUST BE REPORTED TO MMP LIMITED PRIOR TO LAYOUT OF BUILDING IN THE FIELD
- UTILITIES AND SERVICES SHOWN ON THIS SKETCH ARE APPROXIMATE AND MUST BE VERIFIED BEFORE CONSTRUCTION
- ALL UTILITIES TO BE COORDINATED ON SITE DURING CONSTRUCTION. THE INSTALLATION OF UTILITIES SHALL NOT DISRUPT TREE PROTECTION ZONES. THE BUILDER SHALL COORDINATE INSTALLATION WITH INDIVIDUAL UTILITY PROVIDERS ACCORDINGLY
- NO NEW SERVICE CONNECTIONS ARE PORPOSED

CAUTION

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- THIS PRODUCT IS NOT A PLAN OF SURVEY AND SHALL NOT BE USED FOR TRANSACTION OR MORTGAGE PURPOSES

CERTIFICATION NOTE

BOUNDARY DIMENSIONS SHOWN HEREON ARE DERIVED FROM LAND REGISTRY OFFICE RECORDS AND SURVEY RECORDS OF MMP LIMITED

WE HAVE REVIEWED THE PLANS FOR CONSTRUCTION OF A 1 STOREY ATTACHED GARAGE LOCATED AT 556 STILLWATER CRESCENT AND CERTIFY THAT THE GRADING SHOWN HEREON IS COMPATIBLE WITH THE ADJACENT PROPERTIES AND EXISTING MUNICIPAL SERVICES

PROPOSED BUILDING SETBACKS AS SHOWN
PROPOSED BUILDING HEIGHT AS SHOWN
PROPOSED LOT COVERAGE AS SHOWN
PROPOSED BUILDING SITE STATISTICS AS SHOWN

MARCH 17, 2026
DATE

AISAR BHERI, OLS, P.Eng.
FOR: MACKAY, MACKAY & PETERS LIMITED

No.	DATE	REVISIONS
2	MARCH 17, 2026	REVISED AS PER CITY COMMENTS
1	JANUARY 30, 2026	SITE PLAN COMPLETED

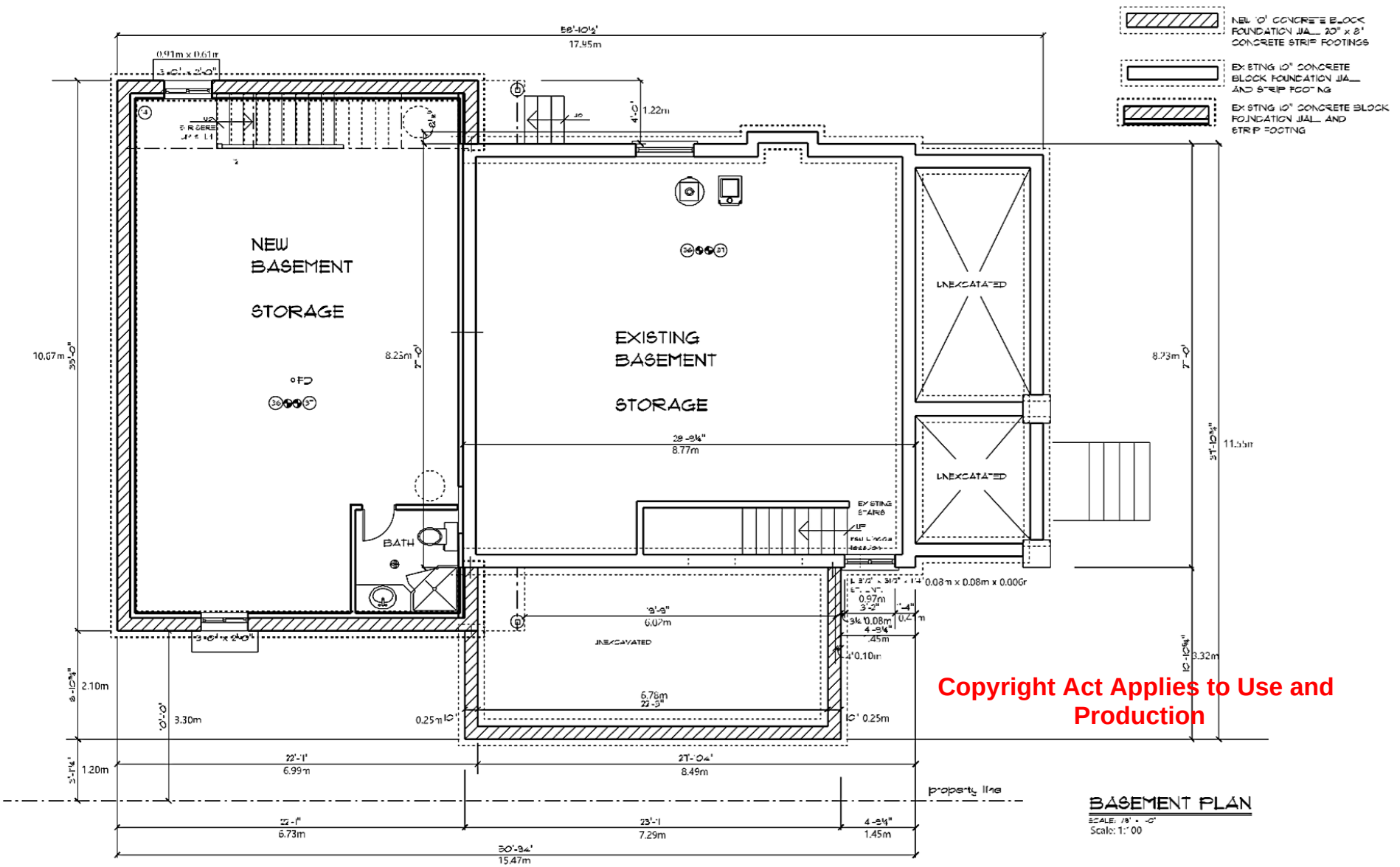
ASSOCIATION OF ONTARIO LAND SURVEYORS AISAR BHERI 2020

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MacKay, MacKay & Peters Limited
ONTARIO LAND SURVEYORS
SINCE 1906

CONTACT US:
halton@mmplimited.ca
mmplimited.ca
Phone: (905) 639-1375
Fax: (905) 333 9544

E:\(20) Halton\Registered Plans (PF)\RP 0614 (PF)\LOT 31, 32\25-247\SP\25-247-SP.dwg

DRAWN BY:	CHECKED BY:	PROJECT No.	DWG. No.
A.S.	A.B.	25-247-SP	1



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COLIN LIGHBOURNE

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Registration BCIN: 30788
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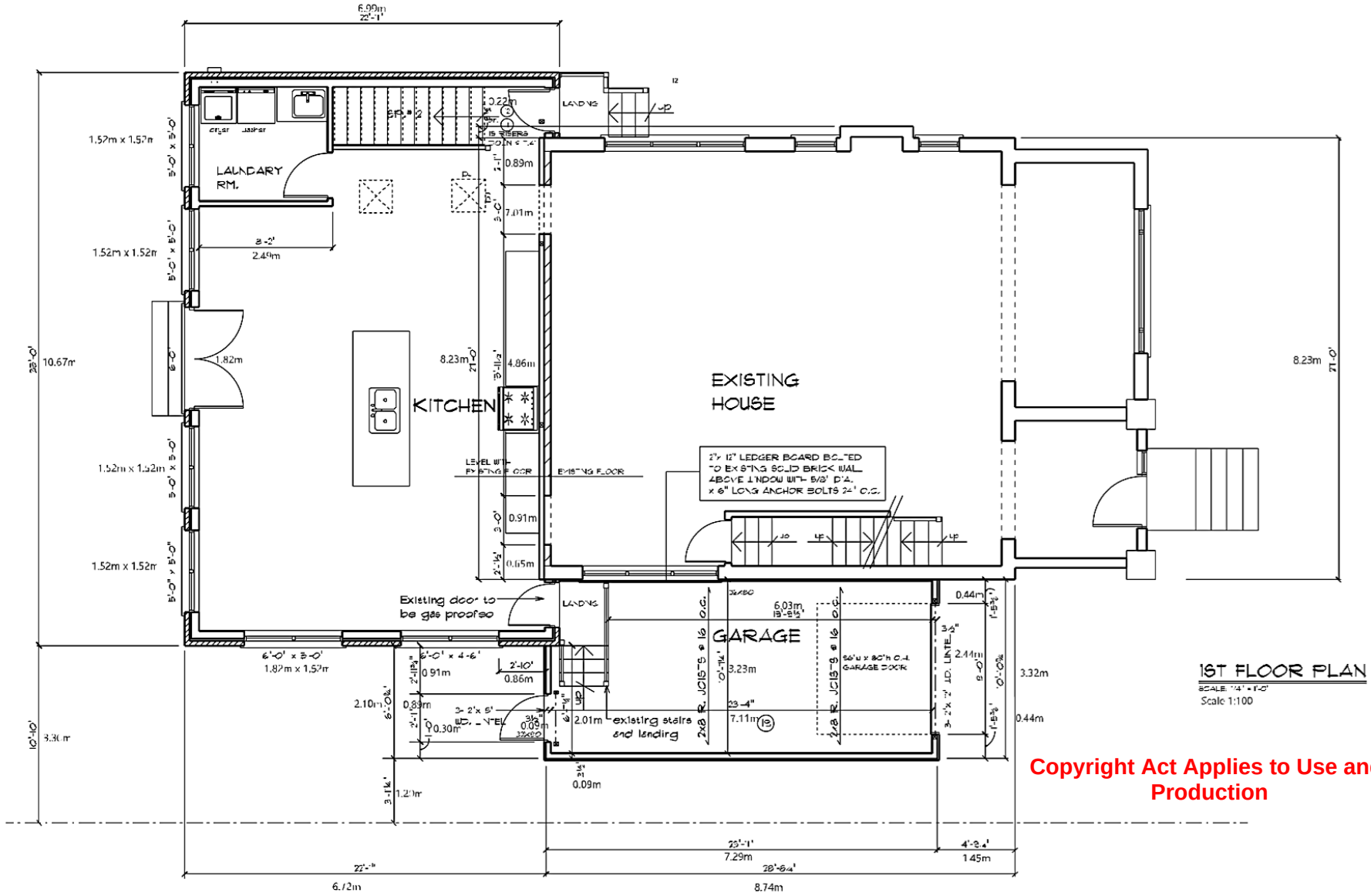
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Project Name
PROPOSED ONE CAR GARAGE ADDITION AT 556 5TH LLWATER CRES. BURLINGTON, ONTARIO.

Title Sheet
FLOOR PLAN

SHEET ON LETTER
A 1 1
PAGE NUMBERS

Scale	Date	Sheet No.	Date Revised	By	Page No.
As Shown	Dec.6.16.		May 18, 2022		A3
Drawn By Colin	Job No.				
RSN No. 929162	Sq. Ft.				
	Sq. M.				



1ST FLOOR PLAN

SCALE: 1/4" = 1'-0"
Scale 1:100

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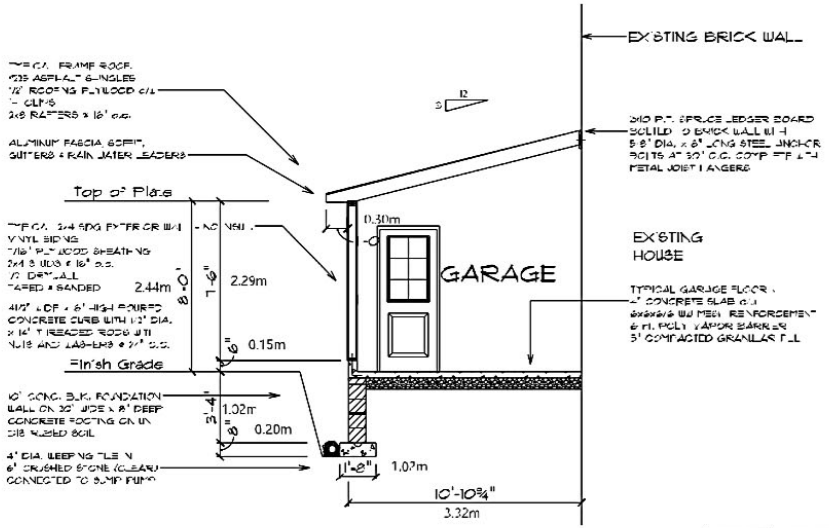
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Project Name
PROPOSED ONE CAR GARAGE ADDITION AT 556 STILLWATER CRES. BURLINGTON, ONTARIO.

Title Sheet
GARAGE FLOOR PLAN

REVISION LETTER
A
1 1
PAGE NUMBERS

Scale	Date	Sheet No.	Date Revised	By	Page No.
As Shown	Dec.6,16.		May 18, 2022		A4
Drawn By: Colin	Job No.				
RBN No. 929162	Sq. Ft.				
	Sq. M.				



CROSS SECTION A-A

Scale: 1:100

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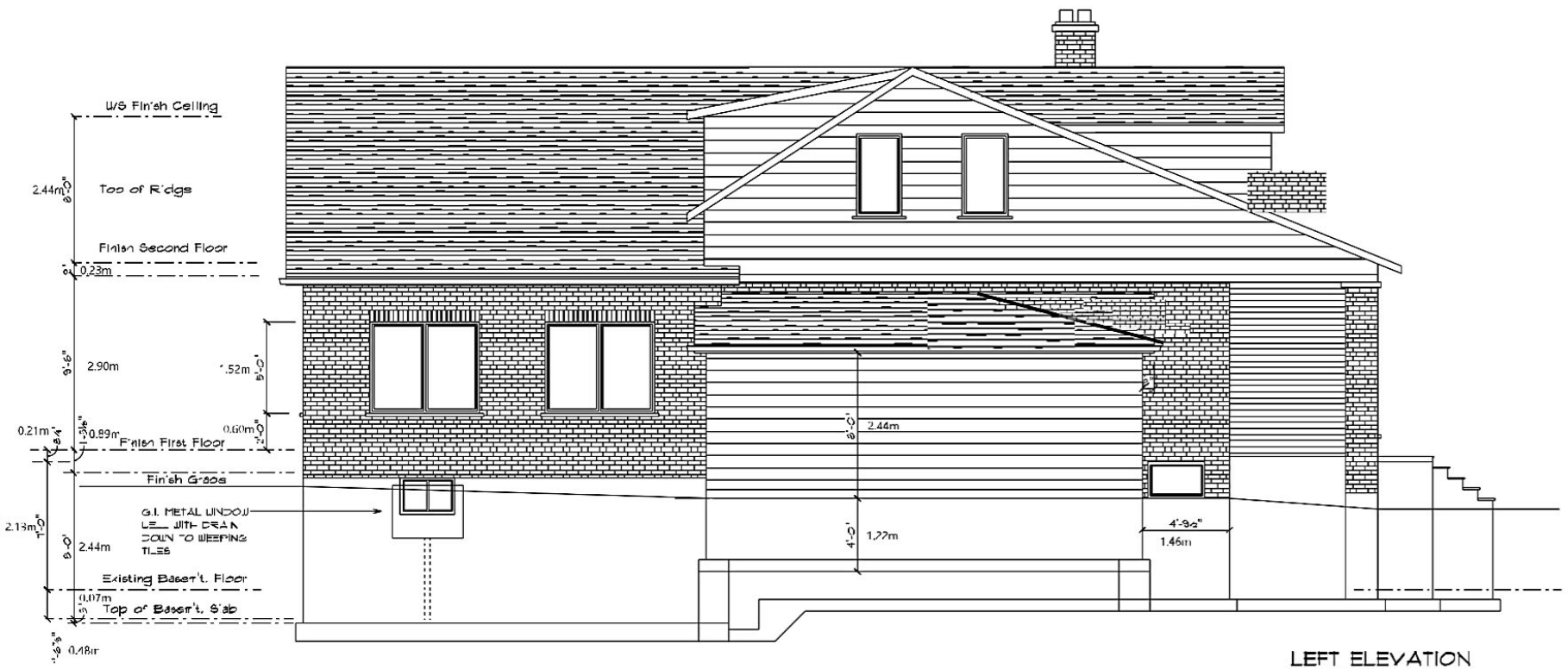
FRONT ELEVATION

Scale: 1:100

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						Drawn By Co.In	Job No.					
				Title Sheet ELEVATION & CROSS SECTION A-A		RSN No. 928162	Sq. Ft. Sq. M.					

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SB-12
WALL AREA: 207.0 S.FT.
WINDOW AREA: 54.0 S.FT.



LEFT ELEVATION
SCALE: 1/4" = 1'-0"

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SB-12
WALL AREA: 315.0 S.FT.
WINDOW AREA: 106.3 S.FT.

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REAR ELEVATION
SCALE: 1/4" = 1'-0"

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CERTIFIED
COLIN LIGHTBOURNE

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SIGNATURE
Firm BCIN: 30198
SIGNATURE

Do Not Scale Drawings
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Project Name
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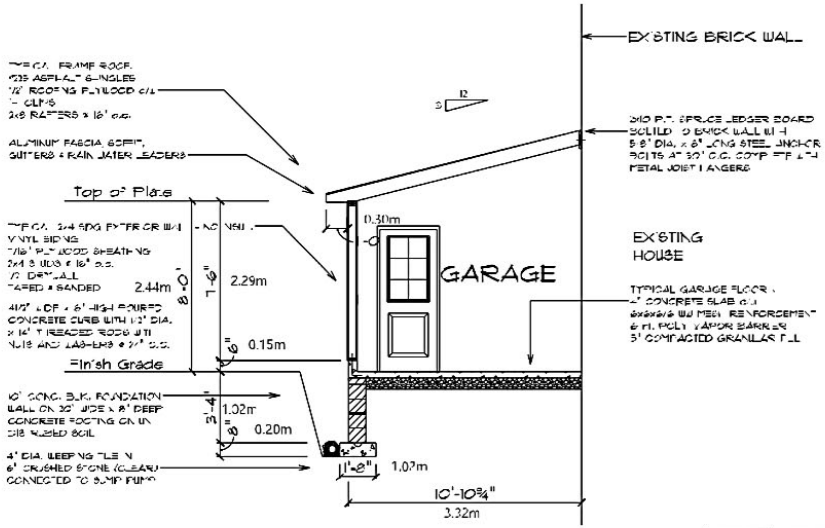
Title Sheet
ELEVATION

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Scale	Date
As Shown	Dec.6,16.
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	May 18, 2022	

Page No.
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CROSS SECTION A-A

Scale: 1:100

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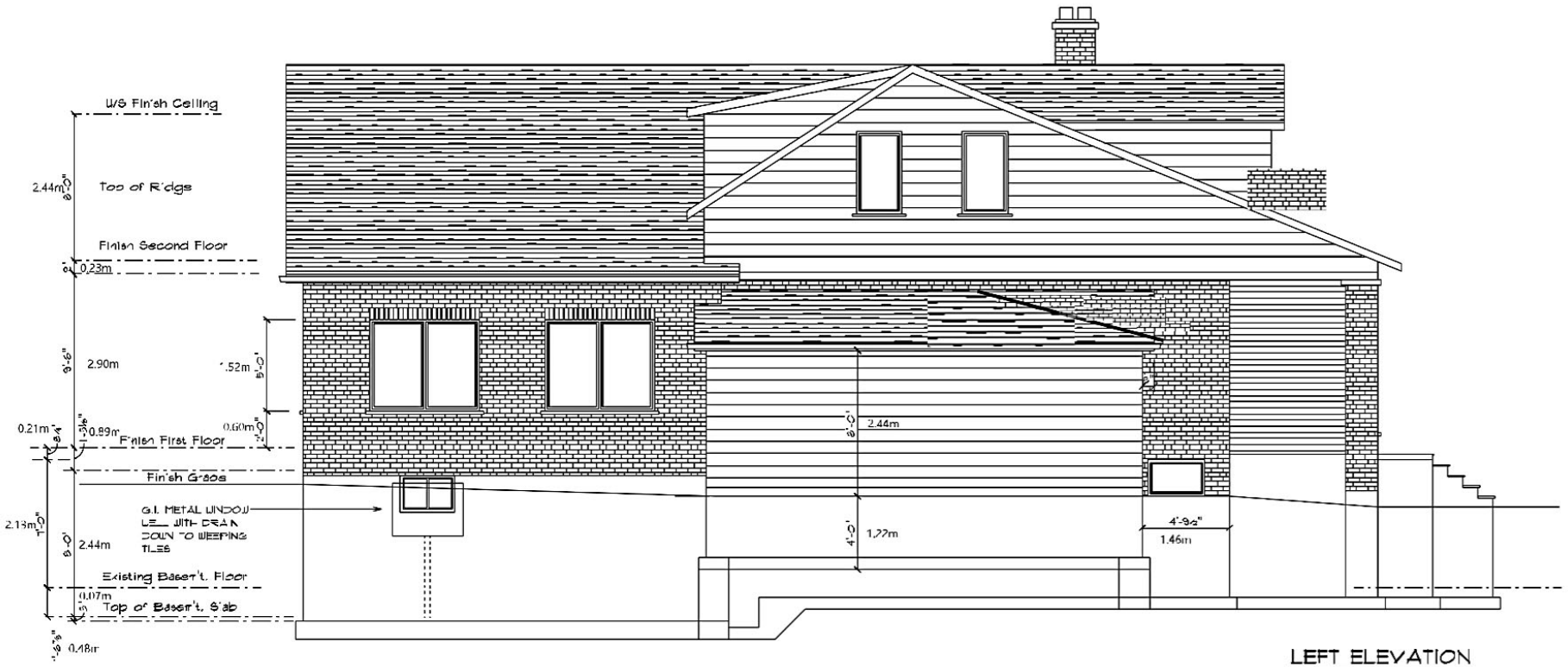
FRONT ELEVATION

Scale: 1:100

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SB-12
WALL AREA: 207.0 S.FT.
WINDOW AREA: 54.0 S.FT.



LEFT ELEVATION
SCALE: 1/4" = 1'-0"

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Project Name
PROPOSED ONE CAR GARAGE ADDITION AT 556 STILLWATER CRES. BURLINGTON, ONTARIO.

Title Sheet
ELEVATION

A 1/1 — SECTION LETTER / PAGE NUMBERS

Scale	Date	Sheet No.	Date Revised	By	Page No.
As Shown	Dec.6.16.		May 18. 22.		
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SB-12
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WINDOW AREA: 106.3 S.FT.



REAR ELEVATION
SCALE: 1/4" = 1'-0"

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Project Name
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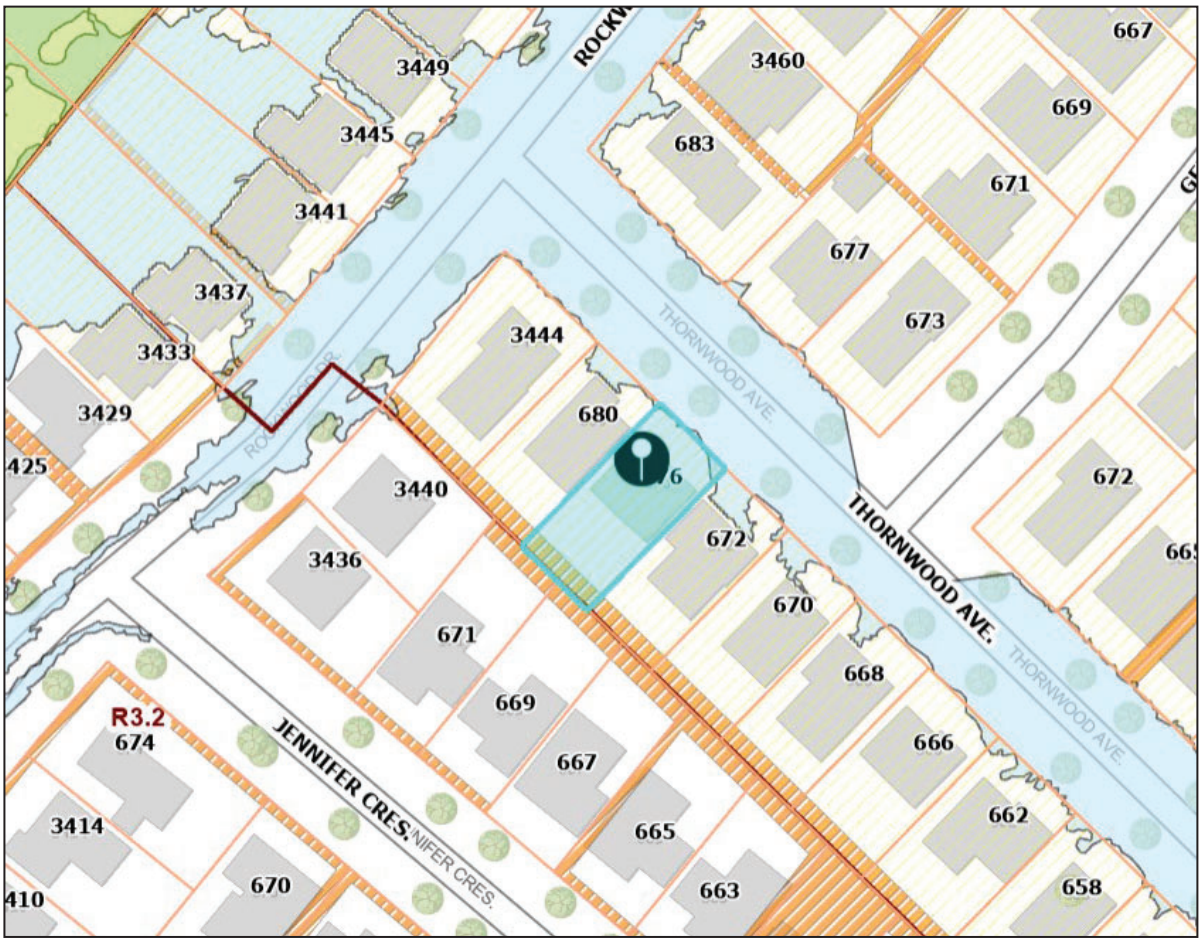
Title Sheet
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Scale	Date	Sheet No.	Date Revised	By	Page No.
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Drawn By	Job No.				
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929162	Sq. M.				

COMMITTEE OF ADJUSTMENT
MINOR VARIANCE
STAFF REPORTS

Owner(s): Jill Ashley Patterson and Richard Hans Guenther Merk
Address: 676 Thornwood Ave. Burlington
File No. **A-002/26**
Ward: 4



Staff Comments:

Committee of Adjustment

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

Date: January 12, 2026 Prepared By: E. Shacklette

Zoning

The subject property is zoned **R3.4**, 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 **R3.4** 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						
R3.4	12 m	400 m^2	6 m	7.5 m	(a)	4.5 m

Footnotes to Table 2.4.1

(a) With attached garage or carport:10% of actual lot width (14.02 m x 10 % = 1.402 m)

4.5 FLOOR AREA RATIO

(a) A maximum floor area ratio of **0.45:1** shall apply to all properties in Designated Areas for Lot Coverage.

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

Proposal:

The applicant is proposing the construction of a second storey addition to the existing two storey detached dwelling with attached garage.

Variances required:

1. To permit a floor area ratio of 0.47:1 instead of the maximum permitted 0.45:1 for proposed second storey addition to the existing two storey dwelling with attached garage.

2. To permit a south-east 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.

Conditions:

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. 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: 9 March 2026 Prepared By: Erin Ruby

Site Planning

Site Characteristics	
Lot Frontage (m)	14.02m
Lot Area (m^2)	427.4m^2
Existing Land Uses *(ex. buildings, structures, driveways, fences, etc…)*	Two storey dwelling, asphalt driveway, front walkway and porch
Site Grading *(ex. Flat and level, significant grade differences)*	Generally flat and level
Notable Site Features	N/A
Surrounding Land Uses *(ex. Adjacent building relationships, natural features, notable adjacencies)*	Low-rise Residential and Institutional uses
Nearest Major Intersection	Fairview Street and Walker's Line
Neighbourhood Boundaries* *Based on OP, 1997 *residential neighbourhood* definition	North: Fairview Street East: Walker's Line South: Rexway Drive West: Woodview Road

Neighbourhood Characteristics:

- The prevailing built form consists primarily of one-storey and one-and-a-half-storey detached dwellings, with a mix of original bungalows and some two-storey dwellings.
- Original dwellings are typically modest in scale, featuring simple building footprints and gable roof forms.

- More recent redevelopment in the area has introduced two-storey detached dwellings with larger footprints and increased overall massing.
- There are a limited number of redeveloped two-storey dwellings within the immediate area.
- Newer infill development that has occurred generally consists of two-storey dwellings.
- Surrounding properties typically range in lot area from approximately 400 m² to 800 m², with the subject lands being 427.4 m² in area.
- Front and side yard setbacks are relatively consistent throughout the neighbourhood.
- At the time of application, the subject lands were zoned under Zoning By-law 2020, with surrounding properties primarily within the R3.4 and R3.2 zones.
- Under the recently approved 2026 Residential Zoning By-law, the surrounding lands are zoned LN3 and LN4.

A site visit was conducted on April 17, 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 the addition of a second storey is permitted by the City's Zoning By-law, staff are of the opinion that the proposal meets the general intent and purpose of the ROP.

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

- The proposal is consistent with the permitted uses under the property's 'Low-Rise Neighbourhoods I' land use designation according to Schedule 'C'/Schedule 'B' (Land Use - Urban Area/Comprehensive Land Use Plan- Urban Planning Area) of the BOP, 1997/BOP, 2020, as amended, which permits ground-oriented, low-density housing, and where compatible infill, small-scale additions, and renovations are encouraged.
- Whereas Section 8.3.2(1)(a)–(d) of the BOP, 2020 (Low-Rise Neighbourhoods I) directs that new development and additions shall be compatible with the surrounding context and maintain the predominant character of the neighbourhood with respect to height, massing, and setbacks, the proposal is consistent with these objectives in the following ways:
    - The proposal maintains the existing building footprint for the majority of the dwelling, with the addition occurring primarily as a vertical expansion, thereby limiting impacts on lot coverage and overall site layout. The proposed design is consistent with the architectural character of the surrounding area, incorporating similar roof forms, proportions, and building elements.
    - While the neighbourhood is predominantly one-storey and one-and-a-half-storey dwellings, more recent redevelopment in the area has introduced two-storey homes, and the proposal reflects this emerging built form pattern.
    - The overall height and massing are consistent with this evolving context and do not introduce a built form that is out of scale with the surrounding neighbourhood.
    - The proposed addition is approximately 32.9 m² in area and represents a modest expansion that facilitates reinvestment in the existing dwelling without resulting in overdevelopment of the lot.

- 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 addition is designed to be consistent with the architectural style of the existing dwelling and the broader neighbourhood, including rooflines, proportions, and window design.
    - The proposed addition represents 32.9 m² of proposed floor area, equating to approximately 5.44 m² above the permitted floor area ratio at the time of application, which is minor in scale and does not result in overdevelopment.

- The development maintains appropriate separation from adjacent properties and is not anticipated to result in adverse impacts related to privacy, overlook, or shadowing.
- The variances do not result in a built form that would disrupt the established streetscape or neighbourhood character.

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 – (Floor Area Ratio (Part 2, Section 4.5))

The intent of floor area ratio (FAR) regulations is to control the overall intensity and scale of development on a property in relation to lot size. FAR standards regulate the total amount of gross floor area permitted, helping to ensure that buildings are proportionate to their site and compatible with surrounding development patterns. By managing building bulk and massing rather than footprint alone, FAR regulations support orderly development, appropriate density, and the efficient use of land while minimizing adverse impacts such as shadowing, privacy loss, and visual dominance. The proposed minor variance to permit a floor area ratio of 0.50 instead of the maximum permitted of 0.45 maintains the general intent and intent and purpose of this provision for the following reasons:

- The proposed floor area of 197.77 m² represents a minor increase of 5.44 m² over the permitted 192.33 m², which is negligible in scale and not perceptible from the streetscape.
- The additional floor area is accommodated entirely through a second-storey addition, representing vertical intensification rather than an expansion of the building footprint.
- The existing building footprint is maintained, and the proposal continues to comply with all other applicable zoning standards, including lot coverage and side yard setbacks.
- The addition is concentrated above an existing portion of the dwelling (above the garage) and is stepped in from the first storey, further minimizing its visual and massing impact.
- The resulting dwelling remains consistent with the scale and massing of surrounding properties and does not appear larger or out of character within the neighbourhood context.
- No adverse impacts related to shadowing, privacy, or visual dominance are anticipated as a result of the proposed increase in floor area.

Yes – (Roof overhang Encroachment (Part 1, Section 2.3.1 (a))

The general intent and purpose of the maximum projection for a roof overhang provision of Burlington Zoning By-law 2020 is to ensure that projections remain minor and subordinate to the main building wall, maintain the effectiveness of required yard setbacks, and minimize potential impacts on adjacent properties in terms of massing, shadowing, and spatial separation. The proposed minor variance to permit a south-east side yard overhang projection of 0.6 m instead of the maximum permitted 0.5 m maintains the general intent and purpose of this provision for the following reasons:

- The proposed increase represents a negligible deviation and the overhang remains a minor architectural feature that is clearly subordinate to the principal building wall.
- The additional 6 centimeter projection does not materially impact the function of the side yard in providing adequate separation, light, air, or drainage between properties.
- A similar overhang projection exists on the opposite side of the dwelling, and the proposal maintains a consistent and symmetrical roof form rather than introducing a new or exaggerated condition.
- The projection is not anticipated to result in adverse impacts related to overlook or shadowing on the adjacent property.
- The overhang does not alter the overall massing or built form of the dwelling in a manner that would undermine the intent of the zoning provision.

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 minor variances are desirable for the appropriate development and use of the land for the following reasons.

- The proposal facilitates a modest second-storey addition that improves the functionality of the existing dwelling while maintaining the existing building footprint and established setback pattern.
- The addition is compatible with the surrounding neighbourhood and does not extend beyond its established character. While there are limited redeveloped properties in the area, the proposal is in keeping with those that have been constructed, while remaining sympathetic to the scale and form of existing one-storey and one-and-a-half-storey dwellings.
- The minor increase in floor area represents an efficient use of land without resulting in overdevelopment or altering the low-rise residential character of the area.
- The proposal is not anticipated to result in adverse impacts on adjacent properties in terms of privacy, overlook, shadowing, or visual dominance.

- Engineering has reviewed the proposal for potential drainage impacts affecting neighbouring properties and does not object.
- Forestry staff have reviewed the proposal for potential tree impacts and do not object.

4) Minor in Nature:

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

Yes

The proposed minor variance(s) are minor in nature for the following reasons:

- The proposed increase in floor area is minimal, exceeding the permitted amount by approximately 5.44 m², which is negligible in scale.
- The additional floor area is accommodated through a second-storey addition with no expansion to the building footprint and no increase in lot coverage.
- The overhang encroachment represents a minor deviation of 0.1 m and does not materially impact the function of the side yard.
- The variances do not result in any tangible adverse impacts and are not perceptible in the context of the surrounding neighbourhood.

Cumulative Effects of Multiple Variances and Other Planning Matters:

N/A

Recommendation:

Staff has reviewed the proposed variance 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: April 24, 2026 Prepared By: Ryan Kochuta

Report Schedules & Attachments:
Attachment No. 1 (Site Photos)



View from the front



View of existing side yard and 672 Thornwood Ave. – from front



View of existing side yard and 672 Thornwood Ave. – from rear



View of existing side yard and 672 Thornwood Ave. – from rear



View of existing overhangs - from front



View of existing overhangs - from rear

COMMITTEE OF ADJUSTMENT
MINOR VARIANCE
STAFF REPORTS

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 23, 2026 Prepared By: R.Bardaloo

Forestry

Forestry has no objection to the proposed variance requested. However, forestry provides the following advisory comments:

Advisory Comments:

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 20. 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: Apr. 7, 2026 Prepared By: A. Kuzmichuk

Transportation Planning

Deemed Road Width Analysis

Thornwood 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: February 2, 2026 Prepared By: Thalia Thompson

Transportation Planning have no comments on the application based on the understanding that no changes are being proposed to the existing provision of parking on the subject property, with parking being available in the attached garage and driveway.

Date: March 16, 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 11, 2026 Prepared By: L. Bray

Agency Comments:

Halton Region

Regional Staff have reviewed the Minor Variance application proposing the construction of a second storey addition to the existing two storey detached dwelling with attached garage. Variance are requested to the maximum permitted FAR, and side yard 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), and a Highly Vulnerable Area.
- 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: April 8, 2026 Prepared By: Navjot Kaur

Conservation Halton
Thank you for circulating CH on the above referenced Minor Variance Application at 676 Thornwood Avenue in Burlington.

Minor Variance Application No. 540-02-A-002/26 - 676 Thornwood Avenue, Burlington

Conservation Halton (CH) staff has reviewed the above-noted application according to 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 5.1.1-5.2.8] and/or provincial plans).

Proposal

The applicant is proposing the construction of a second storey addition to the existing two storey detached dwelling with attached garage proposing:

1. To permit a floor area ratio of 0.47:1 instead of the maximum permitted 0.45:1 for proposed second storey addition to the existing two storey dwelling with attached garage.
2. To permit a south-east 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.

Regulatory Comments (Conservation Authorities Act and Ontario Regulation 41/24)

Conservation Halton (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. A small portion of the front of the subject property is located within a spill flood hazard associated with Tuck Creek. Spills occur when flood waters leave the valley and flood plain of a watercourse and "spill" into surrounding lands, either rejoining the watercourse downstream, flowing into another watershed, or remaining within the spill area.

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

A Development Clearance Letter (DCL) is required from CH as the property is partially within the regulated area. The applicant has already obtained a DCL from CH and staff can confirm that the drawings with the DCL match the drawings received with this minor variance application. CH should be contacted should any revisions to the proposed works arise as a result of this Minor Variance Application process.

Provincial Planning Statement Natural Hazard Comments (Sections 5.1.1-5.2.8)

In addition to CH's regulatory responsibilities (described above), CH also has provincially delegated responsibilities under Ontario Regulation 686/21: Mandatory Programs and Services, including acting on behalf of the Province to ensure that decisions under the Planning Act are consistent with the Natural Hazards Sections (5.1.1-5.2.8) of the Provincial Planning Statement (PPS).

The PPS directs development away from natural hazards where there is an unacceptable risk to public health or safety or of property damage, and states that development shall not create new or aggravate existing hazards. The PPS also states that development shall not be permitted within areas that would be rendered inaccessible to people and vehicles during times of flooding hazards unless it has been demonstrated that the site has safe access appropriate for the nature of the development and the natural hazard.

Based on information available to CH, safe access appears to be available for pedestrians to the adjacent sidewalk but may not be available for vehicles on the adjacent roadway during times of flooding hazards. However, CH raises no concerns with consistency with the PPS natural hazards policies considering the nature of the proposal (i.e., proposed second storey addition to existing dwelling) and given the level

of access to the dwelling will remain the same under existing and proposed conditions. Furthermore, the proposed development is located outside of the spill and does not create new or aggravate existing hazards. Staff advise that any future applications for this property may be subject to demonstrating safe access depending on the nature of proposed works.

Recommendation
Given the above, CH staff has no objections to the approval of the requested variances.

Please note that CH has not circulated these comments to the applicant, and we trust that you will provide them as part of your report.

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

Date: April 7, 2026 Prepared By: Jessica Bester

Burlington Hydro
Burlington Hydro comments can be found attached to the end of this report.

Date: April 8, 2026 Prepared By: Zakariya Al-Doori

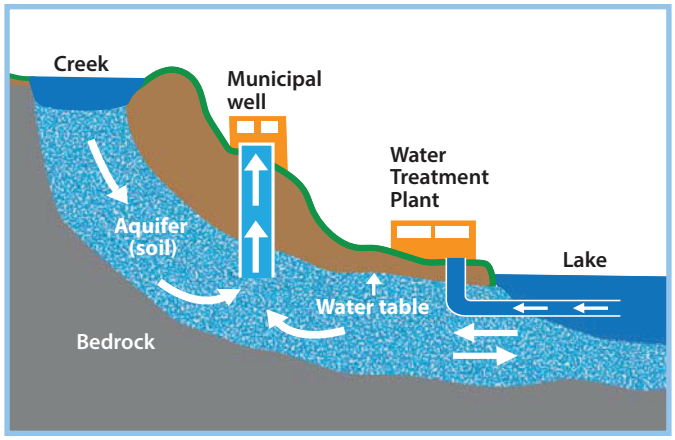
Source Water Protection Factsheet

halton.ca

Planning and Building Applications

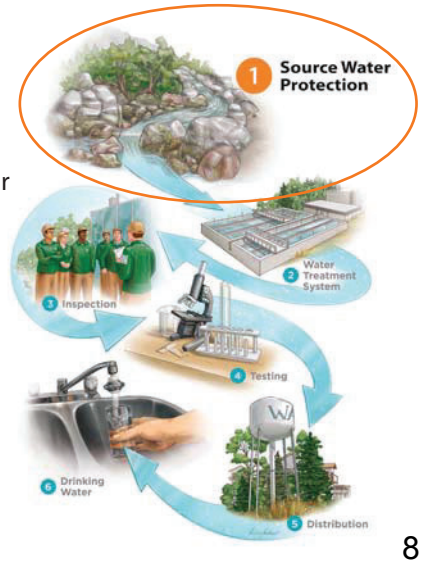
Sources of drinking water

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.

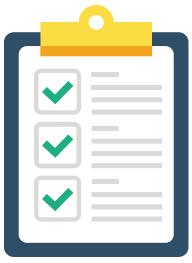
How is my application reviewed?

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

Halton REGION

PW-1813334

Burlington*hydro* inc.

April 7, 2026

Applicants: Jill Ashley Patterson and Richard Hans Guenther Merk
Subject: Minor Variance.
File NO: 540-02-A-002/26
Location: 676 Thornwood Ave, Burlington, ON.

In response to your correspondence(s), a member of our Engineering Department has reviewed the information and has the following comments.

We have no objections to the proposed construction of a second-storey addition to the existing two-storey detached dwelling with an attached garage.

Please note: During construction, Workers will be working within 1 m (3') of energized overhead secondary service wires. Prior to starting construction, please contact Burlington Hydro Inc. (BHI) at Engineering@burlingtonhydro.com to coordinate the disconnection of the overhead secondary service wire.



However, the customers' requirements are not limited to the following items. Burlington Hydro will provide all applicable standards, guidelines, and specifications in the Offer to Connect package that will be provided by Burlington Hydro, following the customer's formal request for hydro service and submission of approved site plan drawings to Burlington Hydro.

1340 Brant street, Burlington, ON · L7R 3Z7 burlingtonhydro.com (905) 332-1851

GridSmartCity partner since 2009

Burlington hydro inc.

1. Temporary service is available upon the customer's request. The temporary service may be supplied overhead or underground, at BHI's discretion. Early consultation should be made with the BHI Engineering Department to confirm the availability of supply arrangements. The Customer will be responsible for all associated costs for the installation and removal of connection assets required for temporary service to BHI's distribution system. Payment for these costs shall be made in advance.

2. A building, permanent structure or building apparatus shall maintain minimum horizontal clearance from existing power lines (Refer to the Burlington Hydro brochure, notice that the clearances shown on the standard are minimum; additional clearances are required to allow conductor swing, scaffold installation and future building maintenance). Please arrange for a site meeting with the BHI representative, calling Eng. Desk at 905 332-2250, or by emailing Engineering@burlingtonhydro.com to validate the required minimum clearances to existing power lines, obtain approved hydro service layout/consent and avoid any possible safety issues.

   In addition, we want to stipulate the following:

   Customers and their agents planning and designing for electricity service must refer to all applicable Provincial and Canadian electrical codes, all applicable federal, provincial, municipal laws, regulations, codes, and by-laws to ensure compliance. All work on the BHI distribution system shall be conducted in accordance with the latest edition of the Ontario Occupational Health and Safety Act (OSHA), the Regulations for Construction Projects, the Regulations for Industrial Establishments and the Electrical Utility safety Rules published by the Infrastructure Health and Safety Association (IHSA).

- ☑ **Service is available under BHI's latest Standard Service Conditions**: https://www.burlingtonhydro.com/about/regulatory-affairs/conditions-of-service.html
- ☑ Relocation, modification, or removal of existing hydro facilities, if required, shall be at the customer's expense. BHI will refer to the latest Standards and Regulations if possible issues with the clearances arise between existing BHI facilities and existing/proposed building structures.
- ☑ BHI easement (if any) is to remain clear of heavy vehicle traffic, and the customer is responsible for keeping the easement lands free and clear of any trees, fences, buildings, structures, or obstructions unless any of forgoing is approved in writing by Burlington Hydro Inc. Further, the Customer shall remove the same upon the request of Burlington Hydro Inc.
- ☑ The customer is to ensure that Burlington Hydro Inc (BHI) has access to the hydro facilities.
- ☑ The customer is to acquire any easements for BHI if required.
- ☑ The project must meet City of Burlington Standards.
- ☑ Machine excavation within one meter of the underground plant is not permitted.
- ☑ Do not excavate within two meters of BHI's transformer, poles and anchors.
- ☑ Please arrange for underground hydro cable locate(s), prior to beginning construction, by contacting Ontario One Call (800) 400-2255.

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- ☑ Please refer to the latest edition of the Occupational Health and Safety Act ("OHSA") and Regulations for Construction Projects when work is planned to be performed in proximity of the 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.
- ☑ Please arrange for a site meeting with a BHI representative by sending an email to Eng. Desk Engineering@burlingtonhydro.com, prior to beginning any construction/demolition near existing overhead or underground hydro facilities, get approved BHI service layout/consent and avoid any possible service complications or safety issues.

Regards,
Zakariya Al-Doori
Engineering Services Technician

Cc: Vladimir Carballo
Senior Engineering Manager

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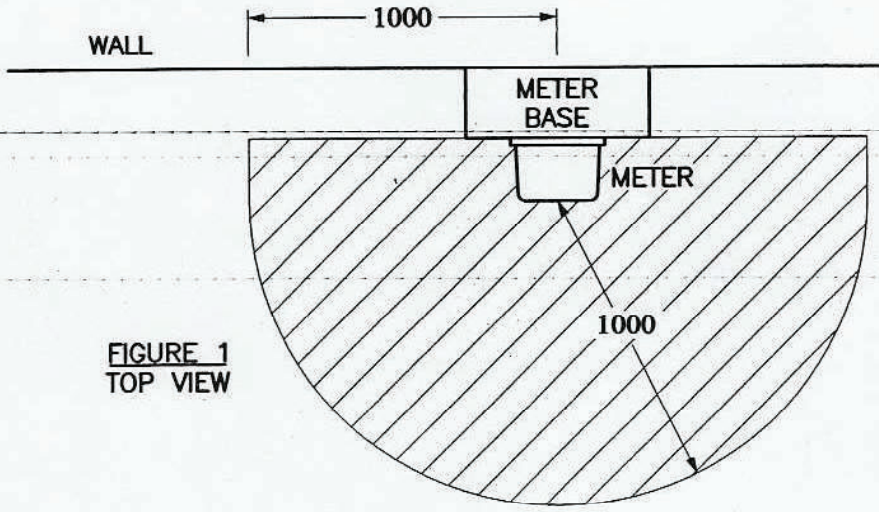


FIGURE 1
TOP VIEW

NOTES

1. HATCHED AREA TO BE KEPT CLEAR OF ANY OBSTRUCTION TO ALLOW FOR SAFE WORKING CLEARANCE.
2. WHERE MULTIPLE METERS ARE INSTALLED, CLEARANCES ARE REQUIRED AROUND EACH METER.
3. WHERE METERS ARE INSTALLED IN CABINETS, ALL DOORS MUST BE ABLE TO BE OPENED 100 DEGREES.

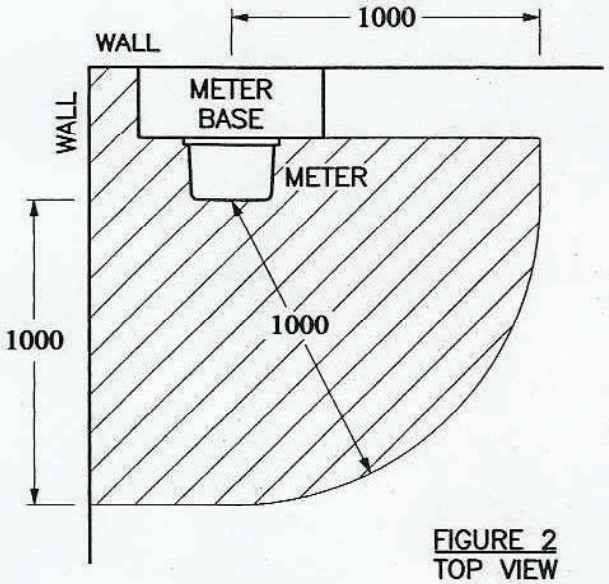
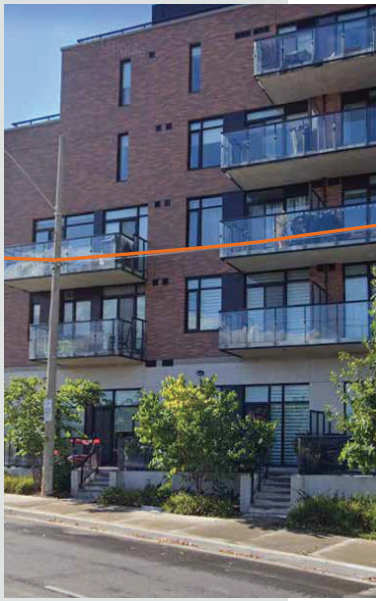


FIGURE 2
TOP VIEW

REQUIRED WORKING CLEARANCE AROUND METERS

METRIC
LINEAR DIMENSIONS SHOWN IN MILLIMETRES



Clearances to Overhead Electrical Infrastructure

Communication between all parties involved in the design, construction, renovation, for the use and maintenance of buildings near overhead (OH) electrical infrastructure is key. Planners, architects, developers / contractors, and property owners must be informed and work together to ensure all laws, regulations and local requirements are met for the safety of workers and occupants.

New Buildings or Additions to Buildings

It is essential that Burlington Hydro Inc. is notified on proposed projects early in the design phase to review and provide feedback. Site plan applications should be provided, including the drawings, to capture any conflicts before any permit is issued by the municipality. Ideally, Burlington Hydro Ince. will be asked to provide pre-design input.

For any new building or additions to existing buildings, there are a number of codes and regulations that govern the proximity to overhead electrical infrastructure that must be adhered to by all stakeholders. The Ontario Building Code (OBC), Ontario Electrical Safety Code (OESC), Ontario Occupational Health and Safety Act (OHSA), and Ontario Regulation 22/04 all have the same requirements regarding clearances. These clearances take into account the conductor swing as per the OBC and apply to the outermost part of the building, which includes the balconies, fire escapes, flat roofs, or other projections beyond the face of the building **as shown in Figure 1.**



The OBC regulates the design and construction of all new buildings and for additions, alterations and change of use of existing buildings. Applying Article 3.1.19.1, Above Ground Electrical Conductors; Clearances to Buildings, minimum horizontal clearances to OH electrical infrastructure are as follows:

Clearance from the OH Power Line	<750V	>750V
Radial to conductor	3 m (10 ft)	5 m (16.5 ft)
Along the OH pole line (from a vertical line drawn from power line to ground level)	2 m (6.5 ft)	5 m (16.5 ft)

Contact: Engineering Clerk
Email: Permits@BurlingtonHydro.com
www.BurlingtonHydro.com

Burlington hydro inc.

All stakeholders should contact Burlington Hydro Inc. to determine the requirements for the specific design scenario.

According to CSA C22.3 No. 1, permanent or temporary structures / buildings or their extensions, should not be over or underneath overhead electrical infrastructure.

Examples of Instances when these clearances become necessary for workers and occupants:

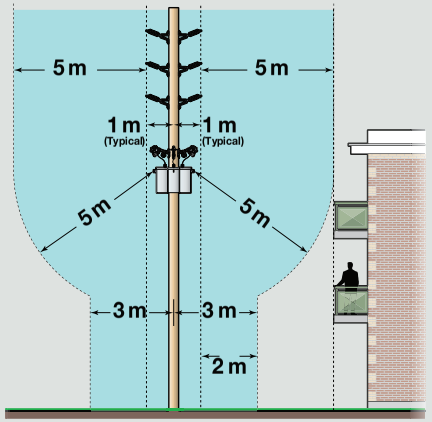
- **Workers** – using scaffolding during construction, putting up signs and lighting, or other equipment to maintain the building, i.e. resurfacing, window washing or use of cranes.
- **Occupants** – using clothes lines, business signs, flags, or general reach from a balcony

Burlington Hydro Inc. should be contacted prior to any activity within 3 m of the OH electrical infrastructure, such as tree trimming or working on the sides of a building. According to the Ministry of Labour's Occupational Health and Safety Act and the Electrical Safety Code, only Burlington Hydro's employees or approved contractors can work in proximity to these lines.



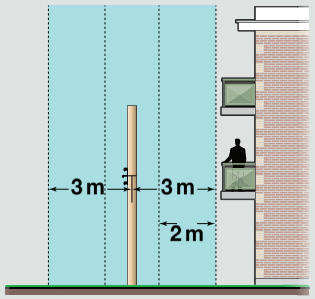


Figure 1: Ontario Building Code Clearance Requirements



Clearance from Medium Voltage (>750V)

Maximum swing: The greatest horizontal displacement of any point on a power line, from its position at rest. In other words, the maximum swing is the distance a wire strung on a pole can potentially swing in any direction.



Clearance from Low Voltage (<750V)

Guideline for
Working near Overhead Electrical Powerlines & Equipment
on Construction Projects

Working near overhead powerlines can be dangerous—even deadly—if proper safety precautions are not taken. Being aware of the hazards and keeping a safe distance from electrical powerlines and equipment are the best means of protection.

Powerline Technicians need specialized training and equipment to protect themselves when working on or near powerlines. Construction workers may also have to work near powerlines. However, they may not know the hazards of working around powerlines or have the knowledge, training, and experience to protect themselves.



This guideline can help construction workers protect themselves and their co-workers from electrical hazards when working near powerlines.

STEP 1 Identify Electrical Hazards

The first step is to recognize where electrical hazards exist and identify the precautions that need to be taken to avoid contact. Ideally, this should be done at the planning stage before work begins. Look around the work area to see if powerlines are close by. Then, consider whether the type of work being done or the type of equipment being used may come close enough to powerlines to present an electrical hazard.

Table 1 shows the minimum safe distances to powerlines based on their voltage. The distance for 750 volts and above is taken from the Construction Projects regulation (O. Reg. 213/91, s. 188(2)) under the OHSA. A distance of 1 metre (3.3 ft) is recommended for less than 750 volts.

Table 1: Minimum Distances to Powerlines

Voltage Rating	Minimum Distance
Less than 750 volts	1 metre (3.3 feet)*
750 to 150,000 volts	3 metres (10 feet)†
More than 150,000 volts, but no more than 250,000 volts	4.5 metres (15 feet)†
More than 250,000 volts	6 metres (20 feet)†

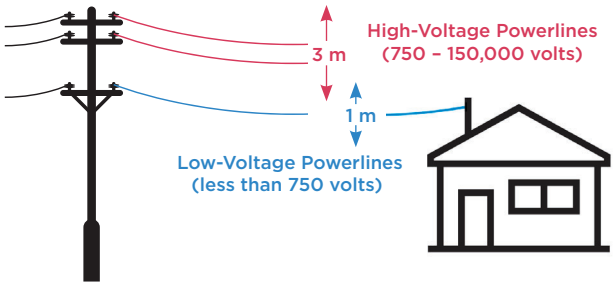
**Recommendation from the Working Group*

†Source: O. Reg. 213/91, s. 188 (2)

Employers must take every reasonable precaution to prevent hazards to workers from energized electrical equipment, installations, and conductors (O. Reg. 213/91, s. 183). This means keeping the minimum distance as required by Table 1.

Powerlines or electrical equipment rated at less than 750 volts are considered **low voltage**, while those rated at 750 volts or above are considered **high voltage**. Workers must keep a safe distance of at least 1 metre (3.3 feet) from low-voltage powerlines to be protected from exposure to electrical shock or arc flash burn. For high-voltage powerlines, the distance is 3 metres (10 feet) or more, depending on the voltage (Figure 1).

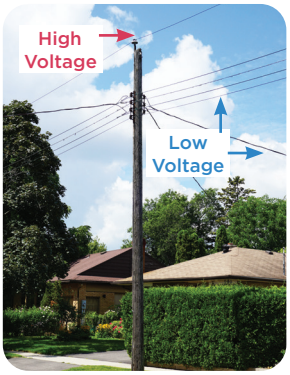
Figure 1



Maintain a safe distance from powerlines in all directions

High-voltage powerlines are usually located higher on a pole than low-voltage powerlines (Figure 2). However, some high-voltage lines can look like low-voltage lines and can be located below low-voltage lines on a pole.

Figure 2



Misidentifying the voltage of powerlines can cause workers to go beyond the minimum safe distance and lead to an electrical incident. In addition, workers have been known to focus on maintaining their distance from low-voltage lines, only to make contact with high-voltage lines.

If you are uncertain of the voltage, get help from an electrically qualified person or contact the owner.

Respect Electricity!

Every wire that brings ELECTRICITY to a business, home, or area CAN KILL YOU. No matter the voltage, keep a safe distance from powerlines to avoid electrical contact, shock, and burns.

The type of equipment being used when working near overhead powerlines may indicate that precautions need to be taken to prevent electrical injury. This includes tall or long-reach equipment such as:

- Cement trucks, concrete pumps, hydro-vac trucks (Figure 3)
- Excavators, backhoes, front-end loaders
- Cranes, drill rigs, boom trucks, bucket trucks
- Ladders, scaffolds
- Dump trucks, waste material/recycling trucks, material delivery trucks
- Swing stages, scissor lifts, forklifts, zoom booms
- Snow-removal equipment, paving machines, farm machinery (including augers).

Figure 3



In addition to the type of equipment being used, the type of work being done near overhead powerlines may indicate that electrical hazards need to be identified and assessed. This type of work can include:

- Siding and painting (Figure 4)
- Roofing and eavestroughing
- Framing
- Stucco and brick work
- Window cleaning and balcony work
- Tree pruning, tree removal, and landscaping.

Figure 4



STEP 2 Complete a Hazard Assessment

Electrical incidents can result in serious injuries or fatalities caused by:

- direct contact from touching energized equipment
- contact with an electrical arc
- exposure to an arc flash.

Completing a **Job Safety Analysis** (JSA) or a **Hazard Risk Assessment** (HRA) is a good way to ensure that hazards have been identified and safe work procedures have been put in place to prevent electrical incidents.

Keep the following points in mind when doing a hazard assessment on overhead powerlines:

- Electrical hazards can sometimes be hard to identify. Electricity is invisible in its usual state and any wire that contains electricity looks exactly the same as a wire without electricity.
- Electricity can jump through the air and into objects and people nearby. Direct contact is not required to make it an electrical hazard.
- Wind and weather can cause wires to swing and heat, ice, or changing electrical demand can cause them to sag. Higher-voltage wires have been known to sag as much as three metres in one hour from heating up during high-demand conditions.
- Long building materials and equipment such as ladders, boards, poles, or scaffold members can be extended or repositioned to the point where they may contact or come near enough to electrical equipment to cause an electrical arc.
- A slip or a fall can move a worker or their tools, equipment, and materials closer than the recommended distance to an electrical hazard.
- Electricity is not only carried by the wires on an electric pole but also by other electrical equipment such as transformers, which can be shaped like a box (Figure 5) or a steel barrel (Figure 6).

Figure 5



Figure 6



A JSA or HRA can also help when estimating the costs associated with a project. Early detection of the hazards and pre-planning control options to prevent these hazards can affect the quote because health and safety concerns must always be taken into consideration. Before work begins, consideration should be given to questions such as:

- How will materials be brought in or removed from the site?
- How will workers access the work location?
- Will wires have to be moved or disconnected for work to be completed safely?
- Are workers knowledgeable/qualified or will assistance be needed to determine voltage/proper clearance distances, etc.?

Don't Guess. Do it Right!

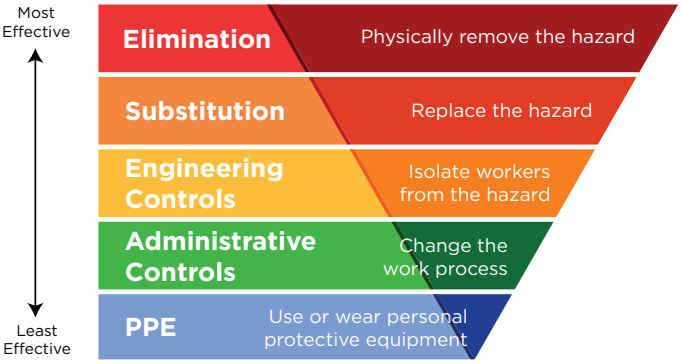
Always contact the owner of the overhead powerline to verify the correct voltage.

STEP 3 Eliminate or Control the Hazards

Once the electrical hazards have been identified and the workers have been made aware of them, the hazards need to be eliminated. If this is not possible, the hazards should be controlled. This means using barriers or other controls to reduce the possibility of a hazard or lessen its severity as much as possible.

Before putting controls in place to address health and safety hazards, consideration should also be given to their effectiveness. Figure 7 below shows the **hierarchy of controls**, which ranks control options from most effective to least effective.

Figure 7



Hierarchy of Controls

Eliminating the hazards of working near overhead powerlines is most effective because the hazard no longer exists. This can be done by:

- Relocating the work to another location that is farther away from overhead powerlines.
- Having a **qualified** person (e.g., a Powerline Technician) who has been **authorized** by the owner of the powerline shut the electricity off, verify that it is off, and ensure that all stored energy is removed.

If the hazard cannot be eliminated, **engineering controls** may be put in place to isolate the worker from the hazard. This can include asking the owner of the powerline to raise or move them, making it more difficult to go beyond the minimum safe work distance.

The utility owner may provide additional assistance, such as installing powerline coverups to protect workers from accidental contact with energized components (Figure 8).

Figure 8



If engineering controls are not practicable, the next best option is putting **administrative controls** in place to change the work process. This may include the following:

- Taking additional precautions to ensure workers keep a safe distance away from powerlines (i.e., the minimum distance shown in Table 1 and Figure 1).
- Designating a signaller (Figure 9) to make sure that workers, loads, and equipment do not go beyond the minimum safe distance from powerlines. (Refer to the requirements of a signaller in O. Reg. 213/91, s. 188(8)).

Figure 9



- Ensuring that all workers are aware of the location of overhead electrical hazards, know how to protect themselves, and are familiar with the safe work procedures.
- Installing warning signs (Figure 10) or flags to remind workers about the dangers of working near powerlines.
- Ensuring that the emergency response plan deals with treating electrical injuries and that proper first aid supplies are available.

Figure 10



Although using or wearing **PPE** (personal protective equipment) is not the most effective method of injury prevention according to the Hierarchy of Controls (Figure 7), it can still minimize exposure to a hazard or reduce its severity.

Some PPE is required by law. Depending on the possible hazards workers may encounter, this can include:

- A Class E hard hat
- Grade 1 work boots with dielectric protection (i.e., an Omega tag)
- CSA-approved safety glasses with side shields
- A high-visibility safety vest
- Protective work gloves
- Hearing protection devices.



As best practice, always consider electricity to be on and electrical wires to be live unless a qualified electrical worker who is authorized by the owner of the electrical equipment confirms that it is off.

STEP 4 Ensure that All Legal Requirements Are Met

Under Ontario's *Occupational Health and Safety Act* (OHSA) and its associated regulations, employers and supervisors have a legal duty to identify hazards (including electrical hazards), inform workers about these hazards, and protect workers from them.



Employers and supervisors must ensure that their legal duties under the OHSA and the requirements of the Construction Projects regulation (213/91) are met

Duties of Employers and Supervisors under the OHSA

Section 25 of the OHSA requires the **employer** to:

- Acquaint a worker or a person in authority with any hazard in the work
- Provide information, instruction, and supervision to workers to protect their health or safety
- Ensure the equipment, materials, and protective devices prescribed by law are provided, are used as prescribed, and are maintained in good condition
- Ensure the measures and procedures prescribed by law are carried out
- Take every reasonable precaution to protect workers.

Section 27 requires the **supervisor** to:

- Advise workers if they are aware of potential or actual danger to their health or safety
- Where prescribed by the health and safety legislation, provide workers with written instructions on protective measures and procedures
- Ensure that workers follow protective measures and procedures and use the required protective devices.

Regulatory Requirements for Employers and Supervisors

Additional requirements are found in the Construction Projects regulation (O. Reg. 213/91):

- The **supervisor** will inspect all machinery and equipment, including electrical installations, at least once a week (s. 14).
- The **employer** will ensure that workers wear and use protective clothing, equipment, and devices, and be trained in their care and use (s. 21). This includes protective headwear (s. 22), protective footwear (s. 23), and eye protection when there is a risk of eye injury to the worker (s. 24).
- Do not store material or equipment moved by a crane or hoisting device near an energized overhead electrical conductor (s. 37 (2)).
- Post a sign where there is a potential hazard from an energized overhead electrical conductor at more than 750 volts (s. 44 (3)).
- The **employer** will ensure that the site-specific work plan for a suspended work platform system or boatswain's chair includes identification of electrical hazards (s. 141.5).
- The **constructor** and **employer** will take every reasonable precaution to prevent hazards from energized electrical equipment (s. 183).
- The **supervisor** will authorize any person who is permitted to enter a room or enclosure containing exposed energized electrical parts (s. 184 (1)).
- Do not store tools, equipment, or materials capable of conducting electricity so close to energized electrical equipment that they can make electrical contact (s. 187).
- Do not bring any object closer to an energized overhead electrical conductor than the minimum distances in Table 1 (s. 188 (2)).
- Designate a competent worker as a signaller to warn the equipment operator if part of the equipment or its load may encroach on the minimum distance to powerlines (s. 188 (8)).

***NOTE**: This is not a complete list of relevant legislation. Always consult a current version of the OHSA and its associated regulations.*

Developed by a collaborative working group from IHSA's Labour-Management Network in partnership with IHSA

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CITY OF Burlington

MINOR VARIANCE – 2025
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: Ryan Kochuta Name of Zoning Examiner: Erin Ruby

PROPERTY INFORMATION

Municipal Address(es) of property:

676 Thornwood Ave., Burlington, Ontario L7N 3B8

Legal Description of property:

Single Family Detached Dwelling

Official Plan Designation: Residential Addition Current Zoning Designation R3.4

OWNER(S) INFORMATION:

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

Richard Hans Guenther Merk and Jill Ashley Patterson

Mailing Address: 676 Thornwood Avenue City: Burlington

Postal Code: L7N 3B8 Home Phone: (647)233-5602 Mobile Phone: (416) 919-9000

Work Phone: (905) 825-6589 E-Mail: MERK20VT@GMAIL.COM

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.

Variance(s) Requested	Zoning Bylaw Requirement
Floor area ratio	4.5 (a) A maximum floor area ratio of 0.45:1
Maximum roof overhang	2.13.1 The maximum roof overhang is 50cm.

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 ground floor area including the garage and the second floor area including the addition exceeds the maximum 45% of the lot area. We are at 46.27% (0.47:1).

The maximum roof overhang is 50cm. We would like to match the existing overhang which is approximately 55.88cm.

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

This is for private use by existing homeowners, the addition would be directly above an existing structure and maintaining the original aesthetic. Similar additions have been approved and completed in the immediate area on the same style of home

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

Yes, this will remain as a single family home

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

Yes, this will remain as a single family home

PROPERTY DETAILS (please complete all fields):

Date property purchased:	Date property first built on:	Date of proposed construction:
Oct/7/2017 (mmm/dd/yyyy)	Jan/01/1966 (mmm/dd/yyyy)	Apr/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:

59 Years

Proposed Use of the Land:

Maintain as private residence of homeowner

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

CITY OF Burlington

MINOR VARIANCE – 2025
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?
14.02m	30.48m	427.4sqm	20m	20m	20m	98.5sqm	Y ☐ N ☒

Particulars of all buildings and structures on or proposed for the subject lands
(attach additional page if required) drawings are attached with all of the measurements

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 ☐ N ☐	Detached?	Y ☐ N ☐
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:	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:	M	Front:	M
Rear:	M	Rear:	M
Side/Street Side:	M	Side/Street Side:	M
Side/Other Side:	M	Side/Other Side:	M

FOR COMMERCIAL, MIXED USE, INDUSTRIAL AND OTHER

Dimensions of Property			Street Width (see first page of application for how to obtain)				
Frontage	Depth	Area	Actual	Deemed	Required	Density	Have you applied for Site Plan Approval? Y ☐ N ☐ File #:

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:	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
Floor Area: Office Space	M^2	Floor Area: Office Space	M^2
Floor Area: Warehouse/Retail/Other:	M^2	Floor Area: Warehouse/Retail/Other	M^2
# of Existing Units:		# of Proposed Units:	
Floor Area Ratio:		Floor Area Ratio:	
Required Parking Spaces:		Proposed Parking Spaces:	
Existing Parking Spaces:			
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:	M	Front:	M
Rear:	M	Rear:	M
Side:	M	Side:	M
Side:	M	Side:	M
OTHER		**OTHER**	
Front:	M	Front:	M
Rear:	M	Rear:	M
Side:	M	Side:	M
Side:	M	Side:	M

MULTI-RESIDENTIAL

(STREET TOWNHOUSE, HI-RISE, STACKED TOWNHOUSES, DUPLEXES, etc)

Dimensions of Property			Street Width (see first page of application for how to obtain)				
Frontage	Depth	Area	Actual	Deemed	Required	Density	Have you applied for Site Plan Approval? Y ☐ N ☐ File #:

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:	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
# of Existing Units:	M^2	# of Proposed Units:	M^2
Floor Area Ratio:	M^2	Floor Area Ratio:	M^2
Required Parking Spaces:		Proposed Parking Spaces:	
Existing Parking Spaces:			
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:		Height:	M

LOCATION of all existing and proposed buildings and structures

EXISTING (Building)		**PROPOSED (Building)**	
Front:	M	Front:	M
Rear:	M	Rear:	M
Side:	M	Side:	M
Side:	M	Side:	M
OTHER		**OTHER**	
Front:	M	Front:	M
Rear:	M	Rear:	M
Side:	M	Side:	M
Side:	M	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, _____ (Print Name) In my capacity as _____ (Owner or agent) do attest to the following:

Please complete Section A, B, or C

A. The OLS survey/sketch of survey dated May 31 1966 (mmm/dd/yyyy)

has been revised by: Sewell & Sewell (Person or Company Name)

OR

B. The site plan, architect's plan or engineer's plan dated Nov 19 2025 (mmm/dd/yyyy)

has been revised by: Prassas Design (Person or Company Name)

OR

C. The sketch or plot plan** dated _____ (mmm/dd/yyyy)

**Accepted for applications involving variances for Uses only.

was prepared by: _____ (Person or Company Name)

2. All structures, measurements, setbacks and boundaries of the property are shown accurately as of: Nov 19 2025 (mmm/dd/yyyy)

3. The material submitted shows all measurements in metric, as calculated/converted by: Prassas Design (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.

_____ Dec/29/2025

Signature of Owner/Applicant — Date (mmm/dd/yyyy)

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.

Owner Name: Richard Merk

Property Address: 676 Thornwood Ave., Burlington, On L4N 3B8

Signature of Owner/Applicant

Date (mmm/dd/yyyy): Dec 29 2025

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, Richard Merk (print name) of the City (Region/City/County) of Burlington in the City (City/Town/Township)

of Burlington 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 (Region/City/County) of Burlington in the City (City/Town/Township)

this 29th day of December 2025.

_____ 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: 676 Thornwood Ave., Burlington, Ontario L7N 3B8

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

Richard Merk Print Name

OWNERS AUTHORIZATION

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

I, _____being the registered owner of the subject lands, hereby
(print name)

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

application for a Minor Variance.

_____ _____
Signature of Owner 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.**	Y
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)	Y

SITE PLAN

- ☒ Metric Scale
- ☒ North Arrow
- ☒ Frontage
- ☒ Depth
- ☒ Lot Area
- ☒ Lot Coverage
- ☒ Deemed Street Line
- ☒ Existing Front Yard Setbacks
- ☒ Existing Rear Yard Setbacks
- ☒ Existing Side Yard Setbacks
- ☒ Existing Street Side Yard Setbacks
- ☒ Existing Porch, Stairs and Overhang Setbacks
- ☒ Proposed Front Yard Setbacks
- ☒ Proposed Rear Yard Setbacks
- ☒ Proposed Side Yard Setbacks
- ☒ Proposed Street Side Yard Setbacks
- ☒ Proposed Porch, Stairs and Overhang Setbacks
- ☐ Streets (Public and Private)
- ☒ Street Names
- ☒ Parking (Dimensioned spaces, Driveway Width, Arrangement)
- ☐ Railways (Location of them and setbacks to structures)
- ☐ 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

Dec/22/2025
Date (mmm/dd/yyy)

PLAN SHOWING

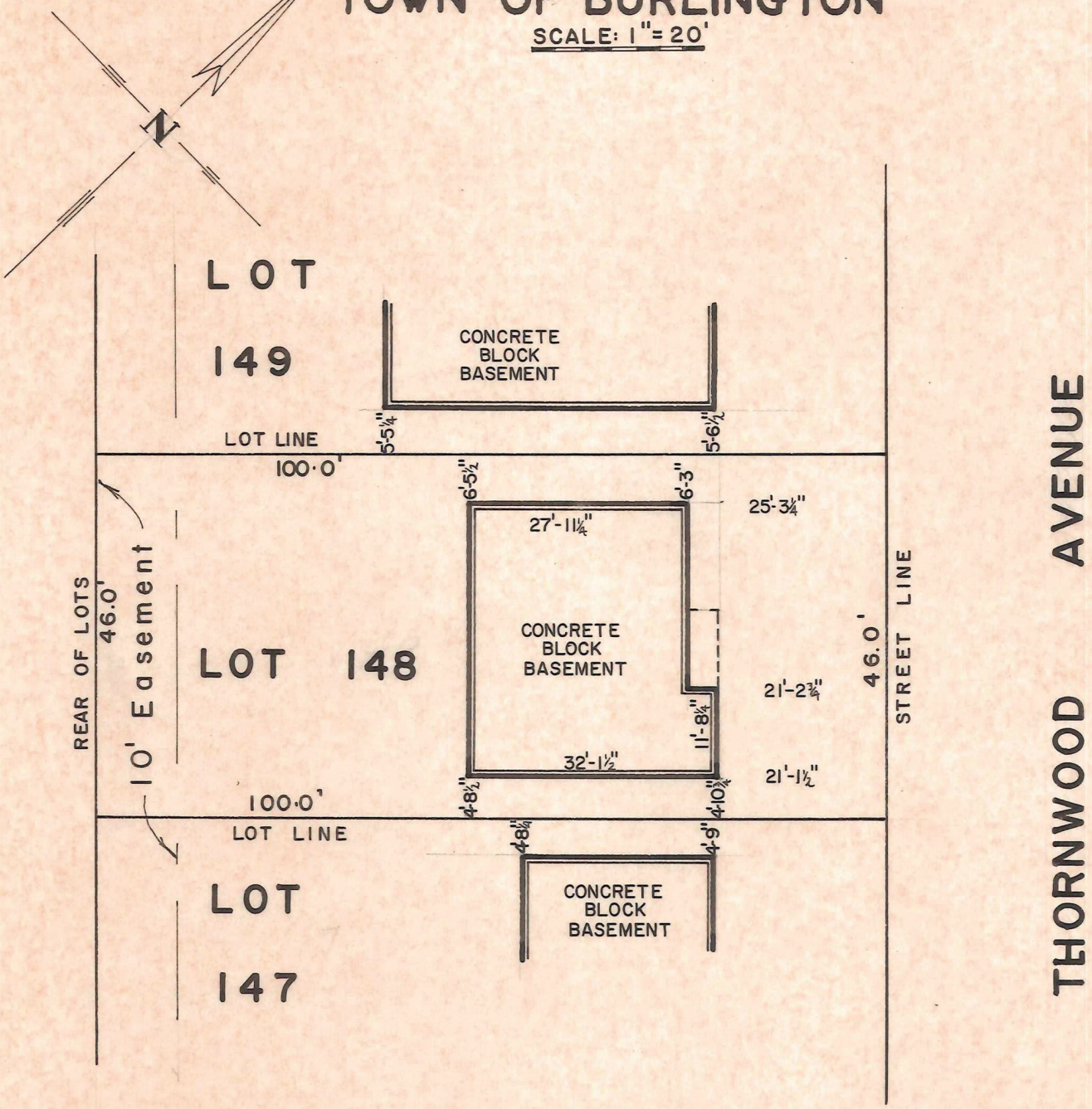
LOT 148

REGISTERED PLAN 1331 HALTON

Woodland Estate Subdivision-Phase 2

TOWN OF BURLINGTON

SCALE: 1"=20'



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SEWELL & SEWELL

BURLINGTON 560 BRANT ST. NE. 4-9405

OAKVILLE 233 ROBINSON ST. VI. 5-4171

ONTARIO LAND SURVEYOR

DATE: MAY 4, 1966 JOB N°. 66-233

DATE MAY 31, 1966 JOB N°. 66-233

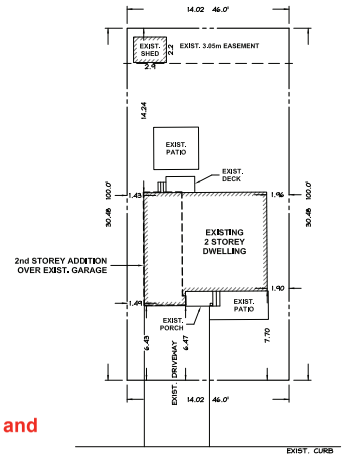
FOR: DICENZO CONST.

105

SITE AND BUILDING STATISTICS

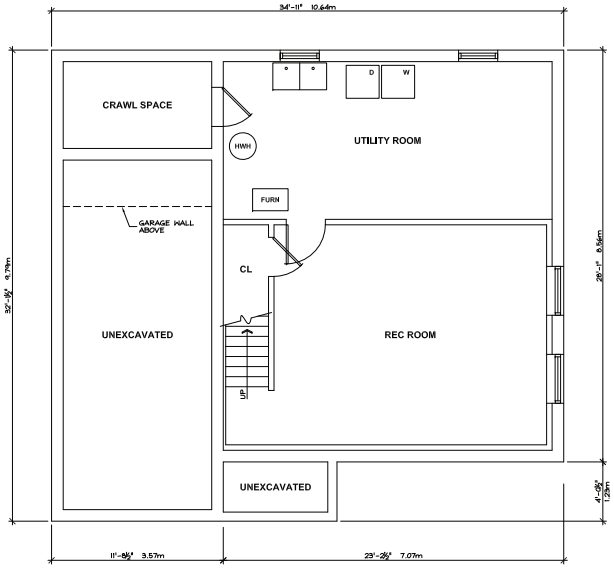
1. LOT AREA	-	427.4 SM.	4,600 SFT.
2. FLOOR AREA			
EXISTING GROUND FLOOR & GARAGE	-	95.5 SM.	1,028 SFT.
EXISTING SECOND FLOOR	-	66.5 SM.	715 SFT.
SECOND FLOOR ADDITION	-	32.9 SM.	354 SFT.
TOTAL FLOOR AREA	-	194.9 SM.	2,097 SFT.
3. FLOOR AREA RATIO:			
NEW FLOOR AREA RATIO	-	46.27% = 0.47:1	
MAXIMUM FLOOR AREA RATIO	-	45%	
4. LOT COVERGE:			
EXISTING HOUSE FOOTPRINT	-	98.5 SM.	1,060 SFT.
EXISTING 2nd STOREY PROJECTION	-	2.7 SM.	29 SFT.
TOTAL FOOTPRINT AREA	-	101.2 SM.	1,089 SFT.
EXISTING LOT COVERAGE	-	23.7%	
MAXIMUM LOT COVERAGE	-	25%	
5. BUILDING HEIGHT:			
EXISTING BUILDING HEIGHT	-	7.2m±	
NEW BUILDING HEIGHT	-	7.5m±	
MAXIMUM BUILDING HEIGHT	-	10.0m	

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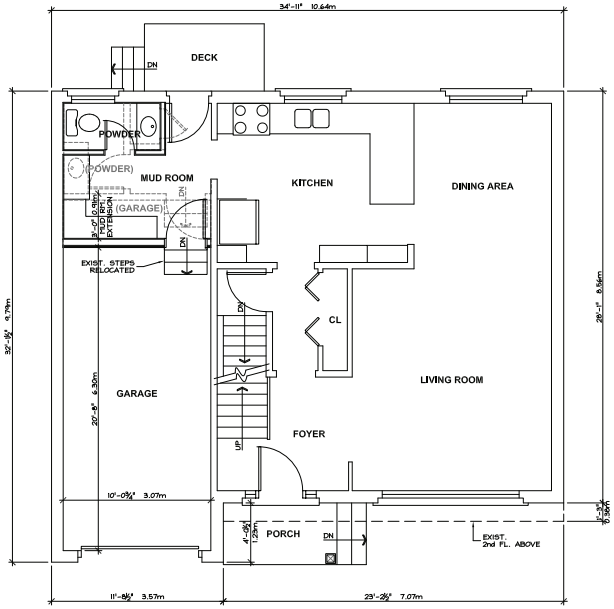


SITE PLAN
Scale: 1:200

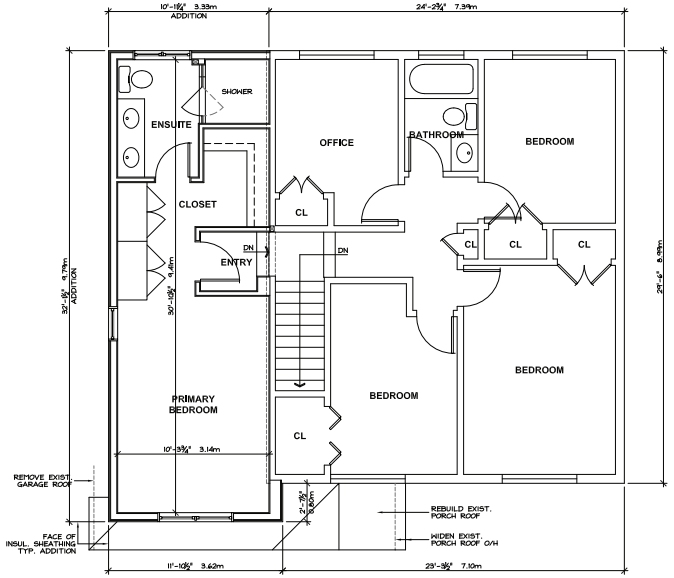
NOTE:
SITE PLAN DIMENSIONS ARE IN METERS.



BASEMENT PLAN
Scale: 1/4" = 1'-0"



GROUND FLOOR PLAN
Scale: 1/4" = 1'-0"



SECOND FLOOR PLAN
Scale: 1/4" = 1'-0"

No.	Revisions	Date
1.	FLOOR AREA RATIO UPDATED	MARCH 5/26

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

NAME	SIGNATURE	BCIN
TONY PRASSAS		19596
FIRM NAME		BCIN
PRASSAS DESIGN		29887

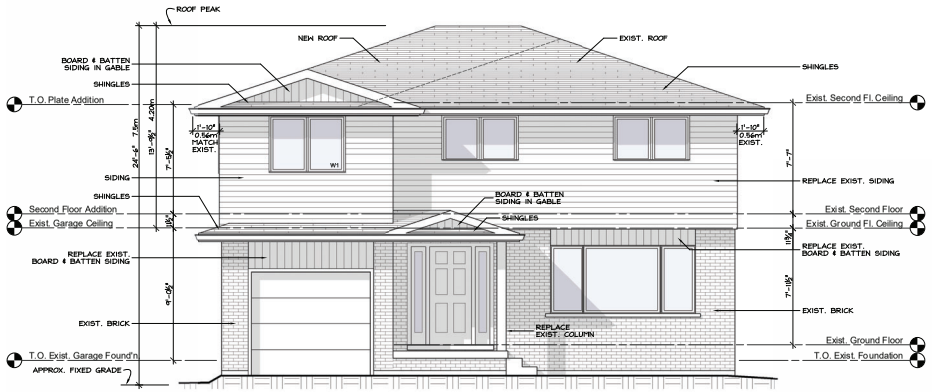
SITE PLAN & FLOOR PLANS

MERK RESIDENCE
676 THORNWOOD AVE, BURLINGTON ON
ADDITION & RENOVATIONS

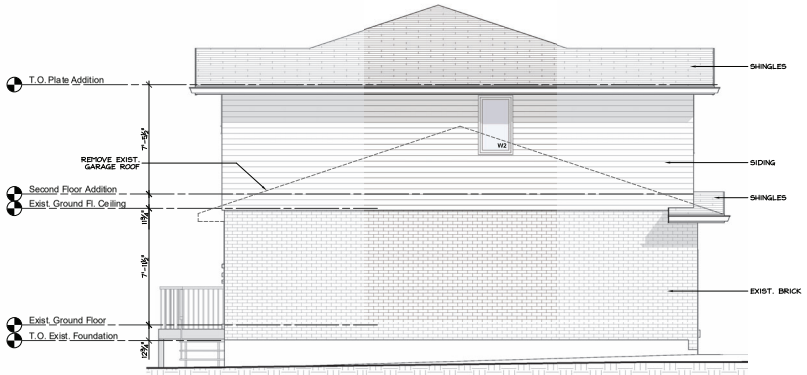
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Date: NOVEMBER 19, 2025
Drawing No.: 1mv
Rev. No.: 1

Prassas Design
57 SHADE FOREST TRAIL HAMILTON, ONTARIO L9B 0E5
PHONE: 905-318-9402 FAX: 905-318-7949

A1MERDY.DWG 03/05/26 08:45



EAST FRONT ELEVATION
Scale: 1/4" = 1'-0"



SOUTH SIDE ELEVATION
Scale: 1/4" = 1'-0"

Copyright Act Applies to Use and Production

WINDOW SCHEDULE

NO.	TYPE	NO. UNITS	FRAME SIZE (WxH)	INSTALL TYPE / COMMENTS
W1	CASEMENT / FIXED	2 WIDE	62" x 48"	NEW
W2	CASEMENT	1 WIDE	26" x 48"	NEW
W3	CASEMENT / FIXED	2 WIDE	48" x 26"	NEW

106

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No.	Revisions	Date

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

NAME	SIGNATURE	BCIN
TONY PRASSAS		19596
FIRM NAME		BCIN
PRASSAS DESIGN		29887

EAST & SOUTH ELEVATIONS

MERK RESIDENCE
676 THORNWOOD AVE, BURLINGTON ON
ADDITION & RENOVATIONS

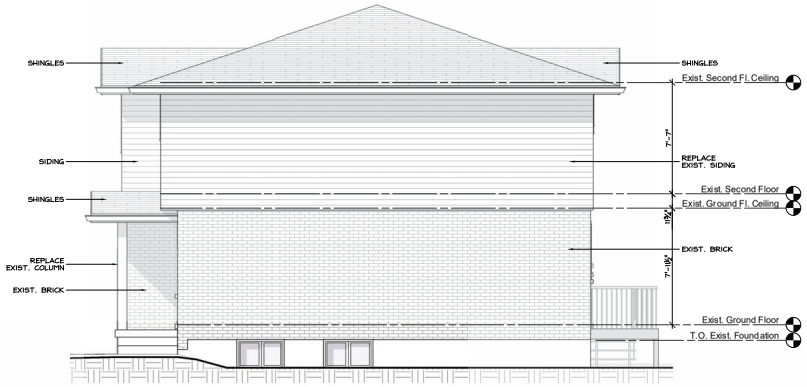
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Date: NOVEMBER 19, 2025
Drawing No.: 2mv
Rev. No.: 0

Prassas Design
57 SHADE FOREST TRAIL HAMILTON, ONTARIO L9B 0E5
PHONE: 905-318-6402 FAX: 905-318-7949



WEST REAR ELEVATION
Scale: 1/4" = 1'-0"

Copyright Act Applies to Use and Production



NORTH SIDE ELEVATION
Scale: 1/4" = 1'-0"

107

ADM.DWG 11/19/25 08:45

No.	Revisions	Date

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

NAME	SIGNATURE	BCIN
TONY PRASSAS		19596
PRASSAS DESIGN		29887
FIRM NAME		BCIN

WEST & NORTH ELEVATIONS

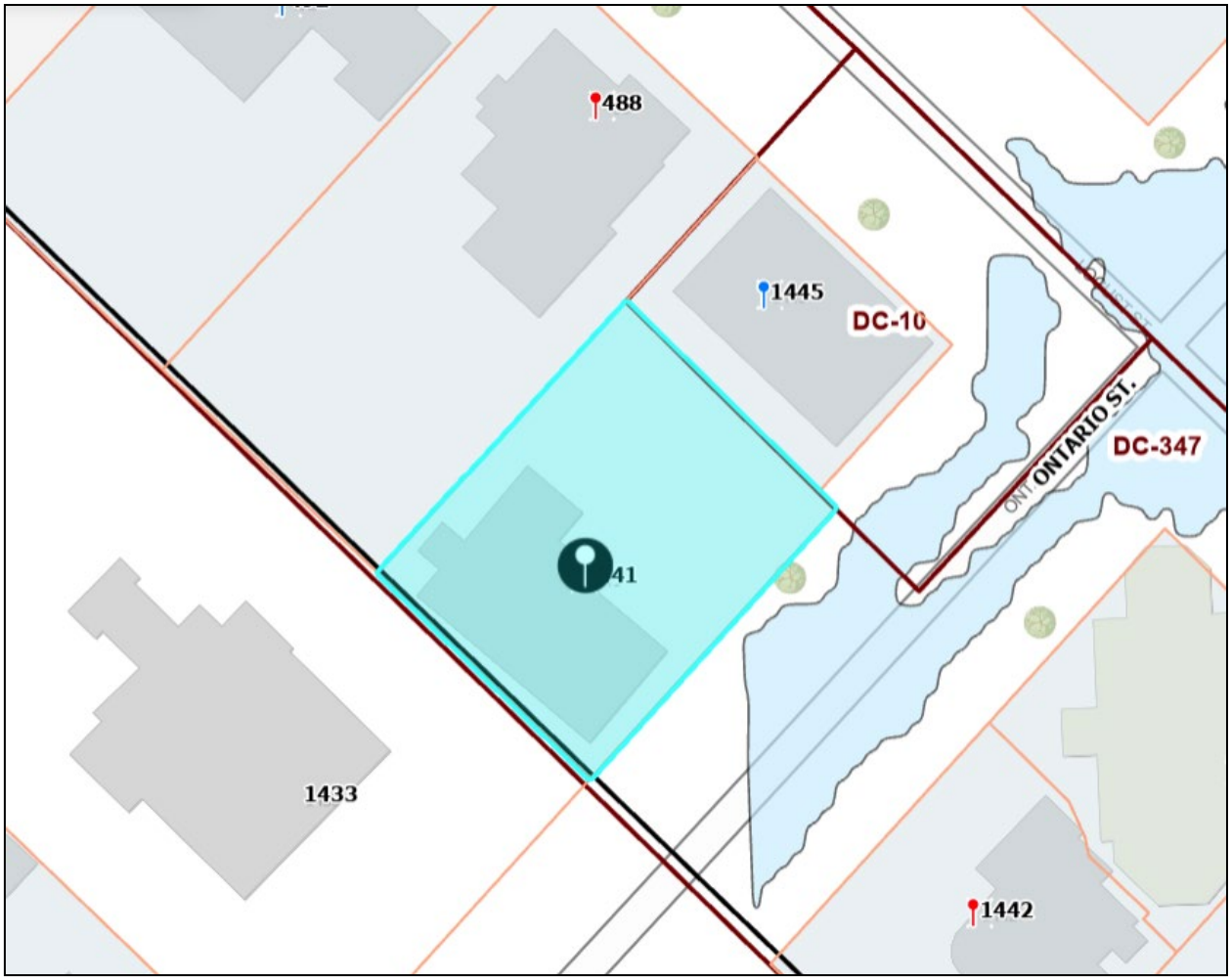
MERK RESIDENCE
676 THORNWOOD AVE, BURLINGTON ON
ADDITION & RENOVATIONS

Scale: AS NOTED
Job No.: 2503
Date: NOVEMBER 19, 2025
Drawing No.: 3mv
Rev. No.: 0

Prassas Design
57 SHADE FOREST TRAIL HAMILTON, ONTARIO L9B 0E5
PHONE: 905-318-6402 FAX: 905-318-7949

COMMITTEE OF ADJUSTMENT
MINOR VARIANCE
STAFF REPORTS

Owner(s): 1001071524 Ontario Inc
Address: 1441 Ontario St, Burlington
File No. **A-008/26**
Ward: 2



Staff Comments:

Committee of Adjustment

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

Date: January 26, 2026 Prepared By: E. Shacklette

Zoning

The subject property is zoned DC-347, under Zoning By-Law 2020, as amended. The DC-347 zone requires, among other things, the following:

Exception 347	Zone DC	Map 9-A	Amendment 2020.205	Enacted Apr 8/08

1. Permitted uses: Detached Dwelling
   Offices
   Other Service Commercial Uses

2. Regulations:
   All permitted uses are subject to R3.2 zone regulations and the following additional regulations:

   Landscape buffer abutting a DRL or residential zone: 3 m

   50% of the area of the front yard and street side yard shall be landscaped, including a 3 m landscape area abutting a street.

   On lands abutting a residential or DRL zone fencing shall be installed along the common boundary with the residential or DRL zone and shall have a minimum height of 1.8 m, which may be a solid screen fence or a combination of chain-link fence and landscape planting to form a dense screen.

4. R1, R2, R3 ZONE REGULATIONS

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

(b) Without attached garage or carport:
(i) **One or one and a half storey side:** **1.2 m**, 3 m other side
(ii) Two or more storey side 1.8 m, 3 m other side

Proposal:

The applicant is proposing alterations to an existing building for a proposed medical office use (Registered Massage Therapy and Physiotherapy). The proposal was previously approved through Zoning Clearance Certificate 2025 002099 000 00 ZC for interior alterations to establish the medical office use within the existing building.

During the renovation process, a wall was identified as requiring re-construction and was proposed to infill a previously recessed area, so the wall was one continuous wall. The new wall will reduce the minimum rear yard to 2.4m and a portion of the wall adjacent to the west side yard will reduce the yard to 1.1m.

The existing building previously contained office uses. Through review of Google Streetview, office uses have existed for many years, however Zoning staff are not able to obtain evidence to confirm the use was legally established prior to the regulations outlined in Exception 347 enacted under By-Law 2020.205. In addition to yard reductions created by the new proposed wall, further variances are required to bring the site into compliance.

Variances are required for a reduced rear yard, a reduced west side yard, and to remove the requirement for a landscape buffer and fencing abutting the DRL zone to reflect the current site conditions.

Variances required:

1. To permit a rear yard of 2.4m instead of the minimum required 9m for additions and alterations to an existing building.

2. To permit a west side yard of 1.1m instead of the minimum required 1.2 m for additions and alterations to an existing building.

3. To permit a 0m landscape buffer abutting the DRL zone instead of the minimum required 3m landscape buffer.

4. Notwithstanding Exception 347, to eliminate the requirement for a fence to be installed along the common boundary with the DRL zone (west side lot line) with minimum height of 1.8m, which may be a solid screen fence or a combination of chain-link fencing and landscape planting to form a dense screen.

Condition:

1. A Zoning Clearance Certificate Application is required

COMMITTEE OF ADJUSTMENT
MINOR VARIANCE
STAFF REPORTS

Notes:

1. The application is reviewed under section 45(1) of The Planning Act.

2. The zoning review is based on the portion of the site affected by the proposed development only.

3. The property is located in the downtown parking exemption area and therefore does not require parking for the non-residential use.

Date: March 6, 2026 Prepared By: Nathan Dart, CPT

Heritage Planning

Background and Development Concept

The subject property, 1441 Ontario Street, is comprised of an existing single storey commercial office. The property (the William Hodgson-Sarah Oakley House) is listed on the Municipal Heritage Register as a non-designated property. The subject Minor Variance application proposes:

- Alterations to an existing building for a proposed medical office use (Registered Massage Therapy and Physiotherapy).
- During the previously approved renovation process, a wall was identified as requiring re-construction and was proposed to infill a previously recessed area, so the wall was one continuous wall. The new wall will reduce the minimum rear yard to 2.4m and a portion of the wall adjacent to the west side yard will reduce the yard to 1.1m.

For provincial and municipal cultural heritage policies, see Appendix “A” – Provincial and Municipal Cultural Heritage Policies.

Archaeology

No comments.

Built Heritage Resources and Cultural Heritage Landscapes

As noted, the William Hodgson-Sarah Oakley House is listed on the Municipal Heritage Register as a non-designated property. As per the LACAC Inventory Sheet on the property, according to Gerarda Tino, the structure was first constructed on the Brant Street site of the old town hall and library (which was built in 1906) and was moved to the existing lot in 1874 for William Hodgson. According to Stanley Blair, it was rebuilt by George Blair. It is said to be very old, perhaps built in the 1830s.

This one-storey frame cottage with later additions is clad with replacement wood

shingle cladding. There are several multi-paned, wood sash arched head windows with replacement board shutters A replacement door at the side has a replacement gabled hood on plain wooden brackets.

Staff Comments and Requirements

Staff have reviewed the submission materials. The location of the wall that was identified as requiring re-construction and that was proposed to infill a previously recessed area appears to be with a later addition to the frame cottage portion of the structure. As such, a Heritage Permit application and Heritage Impact Statement are not required. Staff request confirmation of the date of the addition and that it be documented through photographs.

Heritage Planning staff have no further comments on the submission materials at this time.

(CR 2026-02-04)

Appendix "A" – Provincial and Municipal Cultural Heritage Policies

Provincial Planning Statement, 2024

The *Provincial Planning Statement, 2024* (PPS, 2024) contains policies on Cultural Heritage and Archaeology in Section 4.6, including the following policy:

- 4.6.4 Planning authorities are encouraged to develop and implement:
  a) archaeological management plans for conserving archaeological resources; and
  b) proactive strategies for conserving significant built heritage resources and cultural
  heritage landscapes.

The *PPS, 2024* contains the following relevant definitions:

- **Built heritage resource:** means a building, structure, monument, installation or any manufactured or constructed part or remnant that contributes to a property's cultural heritage value or interest as identified by a community, including an Indigenous community.
- **Conserved:** means the identification, protection, management and use of *built heritage resources*, *cultural heritage landscapes* and *archaeological resources* in a manner that ensures their cultural heritage value or interest is retained. This may be achieved by the implementation of recommendations set out in a conservation plan, archaeological assessment, and/or heritage impact assessment that has been approved, accepted or adopted by the relevant planning authority and/or decision-maker. Mitigative measures and/or alternative development approaches should be included in these plans and assessments.

- **Development:** means the creation of a new lot, a change in land use, or the construction of buildings and structures requiring approval under the *Planning Act*, but does not include:
    a) activities that create or maintain *infrastructure* authorized under an environmental assessment process or identified in provincial standards; or
    b) works subject to the *Drainage Act*; or
    c) for the purposes of policy 4.1.4.a), underground or surface mining of *minerals* or advanced exploration on mining lands in *significant areas of mineral potential* in Ecoregion 5E, where advanced exploration has the same meaning as under the *Mining Act*. Instead, those matters shall be subject to policy 4.1.5.a).

Halton Region Official Plan

The *Halton Region Official Plan* contains policies on Cultural Heritage Resources in Part IV, Healthy Communities Policies, including the following policy:

- 167 (1) Maintain, in conjunction with the Local Municipalities, local historical organizations,
    and municipal heritage committees a list of documented *Cultural Heritage Resources* in *Halton*.

The following relevant definitions are contained in the *Halton Region Official Plan*:

- **Cultural heritage resources:** means elements of the Regional landscape which, by themselves, or together with the associated environment, are unique or representative of past human activities or events. Such elements may include *built heritage resources*, *cultural heritage landscapes*, and *archaeological resources*.
- **Development:** means the creation of a new *lot*, a change in land use, or the construction of buildings and structures, any of which requires approval under the Planning Act, or that are subject to the Environmental Assessment Act, but does not include:
    (1) activities that create or maintain infrastructure authorized under an environmental assessment process,
    (2) works subject to the Drainage Act, or
    (3) within the Greenbelt Plan Area, the carrying out of agricultural practices on land that was being used for *agricultural uses* on the date the Greenbelt Plan 2005 came into effect.

City of Burlington Official Plan, 1997

The City's *Official Plan, 1997* contains policies on Cultural Heritage Resources in Section 8.0, including the following objectives and policies:

- 8.3.3 a) An inventory of buildings, structures and *cultural heritage landscapes* designated
  under The Ontario Heritage Act or worthy of designation, and buildings, structures and *cultural heritage landscapes* of architectural, historical and contextual interest *shall* be maintained in consultation with the municipal heritage committee (Heritage Burlington).
- 8.3.3 d) The City shall encourage, where appropriate, the adaptive re-use of a built heritage
  resource in a manner that is not destructive to the character-defining elements of the resource.
- 8.4.1 a) All *development shall* consider *cultural heritage resources* and wherever feasible,
  incorporate these resources into any *development* plans in a way that conserves the character-defining elements of the *cultural heritage resource*.

The following relevant definitions are contained in the *City of Burlington Official Plan, 1997*:

- **Built Heritage Resources:** One or more significant buildings, structures, monuments, installations or remains associated with architectural, cultural, social, political, economic or military history and identified as being important to a community. These resources *may* be identified through designation or heritage conservation easement under The Ontario Heritage Act, or listed by local, provincial or federal jurisdictions.
- **Conservation or Conserve:** The identification, protection, management and use of built heritage resources, cultural heritage landscapes and archaeological resources in a manner that ensures their cultural heritage value or interest is retained under The Ontario Heritage Act. This may be achieved by the implementation of recommendations set out in a conservation plan, archaeological assessment, and/ or cultural heritage impact assessment or cultural heritage landscape impact assessment. Mitigative measures and/or alternative *development* approaches can be included in these plans and assessments.
- **Cultural Heritage Resource:** A building, structure, monument, natural feature (including those that have been modified by humans, such as parks, gardens, rows of trees, etc.), an archaeological and historical site, or remains, either individually or in groups, which is considered to be of architectural and/or historical significance.
- **Development:** (1) The creation of a new *lot*; (2) the making of an addition or alteration to a building or structure; (3) the construction, erection or placing of a building or structure; or (4) the change in use or intensity of use of any building, structure or premises, requiring approval under The Planning Act, but does not include: (1) activities that create or maintain infrastructure authorized under an environmental assessment process; (2) works subject to

The Drainage Act; or (3) for the purposes of Section 41 of The Planning Act, the placement of a portable classroom on a school site of a district school board if the school site was in existence on January 1, 2007.

City of Burlington Official Plan, 2020

The City's *Official Plan, 2020* contains policies on Cultural Heritage Resources in Section 3.5, including the following objectives and policies:

- 3.5.2(1) e) *Cultural heritage resources shall* be protected and *conserved*, in accordance with the Standards and Guidelines for the Conservation of Historic Places in Canada and other recognized heritage protocols and standards.
- 3.5.2(1) f) The *City shall* use criteria established by Provincial regulation under The Ontario Heritage Act for determining cultural heritage value or interest and for identifying and evaluating properties for listing on the Municipal Register and for designation under The Ontario Heritage Act. The *City may* further refine these criteria and provide guidelines for their use.
- 3.5.2(3) b) The Municipal Register *shall* contain all properties designated under The Ontario Heritage Act and *may* contain properties that are believed to be of cultural heritage value or interest to the *City* or a community, in accordance with The Ontario Heritage Act. To ensure effective protection and to maintain its currency, the Municipal Register will be updated regularly and be accessible to the public.
- 3.5.2(3) e) The *City* will *encourage*, where appropriate, the adaptive re-use of a *built heritage resource* in a manner that is not destructive to the *heritage attributes* of the resource.
- 3.5.2(5) a) All *development shall* consider *cultural heritage resources* and, wherever feasible, incorporate these resources into any *development* plans in a way that *conserves* the *heritage attributes* of the *cultural heritage resource*.

The following relevant definitions are contained in the City's *Official Plan, 2020*:

- **Built Heritage Resource:** A building, structure, monument, installation or any manufactured or constructed part or remnant that contributes to a property's cultural heritage value or interest as identified by a community, including an Indigenous community. *Built heritage resources* are located on property that may be designated under Parts IV or V of The Ontario Heritage Act, or that may be included on local, provincial, federal and/or international registers.

- **Conservation or Conserved:** The identification, protection, management and use of *built heritage resources*, *cultural heritage landscapes* and *archaeological resources* in a manner that ensures their cultural heritage value or interest is retained under The Ontario Heritage Act. This *may* be achieved by the implementation of recommendations set out in a conservation plan, archaeological assessment, and/ or cultural heritage impact assessment or *cultural heritage landscape* impact assessment. Mitigative measures and/or alternative *development* approaches can be included in these plans and assessments.
- **Cultural Heritage Resources:** *Built heritage resources*, *cultural heritage landscapes* and *archaeological resources* that have been determined to have cultural heritage value or interest for the important contribution they make to our understanding of the history of a place, an event, or a people. While some *cultural heritage resources* may already be identified and inventoried by official sources, the significance of others can only be determined after evaluation.
- **Development:** The creation of a new *lot*, a change in land use, or the construction of buildings and structures requiring approval under The Planning Act, but does not include:
  1. activities that create or maintain infrastructure authorized under an environmental assessment process; or
  2. works subject to The Drainage Act.
- **May:** There is discretion and flexibility or that criteria are to be satisfied in the application of an Official Plan policy.
- **Shall:** The policy is mandatory or it is required to comply with an Official Plan policy.

Site Planning

Site Characteristics	
Lot Frontage (m)	25.15 m
Lot Area (m^2)	509.56 m^2 (approx..)
Existing Land Uses *(ex. buildings, structures, driveways, fences, etc…)*	Registered Massage Therapy and Physiotherapy in an existing residential building converted to commercial/office use
Site Grading *(ex. Flat and level, significant grade differences)*	Flat and level
Notable Site Features	William Hodgson-Sarah Oakley House (subject building) is listed on the Municipal Heritage Register as a non-designated property
Surrounding Land Uses *(ex. Adjacent building relationships, natural features, notable adjacencies)*	Commercial uses at 1433 and 1457 Ontario Street, residential across the street

Nearest Major Intersection	Ontario Street and Locust Street
Neighbourhood Boundaries* *Based on OP, 1997 *residential neighbourhood* definition	North: Victoria Avenue, Baldwin Street East: Martha Street South: Lake Ontario West: Locust Street, Blathwayte Lane, Burlington Avenue

Neighbourhood Characteristics:

- The immediate neighbourhood is characterized primarily by low-rise dwellings and institutional buildings, generally 1.5 to 3 storeys, with pitched gables, hip, and dormer roof forms that create a traditional built character.
- Buildings exhibit varied but generally limited front and side yard setbacks, producing a compact urban pattern while still allowing for porches, walkways, and landscaped front yards.
- Some properties in the neighbourhood have limited side yard setbacks, with several buildings positioned closer to one side lot line and others having somewhat wider separations. The pattern is therefore not consistent, but it reflects a relatively compact urban fabric with reduced side yard conditions on nearby lots.
- Rear yard depths also appear to vary considerably depending on lot shape, building placement, and access arrangements. Some lots appear to have deeper rear yard areas, while others are more constrained due to building placement, parking, or laneway/access relationships.
- Massing and bulk at the street level are relatively small-scale with older buildings having smaller footprints, varied façades, and pitched roofs that reduce perceived scale.
- The area includes a mix of soft landscaping, hedges, lawns, foundation planting, and mature trees, with fencing generally limited to low decorative or rear/side yard fencing.
- While the immediate context remains predominantly low-rise and heritage (1445 Ontario St.)/residential/commercial in designation and form, the broader area includes mid-rise and tall buildings, indicating a neighbourhood context undergoing urban intensification.

A site visit was conducted on March 27, 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:

- The subject lands are located within the Urban Area as identified on Map 1, where urban development is directed to occur in accordance with local Official Plans and Zoning By-laws.
- The proposal does not alter the applicable regional land use designations and will be implemented through local planning approvals, consistent with the ROP's policy framework directing development to Urban Areas and Strategic Growth Areas (Urban Growth Centres, MTSAs, Primary Regional Nodes, Secondary Regional Nodes, and Regional Intensification Corridors).
- The subject lands are located within the Downtown Urban Centre, Burlington, identified as a Secondary Regional Node on Map 1H pursuant to Section 82.1(2)(e) of the Halton Regional Plan. In this regard, Section 82.2(1) provides that development with higher densities and mixed uses is to be directed to Regional Nodes in accordance with the hierarchy of the Plan and the level of existing and planned transit service.

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/variance meets the general intent and purpose of the Official Plan for the following reasons:

- The proposed uses are consistent with the property's 'Mixed Use Centre' land use designation under Schedule 'B' (Comprehensive Land Use Plan – Urban Planning Area) and 'Downtown Core Precinct' land use designation under Schedule 'E' (Downtown Mixed Use Centre – Land Use Plan) of the BOP, 1997 as amended, which permits office and related service commercial uses. The proposal represents the continued use of the existing building for office-type purposes, with only minor exterior alterations to regularize the building wall and does not change the general function or character of the site.

- Whereas Part III, Section 5.5 of the BOP, 1997 provides policies for the Downtown Mixed Use Centre, and whereas Section 5.5.8 establishes specific objectives and policies for the Downtown Core Precinct, including permitting commercial activities ranging from local service and retail uses to office and administration uses, requiring a high standard of design, and ensuring compatibility with surrounding development, the proposal is consistent with these objectives in the following ways:

- The proposal facilitates a new medical office use within an existing building and therefore maintains the office and service commercial function permitted within the Downtown Core Precinct.
- The requested rear yard and west side yard variances relate only to the reconstruction of a limited portion of a wall at the rear of the building in order to infill a previously recessed area and create one continuous wall, rather than to a broader expansion of the building.
- The variances related to the absence of a landscape buffer and fencing along the west side lot line recognize an existing site condition. Although the abutting lands are zoned DRL (Downtown Residential Low-Density Zone), the building to the west is also used for commercial medical/office purposes, such that the relationship is not one between a new commercial condition and a sensitive residential rear yard, but rather between existing built-form and parking conditions associated with office-type uses. In this regard, the absence of a landscape buffer and fencing reflects the long-standing physical and functional context of the site.
- The proposal does not intensify the use of the site beyond what has already been approved through the Zoning Clearance Certificate for interior alterations (medical office), and the exterior changes remain minor in scope and suited to the existing building form.
- Given the existing urban context, the limited extent of the wall reconstruction, and the fact that the proposal maintains the established office-type function of the property, the proposal preserves the general character of the site and remains compatible with the surrounding area.

- 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 wall reconstruction is limited in scope and is located at the rear of the existing building, such that it does not alter the built form facing the street or materially change the established appearance of the site from the public realm.
  - The rear of the site remains separated from the abutting property to the north by fencing and parking and access areas. The reconstructed wall does not project into this northern yard in a manner that would create undue overlook, loss of privacy, or functional disruption, nor does the limited wall infill and reduced rear yard on the subject lands create a dominant or intrusive built form condition when viewed from adjacent properties.
  - The west side yard variance is similarly limited to a portion of the reconstructed wall and results in a minor reduction from 1.2 m to 1.1 m, which does not materially affect the relationship between buildings.

- With respect to the absence of a landscape buffer and fencing along the west side lot line, the abutting lands to the west, while zoned DRL, are occupied by a building used for medical/commercial purposes. As such, the interface is not between the subject site and a typical low-density residential amenity area, but rather between two properties functioning in a similar office/commercial manner.

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 – (Rear and West Side Yard (Section 4.1, Table 2.4.1))

The general intent and purpose of Zoning By-law 2020 with respect to rear yard and side yard setbacks is to ensure that adequate outdoor amenity space is maintained, to preserve privacy for adjacent properties, limit building mass in rear yards and ensure adequate separation between buildings for access, maintenance, drainage and privacy between neighbouring buildings. The requested decrease in the rear and side yards (rear: 2.4 m instead of 9 m, side: 1.1m instead of 1.2 m) continue to meet this intent for the following reasons:

- The rear yard variance arises from the reconstruction of a limited portion of the rear wall to infill a previously recessed area, rather than from a substantial expansion of the building into the rear yard.
- The west side yard variance is small in magnitude, confined to the wall infilling depth along the west, representing a reduction of only 0.1 m from the required 1.2 m to 1.1 m, and does not materially affect access, maintenance, drainage, or separation between buildings.
- The proposal does not materially increase the overall scale of the existing building and therefore does not undermine the intent of the yard provisions to regulate building massing and spacing.
- Along the west side, the abutting property already contains a driveway and parking area and is also used for medical office/commercial purposes notwithstanding its DRL zoning. In this context, the reduced west side yard does not create a new incompatible relationship or materially diminish privacy or amenity.
- The rear yard interface remains separated from the abutting property to the north by fencing, parking and access areas, and an existing building separation. The reconstructed wall does not create undue overlook, loss of privacy, or functional adverse impacts on the adjacent property.

Yes – Landscape Buffer and Fencing Abutting DRL Zone (Exception 347)

The general intent and purpose of the Zoning By-law with respect to the required landscape buffer and fencing abutting the DRL Zone is to provide separation between

potentially incompatible land uses, partially obstruct views of parking and other site activity, and mitigate impacts on adjacent properties through screening in the form of landscaping and/or fencing. The requested variances to permit a 0 m landscape buffer abutting the DRL Zone instead of the minimum required 3 m landscape buffer, and to eliminate the requirement for a minimum 1.8 m high fence along the common boundary with the DRL Zone, maintain the general intent and purpose of the Zoning By-law for the following reasons:

- The variances recognize an existing long-standing site condition along the west side lot line rather than facilitating a new parking area or large development.
- The west side of the subject property already functions as a driveway and parking area for the abutting medical office use. As such, the absence of a landscape buffer and fencing recognizes the established physical context and does not result in a materially different or more intrusive condition.
- Although the abutting lands are zoned DRL, the neighbouring building to the west is used for medical/commercial purposes, such that the relationship is not one between commercial use and a low-density residential amenity area.
- In this context, the absence of a 3 m landscape buffer and 1.8 m fence does not create a materially different or more intrusive condition than what already exists.
- The requested variances therefore recognize the established physical and functional context of the site and do not render the subject and abutting properties incompatible.

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 because:

- The proposal facilitates the continued use of the existing building for medical office purposes, which is appropriate for the site and consistent with the mixed use, office-supportive function for the Downtown Core Precinct.
- The rear and west side yard variances are tied to the reconstruction of a limited portion of wall in order to regularize a previously recessed area, rather than to a substantial expansion or redevelopment of the building.
- The landscape buffer and fencing variances recognize an existing site condition along the west side lot line where the subject lands and the abutting property already include a hardscaped driveway/parking interface, such that the relief reflects the established physical context of the site.

- The variances allow the building and site to function in a more orderly and practical manner while supporting the approved medical office use without altering the general character of the property.
- Given the limited nature of the physical changes and the existing commercial/office context of the surrounding properties, the requested relief is desirable and appropriate for the development and use of the land.

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 west side yard variance is minor in quantitative terms, representing a reduction of only 0.1 m from the required 1.2 m to 1.1 m.
- The rear yard variance is confined to a limited portion of the reconstructed rear wall and does not extend across the full width of the building.
- The landscape buffer and fencing variances relate to an existing west side condition where a hardscaped driveway/parking interface already exists and therefore does not create a new or materially intensified impact.
- The proposal does not add a new storey, significantly increase gross floor area, or materially alter the principal building form visible from the street.
- The variances do not result in undue overlook, loss of privacy, or functional disruption to adjacent properties, are limited in scope and do not give rise to unacceptable physical or functional impacts and are therefore minor in nature.

Cumulative Effects of Multiple Variances and Other Planning Matters:

When considered together, the variances do not result in overdevelopment, inappropriate built form, or adverse physical or functional impacts.

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: April 15, 2026 Prepared By: Melissa Gasic, MCIP RPP

COMMITTEE OF ADJUSTMENT
MINOR VARIANCE
STAFF REPORTS

Report Schedules & Attachments:

Attachment No. 1 (Site Photos)



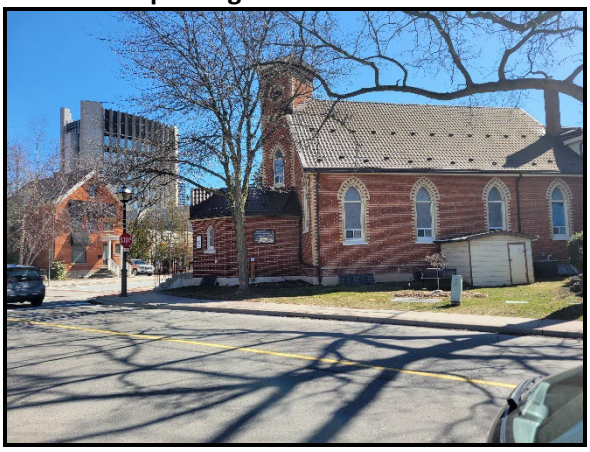
View of the front



View of the parking lot on the east side



View of the abutting property to the east (1445 Ontario Street)



View of St. John's Roman Catholic Church



View of the east side from the parking lot



View of the rear of the property

COMMITTEE OF ADJUSTMENT
MINOR VARIANCE
STAFF REPORTS



View of the abutting property to the east (1445 Ontario Street) from the parking lot



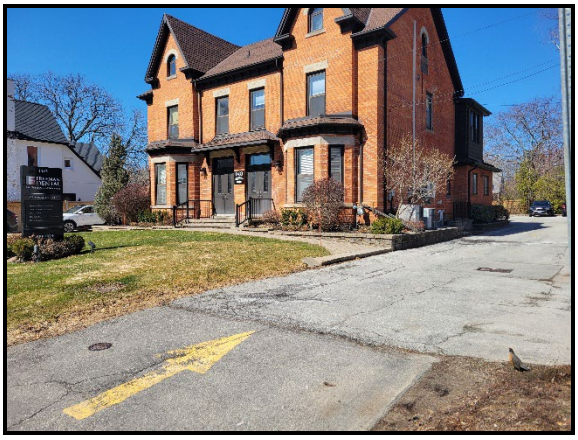
View of the opposite side of the street



View of the opposite side of the street



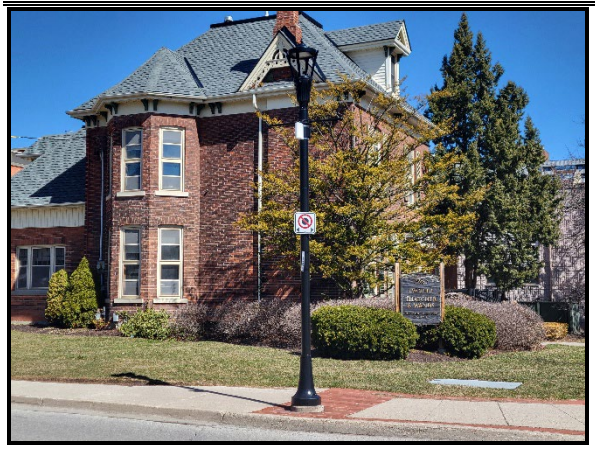
View of the westerly property line



View of 1433 Ontario Street



View of 1433 Ontario Street access and parking



View of 1457 Ontario Street



View towards 505/507 Locust Street



View of the abutting property to the north



View of 471 Locust Street

Technical Reviewer Comments:

Development Engineering

Development Engineering has reviewed the proposed minor variances and has no comments or objection to the proposed variance requested.

Date: April 8, 2026 Prepared By: G. R. Colorado Hernandez

Forestry
Forestry has no objection to the proposed variance requested. However, forestry provides the following advisory comments:

Advisory Comments:

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.

COMMITTEE OF ADJUSTMENT
MINOR VARIANCE
STAFF REPORTS

Date: March 20, 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.

3. Exterior wall less than 1.2m but not less than 0.6m to property line requires 45-minute fire resistance rating and shall not contain any new/increased unprotected openings.

Date: April 7, 2026 Prepared By: Q. Tan

Transportation Planning

Deemed Road Width Analysis

The deemed right-of-way width through this section of Ontario Street is 20 metres. To meet the ultimate deemed width of 10 metres from the center line, a widening of approximately 2 metres is required along the frontage of Ontario Street adjacent to the subject site.

Date: January 29, 2026 Prepared By: Thalia Thompson

Transportation Planning have no comments on the application based on the understanding that no changes are being proposed to the existing provision of parking on the subject property.

Date: March 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 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.

COMMITTEE OF ADJUSTMENT
MINOR VARIANCE
STAFF REPORTS

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 11, 2026 Prepared By: L. Bray

Agency Comments:

Halton Region

Regional Staff have reviewed the Minor Variance application proposing alterations to an existing building for a proposed medical office use. Variance is requested to the minimum required rear yard and side yard depths, and to remove the requirement for a landscape buffer and fencing abutting the DRL zone to reflect the current site conditions.

- 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) and a Highly Vulnerable Aquifer.
    - 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: April 8, 2026 Prepared By: Navjot Kaur

COMMITTEE OF ADJUSTMENT
MINOR VARIANCE
STAFF REPORTS

Burlington Hydro
Burlington Hydro comments are attached to the end of this report.

Date: March 19, 2026 Prepared By: Carlos Gaviria

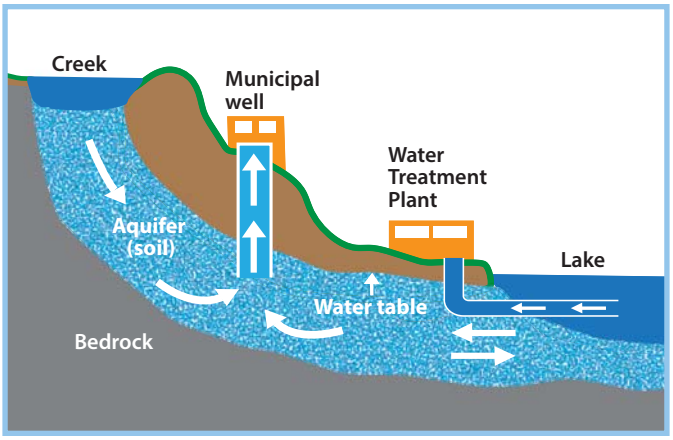
Source Water Protection Factsheet

halton.ca

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.

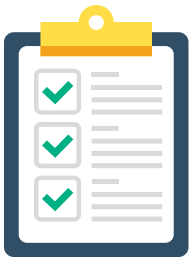
How is my application reviewed?

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

Halton REGION

PW-1813334

Burlington*hydro* inc.

March 19, 2026

1441 Ontario St,
Burlington, ON

Attention: Gordon Griffiths, 905-301-5429, gord@ggriffiths.net, G.Griffiths & Associates Ltd.

Re: Proposed 9" wall extension

Mr. Griffiths,

This letter serves as confirmation that Burlington Hydro Incorporated ("BHI") has reviewed the proposed 9" wall extension designs forming part of building permit file number **A-008-2026** submitted to the City of Burlington's Building Department.

After reviewing the submitted permit application drawings and examining BHI records, we have identified that the proposed wall extension conflicts with the existing hydro meter base. The meter base will need to be relocated at your expense.

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.
- Do not excavate within two meters of Hydro poles and anchors except for the termination pole where the duct structure shall be terminated by the customer under the supervisor of BHI inspector.
- 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 ("OHSA") and Regulations for Construction Projects when construction is planned to be performed in the proximity of hydro distribution system.

RP

1340 Brant Street, Burlington, ON · L7R 3Z7 **burlingtonhydro.com** 905-332-1851

GridSmartCity renewing energy
Partner since **2009**

- 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

MAR. 19/ 2026
RP

1340 Brant Street, Burlington, ON · L7R 3Z7 burlingtonhydro.com 905·332·1851

GridSmartCity renewing energy
Partner since 2009

CITY OF Burlington

MINOR VARIANCE – 2025
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: Nathan Dart

PROPERTY INFORMATION
Municipal Address(es) of property:

1441 Ontario Street, Burlington, Ontario, Canada L7S 1G5

Legal Description of property:
Lot 51, Registered Plan 74

City of Burlington, Region of Halton

Official Plan Designation: Downtown Core Precinct Current Zoning Designation DC-347

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

1001071524 ONTARIO INC. (Amiras Ghori/ Pooja Ghori)

Mailing Address: 881 Bessy Trail, Milton, Ontario City: Milton

Postal Code: L9T 0A6 Home Phone: _____ Mobile Phone: _____

Work Phone: _____ E-Mail: _____

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

Name: Gordon Griffiths (G.Griffiths & Associates Ltd.)

Business Address: 3228 South Service Road, Suite 213, City: Burlington

Postal Code: L7N 3H8 Home Phone: _____ Mobile Phone: [redacted]

Work Phone: (905) 631-0155 E-Mail: [redacted]

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 proposed development is to construct a new wall located at the rear of the building. New development encroaches into the rear and side yard setbacks as per the Zoning by-law 2020.

Variance(s) Requested	Zoning Bylaw Requirement
Rear Yard Encroachment	
Side Yard Encroachment	
0m landscape buffer abutting a DRL zone	
Fence required along DRL zone	

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? See attached Justification Report (attached)

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

See attached Justification Report

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

See attached Justification Report

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

See attached Justification Report

PROPERTY DETAILS (please complete all fields):

Date property purchased:	Date property first built on:	Date of proposed construction:
JAN/13/2025 (mmm/dd/yyyy)	1830's (mmm/dd/yyyy)	Nov/ 2025 (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:

Unknown

Proposed Use of the Land:

Construction of existing commercial use. (Medical Office)

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

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? 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)	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 ☐ N ☐	Detached?	Y ☐ N ☐
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:	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:	M	Front:	M
Rear:	M	Rear:	M
Side/Street Side:	M	Side/Street Side:	M
Side/Other Side:	M	Side/Other Side:	M

FOR COMMERCIAL, MIXED USE, INDUSTRIAL AND OTHER

Dimensions of Property			Street Width (see first page of application for how to obtain)				
Frontage	Depth	Area	Actual	Deemed	Required	Density	Have you applied for Site Plan Approval? Y ☐ N ☑ File #:
25.15	20.18	507.92	17.6	20m			

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:	141.98 M^2	Ground Floor Area:	143.526 M^2
Gross Floor Area:	M^2	Gross Floor Area:	M^2
Number of Storeys:	1 STOREY	Number of Storeys:	1 STOREY
Width:	11.34 M	Width:	11.34 M
Length:	15.32 M	Length	15.32 M
Height:	6.198 M	Height	6.198 M
Floor Area: Office Space	141.98 M^2	Floor Area: Office Space	143.526 M^2
Floor Area: Warehouse/Retail/Other:	- M^2	Floor Area: Warehouse/Retail/Other	- M^2
# of Existing Units:	1	# of Proposed Units:	1
Floor Area Ratio:		Floor Area Ratio:	
Required Parking Spaces:	9	Proposed Parking Spaces:	6
Existing Parking Spaces:	6		

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:	2.49 M	Front:	2.49 M
Rear:	2.42 M	Rear:	2.42 M
Side:	1.15 M	Side:	1.15 M
Side:	12.65 M	Side:	12.65 M

OTHER		OTHER	
Front:	M	Front:	M
Rear:	M	Rear:	M
Side:	M	Side:	M
Side:	M	Side:	M

MULTI-RESIDENTIAL

(STREET TOWNHOUSE, HI-RISE, STACKED TOWNHOUSES, DUPLEXES, etc)

Dimensions of Property			Street Width (see first page of application for how to obtain)				
Frontage	Depth	Area	Actual	Deemed	Required	Density	Have you applied for Site Plan Approval? Y ☐ N ☐ File #:

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:	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
# of Existing Units:	M^2	# of Proposed Units:	M^2
Floor Area Ratio:	M^2	Floor Area Ratio:	M^2
Required Parking Spaces:		Proposed Parking Spaces:	
Existing Parking Spaces:			
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:		Height:	M

LOCATION of all existing and proposed buildings and structures

EXISTING (Building)		**PROPOSED (Building)**	
Front:	M	Front:	M
Rear:	M	Rear:	M
Side:	M	Side:	M
Side:	M	Side:	M
OTHER		**OTHER**	
Front:	M	Front:	M
Rear:	M	Rear:	M
Side:	M	Side:	M
Side:	M	Side:	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	1001071524 ONTARIO INC. (Amiras Ghori/ Pooja Ghori)	Property Address	1441 Ontario Street, Burlington, Ontario, Canada L7S 1G5
			JAN/14/2026
	Signature of Owner/Applicant		Date (mmm/dd/yyyy)

MINOR VARIANCE – 2025

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

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, Gordon Griffiths (print name) of the City (Region/City/County) of Burlington in the Region (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 (Region/City/County) of Burlington in the Region of Halton (City/Town/Township)

this 07 day of January 2026.

Michael De Fabrizio
Barrister & Solicitor
Notary Public and Commissioner of Oaths
in and for the Province of Ontario.
My commission is of unlimited duration
No legal advice given.

Signature of Commissioner, etc. MICHAEL DE FABRIZIO

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: 1441 Ontario Street, Burlington, Ontario, Canada L7S 1G5

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

AMIRAS GHORI
Print Name

NOTARY 365-383-0313 www.walkinnotary.com info@walkinnotary.com 200-4145 North Service Road Burlington, ON L7L 6A3

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, 1001071524 ONTARIO INC. (Amiras Ghori/ Pooja Ghori) being the registered owner of the subject lands, hereby
(print name)

Authorize Gordon Griffiths (G.Griffiths & Associates Ltd.) to prepare, submit and act on my behalf with respect to this
(print agent name)

application for a Minor Variance.



Signature of Owner

JAN/14/2026
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.

1441 Ontario Street, Burlington, Ontario, Canada L7S 1G5

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

- ☑ Metric Scale
- ☑ North Arrow
- ☑ Frontage
- ☑ Depth
- ☑ Lot Area
- ☑ Lot Coverage
- ☑ Deemed Street Line
- ☑ Existing Front Yard Setbacks
- ☑ Existing Rear Yard Setbacks
- ☑ Existing Side Yard Setbacks
- ☑ ✓ Existing Street Side Yard Setbacks
- ☑ Existing Porch, Stairs and Overhang Setbacks
- ☑ Proposed Front Yard Setbacks
- ☑ Proposed Rear Yard Setbacks
- ☑ Proposed Side Yard Setbacks
- ☑ Proposed Street Side Yard Setbacks
- ☑ Proposed Porch, Stairs and Overhang Setbacks
- ☑ Streets (Public and Private)
- ☑ Street Names
- ☑ Parking (Dimensioned spaces, Driveway Width, Arrangement)
- ☐ Railways (Location of them and setbacks to structures)
- ☐ All Watercourses and/or Conservation Halton Areas(creeks, lakes, etc)

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

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.

Gordon Griffiths

Signature of Owner/Agent

JAN/19/2026

Date (mmm/dd/yyy)

Revised March 10, 2026

Attn: Committee of Adjustment
426 Brant Street,
Burlington, Ontario, L7R 3Z6

Re: Committee of Adjustment Justification
1441 Ontario Street

The following Brief provides a summary of the justification of the required minor variance to support the proposed renovation of the single storey commercial office (Medical) located at 1441 Ontario Street, Burlington.

Subject Lands and Proposed Use

The subject property, located at 1441 Plains Road in Burlington is currently occupied by a one storey, detached structure. The building is undergoing a major interior renovation as part of building permit # 25 004401 00 CP. The site currently utilizes the east side yard for open air parking. The building is a non-designated heritage property with the Burlington Historical society.

The owner seeks to straighten an existing exterior wall by extending a portion of the northwest rear wall approx. 9". The existing wall is a legal non conforming condition as it sits inside the 9.0m rear yard. The owner wishes to make the building properly barrier free accessible with the inclusion of a new ramp located at the main entrance.



Figure 1.- Key Plan

Background

Located on the north side of Ontario Street near Locust Street, the subject site is approximately 507.9 square metres in lot area and is currently designated as DC-347 within the City of Burlington's Zoning By-Law 2020.

The application pursues the approval of minor variances that would allow the minor extension to the existing northwest exterior wall. The proposed approximate 9" extension will straighten the profile of the wall In line with an existing portion of the building (to remain) which is a legal nonconforming condition.

The area of the proposed extension is in the existing rear and side yard and does not impact the access to the site or building.



Figure 2. – Context Plan

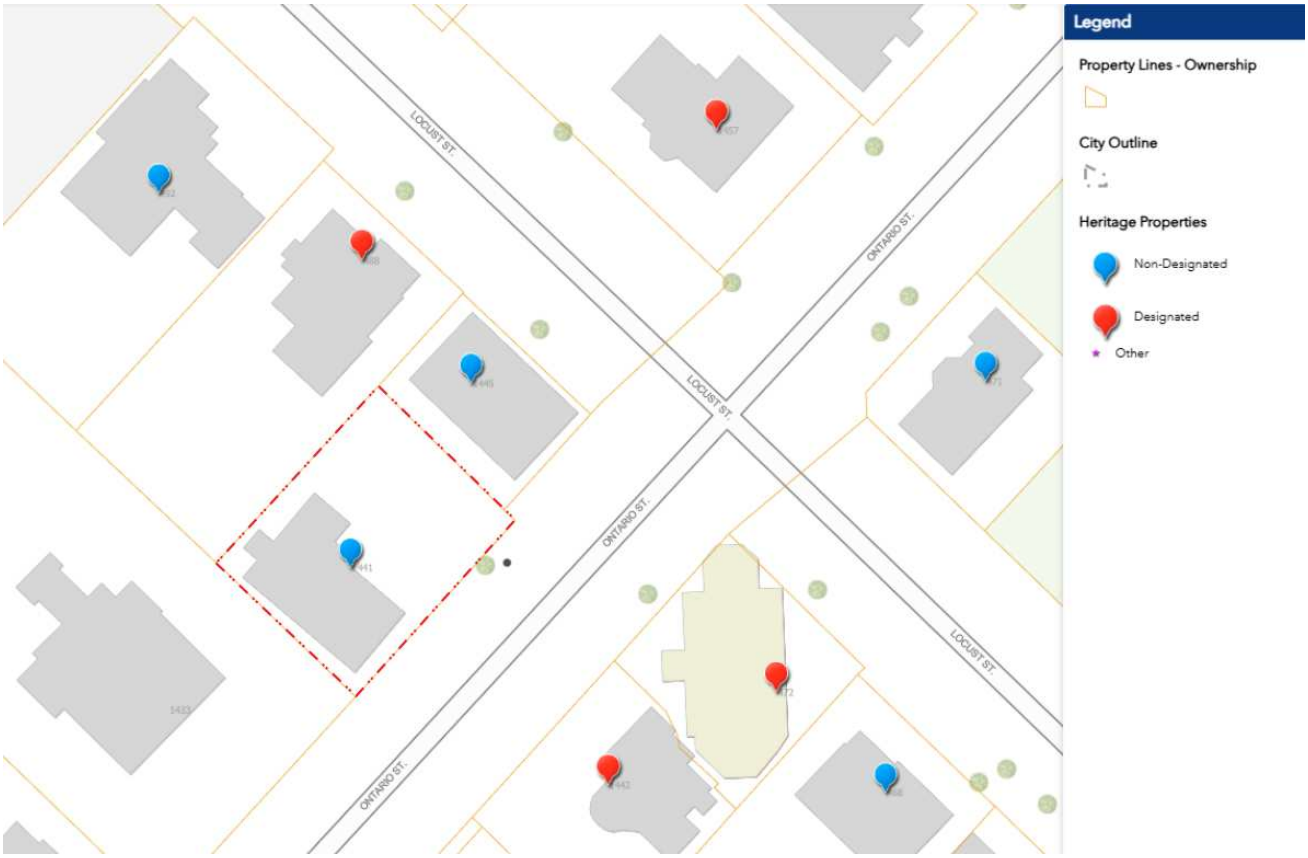


Figure 3. – Heritage Listing

Proposed Variances

The following Minor Variances have been identified as required:

1. To permit a building extension into the rear yard providing a rear yard setback of 2.39m, whereas the Zoning By-law 2020, as amended, requires a rear yard setback of 9.0m.
2. To permit a building extension into the side yard providing a side yard setback of 1.14, whereas the Zoning By-law 2020, as amended, requires a side yard setback of 1.2m.
3. To permit a 0m landscape buffer abutting the DRL zone instead ofv the required 3m landscape buffer.
4. To eliminate the requirement for fence to be installed along the common boundary with the DRL zone (west side lot line) with minimum height of 1.8

Evaluation of the Proposed Minor Variances

The application to the City of Burlington Committee of Adjustments seeks approval of a minor variance to permit the construction within the rear and side yard of the existing dwelling.
As such, the application is evaluated by examining the four tests of minor variance, as set out under Section 45 (1) of the Planning Act:

1) Is the application minor in nature?
2) Is it an appropriate and desirable development for the area?
3) Is it in keeping with the purpose and intent of the Zoning By-law?
4) Is it in keeping with the purpose and intent of the Official Plan?

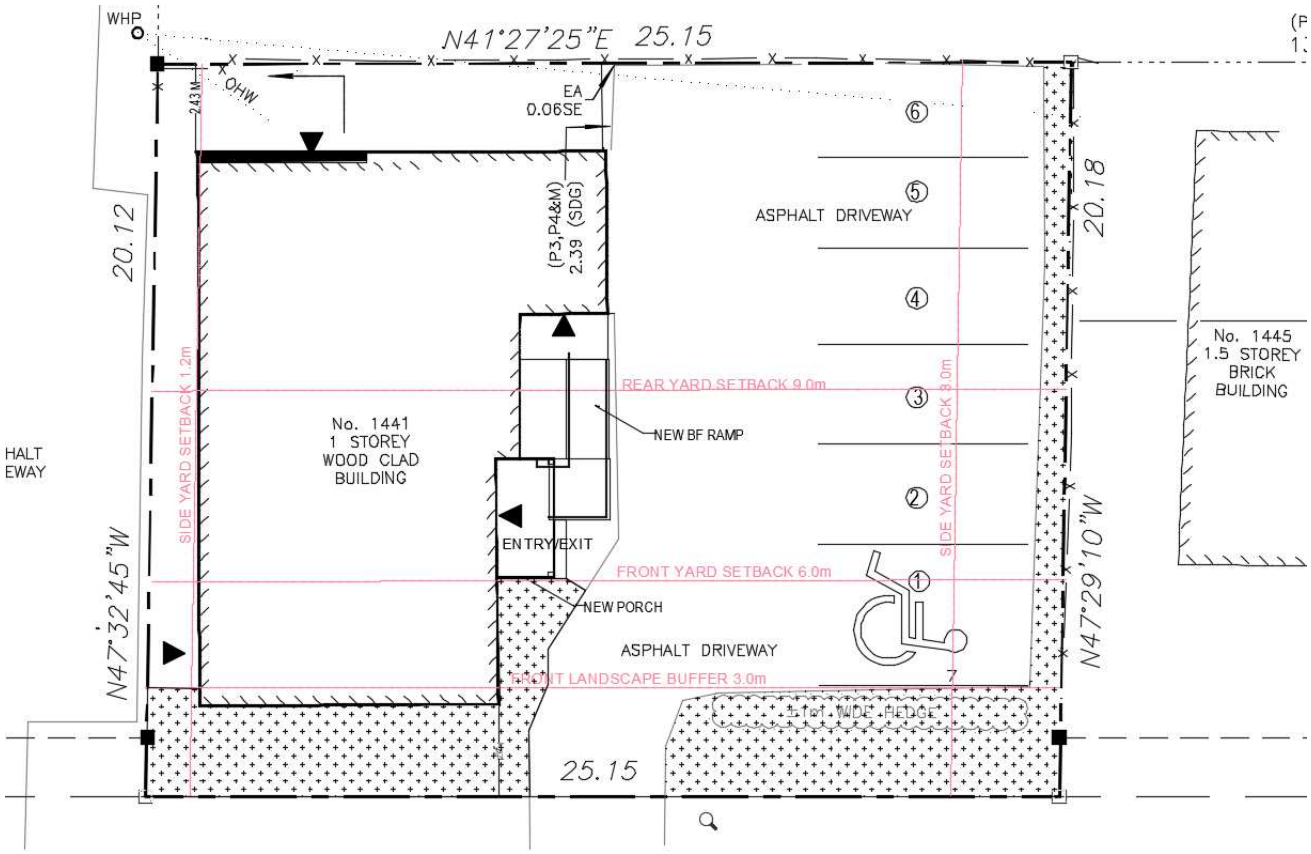


Figure 3. Minor Variance Sketch

Test #1: Minor in Nature

To adequately evaluate whether a proposed By-law variance is minor, the resulting impact, if any, must be determined and considered. While a variance may represent a mathematical deviation from the By-law, it may still be considered minor if the resulting impacts of the variance does not result in significant adverse impacts on the surroundings. These surroundings include neighboring properties as well as the general 'streetscape' of the public space.

1. Rear Yard Setback

A variance is required to permit the extension of the existing building into the rear yard of the property. It is noted that the proposed extension to the building, will not extend past the face existing portion of the building. The new wall will match the existing encroachment and create a flat, flush continuous wall. The setback requirements of the parent DC zone requires a setback of 1.5m. The Zoning Exception 347 requires the site to meet the requirements of a R3.2 zone.

The requested minor variance does not make the proposed condition more egregious than the existing condition. **(see Figure 4)**.

2. Side Yard Setback

A variance is required to permit the rear extension of the existing building into the required side yard of 1.2m. The new rear wall will match flush to the existing side wall elevation and create a flat, flush continuous wall. **(see Figure 4)**.

Required Side Yard	1.2m side yard one side (Per R3.2 Zone)
	3.0m other side
Existing Building Corner	1.16m Side Yard
Proposed Extension Corner	1.14m. Side Yard

Numerically, the requested relief is 5%.

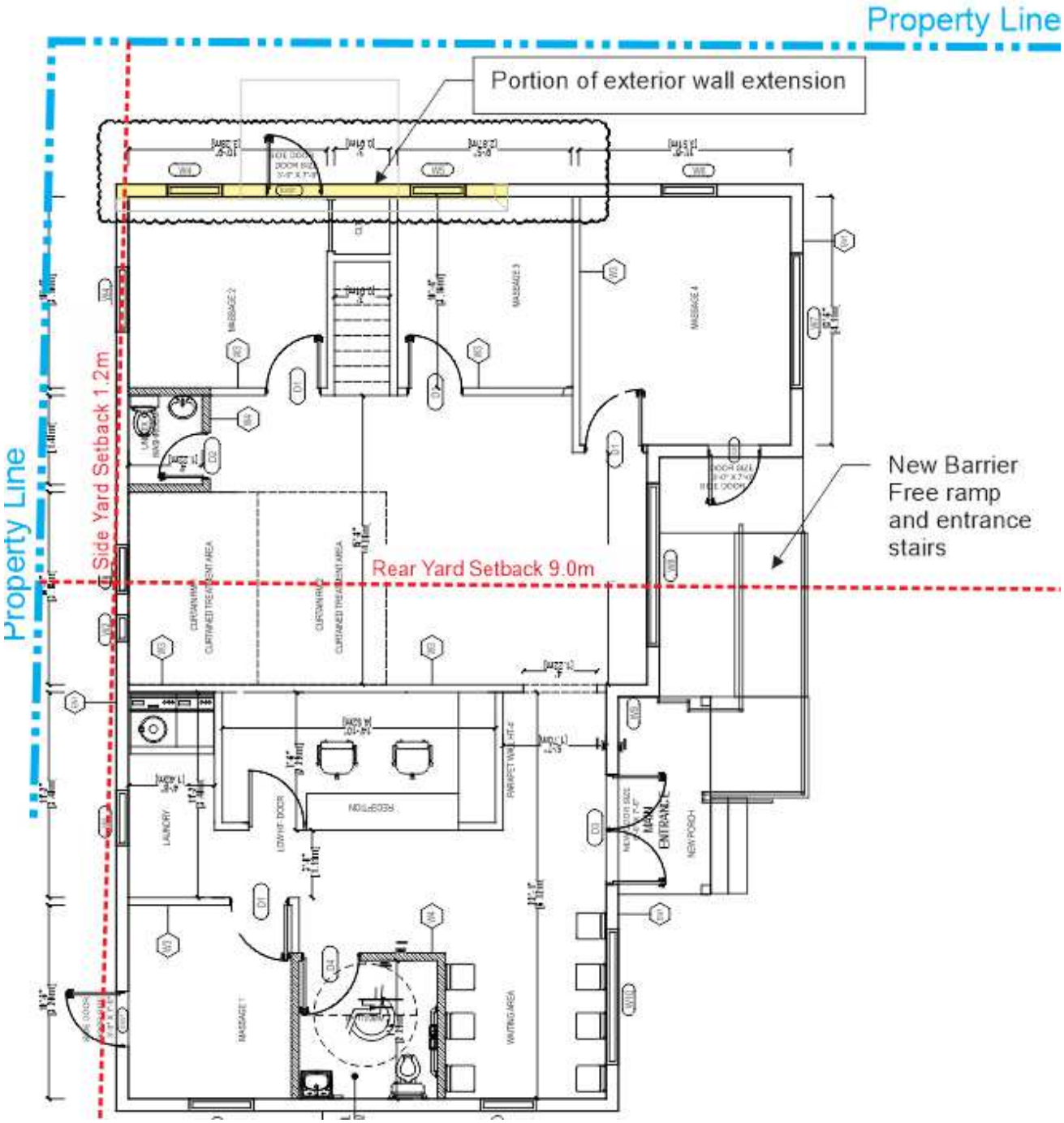


Figure 4. – Rear and Side yard Encroachments

3. Landscape Buffer

A variance is required to permit the existing condition of a reduced landscape buffer adjacent to a DRL zone from a required 3.0m. The existing building setback from the property line is less than the required landscape buffer. This existing condition is not significantly affected by the proposed construction. The modification will not be visually noticeable as different from the existing condition.

4. Fence requirement

A variance is required to permit the elimination of the requirement for a fence to be installed along the common boundary with the DRL zone (west side lot line) with minimum height of 1.8. The existing side yard has not had a fence installed along the property line as far back as 2007. Visually, the street scape is improved without a fence installed. Functionally, the small area of landscape are remaining would be difficult to maintain with a fence installed.



Figure 5. - 1441 Ontario Street – Proposed conditions – looking along Rear Elevation

Test #2: Appropriate and Desirable Development

For The Area, the proposed variances required to facilitate the construction of the minor building extension on the existing subject lands will create a built form that is appropriate in the immediate neighbourhood context. The proposed addition to the existing building on the subject land features architectural quality and attention to detail that will compliment the existing. The material choices for the building will be used across all exterior elevations.

As noted, the property is located on a mature lot within the City of Burlington, and the proposed variances will allow for an existing, improved building that is appropriate in its design and that fits within this neighbourhood.

The variances for the proposed addition will not create negative impacts within the context of the immediate neighbourhood. The prevailing character of building typology is being maintained, and the proposed massing, and scale are being maintained with minimal impacts to adjacent properties or within the neighbourhood. The proposed application minimizes the impacts associated with privacy, overlook and shadowing on neighbouring properties and promotes a development of a compatible scale as observed from neighbouring properties and the street.

The proposed minor building extension will not impact the 'streetscape' of the public realm as the work is in the rear area of the side yard & shielded in the rear and side yard.

As such, the proposed development is appropriate and desirable for the area.

Test #3: Intent of the Zoning By-Law

The lands are currently designated as DC-347 within the City of Burlington's Zoning By-Law 2020 and uses the zoning requirements of a R3.2 Zone.

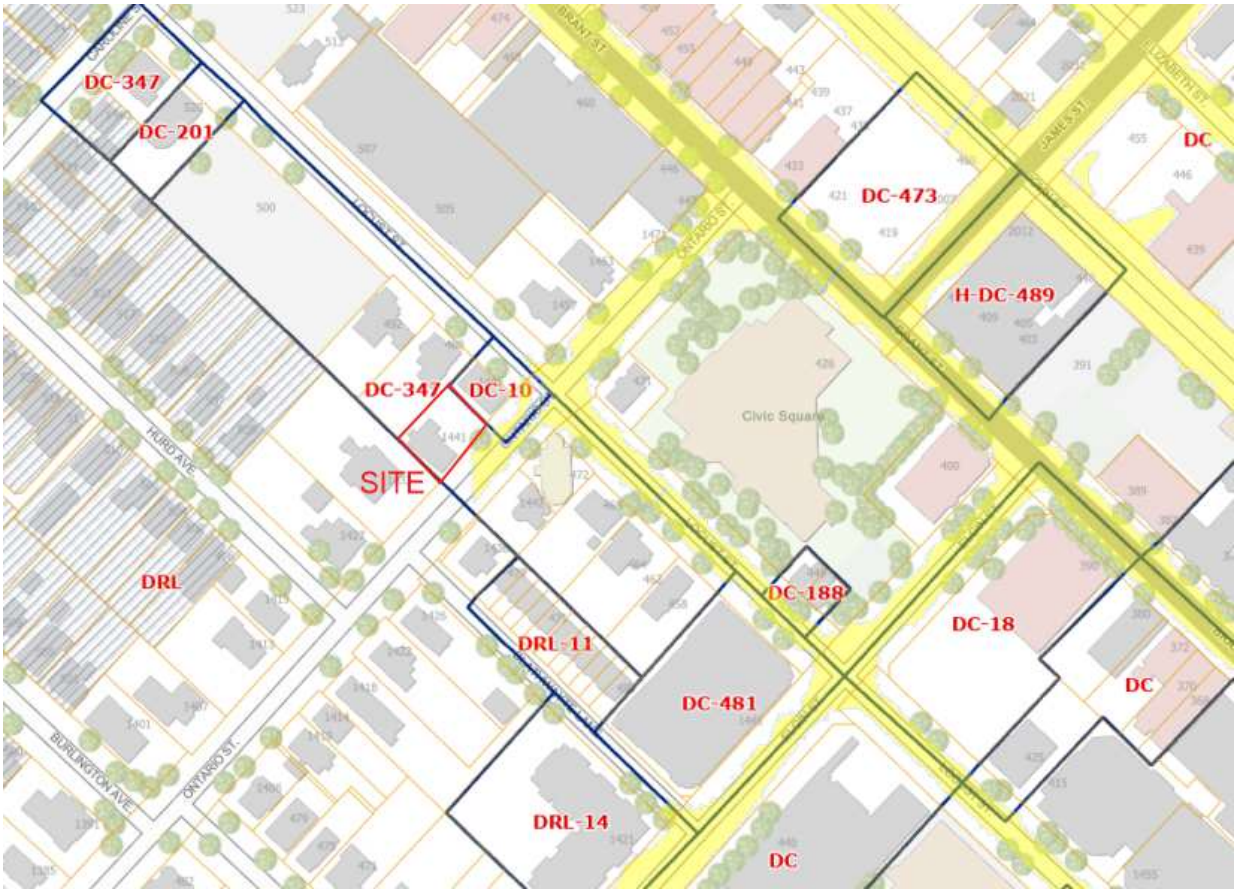


Figure 6. - 1441 Ontario Street – Partial Zoning Map

Minimum Front and Rear Yard Setback

The intent of the restrictions of the side and rear yard in the Zoning By-law is to ensure that proposed buildings placement is compatible with the prevailing character and streetscape as well as maintaining the massing within the immediate neighbourhood.

The boundaries of the property located at 1441 Ontario Street are locate in the Downtown Core. The proposed alterations to the building are minor and do not encroach significantly further into the required yards than the existing non-conforming conditions.

The proposed scope of work will not alter the existing massing and the access to the site from the public realm is not changed. The requested relief does not materially change the building relative to the existing conditions and the intent of the zoning bylaws.

Landscape Buffer

The intent of the landscape requirements of the side yard in the Zoning By-law is to ensure that landscaping is provided to "soften" the streetscape of the public realm. The existing landscape buffer is restricted by the as-built position of the building relative to the property line. It is impossible to meet the zoning by-law requirements.

Test #4: Intent of The Official Plan

The proposed building extension to the existing commercial property is a permitted land use under the "Downtown Core Precinct" land use designation. The proposed work is in keeping with the character of the existing neighbourhood as outlined in the Official Plan.

The proposed development provides minor building area additions and will improve the exterior aesthetics of the building, while not adding to the existing infrastructure. The proposed variance for the minor building work is in keeping with current policy as the existing commercial development is compatible with surrounding properties in relation to the massing, setbacks and height that is found within the immediate neighbourhood context.

In our opinion, the proposal is considered to be compatible with respect to the scale, height, massing, architectural character and materials of the established built form that exists within this area. As such, the proposed development meets the general intent of the Official Plan and provides a continuation of built form and development features that contribute to this neighbourhood and do not detract from it.

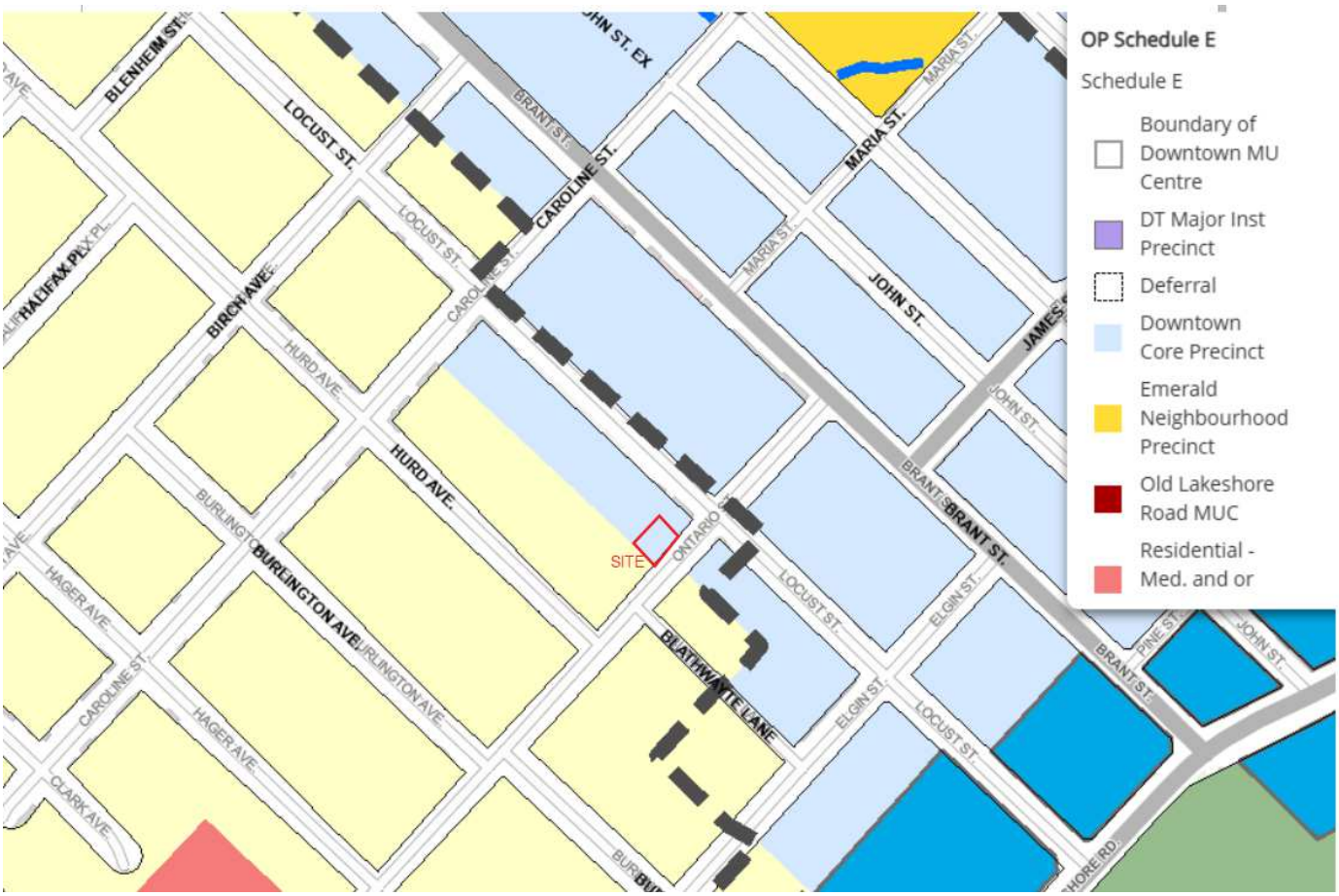


Figure 7. - 1441 Ontario Street – Official Plan Map

Planning Conclusion

This report evaluates the proposed minor variances in accordance with the tests in the Planning Act. The proposed variances have been reviewed in relation to the current requirements of the Zoning By-law and specifically examined with respect to the adverse impact, if any, that would be experienced in the nearby area as a consequence of the granting of the variance.

It is our opinion that the property can accommodate the variances for the building extension into the rear and side yard, the landscape requirement and fence requirement without adverse impact on nearby properties and while fitting into the character of the area compliments the features of the existing commercial unit on the property.

As such, the application is considered minor in nature, desirable for the use of the land and maintains the general intent and purpose of the Official Plan and Zoning By-law. On this basis, the proposed development satisfies the four tests required for a minor variance application under the Planning Act and represents good planning.

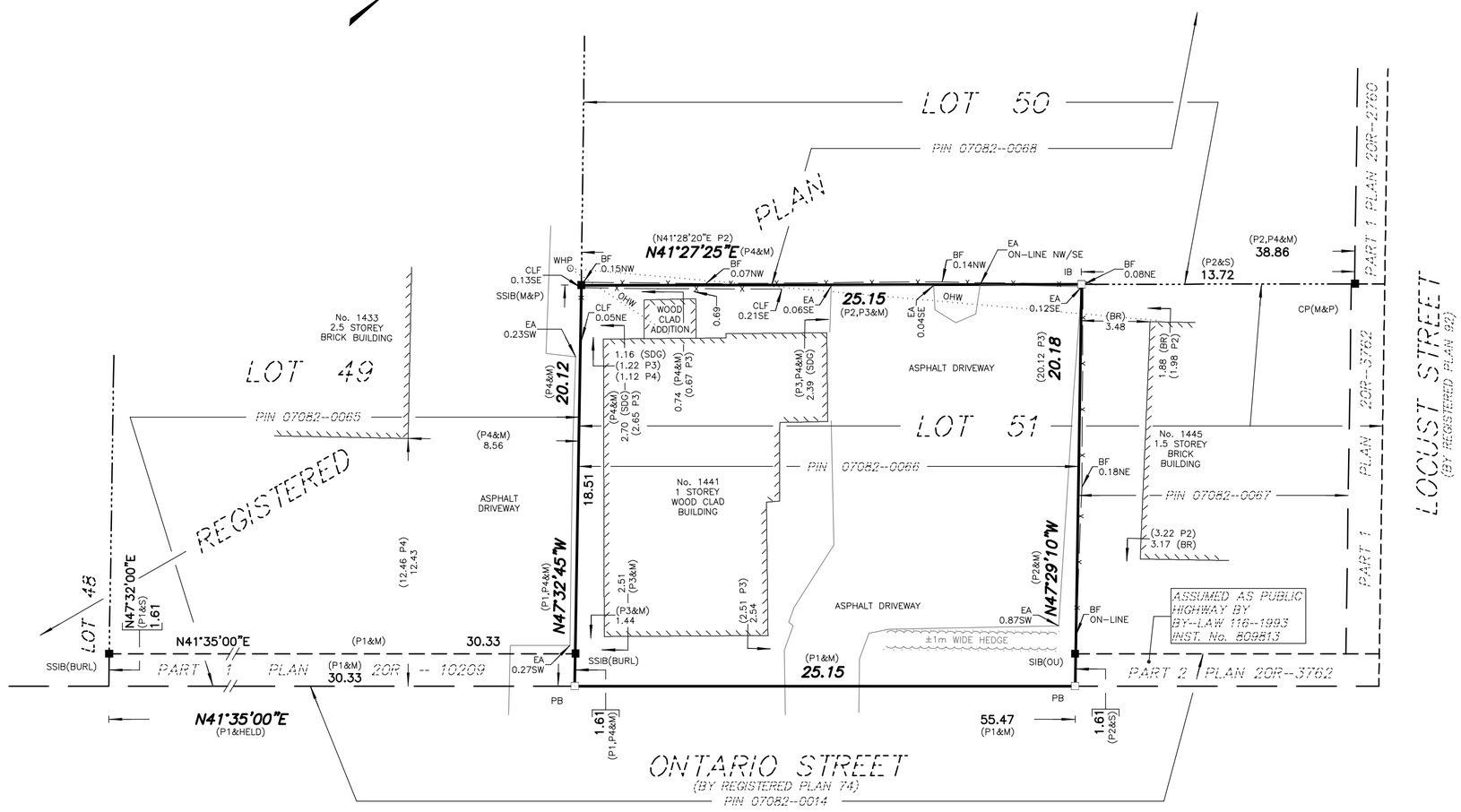
Respectfully submitted by,



Gordon Griffiths
G. Griffiths & Associates Ltd.

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14



PLAN OF SURVEY OF PART OF LOT 51 REGISTERED PLAN 74 IN THE CITY OF BURLINGTON REGIONAL MUNICIPALITY OF HALTON

SCALE 1 : 200

0 5 10 20 metres

THE INTENDED PLOT SIZE OF THIS PLAN IS 580mm IN WIDTH BY 340mm IN HEIGHT WHEN PLOTTED AT A SCALE OF 1:200 (INCLUDING 15mm BEYOND EACH BORDER)

MacKAY, MacKAY & PETERS LIMITED - ONTARIO LAND SURVEYORS

© 2024

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
V-88973

THIS PLAN IS NOT VALID UNLESS IT IS AN EMBOSSED ORIGINAL COPY ISSUED BY THE SURVEYOR IN ACCORDANCE WITH REGULATION 1026, SECTION 29(3)

LEGEND

- ■ DENOTES A SURVEY MONUMENT FOUND
- □ DENOTES A SURVEY MONUMENT PLANTED
- SIB DENOTES STANDARD IRON BAR
- SSIB DENOTES SHORT STANDARD IRON BAR
- IB DENOTES IRON BAR
- CP DENOTES CONCRETE PIN
- PB DENOTES PLASTIC BAR
- P1 DENOTES PLAN 20R–10209
- P2 DENOTES PLAN 20R–3762
- P3 DENOTES PLAN BY SEWELL & SEWELL DATED AUGUST 16, 1971 (71–383)
- P4 DENOTES PLAN BY MMP LIMITED DATED DECEMBER 11, 2023 (23–260–PS)
- PIN DENOTES PROPERTY IDENTIFICATION NUMBER
- (OU) DENOTES ORIGIN UNKNOWN
- (SDG) DENOTES SIDING
- (BR) DENOTES BRICK
- BF DENOTES BOARD FENCE
- CLF DENOTES CHAIN LINK FENCE
- EA DENOTES EDGE OF ASPHALT
- WHP DENOTES WOOD HYDRO POLE
- OHW DENOTES OVERHEAD WIRE

A ROTATION OF 01°00'40" HAS BEEN APPLIED TO BEARINGS ON P2
A ROTATION OF 00°04'50" HAS BEEN APPLIED TO BEARINGS ON P4

BEARING REFERENCE

BEARINGS ARE GRID AND ARE REFERRED TO THE NORTHWESTERLY LIMIT OF ONTARIO STREET AS SHOWN ON PLAN 20R–10209 HAVING A BEARING OF N41°35'00"E

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 25th DAY OF NOVEMBER, 2024.

NOVEMBER 25, 2024
DATE

ROY C. MAYO
ONTARIO LAND SURVEYOR
FOR MACKAY, MACKAY & PETERS LIMITED

E:\(20) Halton\Registered Plans\RP0074\LOT 51\24-249\24-249-PS.dwg

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

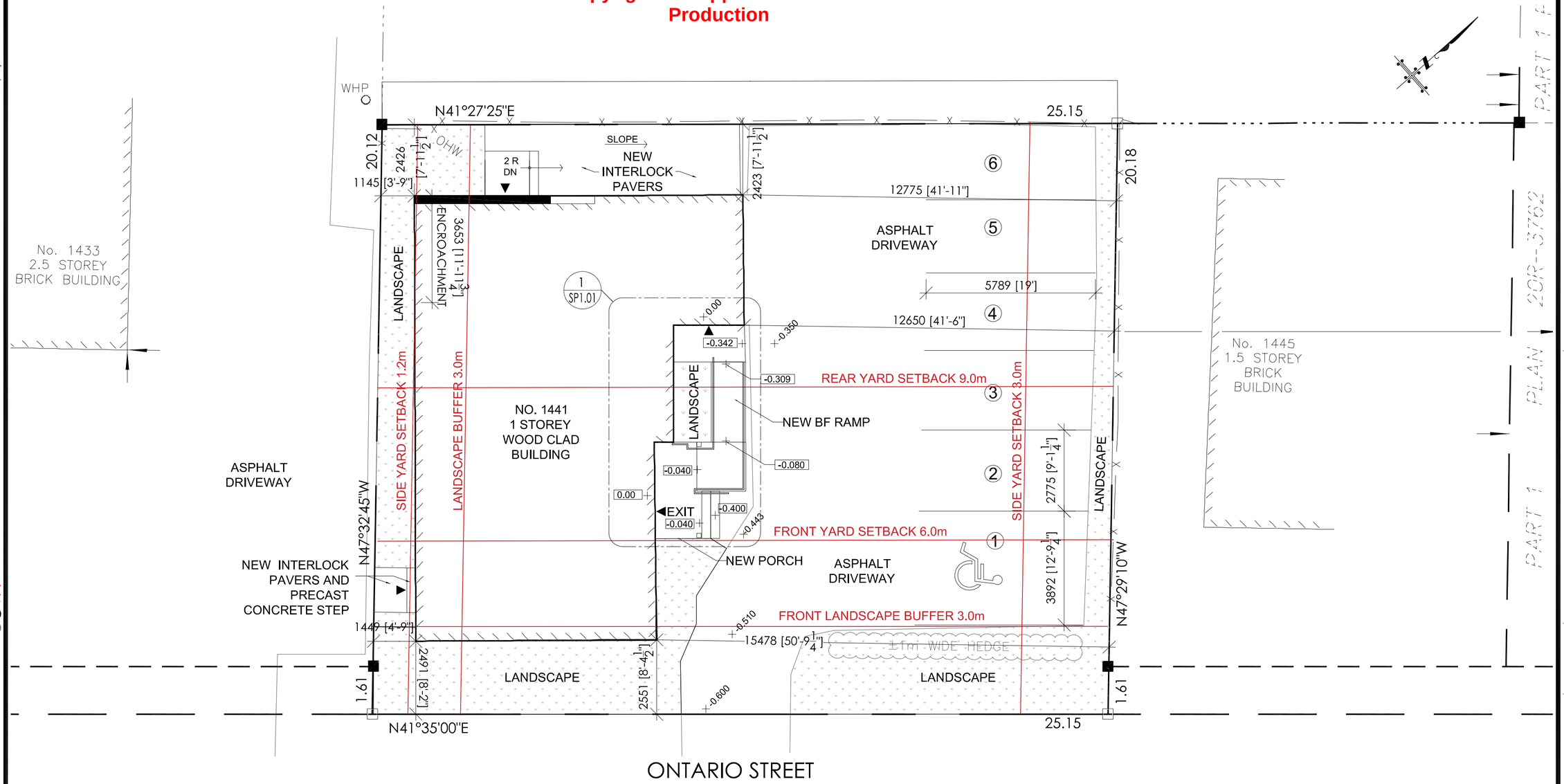
3380 South Service Road
Unit 101
Burlington, ON
L7N 3J5
(905) 639-1375

halton@mmplimited.com
mmplimited.com

DRAWN BY:	G.S.
PARTY CHIEF:	A.B.
CHECKED BY:	
PROJECT No.:	24–249–PS

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GG+A project no. 25055



1 SP1.00 SITE PLAN
SCALE: 1:100

LEGEND:

+0.00	EXISTING GRADE
-0.342	PROPOSED GRADE
—x——x—	PROPERTY LINE

MINOR VARIANCES:

ZONING BY-LAW 2020, PART 14: EXCEPTIONS TO ZONE DESIGNATIONS. DC-347: ALL PERMITTED USES ARE SUBJECT TO R3.2 ZONE REGULATIONS.

PART 2: RESIDENTIAL ZONES, TABLE 2.4.1. STATES R3.2 MINIMUM REAR YARD SETBACK IS 9m AND THE MINIMUM SIDE YARD SETBACK IS 1.2m.

THE BUILDING IS AN EXISTING NON-CONFORMING CONDITION WHICH SITS WITHIN THE 9.0m SETBACK FOR THE REAR YARD AND WITHIN THE 1.2m SETBACK FOR THE SIDE YARD. THE PROPOSED ADDITION/ EXTENSION ENCROACHES INTO THE REQUIRED YARDS.

THE EXISTING BUILDING POSITION ENCROACHES INTO THE REQUIRED LANDSCAPE BUFFER ADJACENT TO THE DRL ZONE. REQUEST FOR AN EFFECTIVE 0m LANDSCAPE BUFFER ALONG THE WEST SIDE OF THE PROPERTY.

A FENCE IS REQUIRED ADJACENT TO THE DRL ZONE ON THE WEST SIDE OF THE PROPERTY.

THEREFORE, MINOR VARIANCES ARE REQUIRED.

PROPERTY STATISTICS:

LEGAL DESCRIPTION: LOT 51, REGISTERED PLAN 74
MUNICIPAL ADDRESS: 1441 ONTARIO STREET, BURLINGTON, ONTARIO CANADA L7S 1G5

REGISTERED OWNERS: 1001071524 ONTARIO INC. (AMIRAS GHORI/ POOJA GHORI)

ZONING STATISTICS:

	EXISTING	PERMITTED	PROPOSED
ZONING:	DC-347	DC-347	DC-347
LOT AREA:	507.59m^2	425m² (min)	UNCHANGED
BUILDING AREA:	141.98m² (1528.26sq.ft)	–	143.53m² (1544.90sq.ft)
LOT FRONTAGE:	13.5m	12m	UNCHANGED
LOT COVERAGE:	28.0%	32%	28.3%
FRONT YARD:	2.49m	6.0m	UNCHANGED
SIDE YARD:	1.15m	1.2m	UNCHANGED
OTHER SIDE YARD:	12.65m	3.0m	UNCHANGED
REAR YARD:	2.42m	9.0m	UNCHANGED

GG+A
Permit Set
1441 ONTARIO STREET

municipal approvals

PLAN 20R-27602 PART 1

designer

GG+A
G.GRIFFITHS + ASSOCIATES LTD.
development · design · management
3228 south service road , suite 213 ,
burlington , on , L7N 3H8
t 905.631.0155 e gord@ggriffiths.net

seal

Ministry of Municipal Affairs and Housing

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

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.

REGISTRATION INFORMATION
REQUIRED UNLESS DESIGN IS EXEMPT UNDER DIVISION 'C' SECTION 3.2. OF THE BLDG. CODE

G. Griffiths & Associates Ltd. 115801
FIRM NAME BCIN/BCDN
Gordon Griffiths 20283
BCIN

Do not scale drawings. Use only drawings marked 'Issued for Construction'. Field verify configurations and dimensions on site prior to beginning work. notify architect and/or designer immediately of any errors, omissions, or discrepancies in drawings issued.

issued for

1	coordination	24.12.2025
2	minor variance	08.01.2026
3	minor variance	10.03.2026

d m y

project

COMMERCIAL

address
1441 Ontario Street,
Burlington, ontario

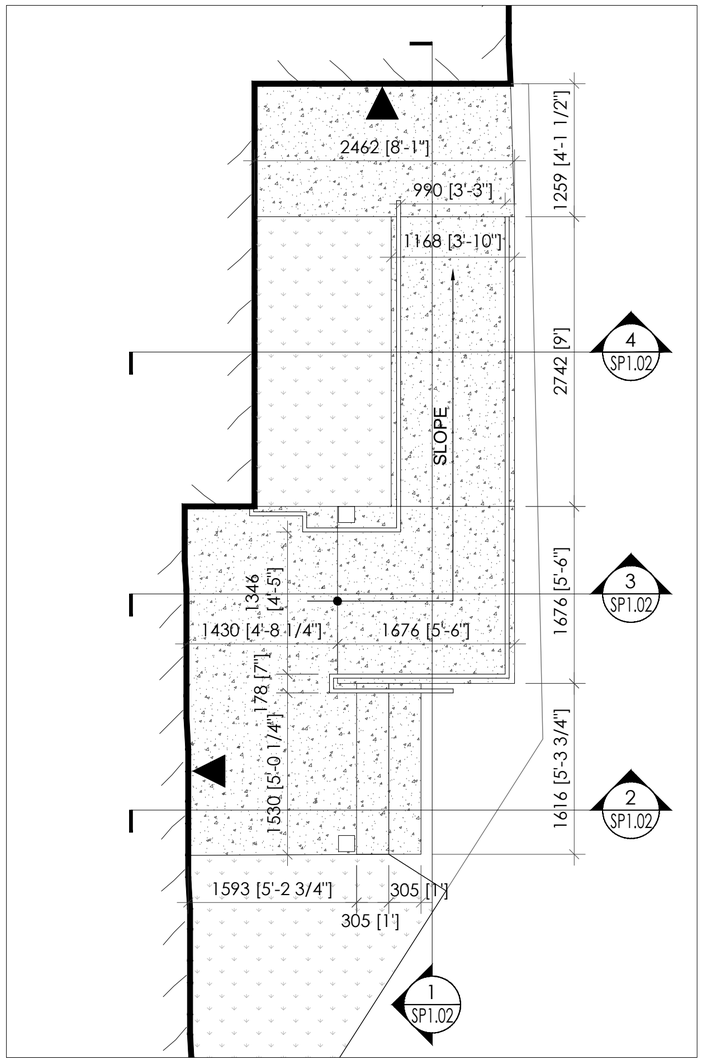
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site plan

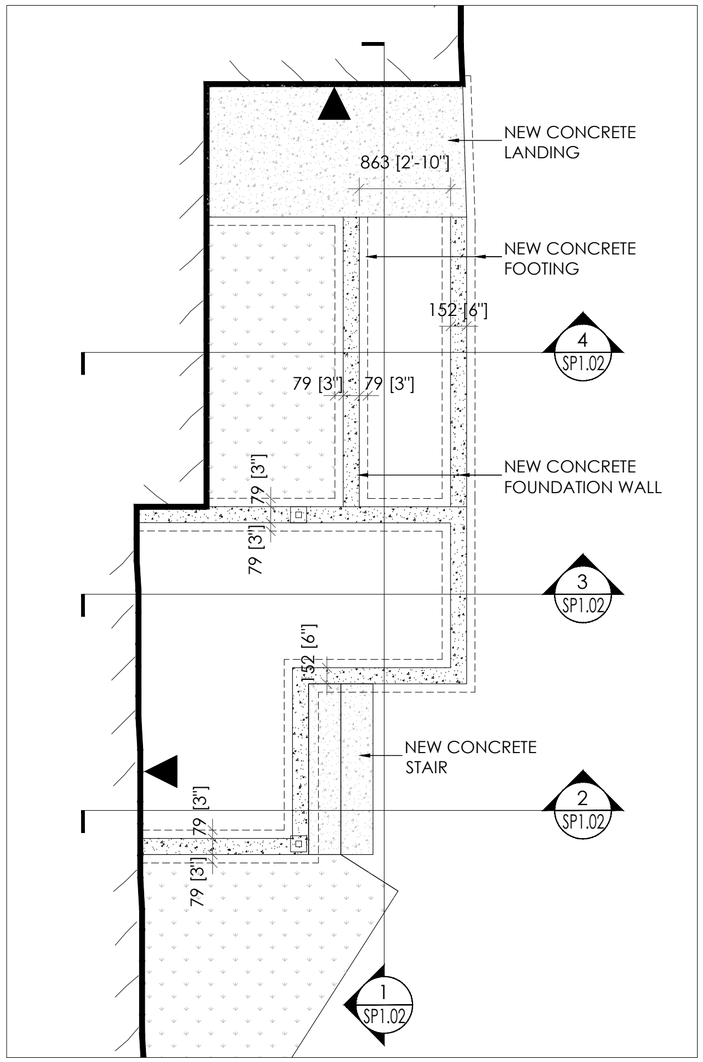
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drawn by	rb/ eb
checked by	gg
file name	GG+A 18x24
project no.	25055
scale	as noted

drawing no.

SP1.00



1 SP1.01 BARRIER FREE RAMP PLAN
SCALE: 1:40



2 SP1.01 BARRIER FREE RAMP- FOUNDATION PLAN
SCALE: 1:40

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GG+A project no. 25055

GG+A

Permit Set

1441 ONTARIO STREET

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designer

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burlington . on . L7N 3H8
t 905.631.0155 e gord@ggriffiths.net

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Gordon Griffiths 20283 BCIN

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1	coordination	24.12.2025
2	minor variance	08.01.2026

d m y

project

COMMERCIAL

address
1441 Ontario Street,
Burlington, ontario

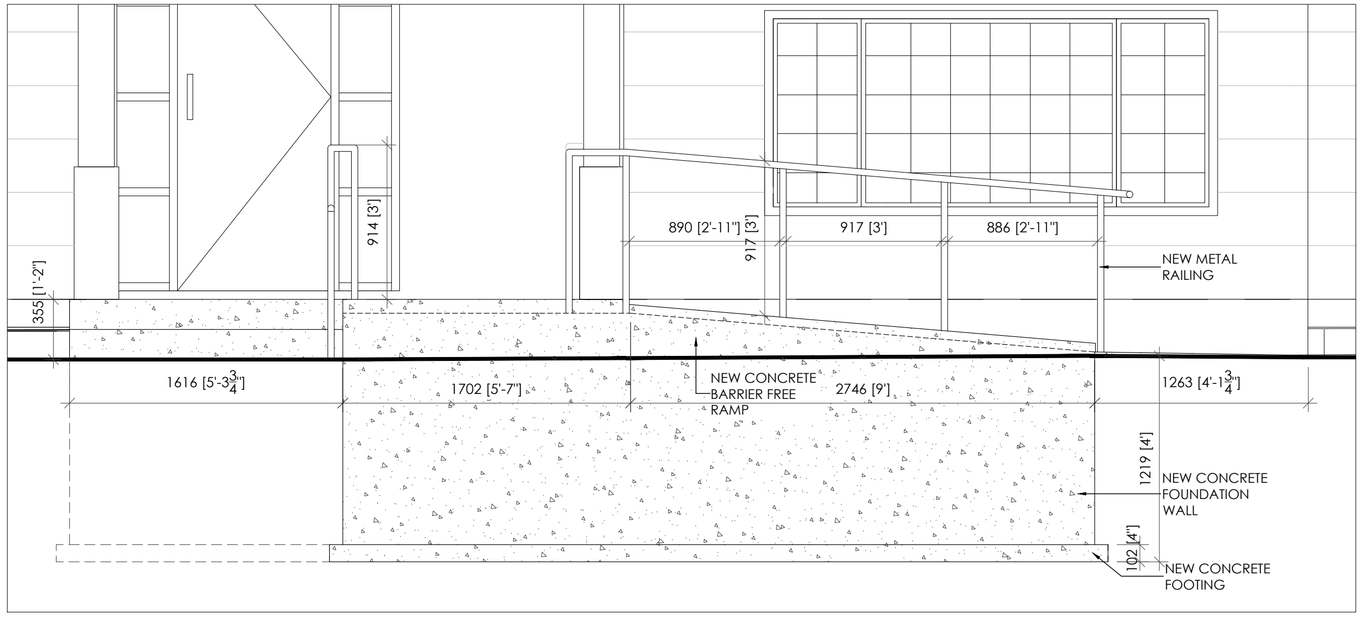
drawing name

barrier free ramp plans

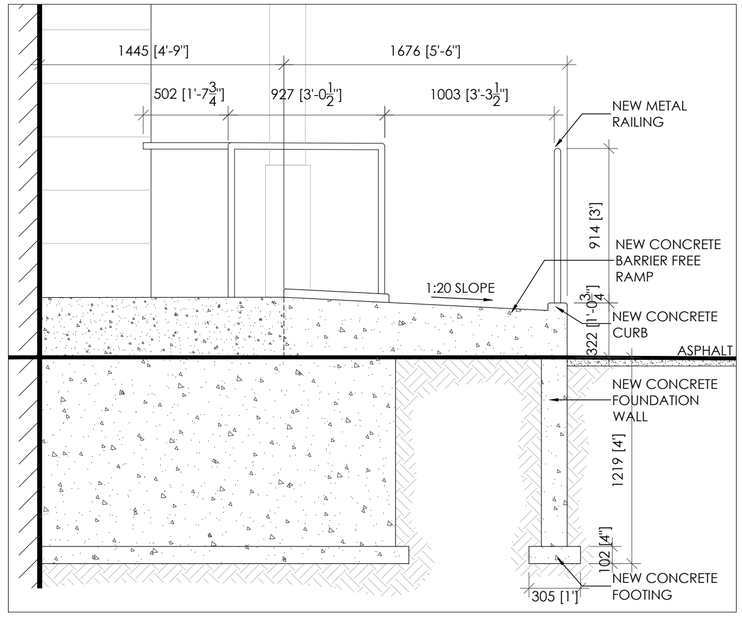
date drawn	22.12.2025
drawn by	rb/ eb
checked by	gg
file name	GG+A 18x24
project no.	25055
scale	as noted

drawing no.

SP1.01



1 SP1.02 BARRIER FREE RAMP SECTION
SCALE: 1:25



3 SP1.02 BARRIER FREE RAMP SECTION
SCALE: 1:25

2 SP1.02 BARRIER FREE RAMP SECTION
SCALE: 1:25

4 SP1.02 BARRIER FREE RAMP SECTION
SCALE: 1:25

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Ministry of Municipal Affairs and Housing

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issued for

1	coordination	24.12.2025
2	minor variance	08.01.2026

d m y

project

COMMERCIAL

address
1441 Ontario Street,
Burlington, ontario

drawing name

barrier free ramp- sections

date drawn	22.12.2025
drawn by	rb/ eb
checked by	gg
file name	GG+A 18x24
project no.	25055
scale	as noted

drawing no.

SP1.02

PROJECT NAME : PROPOSED PHYSIOTHERAPY CLINIC
(ACT PHYSIOTHERAPY AND HEALTH CLINIC)

LOCATION : 1441 ONTARIO ST, BURLINGTON, ON L7S 1G5

SCOPE OF WORK

INTERIOR ALTERATIONS TO EXISTING UNIT FOR PROPOSED PHYSIOTHERAPY CLINIC FOLLOWED BY THE INSTALLATION OF NEW INTERNAL WALLS AND FINISHES.
PROP. NEW PORCH

UNIT CLASSIFICATION : GROUP-D (BUSINESS AND PERSONAL SERVICES)

Copyright Act Applies to Use and Production

FIRM: *Mechways Inc.*
6 RIPON STREET, MISSISSAUGA, ON.
TEL: 647-786-5940
mechways@gmail.com

PROJECT NAME: (ACT PHYSIOTHERAPY AND HEALTH CLINIC)

PROJECT ADDRESS: 1441 Ontario St, Burlington, ON L7S 1G5

ITEM	ONTARIO BUILDING CODE 2012 DATA MATRIX PARTS 3 & 9		OBC REFERENCE (REFERENCES ARE TO DIVISION B UNLESS NOTED [A] FOR DIVISION A OR [C] FOR DIVISION C.)	
1	PROJECT DESCRIPTION: ☐ NEW ☐ ADDITION ☐ CHANGE OF USE ☑ ALTERATION	☐ PART 11 11.1 TO 11.4	☐ PART 3 1.1.2. [A]	☑ PART 9 1.1.2. [A] & 9.10.1.3.
2	MAJOR OCCUPANCY(S) : **GROUP-D**		3.1.2.6.(1)	9.10.2.
3	EXIST.BUILDING AREA: 147.32 m² NEW BUILDING AREA: 143.69 m²		1.4.1.2. [A]	1.4.1.2. [A]
4	UNIT AREA : 143.69 m²		1.4.1.2. [A]	1.4.1.2. [A]
5	NUMBER OF STOREYS: ABOVE GRADE: 1 BELOW GRADE: 0		1.4.1.2.[A]&3.2.1.1.	1.4.1.2.[A]&9.10.4
6	NUMBER OF STREETS/FIRE FIGHTER ACCESS: **1**		3.2.2.10. & 3.2.5.	9.10.20.
7	BUILDING CLASSIFICATION: GROUP D			9.10.2.
8	SPRINKLER SYSTEM PROPOSED: ☐ ENTIRE BUILDING - EXISTING ☐ BASEMENT & ABOVE GRADE PARKING STRUCT. ☐ IN LIEU OF ROOF RATING ☑ NOT REQUIRED		3.2.2.20.-.83 3.2.1.5 3.2.2.17	9.10.8.2.
9	STANDPIPE REQUIRED ☐ YES ☑ NO		3.2.9.1	N/A
10	FIRE ALARM REQUIRED ☐ YES ☑ NO		3.2.4.1	9.10.18
11	WATER SERVICE/SUPPLY IS ADEQUATE ☑ YES ☐ NO		3.2.5.7.	N/A
12	HIGH BUILDING ☐ YES ☑ NO		3.2.6.	N/A
13	PERMITTED CONSTRUCTION ☐ COMBUSTIBLE ☐ NON-COMBUSTIBLE ☑ BOTH ACTUAL CONSTRUCTION ☑ COMBUSTIBLE ☐ NON-COMBUSTIBLE ☐ BOTH		3.2.2.62.(2)	9.10.6
14	MEZZANINE AREAS: N/A		3.2.1.1.(3)-(8)	9.10.4.1
15	OCCUPANT LOAD BASED ☐ M²/PERSON ON: ☑ DESIGN OF BUILDING 10 PERSONS (6 PATRONS + 4 STAFF)		3.1.17.1	9.9.1.3
16	BARRIER-FREE DESIGN ☑ YES ☐ NO		3.8.1.1	9.5.2
17	HAZARDOUS SUBSTANCES ☐ YES ☑ NO		3.3.1.2. & 3.3.1.19.	9.10.1.3.(4)
18	REQUIRED FIRE RESISTANCE RATING (FRR)	HORIZONTAL ASSEMBLIES FRR (HOURS) / LISTED DESIGN NO. OR DESCRIPTION (SG-2)	3.2.2.49	9.10.8. 9.10.9.
		FLOORS **N/A** — EXISTING TO REMAIN		
		ROOF **N/A** — EXISTING TO REMAIN		
		MEZZANINE **N/A** — EXISTING TO REMAIN		
		FRR of Supporting Members / LISTED DESIGN NO. OR DESCRIPTION (SG-2)		
		FLOORS **N/A** — EXISTING TO REMAIN		
		ROOF **N/A** — EXISTING TO REMAIN		
		MEZZANINE **N/A** — EXISTING TO REMAIN		
EXIT INFORMATION:				
19.	MINIMUM NUMBER OF EXITS	2	3.4.2.1.(1)	9.9.8.4
20.	PLUMBING FIXTURE REQUIREMENTS			

	OCCUPANT LOAD	OBC TABLE NUMBER	FIXTURES REQUIRED	OBC REFERENCE FIXTURES PROVIDED ☑ PART 3 ☐ PART 9
OCCUPANT LOAD FOR CALCULATION FOR THE # OF WASHROOM REQUIREMENTS :	10			PROPOSED ONE UNIVERSAL (UNISEX) WASHROOM ASPER 3.8.3.12(1) IS PROVIDED
	6 PATRONS	3.7.4.7.(1).	1	
MALE / FEMALE @ 50% / 50%	4 STAFF	3.7.4.7.(1).	1	EXISTING STAFF WASHROOM .

GENERAL NOTES:
DRAWINGS ARE TO BE READ NOT SCALED. CONTRACTOR MUST VERIFY ALL DIMENSIONS AND BE RESPONSIBLE FOR THE SAME. REPORT ANY DISCREPANCIES TO THE DESIGNER BEFORE COMMENCING THE WORK.THE DRAWINGS AND DOCUMENTS PROVIDED HERE WITHIN ARE THE EXCLUSIVE PROPERTY OF MECHWAYS INC.REPRODUCTION OF THE DOCUMENTS PROVIDED IS PROHIBITED WITHOUT THE CONSENT OF THE DESIGNER.
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SEAL:

LICENSED PROFESSIONAL ENGINEER
V.MOHAMMED
100216807
NOV 29 2025
PROVINCE OF ONTARIO

NO.	DESCRIPTION	DATE
3	REVISION	NOV 29 2025
2	REVISION	FEB 22 2025
1	ISSUED FOR BUILDING PERMIT	FEB 02 2025

ENGINEER:
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ADDRESS : 6 RIPON STREET,MISSISSAUGA, ON. L4T 1E2
TEL. : 416-627-4100
EMAIL : INFO@MECHWAYS.COM
WEBSITE : WWW.MECHWAYS.COM

ARCHITECT:

PROJECT:
(ACT PHYSIOTHERAPY AND HEALTH CLINIC)
1441 ONTARIO ST, BURLINGTON ST, BARRIE

SHEET TITLE:
COVER SHEET

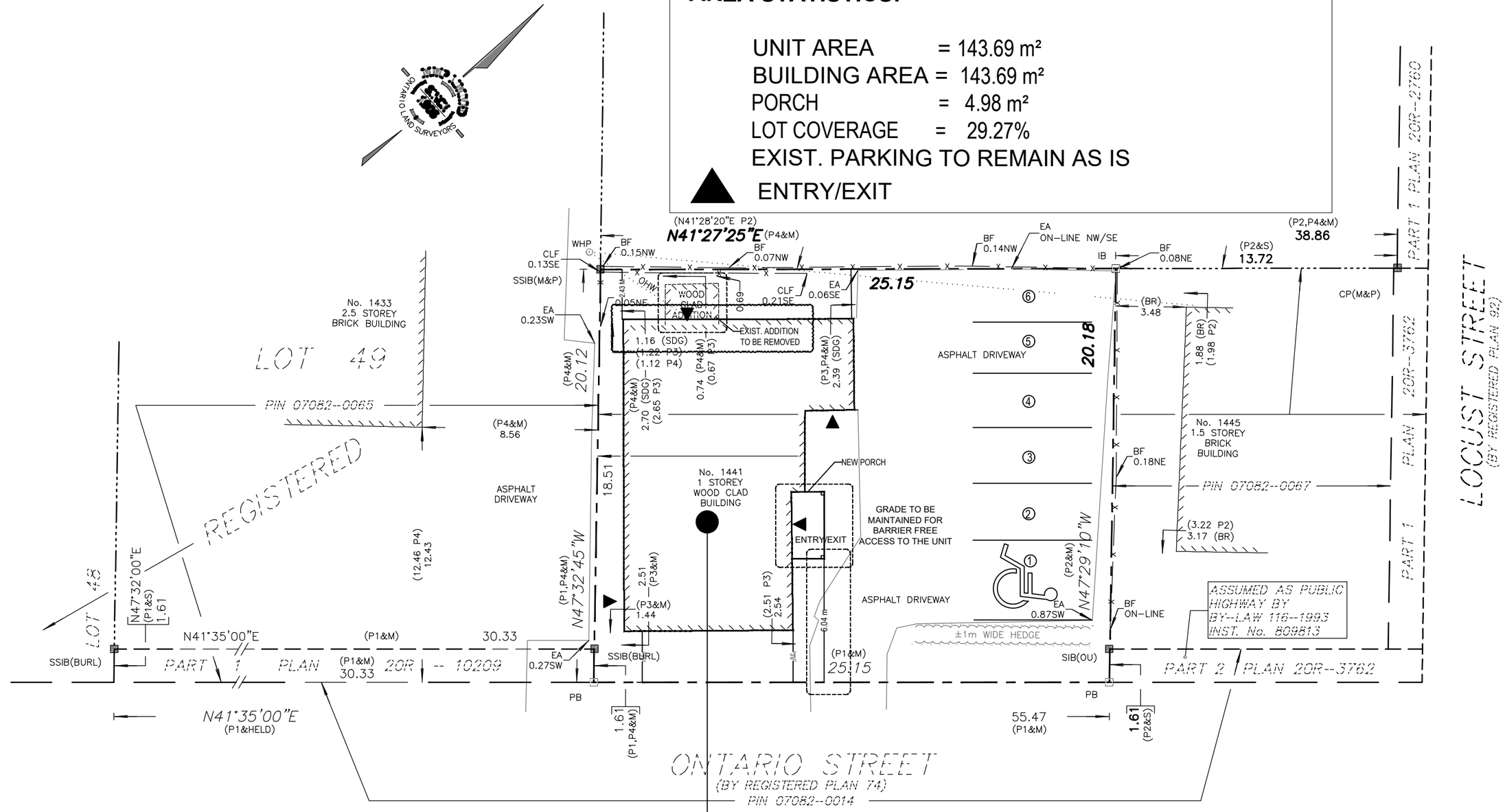
CHECKED: TP
DRAWN: MA
SCALE: N/A
DATE: FEB 02 2025

DRAWING:
G-CS

Copyright Act Applies to Use and Production

AREA STATISTICS:

UNIT AREA = 143.69 m²
BUILDING AREA = 143.69 m²
PORCH = 4.98 m²
LOT COVERAGE = 29.27%
EXIST. PARKING TO REMAIN AS IS
ENTRY/EXIT



PHYSIOTHERAPY CLINIC
AREA: 143.69 SQ M

GENERAL NOTES:
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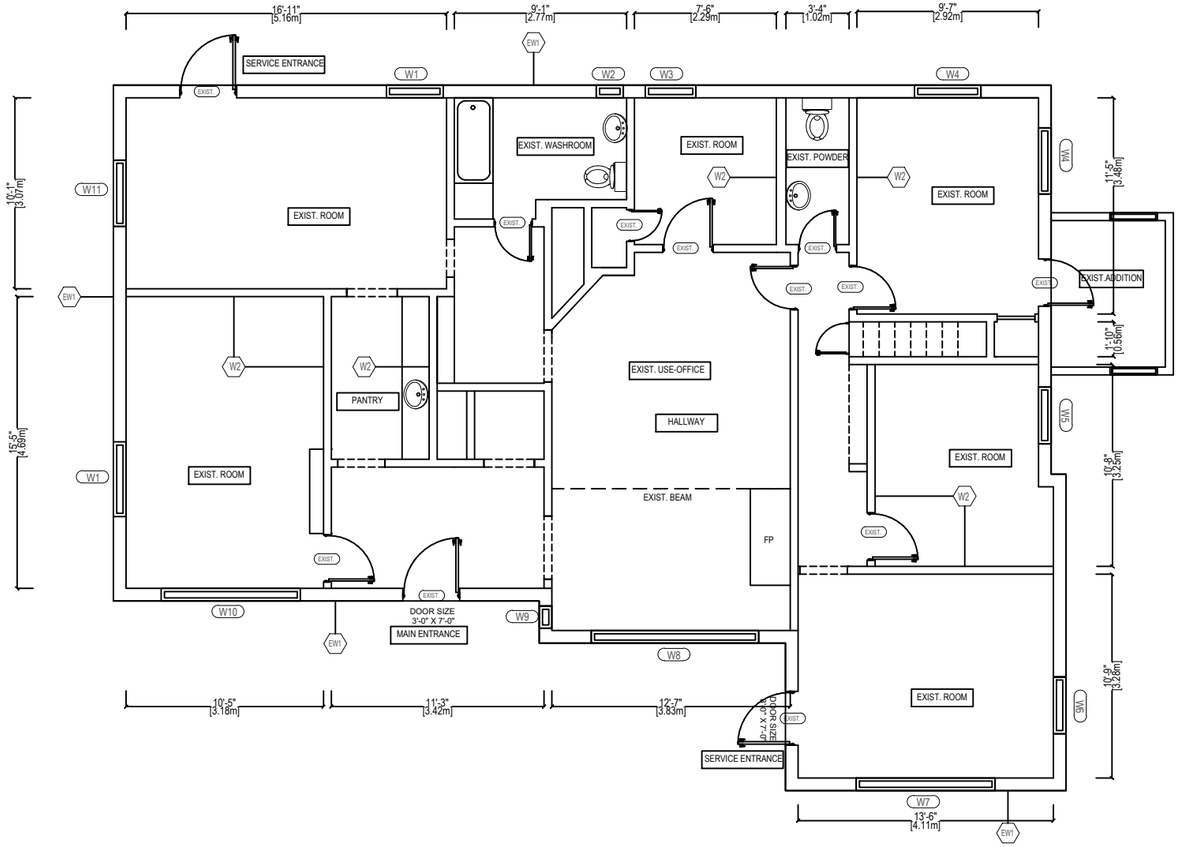
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PROJECT:
(ACT PHYSIOTHERAPY AND HEALTH CLINIC)
1441 ONTARIO ST, BURLINGTON ST, BARRIE

SHEET TITLE:
SITE PLAN

CHECKED: TP
DRAWN: MA
SCALE: 1:2250
DATE: FEB 02 2025

DRAWING:
SP.01



1 EXIST. FLOOR PLAN

GENERAL NOTES

1. FOOT PRINT OF THE UNIT IS TO REMAIN AS IS, NO CHANGE IN THE POSITION OF EXISTING MAIN DOORS & WINDOWS.
2. FOR ALL MECHANICAL & PLUMBING DETAILS, LIKE POSITION OF DUCTS,EXHAUST,WASHROOM PLUMBING REFER TO MECHANICAL & PLUMBING DRAWINGS ATTACHED SEPARATELY.
3. CONTRACTOR TO CHECK, ALL MEASUREMENTS ON SITE BEFORE COMMENCING THE WORK.
4. CONTRACTOR TO NOTIFY THE UNDERSIGNED IN CASE OF ANY DISCREPANCIES.

AREA SUMMARY

UNIT FLOOR AREA = 1585.76 ft² / 147.32 m²
FINISHED CEILING HEIGHT = 8'-2"
CEILING HEIGHT SHALL NOT BE LESS THAN 6'-5" OVER ALL REQUIRED ROOM AREAS, UNDER BEAMS, DUCTS AND ANY LOCATION NORMALLY USED AS A MEANS OF EGRESS

EXTERNAL WALL ASSEMBLIES

EW1 — **EXIST. EXTERIOR WALL**
EXISTING EXTERIOR WALL WITH EXISTING ALUMINUM/GLASS STOREFRONT TO REMAIN AS IS

W2 — **EXIST. INTERIOR PARTITION WALL**
½" GYPSUM BOARD ON BOTH SIDE OF 2"X4" STUDS @ 16" O.C. FROM FINISHED FLOOR TILL THE PROPOSED CEILING

DOOR SCHEDULE

DOOR#	LEAF SIZE
EXIST.	EXISTING DOOR AND WINDOW TO REMAIN AS IS

*ALL DOOR SIZES ARE LEAF SIZES ONLY

WINDOW SCHEDULE

WINDOW#	WINDOW SIZE
EXIST.W1	36"X68"
EXIST.W2	17"X58"
EXIST.W3	32"X58"
EXIST.W4	42"X32"
EXIST.W5	36"X44"
EXIST.W6	36"X70"
EXIST.W7	88"X52"
EXIST.W8	108"X48"
EXIST.W9	14"X48"
EXIST.10	82"X78"
EXIST.11	42"X68"

*ALL EXIST. WINDOWS TO REMAIN AS IS

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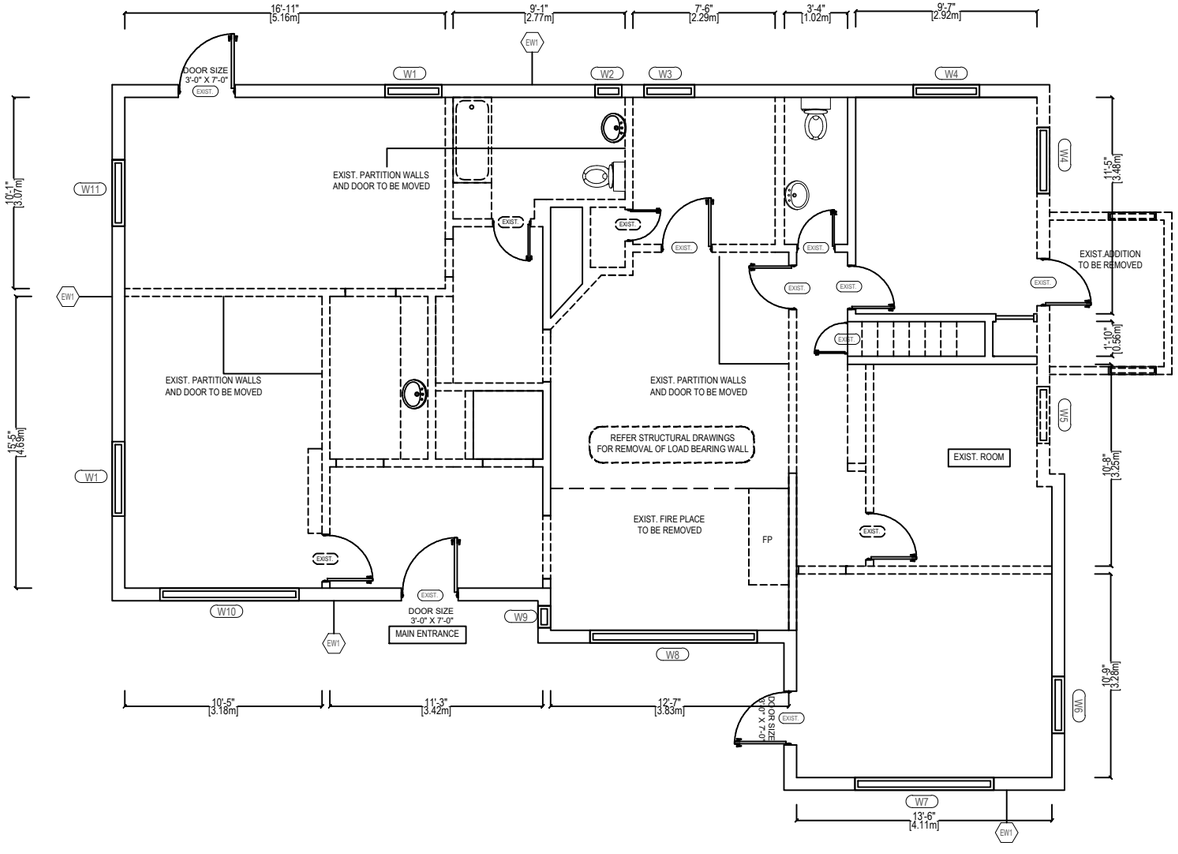
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WEBSITE : WWW.MECHWAYS.COM

PROJECT:
(ACT PHYSIOTHERAPY AND HEALTH CLINIC)
1441 ONTARIO ST, BURLINGTON ST, BARRIE

SHEET TITLE:
EXIST. FLOOR PLAN

CHECKED: TP
DRAWN: MA
SCALE: 1/8" = 1'-0"
DATE: FEB 02 2025

DRAWING:
A1.01



1 DEMOLTION PLAN

GENERAL NOTES

1. FOOT PRINT OF THE UNIT IS TO REMAIN AS IS, NO CHANGE IN THE POSITION OF EXISTING MAIN DOORS & WINDOWS.
2. FOR ALL MECHANICAL & PLUMBING DETAILS, LIKE POSITION OF DUCTS,EXHAUST,WASHROOM PLUMBING REFER TO MECHANICAL & PLUMBING DRAWINGS ATTACHED SEPARATELY.
3. CONTRACTOR TO CHECK, ALL MEASUREMENTS ON SITE BEFORE COMMENCING THE WORK.
4. CONTRACTOR TO NOTIFY THE UNDERSIGNED IN CASE OF ANY DISCREPANCIES.

AREA SUMMARY

UNIT FLOOR AREA = 1585.76 ft² / 147.32 m²
FINISHED CEILING HEIGHT = 8'-2"
CEILING HEIGHT SHALL NOT BE LESS THAN 6'-5" OVER ALL REQUIRED ROOM AREAS, UNDER BEAMS, DUCTS AND ANY LOCATION NORMALLY USED AS A MEANS OF EGRESS

WALL ASSEMBLIES

INTERIOR WALL
EXISTING INTERIOR PARTITION WALL TO BE REMOVED

DOOR SCHEDULE	
DOOR#	LEAF SIZE
EXIST.	EXISTING DOOR TO REMAIN AS IS
*ALL DOOR SIZES ARE LEAF SIZES ONLY	

Copyright Act Applies to Use and Production

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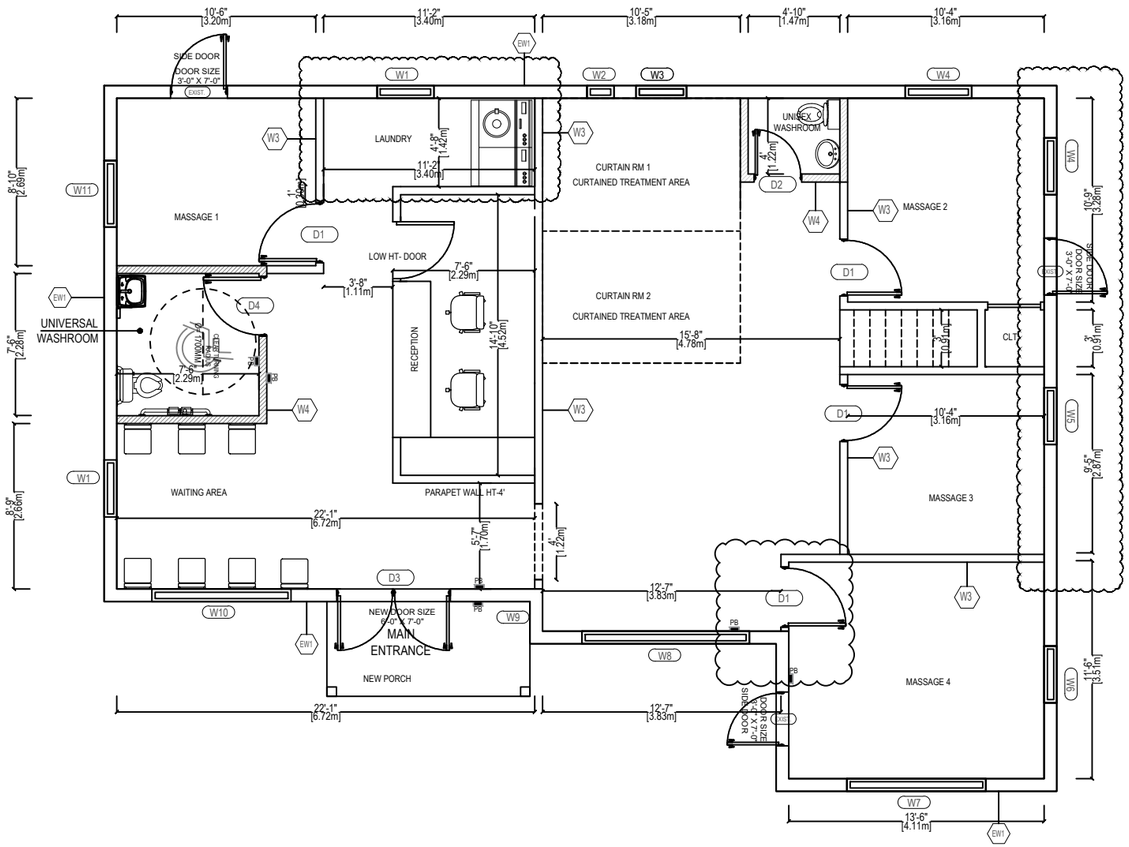
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PROJECT:
(ACT PHYSIOTHERAPY AND HEALTH CLINIC)
1441 ONTARIO ST, BURLINGTON ST, BARRIE

SHEET TITLE:
DEMOLITION PLAN

CHECKED: TP
DRAWN: MA
SCALE: 1/8"=1'-0"
DATE: FEB 02 2025

DRAWING:
A1.02



1 PROP. FLOOR PLAN

Copyright Act Applies to Use and Production

GENERAL NOTES

1. FOOT PRINT OF THE UNIT IS TO REMAIN AS IS, NO CHANGE IN THE POSITION OF EXISTING MAIN DOORS & WINDOWS.
2. FOR ALL MECHANICAL & PLUMBING DETAILS, LIKE POSITION OF DUCTS,EXHAUST,WASHROOM PLUMBING REFER TO MECHANICAL & PLUMBING DRAWINGS ATTACHED SEPARATELY.
3. CONTRACTOR TO CHECK, ALL MEASUREMENTS ON SITE BEFORE COMMENCING THE WORK.
4. CONTRACTOR TO NOTIFY THE UNDERSIGNED IN CASE OF ANY DISCREPANCIES.

AREA SUMMARY

UNIT FLOOR AREA = 1546.67 ft² / 143.69 m²
FINISHED CEILING HEIGHT = 8'-2"
CEILING HEIGHT SHALL NOT BE LESS THAN 6'-5" OVER ALL REQUIRED ROOM AREAS, UNDER BEAMS, DUCTS AND ANY LOCATION NORMALLY USED AS A MEANS OF EGRESS

EXTERNAL WALL ASSEMBLIES

EXIST. EXTERIOR WALL (EW1)
EXISTING EXTERIOR WALL WITH EXISTING ALUMINUM/GLASS STOREFRONT TO REMAIN AS IS

EXIST. INTERIOR PARTITION WALL (W2)
½" GYPSUM BOARD ON BOTH SIDE OF 2"X4" WOOD STUDS @ 16" O.C. FROM FINISHED FLOOR TILL THE PROPOSED CEILING

PROP. INTERIOR PARTITION WALL (W3)
½" GYPSUM BOARD ON BOTH SIDE OF 3-5/8" STEEL STUDS @ 16" O.C. FROM FINISHED FLOOR TO 6" ABOVE THE CEILING. INTERNAL SIDE OF WASH AREA TO BE FINISHED WITH WATERPROOF GYPSUM BOARD. PAINT FINISH TO BE SELECTED AS PER OWNER'S CHOICE.

PROP. INTERIOR WALL (W4)
½" GYPSUM BOARD ON BOTH SIDE OF 3-5/8" STEEL STUDS @ 16" O.C. FROM FINISHED FLOOR TO THE CEILING. INTERNAL SIDE OF WASHROOM AREA AND WASH AREA TO BE FINISHED WITH WATERPROOF GYPSUM BOARD. INSTALL SOUND INSULATION (MIN. 3" THICK) FULL HEIGHT OF WALL IN ALL WASHROOM WALLS (TYP.) PAINT FINISH TO BE SELECTED AS PER OWNER'S CHOICE.

DOOR SCHEDULE

DOOR#	LEAF SIZE
EXIST.	EXISTING DOOR AND WINDOW TO REMAIN AS IS

*ALL DOOR SIZES ARE LEAF SIZES ONLY

WINDOW SCHEDULE

WINDOW#	EXIST. WINDOW SIZE	NEW WINDOW SIZE
W1	36"X68"	36"X68"
W2	17"X58"	17"X58"
W3	32"X58"	32"X58"
W4	42"X32"	42"X32"
W5	36"X44"	36"X72"
W6	36"X70"	36"X72"
W7	88"X52"	88"X52"
W8	108"X48"	108"X48"
W9	14"X48"	EXIST. WINDOW WILL BE CLOSE
W10	82"X78"	82"X72"
W11	42"X68"	36"X72"
W12		36"X72"

PB — POWER DOOR OPERATOR BUTTON TO KEPT 1000MM FROM THE FINISHED FLOOR (TO COMPLY WITH 3.8.3.12 (2) (B))

DOOR SCHEDULE

DOOR#	WIDTH	HT	DESCRIPTION
D1	3'-2"	7'-0"	SOLID CORE WOODEN SWING DOOR UNDER CUT 1/2".
D2	2'-6"	7'-0"	SOLID CORE WOODEN SWING DOOR UNDER CUT 1/2".
D3	6'-0"	7'-0"	EXTERIOR GLASS DOOR
D4	3'-2"	7'-0"	SOLID CORE WOODEN SWING DOOR UNDER CUT 1/2"EQUIPPED WITH POWERDOOR OPERATOR BUTTON

*ALL DOOR SIZES ARE LEAF SIZES ONLY
EXIST. EXISTING DOOR TO REMAIN AS IS

WALL NOTES

1. PROVIDE EXTRA PLYWOOD BLOCKING IN WALLS FOR MILLWORK AND ALL BUILT INS. PROVIDE BLOCKING FOR ALL WASHROOM EQUIPMENTS INSTALLATION AS SHOWN IN WASHROOM DETAILS.
2. FOR PLUMBING OR ELECTRICAL DISTRIBUTION.
3. ALL EXPOSED WALL CORNERS IN KITCHEN AREA TO HAVE S.S EDGES WRAPPING AROUND FROM F.F. TO CEILING HEIGHT. TYPICAL FOR ALL.
4. ALL KITCHEN WALLS TO BE FINISHED WHITE FRP
5. EXISTING DOOR & HARDWARE TO REMAIN.
6. EXISTING EXTERIOR WALLS TO REMAIN. REPAINT TO MAKE GOOD
7. USE DEFLECTION TRACK WHEN CONNECTING STEEL STUD WALL TO THE ROOF.

BARRIER-FREE NOTES

PB — DOOR TO BE EQUIPPED WITH POWER DOOR OPERATOR. PROPOSED POWER DOOR OPERATOR BUTTON TO KEPT 1000MM FROM THE FINISHED FLOOR AND MIN. 610MM FROM DOOR LATCH ON LATCH SIDE OF THE DOOR (TO COMPLY WITH 3.8.3.12 (2) (B))

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SEAL:

LICENSED PROFESSIONAL ENGINEER
V.MOHAMMED
100216807
NOV 29 2025
PROVINCE OF ONTARIO

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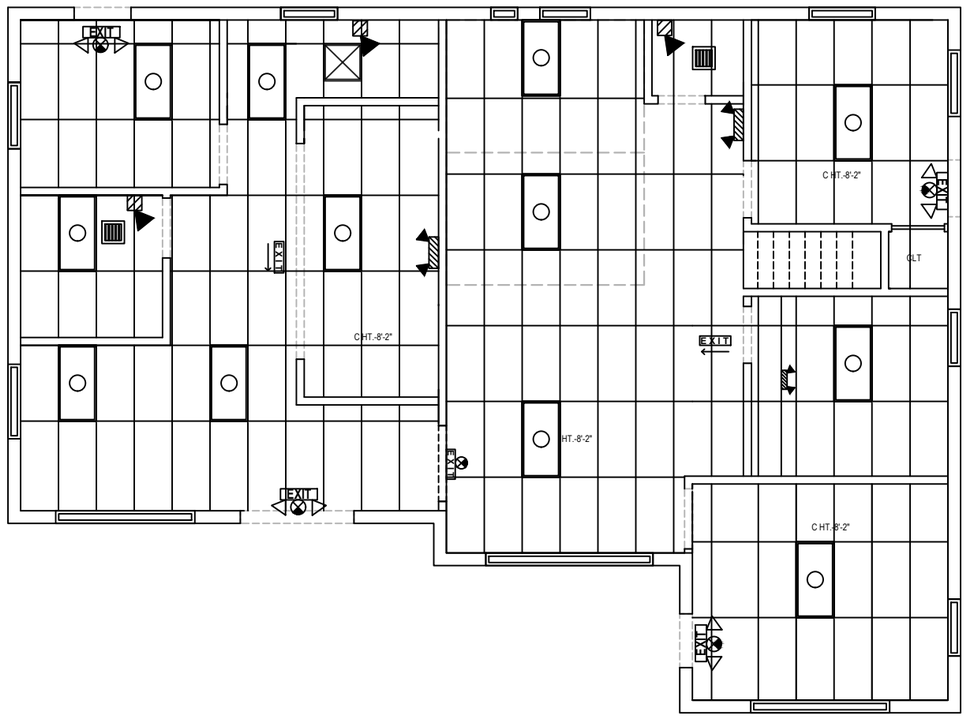
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PROJECT:
(ACT PHYSIOTHERAPY AND HEALTH CLINIC)
1441 ONTARIO ST, BURLINGTON ST, BARRIE

SHEET TITLE:
PROP. FLOOR PLAN

CHECKED: TP
DRAWN: MA
SCALE: 1/8" = 1'-0"
DATE: FEB 02 2025

DRAWING:
A1.03



1 REFLECTED CEILING PLAN

NOTE:
REFER TO MECHANICAL DRAWING FOR ALL DIFFUSER AND RAG LOCATIONS

REFER TO ELECTRICAL DRAWINGS FOR ALL EXISTING, REMOVED, RELOCATED AND NEW LIGHT FIXTURES THROUGHOUT THE UNIT

PLAN TO READ IN CONJUNCTION WITH MECHANICAL AND ELECTRICAL DRAWINGS

RCP LEGEND

PROP. SUSPENDED NON-COMBUSTIBLE ACOUSTICAL CEILING WITH 4'-0" X 2'-0" DROP CEILING TILES

PROPOSED 4 FT. X 2 FT. LIGHT FIXTURES WITHIN CEILING

2 FT. X 2 FT. LED LIGHT FIXTURE WITHIN CEILING

PROPOSED DIFFUSER WITHIN CEILING TILE(REFER TO MECHANICAL DRAWINGS FOR EXACT LOCATION)

PROPOSED EXHAUST FAN WITHIN CEILING TILE(REFER TO MECHANICAL DRAWINGS FOR EXACT LOCATION)

SINGLE REMOTE LED LAMP HEAD. EMERGENCY LIGHTS INTERCONNECTED. CEILING OR WALL MOUNTED TO SUIT

GREEN PICTOGRAM WITH WHITE GRAPHIC SYMBOL. EXIT SIGN WITH EMERGENCY BATTERY BACKUP LIGHT

GREEN PICTOGRAM WITH WHITE GRAPHIC DIRECTIONAL SYMBOL

TRACK LIGHTS

EXIST. GYPSUM BOARD CEILING

NOTE:
PLEASE REFER TO MECHANICAL DRAWING FOR ALL DIFFUSER AND RAG LOCATIONS

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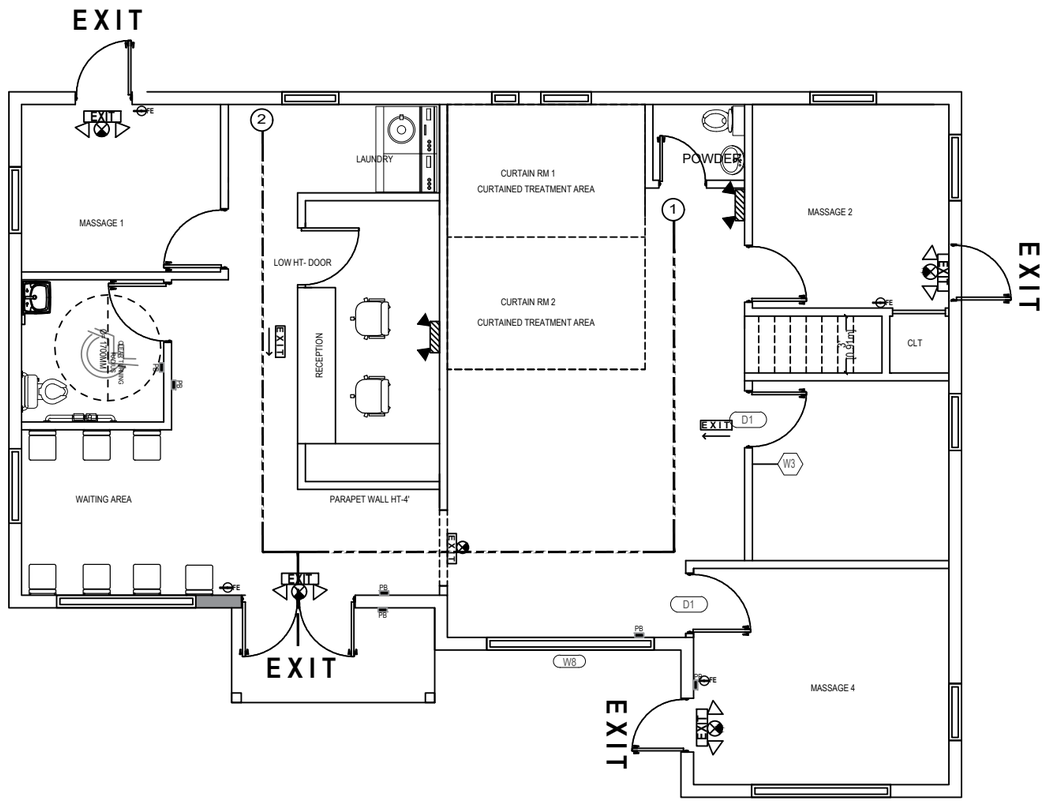
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(ACT PHYSIOTHERAPY AND HEALTH CLINIC)
1441 ONTARIO ST, BURLINGTON ST, BARRIE

SHEET TITLE:
REFLECTED CEILING PLAN

CHECKED: TP
DRAWN: MA
SCALE: 1/8"=1'-0"
DATE: FEB 02 2025

DRAWING:
A1.04



1 LIFE AND SAFETY PLAN

UNIT CLASSIFICATION

GROUP D, BUSINESS & PERSONAL SERVICES (O.B.C 3.1.2.1)

AREA SUMMARY

UNIT FLOOR AREA = 1546.67 ft² / 143.69 m²
FINISHED CEILING HEIGHT = 8'-2"
CEILING HEIGHT SHALL NOT BE LESS THAN 6'-5" OVER ALL REQUIRED ROOM AREAS, UNDER BEAMS, DUCTS AND ANY LOCATION NORMALLY USED AS A MEANS OF EGRESS

OCCUPANT LOAD

TOTAL OCCUPANCY LOAD WITHIN UNIT = 10
STAFF= 4 + PATRONS = 6

LIFE SAFETY PLAN LEGENDS

- EGRESS ROUTE START POINT
- EGRESS ROUTE DIRECTION
- SINGLE OR DOUBLE REMOTE LED LAMP HEAD. EMERGENCY LIGHTS INTERCONNECTED. CEILING OR WALL MOUNTED TO SUIT
- GREEN PICTOGRAM WITH WHITE GRAPHIC SYMBOL. EXIT SIGN WITH EMERGENCY BATTERY BACKUP LIGHT
- GREEN PICTOGRAM WITH WHITE GRAPHIC DIRECTIONAL SYMBOL
- FE — FIRE EXTINGUISHER UL RATED GENERAL PURPOSE WALL MOUNTED FIRE EXTINGUISHER (FE) COORD WITH FIRE PROTECTION NOTES ON SPECIFICATION SHEET. CONFIRM LOCATION IN FIELD WITH BUILDING OFFICIAL.

TRAVEL DISTANCE TO THE NEAREST EXIT

1. TRAVEL DISTANCE = 42'-3 (12.87M)*
2. TRAVEL DISTANCE = 29' (8.83 M)*

NOTE:
1. ALLOWABLE TRAVEL DISTANCE TO NEAREST EXIT AS PER OBC 3.4.2.5(1)(c) IS 45M (MAX)
2. EMERGENCY LIGHTING SHALL BE PROVIDED IN ALL EXITS, PRINCIPAL ROUTES PROVIDING ACCESS TO EXIT IN AN OPEN FLOOR AREA, CORRIDORS USED BY THE PUBLIC AND FURTHER SPECIFIED IN OBC DIVISION B, 3.2.7.
3. EXIT SIGNS SHALL BE PLACED OVER OR ADJACENT TO EXIT DOORS, WHERE REQUIRED, IN CONFORMANCE WITH OBC DIVISION B, 3.4.5.
4. ALL EXITS/EGRESS SHALL BE CLEAR AND VISIBLE AT ENTRANCE.

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SEAL:

LICENSED PROFESSIONAL ENGINEER
V.MOHAMMED
100216807
NOV 29 2025
PROVINCE OF ONTARIO

NO.	DESCRIPTION	DATE
3	REVISION	NOV 29 2025
2	REVISION	FEB 22 2025
1	ISSUED FOR BUILDING PERMIT	FEB 02 2025

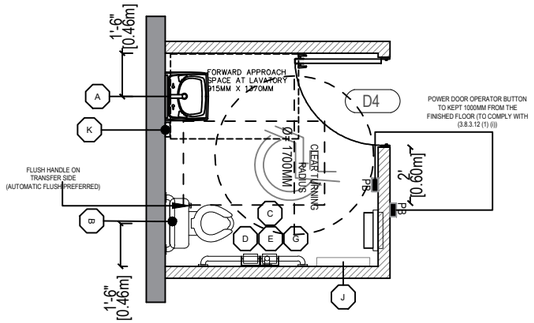
ENGINEER:
Mechways Inc.
ADDRESS : 6 RIPON STREET,MISSISSAUGA, ON. L4T 1E2
TEL. : 416-627-4100
EMAIL : INFO@MECHWAYS.COM
WEBSITE : WWW.MECHWAYS.COM

PROJECT:
(ACT PHYSIOTHERAPY AND HEALTH CLINIC)
1441 ONTARIO ST, BURLINGTON ST, BARRIE

SHEET TITLE:
LIFE AND SAFETY PLAN

CHECKED: TP
DRAWN: MA
SCALE: 3/32"=1'-0"
DATE: FEB 02 2025

DRAWING:
A1.05



BARRIER FREE WASHROOM DETAILS
SCALE: 1/4" = 1'-0"
NOTE: ALL HEIGHTS & DIMENSIONS TO COMPLY WITH OBC SECTION 3.8.3.8 & 3.8.3.9 & 3.8.3.11 FOR WATER CLOSET, FAUCETS AND FAUCET HANDLES, TOILET PAPER DISPENSER & LAVATORY (TYP.)

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TOILET ROOM GENERAL NOTES:

1. PROVIDE FIRE RETARDANT TREATED (F.R.T.) WOOD BLOCKING IN WALLS AT TOILET PARTITIONS, GRAB BARS, ETC. AS REQUIRED PER MFR'S RECOMMENDATIONS.
2. COORDINATE PLUMBING FIXTURE TYPES AND FLOOR DRAINS (FD) AND INSTALLATION PROCEDURES WITH APPROVED PLUMBING DRAWINGS.
3. INSTALL SOUND ATTENUATION/BATT INSULATION (MIN 3-½" THICK-FULL HT OF WALL) IN ALL TOILET ROOM WALLS (TYP).
4. ACCESSIBLE TOILET FIXTURES AND INSTALLATION SHALL CONFORM TO O.B.C. # 3.8.3.12.
5. ACCESSIBLE COMPLIANT LAVATORIES SHALL HAVE INSULATED DRAIN PIPES AND HOT WATER PIPES PER ACCESSIBLE GUIDELINES.
6. ALL ACCESSORIES SHALL BE MOUNTED PER THE MANUFACTURER'S RECOMMENDATIONS AND TO COMPLY WITH O.B.C. # 3.8.3.12.
7. ALL ACCESSORIES INSTALLATION HEIGHTS TO COMPLY WITH O.B.C. # 3.8.3.11 AND ACCESSIBILITY AMENDMENTS ONTARIO REGULATION 368/13
8. WASHROOM TO BE PROVIDED WITH A LIGHTING CONTROLLED BY MOTION SENSOR
9. PROVIDE NEW PLUMBING FIXTURES, GRAB BARS, VANITIES, ACCESSORIES, TRASH
10. MIRROR TO MEET BUILDING CODE REQUIREMENTS FOR WASHROOMS.
10. PROVIDE WASHROOM SIGNS WITH ACCESSIBLE SYMBOL TO WASHROOM DOORS.
11. FOR BARRIER FREE WASHROOM PROVIDE PUSH BUTTON WITH POWER OPERATED DOOR

TOILET ROOM ACCESSORIES:

(A) - SURFACE MOUNTED 18" WIDE X 36" HIGH STAINLESS STEEL FRAMED MIRROR
- MOUNTING HT: BOTTOM EDGE OF REFLECTIVE SURFACE AT 40" (MAX) AFF.

(B) SURFACE MOUNTED 24" LONG X 1-1/4" DIA GRAB BAR WITH PEENED SURFACE
-MOUNTING HT : 6" ABOVE TANK OF WC

(C) EMERGENCY CALL SYSTEM THAT CONSISTS OF AUDIBLE AND VISUAL SIGNAL DEVICES INSIDE AND OUTSIDE OF THE WASHROOM THAT ARE ACTIVATED BY A CONTROL DEVICE INSIDE THE WASHROOM
EMERGENCY SIGN THAT CONTAINS THE WORDS "IN THE EVENT OF AN EMERGENCY PUSH EMERGENCY BUTTON AND AUDIBLE AND VISUAL SIGNAL WILL ACTIVATE" IN LETTERS AT LEAST 25 MM HIGH WITH A 5 MM STROKE AND THAT IS POSTED ABOVE THE MUSHROOM EMERGENCY BUTTON (I.E. PRESS FOR EMERGENCY ASSISTANCE) (3.8.3.12.(1)(A)).

(D) SURFACE MOUNTED (L-SHAPE) 2'-6"" LONG X 1-1/4" DIA GRAB BAR WITH PEENED SURFACE
-MOUNTING HT: 30" AFF TO CENTERLINE OF BOTTOM BAR; VERTICAL BAR MOUNTED MAX. 6" IN FRONT OF WATER CLOSET
- GC TO SUPPLY SPACER FOR END OF GRAB BAR NOT MOUNTED TO TILE

(E) SURFACE MOUNTED SINGLE ROLL TOILET TISSUE DISPENSER
-MOUNTING HT: 24"-32" AFF TO ROLL CL.
-MOUNTING LOCATION: CLOSEST EDGE OF DISPENSER SHALL BE 12" FROM THE FRONT OF THE W.C. SEAT.

(F) SURFACE MOUNTED CLOTHES/HAT HOOK W/ CONCEALED MOUNTING FLANGE
-MOUNTING HT: 3'-11" TO HOOK AT BACK OF DOOR
HOOK SHALL PROJECT NOT MORE THAN 2"

(G) SURFACE MOUNTED FEMININE NAPKIN DISPOSAL (WOMEN'S ONLY)
- MOUNTING HT: ALIGN WITH TOP OF TOILET TISSUE DISPENSER

(J) NOT USED

(K) SURFACE MOUNTED SOAP DISPENSER
PROVIDED BY SMALLWARES VENDOR AND INSTALLED BY GENERAL CONTRACTOR
MOUNT WITHIN 20" OF THE FRONT OF THE LAVATORY

(L) RECESSED PAPER TOWEL DISPENSER AND WASTE RECEPTACLE
-PAPER TOWEL DISPENSER TO BE MOUNTED AT 48" AFF

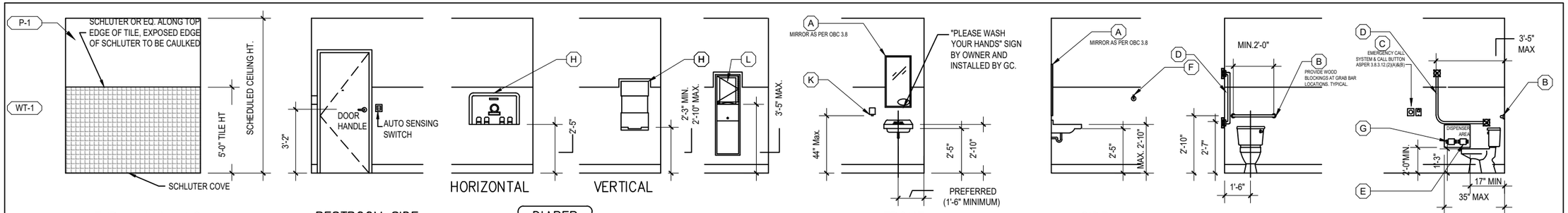
P-1 WATER BASED PAINT AS PER OWNER'S CHOICE

WT-1 CERAMIC WALL TILES FOR WASHROOM WALLS UPTO 5' AFF AS PER OWNER'S CHOICE

* WASHROOM TO HAVE SENSOR LIGHTING

TYPICAL TOILET ROOM ELEVATIONS

SCALE: N.T.S



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SEAL:

LICENSED PROFESSIONAL ENGINEER
V.MOHAMMED
100216807
NOV 29 2025
PROVINCE OF ONTARIO

NO.	DESCRIPTION	DATE
3	REVISION	NOV 29 2025
2	REVISION	FEB 22 2025
1	ISSUED FOR BUILDING PERMIT	FEB 02 2025

ENGINEER:
Mechways Inc.
ADDRESS : 6 RIPON STREET,MISSISSAUGA, ON. L4T 1E2
TEL. : 416-627-4100
EMAIL : INFO@MECHWAYS.COM
WEBSITE : WWW.MECHWAYS.COM

PROJECT:
(ACT PHYSIOTHERAPY AND HEALTH CLINIC)
1441 ONTARIO ST, BURLINGTON ST, BARRIE

SHEET TITLE:
UNIVERSAL WASHROOM PLAN

CHECKED: TP
DRAWN: MA
SCALE: 1/8"=1'-0"
DATE: FEB 02 2025

DRAWING:
A1.06

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FRONT ELEVATION

GENERAL NOTES:

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NOV 29 2025
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NO.	DESCRIPTION	DATE
2	REVISION	NOV 29 2025
1	ISSUED FOR BUILDING PERMIT	APR 16 2025

ENGINEER:

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EMAIL : INFO@MECHWAYS.COM
WEBSITE : WWW.MECHWAYS.COM

PROJECT:

(ACT PHYSIOTHERAPY AND HEALTH CLINIC)

1441 ONTARIO ST, BURLINGTON ST, BARRIE

SHEET TITLE:

FRONT ELEVATION

CHECKED: TP
DRAWN: MA
SCALE: 3/16" = 1'
DATE: FEB 02 2025

DRAWING:

A2.01

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REAR ELEVATION

GENERAL NOTES:
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LICENSED PROFESSIONAL ENGINEER
V.MOHAMMED
100216807
NOV 29 2025
PROVINCE OF ONTARIO

NO.	DESCRIPTION	DATE
3	REVISION	NOV 29 2025
2	REVISION	JULY 19 2025
1	ISSUED FOR BUILDING PERMIT	APR 16 2025

ENGINEER:

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WEBSITE : WWW.MECHWAYS.COM

PROJECT:
(ACT PHYSIOTHERAPY AND HEALTH CLINIC)
1441 ONTARIO ST, BURLINGTON ST, BARRIE

SHEET TITLE:
REAR ELEVATION

CHECKED: TP
DRAWN: MA
SCALE: 3/8" = 1'
DATE: FEB 02 2025

DRAWING:
A2.02

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SPATIAL AREA CALCULATION

TOTAL WALL AREA	= 408.10 ft² / 37.91 m²
LIMITING DISTANCE	= 2.39 m
MAXIMUM ALLOWABLE GLAZED AREA @ 12%	= 48.97 ft² / 4.54 m²
TOTAL GLAZED AREA ABOVE GRADE	= 33.89 ft² / 3.14 m²



RIGHT SIDE ELEVATION

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PROJECT:
(ACT PHYSIOTHERAPY AND HEALTH CLINIC)
1441 ONTARIO ST, BURLINGTON ST, BARRIE

SHEET TITLE:
RIGHT SIDE ELEVATION

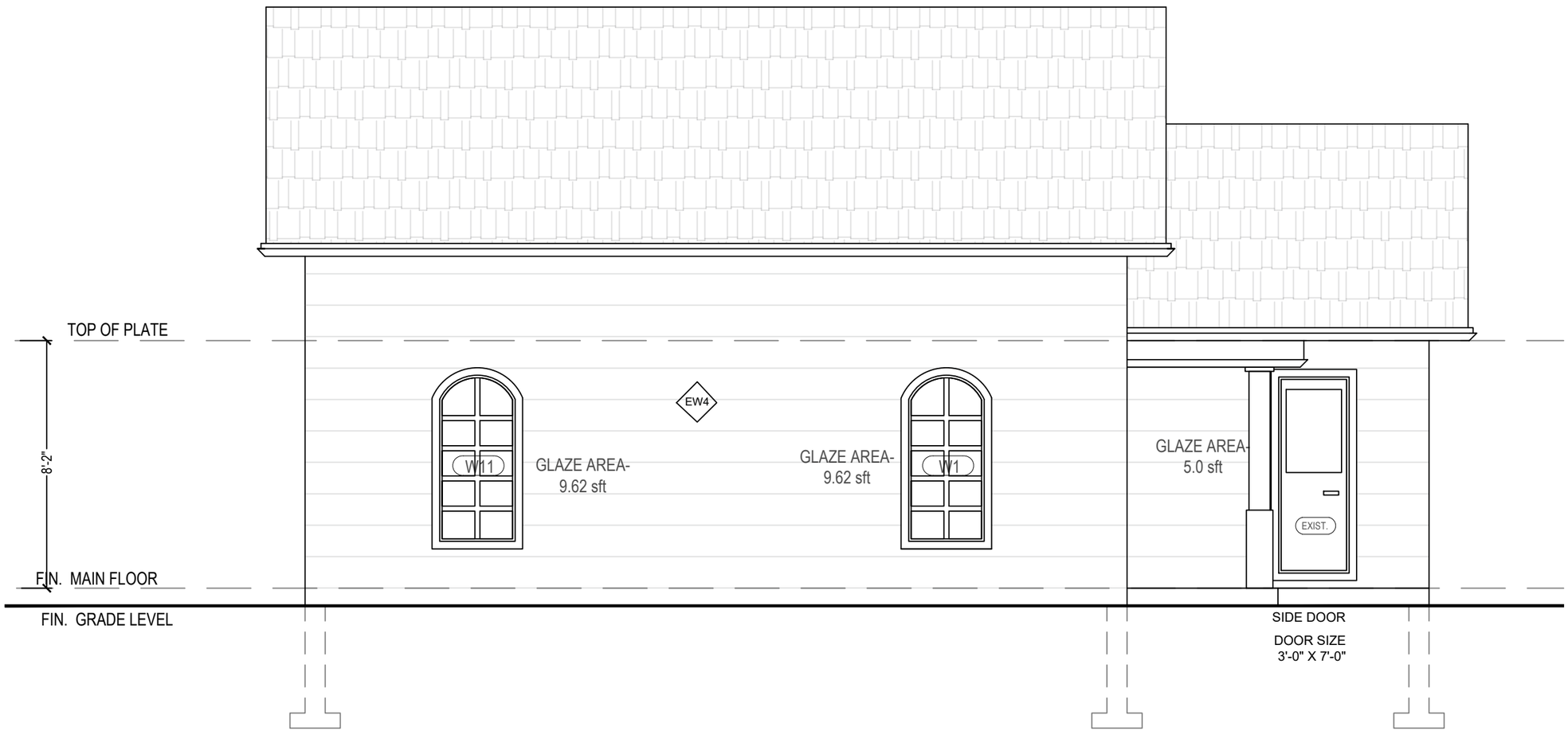
CHECKED: TP
DRAWN: MA
SCALE: 1/4"= 1'
DATE: FEB 02 2025

DRAWING:
A2.03

SPATIAL AREA CALCULATION

TOTAL WALL AREA	= 315.51 ft² / 29.31 m²
LIMITING DISTANCE	= 2.51 m
MAXIMUM ALLOWABLE GLAZED AREA @ 19%	= 51.94 ft² / 5.56 m²
TOTAL GLAZED AREA ABOVE GRADE	= 24.24 ft² / 2.25 m²

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LEFT SIDE ELEVATION

GENERAL NOTES:
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V.MOHAMMED
100216807
NOV 29 2025
PROVINCE OF ONTARIO

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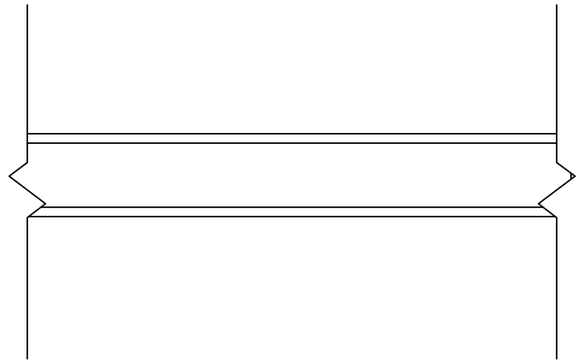
PROJECT:
(ACT PHYSIOTHERAPY AND HEALTH CLINIC)
1441 ONTARIO ST, BURLINGTON ST, BARRIE

SHEET TITLE:
LEFT SIDE ELEVATION

CHECKED: TP
DRAWN: MA
SCALE: 1/4" = 1'
DATE: FEB 02 2025

DRAWING:
A2.04

EW4



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SIDING WALL CONSTRUCTION

-PREP SIDING VENEER AS PER MANUFACTURER
- TYVEK AIR BARRIER OR APPROVED EQUAL (SHEATHING PAPER)
- 13MM ($\frac{1}{2}$") EXTERIOR GRADE PLYWOOD SHEATHING 38 MM X 120MM (1'$\frac{1}{2}$" X 5- $\frac{1}{2}$") WOOD STUDS @ 406MM (1'-4") O.C. W/RSI 3.87 (R22) INSULATION IN VOID SPACE B/W WOOD STUDS
- 6MIL POLYETHYLENE VAPOUR BARRIER OR APPROVED EQUAL
-13MM($\frac{1}{2}$") GYPSUM WALL BOARD INRERIOR FINISH

GENERAL NOTES:
DRAWINGS ARE TO BE READ NOT SCALED.
CONTRACTOR MUST VERIFY ALL DIMENSIONS AND BE RESPONSIBLE FOR THE SAME.
REPORT ANY DISCREPANCIES TO THE DESIGNER BEFORE COMMENCING THE WORK.THE DRAWINGS AND DOCUMENTS PROVIDED HERE WITHIN ARE THE EXCLUSIVE PROPERTY OF MECHWAYS INC.REPRODUCTION OF THE DOCUMENTS PROVIDED IS PROHIBITED WITHOUT THE CONSENT OF THE DESIGNER.
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TEL. : 416-627-4100
EMAIL : INFO@MECHWAYS.COM
WEBSITE : WWW.MECHWAYS.COM

PROJECT:

(ACT PHYSIOTHERAPY AND HEALTH CLINIC)
1441 Ontario St, Burlington St, Barrie

SHEET TITLE:
ASSEMBLY SCHEDULE

CHECKED: TP
DRAWN: MA
SCALE: NA
DATE: FEB 02 2025

DRAWING:
A3.1

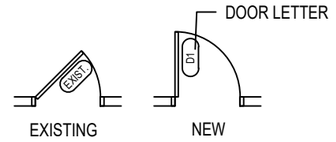
GENERAL INSTRUCTIONS AND SPECIFICATIONS FOR ALL CONTRACTOR(S)

1. ALL WORK SHALL BE ACCORDANCE WITH THE LATEST AND CURRENT ISSUE OF THE ONTARIO BUILDING CODES (OBC)2012 ,ONTARIO FIRE CODE (OFC), NATIONAL BUILDING CODES (NBC) AND/OR ANY LAWS, RULES AND/OR REGULATIONS (LOCAL, MUNICIPAL, PROVINICIAL AND /OR FEDERAL) AS ISSUED BY ANY AUTHORITY HAVING JURISDICTION.
2. ALL CONTRACTORS SHALL BE IN A GOOD STANDING WITH THE WORKMEN'S COMPENSATION BOARD HAVING JURISDICTION.
3. EXCEPT AS PROVIDED AND/OR SPECIFIED OTHERWISE, ALL CONTRACTORS SHALL APPLY FOR, OBTAIN AND COMPLY WITH ANY APPLICABLE DEMOLITION, BUILDING,AND/OR ANY OTHER PERMITS, APPROVALS AND/OR INSPECTIONS AND MAY BE NECESSARY.
4. ALL CONTRACTORS SHALL VERIFY THE SITE CONDITIONS AND/OR DIMENSIONS, RELEVANT TO THEIR AREA OF EXPERTISE, AND NOTIFY THE DESIGNER OF ANY DISCREPANCIES AND/OR AREA OF POTENTIAL CONCERNS, PRIOR TO COMMENCING ANY DEMOLITION AND/OR CONSTRUCTION, FOR CLARIFICATION AND/OR ADDITIONAL INSTRUCTIONS.
5. THE SITE SHALL BE KEPT IN CLEAN AND SAFE CONDITION AS PER GOVERNMENT RULES AND/OR REGULATIONS. ALL THE DEBRIS GENERATED BY CONTRACTORS, AS THE PART OF THIS CONTRACT SHALL BE REMOVED FROM SITE AT THE END OF EACH WORKDAY, AND DISPOSED OF IN AN ENVIRONMENTAL ACCEPTABLE AND APPROVED MANNER.
6. REFER TO INTERIOR DESIGNER DRAWINGS FOR ACCURATE DIMENSIONS.
7. REFER TO ARCHITECTS'S AND/OR STRUCTURAL ENGINEER'S DRAWINGS FOR ANY SPECIFIC REQUIREMENT RELATING TO THOSE DISCIPLINES.
8. REFER TO ELECTRICAL'S AND/OR MECHANICAL ENGINEER'S DRAWINGS FOR ANY SPECIFIC REQUIREMENT RELATING TO THOSE DISCIPLINES.
9. ALL INDIVIDUALS CONTRACTORS AND/OR TRADESMEN ARE RESPONSIBLE FOR THE FINAL PREPARATIONS OF ANY SURFACE THAT THEY ARE RESPONSIBLE FOR THE FINISHING, READY TO ACCEPT THE SPECIFIED FINISH.
10. THE GENERAL CONTRACTOR SHALL TURN OVER THE COMPLETE SPACE TO THE TENANT IN A 'SWEPT- CLEAN' CONDITION. ALL THE FINAL CLEANING TO THEIR OPERATIONAL STANDARDS SHALL BE THE RESPONSIBILITY OF THE TENANT.
11. A. CUT OUT AND REMOVE ANY EXISTING 'HEAVED' AND OR UNEVEN FLOOR AREA, AS WELL AS ANY DEPRESSION THE FLOOR AREAS: FILL-IN THESE AREAS, AS WELL AS ANY OTHER HOLES, PIPE CUTS AND/OR OBSOLETE SERVICE BOXES AND PATCH WITH SAME SMOOTH-TROWELED CONCRETE, AT THE SAME ROOM LEVEL AS EXISTING ADJACENT FINISHED CONCRETE FLOOR SURFACE IN SINGLE AND UNINTERRUPTED PLANE. KEYED IN AS REQUIRED, READY TO ACCEPT NEW FLOOR FINISH AS SHOW SPECIFIED AND/OR IMPLIED. B. REMOVE ALL EXISTING FLOOR FINISHES AND/OR COATING WITHIN THE AREAS (WHERE NOT SPECIFIED AS BEING FINISHED OTHERWISE) INCLUDING ANY ADHESIVE OR RESIDUE AND PREPARE (GRINDING AND OTHERWISE REQUIRED) FOR FINISHING AS SPECIFIED. C. ALL ADJACENT FLOOR FINISHES (WHETHER SIMILAR OR NOT SHALL BE UN-INTERRUPTED AND FLUSH WITH EACH OTHER WITHOUT ANY EXPOSED LIP OR LEVEL CHANGE, SO AS NOT TO CONSTITUTE ANY HAZARD, AND PERMIT SMOOTH FINISHING FLOOR.
12. ALL EXISTING SHALL REMAIN AS-IS, WHERE-IS, EXPECT AS SHOWN OTHERWISE, OR WHERE AFFECTED BY NEW CONSTRUCTION.
13. FILL-IN, PATCH AND MAKE GOOD, ANY EXPOSED WALLS, PARTITIONS AND/OR CEILING AREA, ALL TO MATCH EXISTING.
14. A. MAINTAIN ANY EXISTING FIRE SEPARATION AND/OR PROTECTION. PATCH, MAKE-GOOD AND REPAIR ALL EXISTING AND REQUIRED, WHERE DAMAGED AND/OR AFFECTED BY ANY NEW CONSTRUCTION. EXTEND ALL FIRE-SEPARATION FROM CONCRETE SLAB FLOOR UP TO U/S ROOF SLAB ABOVE; ALL TO MATCH EXISTING AND/OR REQUIRED FIRE PROTECTION. B. ALL OPENING IN/THROUGH FIRE RATED WALLS/PARTITIONS SHALL BE COMPLETELY SMOKE SEALED AND ALL FIRE STOPPED USING SUITABLE ULC- LABELED MATERIALS; THE USE OF REGULAR DRYWALL COMPOUND AND/OR CAULKING IS NOT ACCEPTABLE.
15. MANUFACTURE AND INSTALL ALL NEW MILLWORK AS SHOWN, SPECIFIED AND/OR REQUIRED, COMPLETE WITH ANY ELECTRICAL AND/OR PLUMBING CONNECTIONS AS SHOWN AND/OR REQUIRED.
16. FINISH/RE-FINISH ALL NEW AREAS (FLOORS, WALLS AND/OR CEILINGS) AND THOSE AFFECTED BY NEW CONSTRUCTION, AS SHOWN, SPECIFIED AND/OR IMPLIED, TO MATCH EXISTING ADJACENT UNLESS SHOWN OTHERWISE.
17. SUPPLY AND INSTALL ALL NEW LIGHT FIXTURES AND LAMPS (ONLY FROM MANUFACTURES SPECIFIED) AS SHOWN, PLUS ANY NECESSARY ELECTRICAL POWER SUPPLIES FOR THESE AND/OR ANY EQUIPMENT AND/OR MILLWORK AS REQUIRED.
18. SUPPLY AND INSTALL ALL NEW EXPOSED UPTURNED AND/OR CHROME, SEMI-RECESSED PENDANT SPRINKLERS HEADS, AS PER BASE BUILDING STANDARDS, AS SHOWN, SPECIFIED AND/OR REQUIRED.
19. EXCEPT WHERE SHOWN OTHERWISE, ALL MILLWORK AND/OR FF&E SHALL BE SUPPLIED AND DELIVERED TO THE SITE AND SET IN PLACE (APPROXIMATELY) BY THE TENANT. ALL FINAL AND ACCURATE PLACEMENT AND HOOK UP TO ELECTRICAL AND/OR MECHANICAL SHALL BE BY GENERAL CONTRACTORS.
20. WHEN ANY PROPOSED/SPECIFIED ITEMS ARE 'TO MATCH EXISTING' (WHETHER SPECIFIED AS SUCH, OR NOT), THE CONTRACTOR(S), PRIOR TO ORDERING, SHALL CONFIRM ON SITE THAT ALL SUCH ITEMS MATCH ESTABLISHED BASE BUILDING STANDARDS.
21. ALL SIGNAGE IS SUPPLIED AND/OR INSTALLED BY THE TENANT TO THE BASE BUILDING STANDARD.

SYMBOLS:

Copyright Act Applies to Use and Production

NEW DOOR.



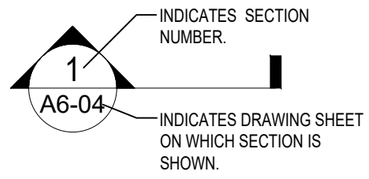
EQUIPMENT/ACCESSORY KEYNOTE SYMBOL.



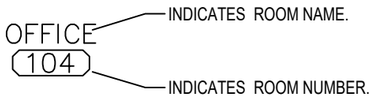
REVISION REFERENCE NUMBER.



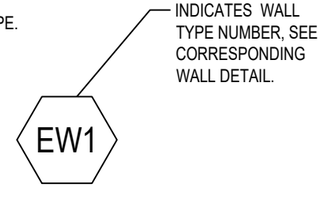
BUILDING, WALL AND DETAIL SECTION MARK.



ROOM NUMBER.



WALL TYPE.



GENERAL NOTES:
DRAWINGS ARE TO BE READ NOT SCALED. CONTRACTOR MUST VERIFY ALL DIMENSIONS AND BE RESPONSIBLE FOR THE SAME. REPORT ANY DISCREPANCIES TO THE DESIGNER BEFORE COMMENCING THE WORK.THE DRAWINGS AND DOCUMENTS PROVIDED HERE WITHIN ARE THE EXCLUSIVE PROPERTY OF MECHWAYS INC.REPRODUCTION OF THE DOCUMENTS PROVIDED IS PROHIBITED WITHOUT THE CONSENT OF THE DESIGNER. ALL DESIGN AND CONSTRUCTION DOCUMENTATION ARE FINAL UNLESS REVISED BY THE DESIGNER.IF ANY DISCREPANCIES ARE DISCOVERED HERE WITHIN, THE DESIGNER SHALL BE NOTIFIED.

SEAL:



NO.	DESCRIPTION	DATE
2	REVISION	NOV 29 2025
1	ISSUED FOR BUILDING PERMIT	FEB 02 2025

ENGINEER:

Mechways Inc.

ADDRESS : 6 RIPON STREET,MISSISSAUGA, ON. L4T 1E2
TEL. : 416-627-4100
EMAIL : INFO@MECHWAYS.COM
WEBSITE : WWW.MECHWAYS.COM

PROJECT:

(ACT PHYSIOTHERAPY AND HEALTH CLINIC)

1441 ONTARIO ST, BURLINGTON ST, BARRIE

SHEET TITLE:

GENERAL NOTES

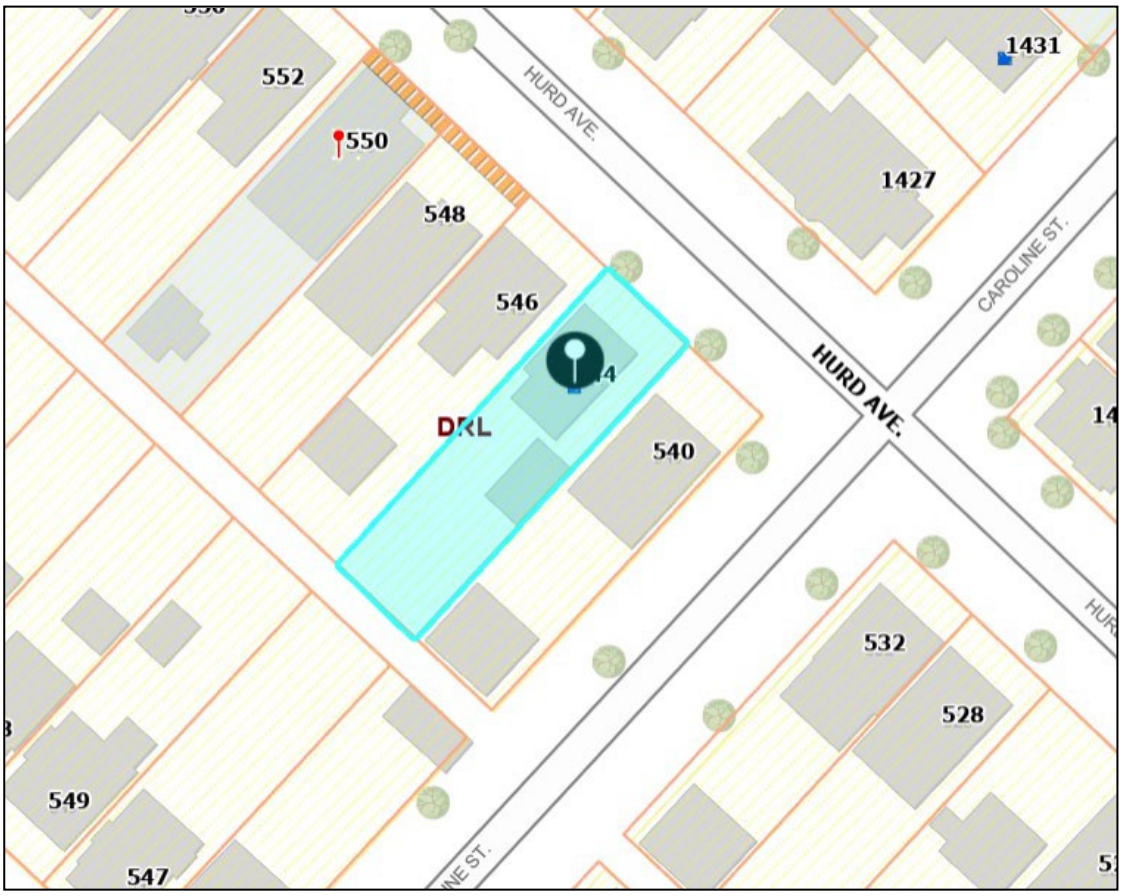
CHECKED: TP
DRAWN: MA
SCALE: N/A
DATE: FEB 02 2025

DRAWING:

G-SL

COMMITTEE OF ADJUSTMENT
MINOR VARIANCE
STAFF REPORTS

Owner(s): Franci-Lynn Mueller
Address: 544 Hurd Ave. Burlington
File No. **A-014/26**
Ward: 2



Staff Comments:
Committee of Adjustment

There is 1 previous minor variance applications on record for this property.

File No. A070/2025 – Partially Approved

- Refused: To permit a north-west side yard of 0.4 m instead of the minimum required 1.2 m for a proposed roofed-over patio less than 1.2 m high.
- Approved: To permit a 2.8 m high privacy screen instead of the maximum permitted 1.8 m from a platform for a proposed privacy screen along the north-west side of the proposed patio.

Date: February 20, 2026 Prepared By: E. Shacklette

Zoning

1) **Background information:**

The subject property is zoned DRL, Downtown Residential Low-Density, under Zoning By-Law 2020, as amended and is located in the designated area for lot coverage and floor area ratio. A detached dwelling in the DRL zone is permitted subject to R3.2 zone regulations. 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
R3.2	15 m	425 m^2	**6 m**	9 m	**(b)**	4.5 m

Footnotes to Table 2.4.1

(a) Without attached garage or carport:
(i) One or one and a half storey side: 1.2 m, 3 m other side
(ii) Two or more storey side 1.8 m, 3 m other side

2.3 PATIOS, DECKS, BALCONIES, AND PORCHES – RESIDENTIAL

2.3.1 Patios, as defined in Part 16, are permitted in all zones.

(a) Patio roofs shall be subject to the yard and setback regulations contained in Tables 1.2.1 and 1.2.2

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.

2) **Proposal:**

The applicant is proposing the construction of a roofed-over rear yard patio with a privacy screen.

The privacy screen was previously approved under minor variance file number A-070/2025 to permit a 2.8 m high privacy screen instead of the maximum permitted 1.8 m from a platform for a proposed privacy screen along the north-west side of the proposed patio.

3) **Variance required:**

1. To permit a north-west side yard of 0.4 m instead of the minimum required 1.2 m for a proposed roofed-over patio less than 1.2 m high.

4) **Notes and conditions**:

Condition:

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

Notes:

1. Variances have been identified based on the plans submitted for zoning review. If additional variances are identified when a Pre-Building Approval Application is made, they will be the responsibility of the applicant to obtain.

2. The zoning review is based on the portion of the site affected by the proposed development only.

3. The variances are being reviewed under Section 45(1) of the *Planning Act*.

Date: March 19, 2026 Prepared By: J. Parker

Site Planning

Application History

- The applicant has submitted a new Committee of Adjustment application for a proposed roofed-over patio in the rear yard.
- The previous CofA application related to this work was heard at a meeting on February 4th, 2026 and was only partially approved due to the following concerns raised by the Committee members;
  - Insufficient access for maintenance and clearance in the reduced side yard
  - Spatial separation and potential impacts to the adjacent property
  - Utility concerns related to the exterior fireplace
  - Matters related to zoning interpretation and application, specifically related to the height of patios exempt from side yard setback requirements, as well as inclusion of the fireplace within the definition of "Privacy Screen"
  - Consistency with neighborhood character comprised of a pattern of smaller lots
- The Applicant submitted a new application noting the following;
  - The variance request is for a reduction of the roof overhang associated with the proposed structure. The actual setback to the columns and privacy screen is 0.73 metres, measured at the closest point
  - The outdoor fireplace which was originally encroaching into this side yard has been revised to be flush with the privacy wall and now projects into the interior of the roofed-over patio
  - The gas fireplace will vent vertically through the roof

Site Characteristics	
Lot Frontage (m)	10.65 m
Lot Area (m^2)	6422.3 m^2
Existing Land Uses *(ex. buildings, structures, driveways, fences, etc…)*	Two storey detached-dwelling with detached garage in rear yard accessed via driveway from Hurd Avenue
Site Grading *(ex. Flat and level, significant grade differences)*	Flat and level
Notable Site Features	Rear lane
Surrounding Land Uses *(ex. Adjacent building relationships, natural features, notable adjacencies)*	Low-density residential with a mix of one-and-a-half and two-storey dwellings
Nearest Major Intersection	Caroline and Brant Street
Neighbourhood Boundaries* *Based on OP, 1997 *residential neighbourhood* definition	North: Baldwin Street East: Locust Street South: Ontario Street West: Maple Trail / Hydro Corridor

Neighbourhood Characteristics:

- The subject property is part of St. Luke's Neighbourhood Precinct, which is of historical significance
- The area was originally developed lot-by-lot which results in some variety of styles, sizes and ages of houses next door to each other
- The prevailing built form consists of one-and-a-half and two-storey detached dwellings with separate garages in the rear yard
- Front yards are generally shallower than the current zoning would allow and mature trees form an important part of the streetscape
- This block along Hurd Avenue is mostly Edwardian in style, partly characterized by minimal decorative elements and generous front porches with wood column supports

A site visit was originally conducted on October 21st, 2025 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 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*.

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 *Low-Rise Neighbourhood Precinct* policies of OP 2020 are not yet in effect
- According to BOP 1997, Schedule "B" – Comprehensive Land Use Plan Urban Planning Area, the property is within the *Downtown Mixed-Use Centre*. Schedule "E"

further identifies the lands to be within the *St. Luke's Neighbourhood Precinct*, which permits detached dwellings to a maximum density of 25 units per net hectare and a maximum building height of 2 ½ storeys.
  - The proposed roofed-over rear yard patio does not increase the density or overall height of the existing 2 storey detached dwelling
- Part III Section 5.5.4 a) states that the objective of St. Luke's Precinct is to "preserve the stable residential and heritage character of these neighbourhoods, and to ensure that any re-development is compatible with the existing character of the neighbourhood." Sentence d) further clarifies that "all development and re-development shall be compatible with the existing character of these neighbourhoods with respect to such matters as heights, setbacks, massing, design and community features."
  - The proposed rear yard addition of the roofed-over patio provides a transitional space between the indoor and outdoor environment and does not increase the overall building height nor result in significant massing. The variance facilitates the extension without impacting the front façade, streetscape or overall character of the precinct.
  - Although St. Luke's Neighbourhood is an area with special, historic character it is not considered to be a Heritage Conservation District under the *Ontario Heritage Act* and the existing dwelling is not considered a heritage structure. Heritage staff have also reviewed the proposal and have no concerns
- 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 does not impact the architectural style of the dwelling, the existing front yard nor tree canopy, which is a prominent part of the overall character in the St. Luke's Precinct
  - The proposed setback does not deviate from the prevailing development patterns on the block nor disrupt the spatial rhythm of the neighbourhood as detached structures and covered outdoor areas are common in rear yards (see for example 560, 552, 550, 546, and 540 Hurd Ave)
  - The patio platform consists of a concrete / stone base while the proposed roofed structure is supported by wood columns and includes a privacy wall with siding finish and an integrated fireplace, ensuring continuity and compatibility with the existing dwelling
  - Potential adverse effects related to noise or overlook are minimized by the existing wood fence, detached garage and privacy wall
  - As confirmed on the submitted drawings and documents, the exterior fireplace which forms part of the covered area, is vented directly up through the roof responding to previous concerns raised by Committee members

2) City of Burlington Zoning By-law 2020:

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

The general intent and purpose of deck and patio setbacks under Burlington Zoning By-law 2020 is to ensure adequate spatial separation between structures, preserve appropriate grading and drainage, and to maintain a consistent development pattern which supports privacy and compatibility. The proposed minor variance to permit a north-west side yard of 0.4 m instead of the minimum required 1.2 m for a proposed roofed-over patio is consistent with the general intent and purpose of this provision for the following reasons:

- As confirmed by Zoning staff and as per definition, patio platforms having a height up to 60 cm measured from grade and are not subject to setbacks. In instances where a patio is covered, the roof of the patio structure (excluding eaves and gutter) shall be subject to the yard and setback regulations outlined in the zoning by-law.
- The setback on the opposite side of the house is 3.47 m, from the house to the lot line, narrowing slightly to 0.73m between the edge of the stairs and the existing garage. Staff believe setbacks on this side of the house are sufficient to facilitate access from the front to the rear yard
- The patio platform is shown to be less than 0.6 metres above grade. As evident on the submitted survey, it replaces an existing wood deck which is approximately the same size and within the same proximity to the side lot line.
- Development Engineering staff have reviewed the proposal from a stormwater management perspective and have no objection
- Based on the original site photographs as well as historical street views, an existing chain link fence near the covered front porch restricts pedestrian access to the side yard. Entry into the rear yard therefore remains unchanged and is available on the opposite side only, via the existing driveway and walkway.
- It is also worth noting that the existing detached dwelling is not parallel to the north-westerly side lot line. At the front porch, the existing side yard is only 0.91 metres and narrows down to 0.88 metres towards the rear corner of the home
- Due to the skewed angles, the roofed-over structure, which follows the line of the existing dwelling, has a setback of 0.73 metres measured at the closest point between the side lot line and the outermost support column
- As verified by Zoning staff, the technical wording of the variance remains unchanged as the setback requirement is measured to the roof overhang
- The outdoor fireplace associated with the covered patio structure has been revised to eliminate any additional projections into the side yard and is now flush with the wall of the privacy screen. This reduction, along with confirmation of the vertical

fireplace venting, is a positive change and addresses previous concerns related air quality and ease of access for any future maintenance
- Overall, staff are of the opinion that the roofed-over structure is subordinate to the main dwelling, maintains appropriate access and airflow between buildings and does not introduce any apparent privacy concerns.

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 minor variance is desirable for the appropriate development and use of the building for the following reasons:

- The proposed roofed-over patio creates a protected and functional outdoor living space and replaces an existing raised deck in the same location
- Design compatibility is maintained by incorporating similar finishes, namely wood posts and exterior siding, as well as mimicking the roof slope and overhang of the main dwelling
- The proposed built form along with the existing perimeter wood fence and detached garage, frames a courtyard atmosphere while preserving the rear yard function as an outdoor amenity area for the residents
- Access into the backyard remains unchanged and is available via a large walkway on the side of the existing driveway. The outdoor fireplace, which was previously projecting beyond the wall of the new privacy screen, has been pulled in to reduce obstruction for any potential maintenance work
- The covered structure does not introduce additional habitable floor area and the privacy screen minimizes any potential adverse impacts. The revised proposal demonstrates sensitivity by confirming that venting of the gas fireplace is to be directed up through the roof and away from the neighbour.

4) Minor in Nature:

Is the proposed minor variance from the Zoning By-law considered minor in nature?

Yes

The proposed minor variance is minor in nature for the following reasons:

- The existing two-storey dwelling, including associated outdoor amenity area, is a permitted land use and the covered patio platform replaces a raised wood deck in the same location

- In this instance, the proposed structure is comprised of four columns and a privacy screen including an outdoor fireplace. Although the setback requirement is measured to the roof overhang, the exterior face of the roofed-over structure is 0.7 metres from the side lot line and follows the line of the exterior wall of the main dwelling.
- The location and scale is appropriate for the context of the area given that it will not result in significant massing impacts.
- Through discussions with the Applicant, Development Engineering staff are satisfied that the proposal won't result in significant impacts to grading and drainage
- The character of St. Luke's Neighbourhood Precinct is preserved as the scope of work is limited to the rear yard only and does not alter the architectural character of the home, the streetscape nor front yard trees.

Cumulative Effects of Multiple Variances and Other Planning Matters:

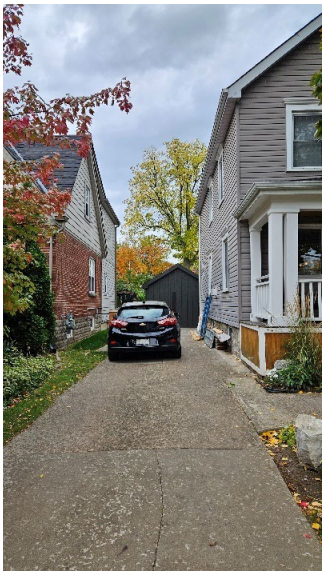
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Recommendation:

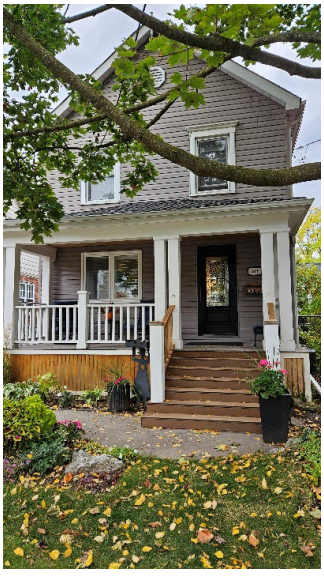
Staff have reviewed the subject application in accordance with the Planning Act, the policies of the Official Plans and the requirements of the Zoning By-law and have no objection to the proposed variance.

Report Schedules & Attachments:

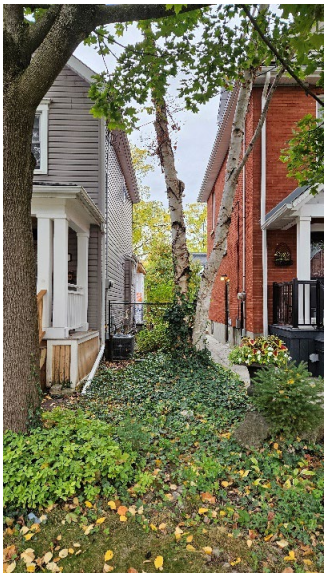
Attachment No. 1 (Site Photos)



Front view of the subject property, on side of driveway

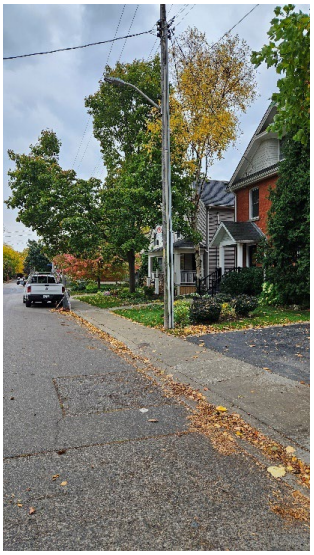


Front view of the subject property



Front view of the subject property, on side of proposed

and detached garage



View of existing streetscape and tree canopy along Hurd Avenue

roofed-over patio at rear



View of roofed-over covered patio from the rear yard



View of existing rear yard amenity space behind detached garage

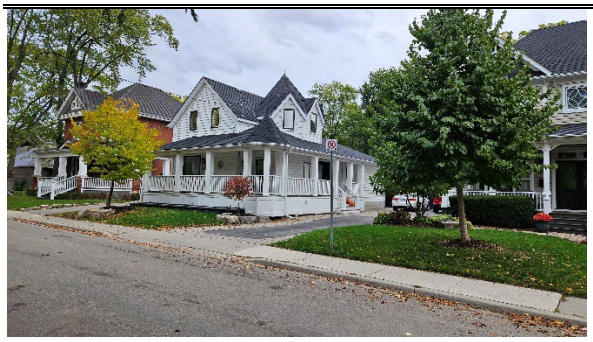


Nearby dwelling at 548 Hurd Avenue



Nearby dwelling at 551 Hurd Avenue

COMMITTEE OF ADJUSTMENT
MINOR VARIANCE
STAFF REPORTS



Nearby dwelling at 555 Hurd Avenue



Nearby dwelling at 1427 Birch Avenue



Nearby dwelling at 1411 Birch Avenue



Nearby dwelling at 1406 Birch Avenue as well as accessory buildings at rear of 560 Hurd Avenue (at entrance to laneway on northerly side)



Garage extension at rear yard of 556 Hurd Avenue, accessible via rear laneway



Detached accessory building in rear yard of 550 Hurd Avenue, accessible via rear laneway





Two storey accessory building at 546 Hurd Avenue, accessible via rear laneway



Two storey accessory building at 546 Hurd Avenue, looking towards property requesting variances at 544 Hurd Avenue



View from rear yard looking towards existing two storey accessory building at aabutting property at 546 Hurd Avenue

View from rear yard looking towards abutting property at 540 Hurd Avenue



View from rear yard looking towards laneway

Date: April 23, 2026 Prepared By: Magda Rusin-Hynek

Technical Reviewer Comments:

Development Engineering

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

Date: March 24, 2026 Prepared By: D. Savelli

Forestry

Forestry has no objection to the proposed variances requested.
Forestry has reviewed the application and has the following advisory comments:
Advisory Comments:

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: April 7, 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: April 24, 2026 Prepared By: A. Kuzmichuk

Transportation Planning

Deemed Road Width Analysis

Hurd Avenue is under the authority of the City of Burlington and the deemed right-of-way width is 16 metres. The right of-way adjacent to the subject site is approximately 16 metres therefore no additional lands are required.

Date: February 23, 2026 Prepared By: Thalia Thompson

Transportation Planning have reviewed the proposed minor variance application and have no comments because the application has no impact on parking, the driveway, or the adjacent street.

Date: March 25, 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 19, 2026 Prepared By: L. Bray

Agency Comments:

Halton Region

Regional Staff have reviewed the Minor Variance application proposing the construction of a roofed-over rear yard patio with a privacy screen. Variance is requested to the minimum required side 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.

- 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 an Intake Protection Zone 2 (VS= 6.3) and Highly Vulnerable Aquifer (VS=6).
  - 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: April 8, 2026 Prepared By: Navjot Kaur

Burlington Hydro

Burlington Hydro comments are attached to the end of this report.

Date: April 8, 2026 Prepared By: Zakariya Al-Doori

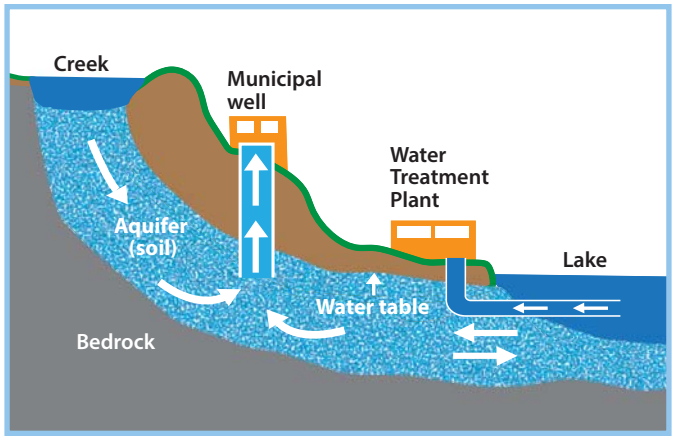
Source Water Protection Factsheet

halton.ca

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.

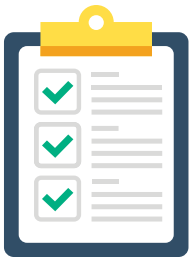
How is my application reviewed?

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

Halton REGION

PW-1813334

Burlington**hydro** inc.

April 7, 2026

Applicant: Franci-Lynn Mueller
Subject: Minor Variance.
File NO: 540-02-A-014/26
Location: 544 Hurd Ave., Burlington, ON.

In response to your correspondence(s), a member of our Engineering Department has reviewed the attached site plan and has the following comments.

- We have no objections to the construction of a roofed-over rear yard deck with a privacy screen.
- **Please Note:** If the construction works within 1m (3') of the overhead secondary service wire. Please do not hesitate to contact Burlington Hydro Inc. (BHI) via email at Engineering@burlingtonhydro.com to coordinate the disconnection of the overhead secondary service wire.
- Please ensure the meter base shall have a 1.0m (3') radial obstruction-free area from trees, plants, shrubs, gas meter, pressure relief valve, natural gas discharge openings, windows and other structures the customer may install. Refer to **BHI standard 33-116.**

In addition, we want to stipulate the following:

☑ Customers and their agents planning and designing for electricity service must refer to all applicable Provincial and Canadian electrical codes, all applicable federal, provincial, municipal laws, regulations, codes, and by-laws to ensure compliance.

☑ All work on the BHI distribution system shall be conducted in accordance with the latest edition of the Ontario Occupational Health and Safety Act (OSHA), the Regulations for Construction Projects, the Regulations for Industrial Establishments and the Electrical Utility safety Rules published by the Infrastructure Health and Safety Association (IHSA).

☑ **Service is available under BHI's latest Standard Service Conditions**:
https://www.burlingtonhydro.com/about/regulatory-affairs/conditions-of-service.html

☑ Relocation, modification, or removal of existing hydro facilities, if required, shall be at the customer's expense. BHI will refer to the latest Standards and Regulations if possible issues with the clearances arise between existing BHI facilities and existing/proposed building structures.

☑ BHI easement (if any) is to remain clear of heavy vehicle traffic, and the customer is responsible for keeping the easement lands free and clear of any trees, fences, buildings, structures, or obstructions unless any of the foregoing is approved in writing by Burlington Hydro Inc. Further, the Customer shall remove the same upon the request of Burlington Hydro Inc.

☑ The customer is to ensure that Burlington Hydro Inc. (BHI) has access to hydro facilities.

1340 Brant street, Burlington, ON · L7R 3Z7 **burlingtonhydro.com** (905)-332-1851

GridSmartCity partner since 2009

Burlington hydro inc.

- ☑ The customer is to acquire any easements for BHI if required.
- ☑ The project must meet City of Burlington Standards.
- ☑ Machine excavation within one meter of the underground plant is not permitted.
- ☑ Do not excavate within two meters of BHI's transformer, poles and anchors.
- ☑ Please arrange for underground hydro cable locate(s), prior to beginning construction, by contacting Ontario One Call (800) 400-2255.
- ☑ Please refer to the latest edition of the Occupational Health and Safety Act ("OHSA") and Regulations for Construction Projects when work is planned to be performed in proximity of the hydro distribution system.
- ☑ Arrange for the 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.
- ☑ A building, permanent structure or building apparatus shall maintain minimum horizontal clearance from existing power lines (Refer to the Burlington Hydro brochure, notice that the clearances shown on the standard are minimum; additional clearances are required to allow conductor swing, scaffold installation and future building maintenance). Please arrange for a site meeting with the BHI representative, calling Eng. Desk at 905 332-2250 or emailing Engineering@burlingtonhydro.com, to validate the required minimum clearances to existing power lines, obtain approved hydro service layout/consent and avoid any possible safety issues.
- ☑ Please arrange for a site meeting with a BHI representative by sending an email to Eng. Desk Engineering@burlingtonhydro.com, prior to beginning any construction/demolition near existing overhead or underground hydro facilities, get approved BHI service layout/consent and avoid any possible service complications or safety issues.

Regards,
Zakariya Al-Doori
Engineering Services Technician,

Cc: Vladimir Carballo
Senior Engineering Manager

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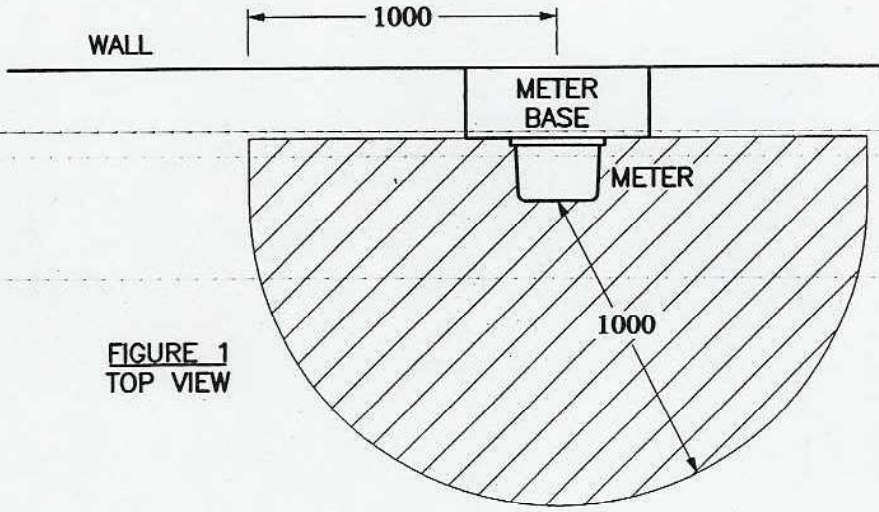


FIGURE 1
TOP VIEW

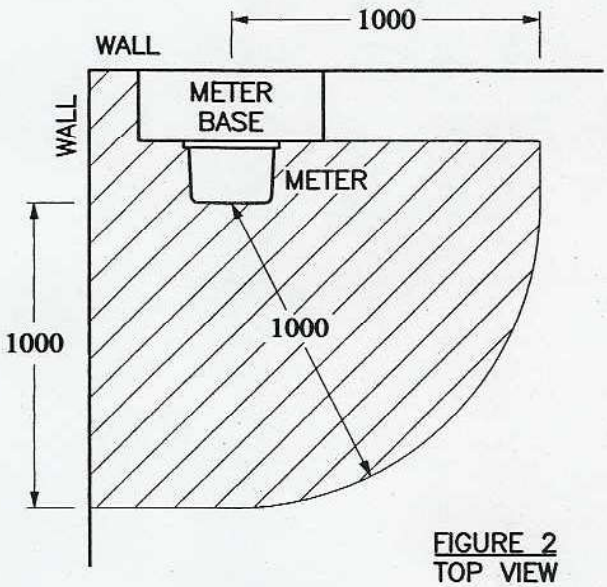


FIGURE 2
TOP VIEW

NOTES

1. HATCHED AREA TO BE KEPT CLEAR OF ANY OBSTRUCTION TO ALLOW FOR SAFE WORKING CLEARANCE.
2. WHERE MULTIPLE METERS ARE INSTALLED, CLEARANCES ARE REQUIRED AROUND EACH METER.
3. WHERE METERS ARE INSTALLED IN CABINETS, ALL DOORS MUST BE ABLE TO BE OPENED 100 DEGREES.

REQUIRED WORKING CLEARANCE AROUND METERS

METRIC
LINEAR DIMENSIONS SHOWN IN MILLIMETRES



Clearances to Overhead Electrical Infrastructure

Communication between all parties involved in the design, construction, renovation, for the use and maintenance of buildings near overhead (OH) electrical infrastructure is key. Planners, architects, developers / contractors, and property owners must be informed and work together to ensure all laws, regulations and local requirements are met for the safety of workers and occupants.

New Buildings or Additions to Buildings

It is essential that Burlington Hydro Inc. is notified on proposed projects early in the design phase to review and provide feedback. Site plan applications should be provided, including the drawings, to capture any conflicts before any permit is issued by the municipality. Ideally, Burlington Hydro Ince. will be asked to provide pre-design input.

For any new building or additions to existing buildings, there are a number of codes and regulations that govern the proximity to overhead electrical infrastructure that must be adhered to by all stakeholders. The Ontario Building Code (OBC), Ontario Electrical Safety Code (OESC), Ontario Occupational Health and Safety Act (OHSA), and Ontario Regulation 22/04 all have the same requirements regarding clearances. These clearances take into account the conductor swing as per the OBC and apply to the outermost part of the building, which includes the balconies, fire escapes, flat roofs, or other projections beyond the face of the building **as shown in Figure 1.**



The OBC regulates the design and construction of all new buildings and for additions, alterations and change of use of existing buildings. Applying Article 3.1.19.1, Above Ground Electrical Conductors; Clearances to Buildings, minimum horizontal clearances to OH electrical infrastructure are as follows:

Clearance from the OH Power Line	<750V	>750V
Radial to conductor	3 m (10 ft)	5 m (16.5 ft)
Along the OH pole line (from a vertical line drawn from power line to ground level)	2 m (6.5 ft)	5 m (16.5 ft)

All stakeholders should contact Burlington Hydro Inc. to determine the requirements for the specific design scenario.

According to CSA C22.3 No. 1, permanent or temporary structures / buildings or their extensions, should not be over or underneath overhead electrical infrastructure.

Examples of instances when these clearances become necessary for workers and occupants:

- **Workers** – using scaffolding during construction, putting up signs and lighting, or other equipment to maintain the building, i.e. resurfacing, window washing or use of cranes.
- **Occupants** – using clothes lines, business signs, flags, or general reach from a balcony

Burlington Hydro Inc. should be contacted prior to any activity within 3 m of the OH electrical infrastructure, such as tree trimming or working on the sides of a building. According to the Ministry of Labour's Occupational Health and Safety Act and the Electrical Safety Code, only Burlington Hydro's employees or approved contractors can work in proximity to these lines.

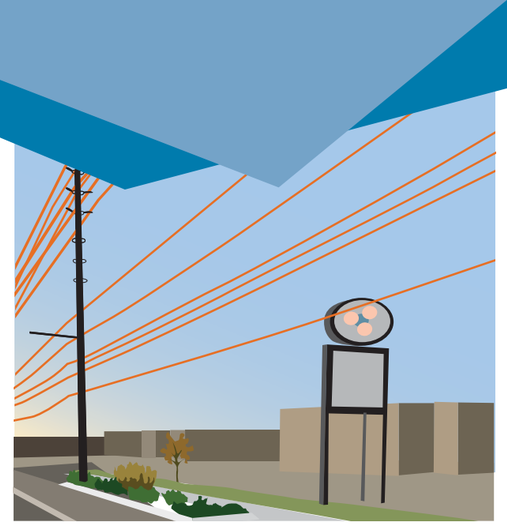
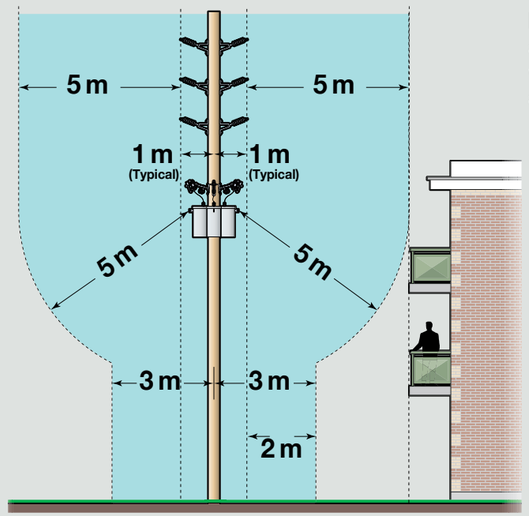


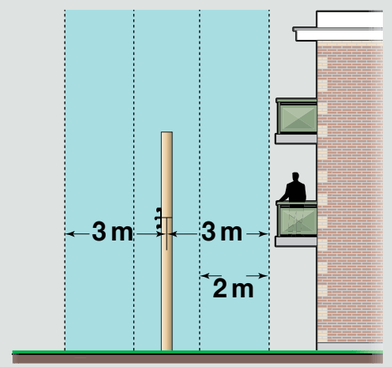


Figure 1: Ontario Building Code Clearance Requirements



Clearance from Medium Voltage (>750V)

Maximum swing: The greatest horizontal displacement of any point on a power line, from its position at rest. In other words, the maximum swing is the distance a wire strung on a pole can potentially swing in any direction.



Clearance from Low Voltage (<750V)

Contact: Engineering Clerk
Email: Permits@BurlingtonHydro.com
www.BurlingtonHydro.com

Burlington**hydro** inc.

Guideline for

Working near Overhead Electrical Powerlines & Equipment on Construction Projects

Working near overhead powerlines can be dangerous—even deadly—if proper safety precautions are not taken. Being aware of the hazards and keeping a safe distance from electrical powerlines and equipment are the best means of protection.



Powerline Technicians need specialized training and equipment to protect themselves when working on or near powerlines. Construction workers may also have to work near powerlines. However, they may not know the hazards of working around powerlines or have the knowledge, training, and experience to protect themselves.

This guideline can help construction workers protect themselves and their co-workers from electrical hazards when working near powerlines.

STEP 1 Identify Electrical Hazards

The first step is to recognize where electrical hazards exist and identify the precautions that need to be taken to avoid contact. Ideally, this should be done at the planning stage before work begins. Look around the work area to see if powerlines are close by. Then, consider whether the type of work being done or the type of equipment being used may come close enough to powerlines to present an electrical hazard.

Table 1 shows the minimum safe distances to powerlines based on their voltage. The distance for 750 volts and above is taken from the Construction Projects regulation (O. Reg. 213/91, s. 188(2)) under the OHSA. A distance of 1 metre (3.3 ft) is recommended for less than 750 volts.

Table 1: Minimum Distances to Powerlines

Voltage Rating	Minimum Distance
Less than 750 volts	1 metre (3.3 feet)*
750 to 150,000 volts	3 metres (10 feet)†
More than 150,000 volts, but no more than 250,000 volts	4.5 metres (15 feet)†
More than 250,000 volts	6 metres (20 feet)†

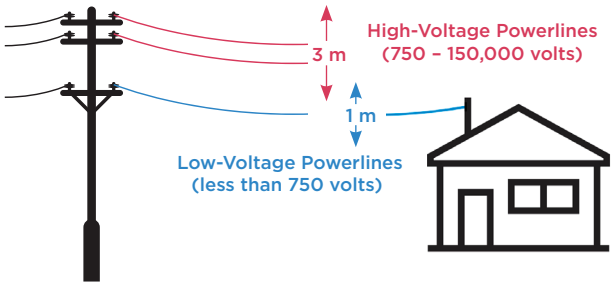
**Recommendation from the Working Group*

†Source: O. Reg. 213/91, s. 188 (2)

Employers must take every reasonable precaution to prevent hazards to workers from energized electrical equipment, installations, and conductors (O. Reg. 213/91, s. 183). This means keeping the minimum distance as required by Table 1.

Powerlines or electrical equipment rated at less than 750 volts are considered **low voltage**, while those rated at 750 volts or above are considered **high voltage**. Workers must keep a safe distance of at least 1 metre (3.3 feet) from low-voltage powerlines to be protected from exposure to electrical shock or arc flash burn. For high-voltage powerlines, the distance is 3 metres (10 feet) or more, depending on the voltage (Figure 1).

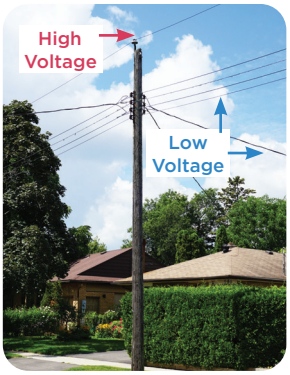
Figure 1



Maintain a safe distance from powerlines in all directions

High-voltage powerlines are usually located higher on a pole than low-voltage powerlines (Figure 2). However, some high-voltage lines can look like low-voltage lines and can be located below low-voltage lines on a pole.

Figure 2



Misidentifying the voltage of powerlines can cause workers to go beyond the minimum safe distance and lead to an electrical incident. In addition, workers have been known to focus on maintaining their distance from low-voltage lines, only to make contact with high-voltage lines.

If you are uncertain of the voltage, get help from an electrically qualified person or contact the owner.

Respect Electricity!

Every wire that brings ELECTRICITY to a business, home, or area CAN KILL YOU. No matter the voltage, keep a safe distance from powerlines to avoid electrical contact, shock, and burns.

The type of equipment being used when working near overhead powerlines may indicate that precautions need to be taken to prevent electrical injury. This includes tall or long-reach equipment such as:

- Cement trucks, concrete pumps, hydro-vac trucks (Figure 3)
- Excavators, backhoes, front-end loaders
- Cranes, drill rigs, boom trucks, bucket trucks
- Ladders, scaffolds
- Dump trucks, waste material/recycling trucks, material delivery trucks
- Swing stages, scissor lifts, forklifts, zoom booms
- Snow-removal equipment, paving machines, farm machinery (including augers).

Figure 3



In addition to the type of equipment being used, the type of work being done near overhead powerlines may indicate that electrical hazards need to be identified and assessed. This type of work can include:

- Siding and painting (Figure 4)
- Roofing and eavestroughing
- Framing
- Stucco and brick work
- Window cleaning and balcony work
- Tree pruning, tree removal, and landscaping.

Figure 4



STEP 2 Complete a Hazard Assessment

Electrical incidents can result in serious injuries or fatalities caused by:

- direct contact from touching energized equipment
- contact with an electrical arc
- exposure to an arc flash.

Completing a **Job Safety Analysis** (JSA) or a **Hazard Risk Assessment** (HRA) is a good way to ensure that hazards have been identified and safe work procedures have been put in place to prevent electrical incidents.

Keep the following points in mind when doing a hazard assessment on overhead powerlines:

- Electrical hazards can sometimes be hard to identify. Electricity is invisible in its usual state and any wire that contains electricity looks exactly the same as a wire without electricity.
- Electricity can jump through the air and into objects and people nearby. Direct contact is not required to make it an electrical hazard.
- Wind and weather can cause wires to swing and heat, ice, or changing electrical demand can cause them to sag. Higher-voltage wires have been known to sag as much as three metres in one hour from heating up during high-demand conditions.
- Long building materials and equipment such as ladders, boards, poles, or scaffold members can be extended or repositioned to the point where they may contact or come near enough to electrical equipment to cause an electrical arc.
- A slip or a fall can move a worker or their tools, equipment, and materials closer than the recommended distance to an electrical hazard.
- Electricity is not only carried by the wires on an electric pole but also by other electrical equipment such as transformers, which can be shaped like a box (Figure 5) or a steel barrel (Figure 6).

Figure 5



Figure 6



A JSA or HRA can also help when estimating the costs associated with a project. Early detection of the hazards and pre-planning control options to prevent these hazards can affect the quote because health and safety concerns must always be taken into consideration. Before work begins, consideration should be given to questions such as:

- How will materials be brought in or removed from the site?
- How will workers access the work location?
- Will wires have to be moved or disconnected for work to be completed safely?
- Are workers knowledgeable/qualified or will assistance be needed to determine voltage/proper clearance distances, etc.?

Don't Guess. Do it Right!

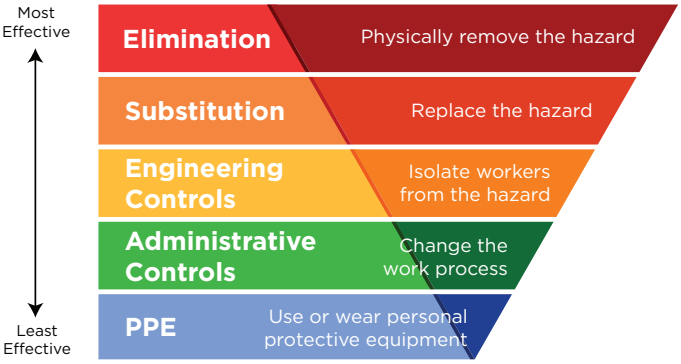
Always contact the owner of the overhead powerline to verify the correct voltage.

STEP 3 Eliminate or Control the Hazards

Once the electrical hazards have been identified and the workers have been made aware of them, the hazards need to be eliminated. If this is not possible, the hazards should be controlled. This means using barriers or other controls to reduce the possibility of a hazard or lessen its severity as much as possible.

Before putting controls in place to address health and safety hazards, consideration should also be given to their effectiveness. Figure 7 below shows the **hierarchy of controls**, which ranks control options from most effective to least effective.

Figure 7



Hierarchy of Controls

Eliminating the hazards of working near overhead powerlines is most effective because the hazard no longer exists. This can be done by:

- Relocating the work to another location that is farther away from overhead powerlines.
- Having a **qualified** person (e.g., a Powerline Technician) who has been **authorized** by the owner of the powerline shut the electricity off, verify that it is off, and ensure that all stored energy is removed.

If the hazard cannot be eliminated, **engineering controls** may be put in place to isolate the worker from the hazard. This can include asking the owner of the powerline to raise or move them, making it more difficult to go beyond the minimum safe work distance.

The utility owner may provide additional assistance, such as installing powerline coverups to protect workers from accidental contact with energized components (Figure 8).

Figure 8



If engineering controls are not practicable, the next best option is putting **administrative controls** in place to change the work process. This may include the following:

- Taking additional precautions to ensure workers keep a safe distance away from powerlines (i.e., the minimum distance shown in Table 1 and Figure 1).
- Designating a signaller (Figure 9) to make sure that workers, loads, and equipment do not go beyond the minimum safe distance from powerlines. (Refer to the requirements of a signaller in O. Reg. 213/91, s. 188(8)).

Figure 9



- Ensuring that all workers are aware of the location of overhead electrical hazards, know how to protect themselves, and are familiar with the safe work procedures.
- Installing warning signs (Figure 10) or flags to remind workers about the dangers of working near powerlines.
- Ensuring that the emergency response plan deals with treating electrical injuries and that proper first aid supplies are available.

Figure 10



Although using or wearing **PPE** (personal protective equipment) is not the most effective method of injury prevention according to the Hierarchy of Controls (Figure 7), it can still minimize exposure to a hazard or reduce its severity.

Some PPE is required by law. Depending on the possible hazards workers may encounter, this can include:

- A Class E hard hat
- Grade 1 work boots with dielectric protection (i.e., an Omega tag)
- CSA-approved safety glasses with side shields
- A high-visibility safety vest
- Protective work gloves
- Hearing protection devices.



As best practice, always consider electricity to be on and electrical wires to be live unless a qualified electrical worker who is authorized by the owner of the electrical equipment confirms that it is off.

STEP 4 Ensure that All Legal Requirements Are Met

Under Ontario's *Occupational Health and Safety Act* (OHSA) and its associated regulations, employers and supervisors have a legal duty to identify hazards (including electrical hazards), inform workers about these hazards, and protect workers from them.



Employers and supervisors must ensure that their legal duties under the OHSA and the requirements of the Construction Projects regulation (213/91) are met

Duties of Employers and Supervisors under the OHSA

Section 25 of the OHSA requires the **employer** to:

- Acquaint a worker or a person in authority with any hazard in the work
- Provide information, instruction, and supervision to workers to protect their health or safety
- Ensure the equipment, materials, and protective devices prescribed by law are provided, are used as prescribed, and are maintained in good condition
- Ensure the measures and procedures prescribed by law are carried out
- Take every reasonable precaution to protect workers.

Section 27 requires the **supervisor** to:

- Advise workers if they are aware of potential or actual danger to their health or safety
- Where prescribed by the health and safety legislation, provide workers with written instructions on protective measures and procedures
- Ensure that workers follow protective measures and procedures and use the required protective devices.

Regulatory Requirements for Employers and Supervisors

Additional requirements are found in the Construction Projects regulation (O. Reg. 213/91):

- The **supervisor** will inspect all machinery and equipment, including electrical installations, at least once a week (s. 14).
- The **employer** will ensure that workers wear and use protective clothing, equipment, and devices, and be trained in their care and use (s. 21). This includes protective headwear (s. 22), protective footwear (s. 23), and eye protection when there is a risk of eye injury to the worker (s. 24).
- Do not store material or equipment moved by a crane or hoisting device near an energized overhead electrical conductor (s. 37 (2)).
- Post a sign where there is a potential hazard from an energized overhead electrical conductor at more than 750 volts (s. 44 (3)).
- The **employer** will ensure that the site-specific work plan for a suspended work platform system or boatswain's chair includes identification of electrical hazards (s. 141.5).
- The **constructor** and **employer** will take every reasonable precaution to prevent hazards from energized electrical equipment (s. 183).
- The **supervisor** will authorize any person who is permitted to enter a room or enclosure containing exposed energized electrical parts (s. 184 (1)).
- Do not store tools, equipment, or materials capable of conducting electricity so close to energized electrical equipment that they can make electrical contact (s. 187).
- Do not bring any object closer to an energized overhead electrical conductor than the minimum distances in Table 1 (s. 188 (2)).
- Designate a competent worker as a signaller to warn the equipment operator if part of the equipment or its load may encroach on the minimum distance to powerlines (s. 188 (8)).

***NOTE**: This is not a complete list of relevant legislation. Always consult a current version of the OHSA and its associated regulations.*

Developed by a collaborative working group from IHSA's Labour-Management Network in partnership with IHSA

Labour Management Network

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TenHouse Building Workshop
107 Gladstone Avenue
Hamilton, ON L8M 2H8
[redacted]

Date: February 19, 2026

To:
Secretary, Committee of Adjustment
City of Burlington

Re: Minor Variance Application – Revised Side Yard Design
Property: 544 Hurd Avenue
Previous Decision: 540-02-A-070/25

Dear Members of the Committee,

We are submitting a revised application for a minor variance to permit a roofed-over deck on the north-west side of the property. This application follows the Committee's decision on February 4, 2026, denying the prior variance request for a side yard setback of 0.4 m.

The Committee's main concern in the previous application seemed to be that a fireplace obstructed the side yard, resulting in only approximately 0.4 m of clearance to the property line. To address this concern, the fireplace has been **relocated to the interior of the patio**, whereas it was previously proposed on the exterior.

The revised design now provides a **clear side setback of 0.73 m to the post of the structure**, closely matching the existing house setback. The reason the proposed variance itself has not changed is that the measurement is taken to the **roof overhang of the structure**, not the post – that is, the area that is free to move. While the variance remains 0.4 m, there is now a **clear and accessible space of 0.73 m**, which is the key difference in this proposal. Additionally, the fireplace will be **vented through the roof**, ensuring there is no impact on the neighbouring property, which was another concern raised by the Committee.

This revision directly addresses the concerns noted in the prior decision:

1. **Functional and usable space** – The revised design provides a continuous clear space along the side yard, ensuring adequate access for service, maintenance, and safe passage.
2. **Spatial separation and safety** – The revised design ensures sufficient clearance from the property line, maintaining appropriate separation between structures while meeting the intent of the zoning by-law.

3. **Minor nature of the variance** – The revised design closely aligns with the existing side yard, reducing the magnitude of the requested relief and reinforcing that the variance is minor in nature.
4. **Neighbourhood character and consistency** – The proposal maintains consistent development standards and respects the established character of surrounding properties, including closely matching the existing side yard setback.

We believe this revised proposal effectively resolves the Committee's prior concerns, providing a practical, safe, and contextually appropriate solution. We respectfully request that the Committee consider this revised application for approval.

Thank you for your time and consideration. We would be pleased to provide any further clarification or answer any questions.

Sincerely,

Matt Fratarcangeli, CET, BSS, BCQ
Qualified and Registered BCIN Designer
Owner and Principal Designer
TenHouse Building Workshop

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: Jennifer Parker

PROPERTY INFORMATION
Municipal Address(es) of property:

544 Hurd Avenue

Legal Description of property:
Plan 117 & Lot 99

Official Plan Designation: Downtown Residential - Low Density Current Zoning Designation DRL

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

FRANCI-LYNN MUELLER

Mailing Address: 544 Hurd Avenue City: Burlington

Postal Code: L7S 1R9 Home Phone: _____ Mobile Phone: [redacted]

Work Phone: _____ E-Mail: [redacted]

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

Name: Matthew Fratarcangeli

Business Address: 107 Gladstone Avenue City: Hamilton

Postal Code: L8M 2H8 Home Phone: _____ Mobile Phone: [redacted]

Work Phone: _____ E-Mail: [redacted]

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.

New rear yard covered patio (attached to house). Concrete patio 24" above grade.

Wood framed roof structure over concrete patio. Patio to align with existing house which is why it is not possible to comply with the setback requirement (existing house not conforming).

Variance(s) Requested	Zoning Bylaw Requirement
proposed side yard setback: 0.42 m	min side yard setback: 1.2 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? The proposed variances do not appear to adversely affect neighboring prpoerties and the impact appears to be minor in nature. The proposed rear yard massing appears to match neighboring properties. No over massing proposed.

2. Why are the variance(s) desirable for the appropriate use of the land? Allows for a covered outdoor area appropriate for accessory residnetial use. Enhaces the residential property for residential use. Does not impact overland drainage or management of storm water.

3. Do the variance(s) meet the intent and purpose of the Official Plan? Yes. Official plan states low density residential which the proposal is consistent with.

4. Do the variance(s) meet the intent and purpose of the Zoning By-law? Yes. Intent is to limit over massing and over development. Proposal is consistent with this intent and does not adversely affect nieghbours.

1. The proposed variance for the covered patio is minor in nature because it represents a small increase in lot coverage and a reduced side yard setback that do not result in any negative impacts to adjacent properties. The covered patio is a single-storey, open structure located in the rear yard, which minimizes any concerns related to privacy, massing, or shadowing. It is a typical residential feature that enhances the usability of outdoor space while maintaining the residential character of the neighborhood. The variance supports a modest and functional addition that remains compatible with surrounding homes.

2. The proposed variance is desirable as it allows for the construction of a covered patio that enhances the functionality and enjoyment of the rear yard, providing sheltered outdoor space for the homeowners. The structure is modest in scale and thoughtfully integrated with the existing dwelling. It supports year-round use without negatively affecting adjacent properties. The covered patio contributes to a livable and practical residential design that reflects common features found in the surrounding neighborhood, making it an appropriate and desirable improvement to the property.

3. The proposed variance maintains the general intent and purpose of the Official Plan by supporting reinvestment in existing residential properties in a way that is compatible with the surrounding neighborhood. The Official Plan encourages enhancements that contribute to livable, functional, and attractive communities. The covered patio provides outdoor living space that improves the usability of the home, aligns with the character of the area, and does not detract from the stability or planned function of the residential zone. The proposed development supports the broader goals of maintaining vibrant, complete communities.

4. The proposed covered patio variance maintains the general intent and purpose of the Zoning By-law by supporting low-density residential use and ensuring that the built form remains compatible with the surrounding area. The structure is located in the rear yard, where accessory and outdoor features are commonly permitted, and it respects the overall massing, height, and separation from neighbouring properties. While the side yard setback slightly exceed the by-law limits, the overall scale, open space, and access are preserved, fulfilling the by-law's intent to regulate orderly development and protect adjacent land uses.

CITY OF Burlington

MINOR VARIANCE – 2026
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:
05/01/2022 (mmm/dd/yyyy)	Approx. 1950 (mmm/dd/yyyy)	November 2025 (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:

Since construction/development of property

Proposed Use of the Land:

SFD - New covered patio

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

CITY OF Burlington

MINOR VARIANCE – 2026
Committee of Adjustment
Department of Community Planning
426 Brant Street, Burlington ON
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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?
10.65 m	36.69	422.9	16 m	16 m			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)	68.5 M^2	Ground Floor Area (incl. attached garage)	M^2
Gross Floor Area:	136.6 M^2	Gross Floor Area:	M^2
Number of Storeys: 2		Number of Storeys:	
Width:	6.3 M	Width:	M
Length:	10.8 M	Length	M
Height:	M	Height	M
Garage/Car Port		**Garage/Car Port**	
Detached?	Y ☑ N ☐	Detached?	Y ☐ N ☐
Gross Floor Area:	25.1 M^2	Gross Floor Area:	M^2
Width:	3.7 M	Width:	M
Length:	7.4 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** Covered Patio	
Gross Floor Area:	M^2	Gross Floor Area:	22.9 M^2
Width:	3.9 M	Width:	4.17 M
Length:	20.7 M	Length:	5.49 M
Height:	M	Height:	4.67 M

LOCATION of all existing and proposed buildings and structures

EXISTING HOUSE		**PROPOSED** Covered Patio	
Front:	4.5 M	Front:	M
Rear:	24.3 M	Rear:	18.6 M
Side/Street Side:	0.8 M	Side/Street Side:	0.42 M
Side/Other Side:	3.4 M	Side/Other Side:	5.5 M

LOCATION of all existing and proposed buildings and structures

EXISTING GARAGE		**PROPOSED**	
Front:	M	Front:	M
Rear: 14.98 M	M	Rear:	M
Side/Street Side: 6.3 M	M	Side/Street Side:	M
Side/Other Side: 0.5 M	M	Side/Other Side:	M

EXISTING COVERED FRONT PORCH		**PROPOSED**	
Front: 2.5 M	M	Front:	M
Rear:	M	Rear:	M
Side/Street Side: 0.9 M	M	Side/Street Side:	M
Side/Other Side: 3.4 M	M	Side/Other Side:	M

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.

Owner Name	FRANCI-LYNN MUELLER	Property Address	544 HURD AVENUE
	FRANCI MUELLER		2026-02-10
	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: Matthew Fratarcangeli

I, MATTHEW FRATARCANGELI (print name) of the REGION (Region/City/County) of HALTON in the ~~Hamilton~~ MF. CITY (City/Town/Township)

of BURLINGTON 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~~ DH. Region (Region/City/County) of Halton in the City of Burlington (City/Town/Township)

this 10 day of Feb 2026.

Debra Ann Hordyk, 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: 544 Hurd Avenue, 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.

FRANCA MUELLER
Signature of Owner

FRANCI-LYNN MUELLER
Print Name

OWNERS AUTHORIZATION

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

I, FRANCI-LYNN MUELLER (print name) being the registered owner of the subject lands, hereby

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

application for a Minor Variance.

FRANCI MUELLER
Signature of Owner

2026-02-10
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

- ☑ Metric Scale
- ☑ North Arrow
- ☑ Frontage
- ☑ Depth
- ☑ Lot Area
- ☑ Lot Coverage
- ☑ Deemed Street Line
- ☑ Existing Front Yard Setbacks
- ☑ Existing Rear Yard Setbacks
- ☑ Existing Side Yard Setbacks
- ☑ Existing Street Side Yard Setbacks
- ☑ Existing Porch, Stairs and Overhang Setbacks
- ☑ Proposed Front Yard Setbacks
- ☑ Proposed Rear Yard Setbacks
- ☑ Proposed Side Yard Setbacks
- ☑ Proposed Street Side Yard Setbacks
- ☑ Proposed Porch, Stairs and Overhang Setbacks
- ☑ Streets (Public and Private)
- ☑ Street Names
- ☑ Parking (Dimensioned spaces, Driveway Width, Arrangement)
- ☐ Railways (Location of them and setbacks to structures)
- ☐ 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.

M.Fratarcangeli
Signature of Owner/Agent

2026-02-10
Date (mmm/dd/yyy)

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

PLAN OF TOPOGRAPHY OF
LOT 99
REGISTERED PLAN 117
CITY OF BURLINGTON
REGIONAL MUNICIPALITY OF HALTON

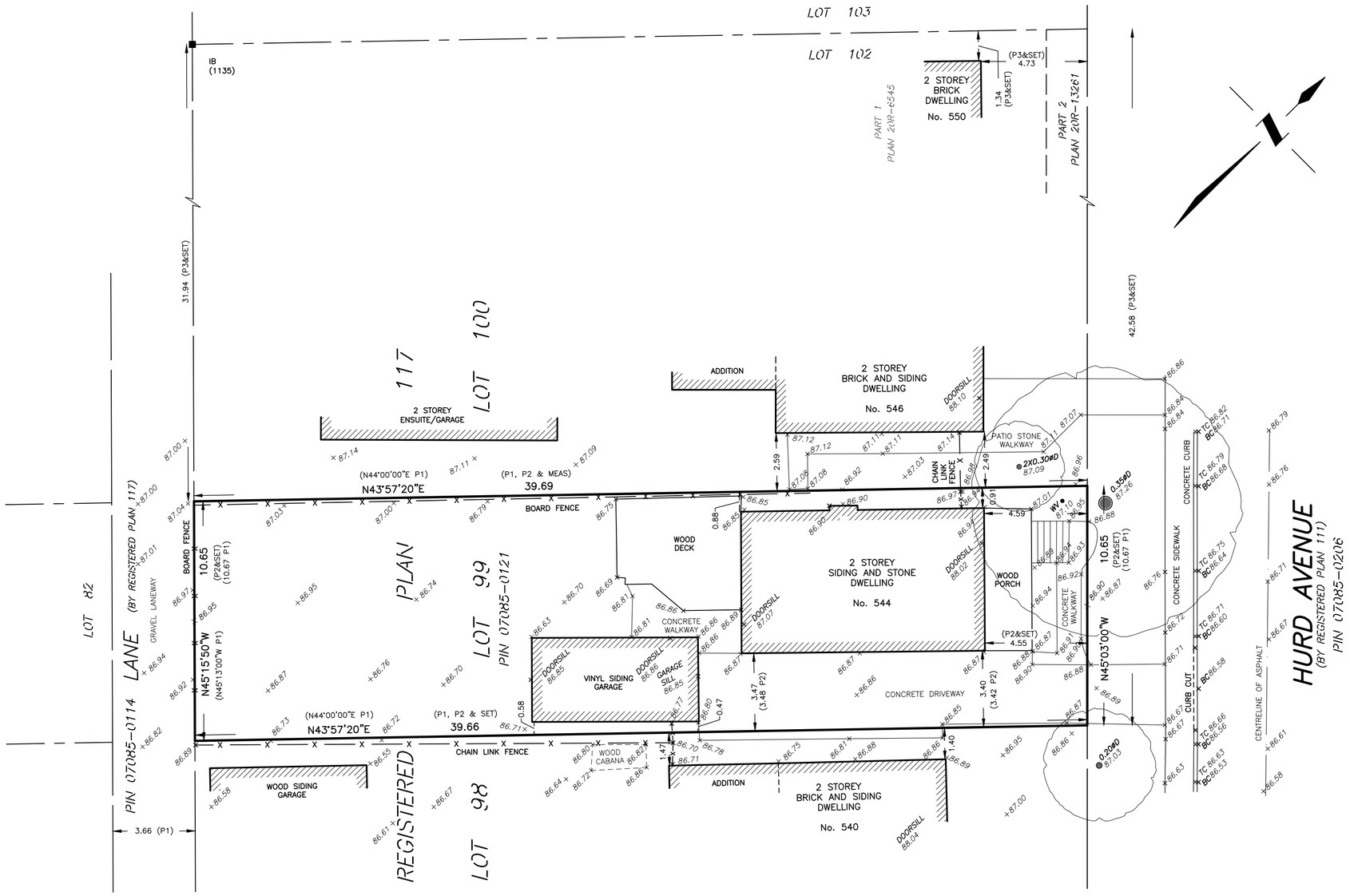
SCALE 1 : 150

2 1 0 2 4 6 8 10 metres

TARASICK McMILLAN KUBICKI LIMITED
ONTARIO LAND SURVEYORS

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ELEVATION NOTE
ELEVATIONS ARE REFERRED TO CANADIAN GEODETIC VERTICAL DATUM–1928 (1978 ADJUSTMENT), AND WERE DERIVED FROM CITY OF BURLINGTON BENCHMARK No. 505, HAVING A PUBLISHED ELEVATION OF 85.605 metres.

BEARING NOTE
BEARINGS ARE ASTRONOMIC AND ARE REFERRED TO THE SOUTHWESTERLY LIMIT OF HURD AVENUE AS SHOWN ON REGISTERED PLAN 117, HAVING A BEARING OF N45°03'00"W.

LEGEND

■	DENOTES	SURVEY MONUMENT FOUND
IB	DENOTES	IRON BAR
TC	DENOTES	TOP OF CURB
BC	DENOTES	BOTTOM OF CURB
CCT	DENOTES	CURB CUT
WV	DENOTES	WATER VALVE
P1	DENOTES	REGISTERED PLAN 117
P2	DENOTES	SEWELL & SWELL, O.L.S., JUNE 6, 1975
P3	DENOTES	PLAN 20R–6545
0.20Ø	DENOTES	DECIDUOUS TREE WITH TRUNK DIAMETER
0.20Ø	DENOTES	CONIFEROUS TREE WITH TRUNK DIAMETER

TREE CANOPIES ARE DRAWN TO SCALE.

SURVEYOR'S CERTIFICATE
I CERTIFY THAT :

1. THE FIELD SURVEY REPRESENTED ON THIS PLAN WAS COMPLETED ON JULY 2, 2025.

JULY 10, 2025
DATE

Simeon Mitrev
SIMEON MITREV
ONTARIO LAND SURVEYOR

ASSOCIATION OF ONTARIO LAND SURVEYORS
PLAN SUBMISSION FORM
V–107534
THIS PLAN IS NOT VALID UNLESS IT IS AN EMBOSSED ORIGINAL COPY ISSUED BY THE SURVEYOR
In accordance with Regulation 1026, Section 29(3)

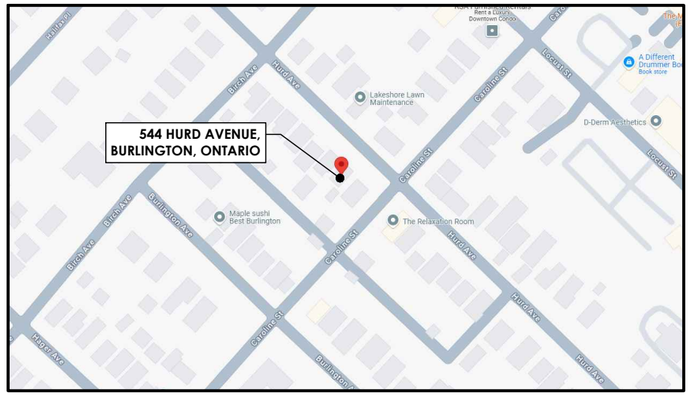
TARASICK McMILLAN KUBICKI LIMITED
ONTARIO LAND SURVEYORS
4181 SLADEVIEW CRESCENT, UNIT 42, MISSISSAUGA, ONTARIO L5L 5R2
TEL: (905) 569–8849 FAX: (905) 569–3160
E–MAIL: office@tmksurveyors.com

DRAWN BY: JMH | FILE No. 10478–T

PLOT DATE: 2025–07–10

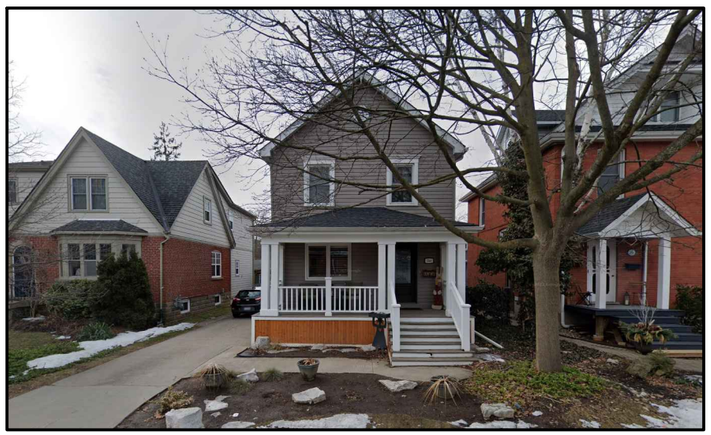
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1 A0.01 AREA MAP
NTS

Copyright Act Applies to Use and Production



2 A0.01 544 HURD AVENUE
NTS

PROJECT DESCRIPTION:

- THESE DRAWINGS OUTLINE A NEW REAR YARD ROOFED OVER PATIO AND A NEW EXTERIOR DOOR AT 544 HURD AVENUE, BURLINGTON, ONTARIO.
- THERE ARE NO CHANGES TO THE EXISTING BUILDING OR SITE CONDITIONS UNLESS OTHERWISE NOTED ON THE SITE PLAN.
- EXISTING SITE DRAINAGE PATTERNS TO REMAIN UNCHANGED.

GENERAL NOTES:

1. ALL WORK TO BE IN ACCORDANCE WITH THE CURRENT ONTARIO BUILDING CODE AND ONTARIO CONSTRUCTION SAFETY ACT, AS REQUIRED.
2. CONTRACTOR TO TAKE ALL NECESSARY PRECAUTIONS TO COMPLY WITH LOCAL SAFETY AUTHORITIES HAVING JURISDICTION (I.E. OCCUPATIONAL HEALTH & SAFETY ACT).
3. ALL WORK SHALL BE DONE IN ACCORDANCE WITH THE MINIMUM STANDARD AND SPECIFICATIONS OF THE MUNICIPALITY'S ENGINEERING DEPARTMENT.
4. VERIFY ALL DIMENSIONS AND REPORT ANY DISCREPANCIES TO THE PROPERTY OWNER BEFORE PROCEEDING WITH ANY WORK. DO NOT SCALE FROM DRAWINGS.
5. THE CONTRACTOR IS RESPONSIBLE FOR ENSURING THAT THERE IS NO INTERRUPTION OF ANY SURFACE OR SUBSURFACE DRAINAGE FLOW THAT WOULD ADVERSELY AFFECT NEIGHBOURING PROPERTIES.
6. ALL EXISTING UNDERGROUND UTILITIES WITHIN THE LIMITS OF CONSTRUCTION SHALL BE LOCATED AND MARKED. ANY DAMAGED OR DISTURBED UTILITIES SHALL BE REPAIRED OR REPLACED TO THE SATISFACTION OF THE GOVERNING BODY AT CONTRACTOR'S EXPENSE.
7. SAFEGUARD ALL EXISTING STRUCTURES, SERVICES, AND ADJACENT PROPERTY AFFECTED BY THE CONSTRUCTION.
8. ALL CONCRETE WORK, INCLUDING FORMING, REINFORCING, PREPARATION, MIXING, PLACING, CURING AND FINISHING SHALL CONFORM TO CSA CAN 3-A23.1-M90 (M94).
9. ALL MASONRY WORK TO BE DONE IN ACCORDANCE WITH CAN3-5304-M90.
10. IF THERE ARE ANY DEVIATIONS FROM WHAT IS DEPICTED ON THESE DRAWINGS, THE CONTRACTOR IS TO NOTIFY TENHOUSE BUILDING WORKSHOP AND SEEK INSTRUCTION BEFORE PROCEEDING.
11. DEMOLITION SHALL BE PERFORMED IN COMPLIANCE WITH CSA S350-M1980(R2003) AND MINISTRY OF LABOUR REQUIREMENTS.
12. IF REQUIRED, CONTRACTOR IS TO PROVIDE SUPPORTS OR SHORING WHERE NECESSARY, BEFORE ANY CLEANUP, DEMOLITION, OR REPAIR ACTIVITIES.
13. ALL DIMENSIONS ARE IN IMPERIAL UNLESS OTHERWISE NOTED.
14. ALL DIMENSIONAL LUMBER TO BE SPRUCE, PINE, FIR (SPF) NO. 1 OR NO. 2 GRADE.
15. THE CONTRACTOR SHALL SEEK FURTHER DIRECTION, IF REQUIRED, REGARDING DETAILS OR MATERIAL SELECTION. TENHOUSE BUILDING WORKSHOP DOES NOT TAKE RESPONSIBILITY FOR ANY ADDITIONAL DETAILS NOT INCLUDED IN THESE DRAWINGS.
16. ALL SPECIFICATIONS AND MATERIALS PROPOSED BY ENGINEERS SHALL BE USED IN PLACE OF SPECIFICATIONS AND MATERIALS IDENTIFIED IN THE CONSTRUCTION NOTES.
17. ALL MANUFACTURED ITEMS TO BE INSTALLED IN ACCORDANCE WITH THE MANUFACTURER'S PRINTED INSTRUCTIONS. SUBMIT ALL INSTALLATION INSTRUCTIONS TO OWNER UPON COMPLETION OF JOB.
18. ALL HAZARDOUS MATERIALS TO BE IDENTIFIED BY THE CONTRACTOR AND PROPERLY DISPOSED OF.
19. ALL WORK AND TRADES SHALL BE COORDINATED BY THE GENERAL CONTRACTOR TO ENSURE ALL WORK IS COMPLETED TO THE HIGHEST STANDARD POSSIBLE.
20. ALL NEW STRUCTURAL MEMBERS ARE TO BE FRAMED, FASTENED, TIED, BRACED, AND ANCHORED TO PROVIDE NECESSARY STRENGTH, RIGIDITY, AND STABILITY PER THE CURRENT ONTARIO BUILDING CODE.
21. GENERAL CONTRACTOR IS RESPONSIBLE TO OBTAIN ALL NECESSARY AND REQUIRED INSPECTIONS.
22. ALL MATERIAL TO BE NEW AND FREE OF DEFECTS.

ABBREVIATIONS:

AFF	ABOVE FINISHED FLOOR
ALUM	ALUMINUM
BBSE	BEAM BY STRUCTURAL ENGINEER
BM	BEAM
BH	BEAM HANGER
CLG	CEILING
CRF	CONVENTIONAL ROOF FRAMING
CMU	CONCRETE MASONRY UNIT
COL	COLUMN
CONC	CONCRETE
CONT	CONTINUOUS
CW	COMPLETE WITH
DEMO	DEMOLISH
DIM	DIMENSION
DJ	DOUBLE JOIST
DN	DOWN
DO	DO OVER
DR	DOOR
DROP	DROPPED
DS	DOWNSPOUT
DWG	DRAWING
EA	EACH
EIFS	EXTERIOR INSULATED FINISH SYSTEM
ELEV	ELEVATION
ENC	ENCLOSED
ENG	ENGINEER OR ENGINEERED
EQ	EQUAL
EST	ESTIMATED
EXT	EXTERIOR
FD	FLOOR DRAIN
FG	FIXED GLASS
FL	FLUSH
FLR	FLOOR
GA	GAUGE
GALV	GALVANIZED
GWB	GYPSUM WALL BOARD
HB	HOSE BIB
INSUL	INSULATED OR INSULATION
INT	INTERIOR
JST	JOIST
LVL	LAMINATED VENEER LUMBER
LSL	LAMINATED STRAND LUMBER
MAX	MAXIMUM
MIN	MINIMUM
MTL	METAL
OBC	ONTARIO BUILDING CODE
OC	ON CENTER
OSB	ORIENTED STRAND BOARD
OTA	OPEN TO ABOVE
OTB	OPEN TO BELOW
PLFA	POINT LOAD FROM ABOVE
PT	PRESSURE TREATED
PTD	PAINT OR PAINTED
REQD	REQUIRED
RM	ROOM
RT	ROOF TRUSS
RWL	RAIN WATER LEADER
SB	SOLID BEARING
SBFA	SOLID BEARING FROM ABOVE
SJ	SINGLE JOIST
SPEC	SPECIFIED OR SPECIFICATION
SPF	SPRUCE, PINE, FIR
STL	STEEL
T&G	TONGUE AND GROOVE
TJ	TRIPLE JOIST
T/O	TOP OF
TYP	TYPICAL
UNO	UNLESS NOTED OTHERWISE
U/S	UNDERSIDE
WIC	WALK-IN CLOSET
WP	WEATHER PROOF

TENHOUSE BUILDING WORKSHOP
107 GLADSTONE AVENUE
HAMILTON, ON L8M 2H8
T: 905-699-7371

THE UNDERSIGNED HAS REVIEWED AND TAKES 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

QUALIFICATION INFORMATION
MATTHEW FRATARCANGELI
BCIN#:44839

REGISTRATION INFORMATION
TENHOUSE BUILDING WORKSHOP
BCIN#:112916

NO.	DATE	REVISION/ISSUE
0	08-07-2025	PRE-BUILDING APP

PROJECT: NEW REAR YARD ROOFED OVER PATIO AND NEW EXTERIOR DOOR AT 544 HURD AVENUE, BURLINGTON, ON

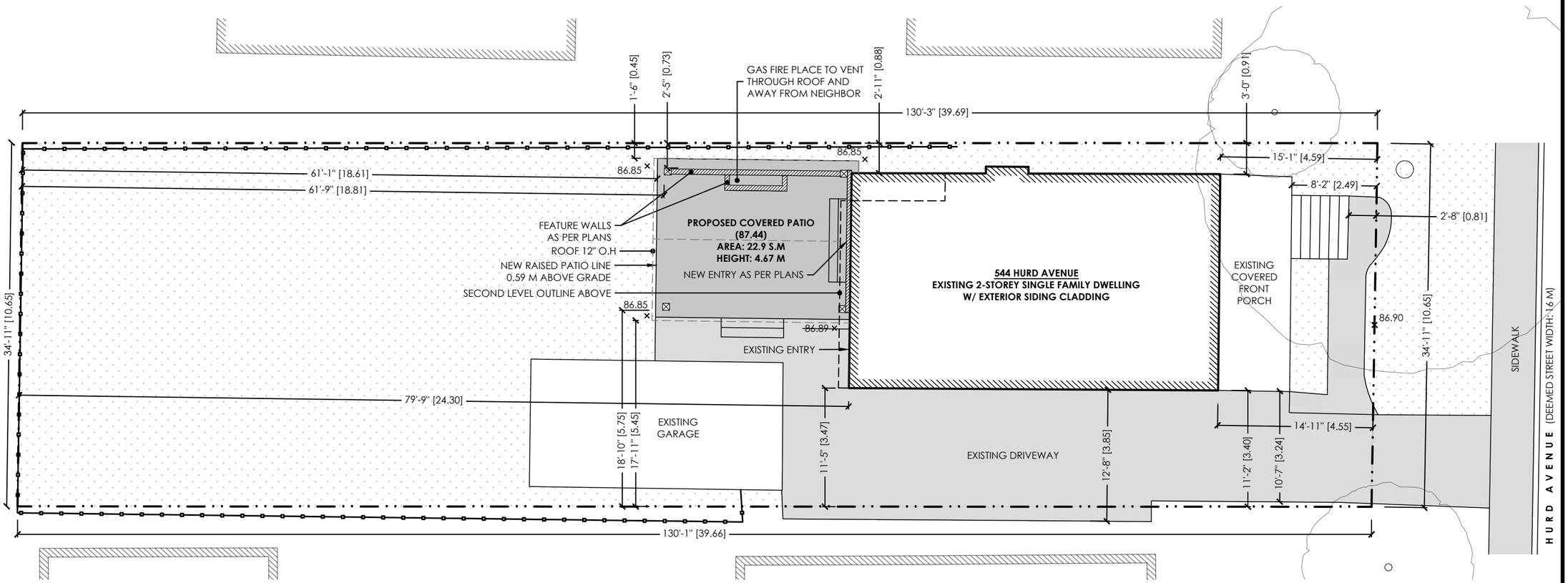
DRAWN: J.T	**APPROVED:** M.D.F
FILE NO: 2025-07	**CHECKED:** M.D.F
REVISION: 0	**DATE:** 08-07-2025

COVER PAGE
A0.01

LEGEND:

SOFTSCAPE
HARDSCAPE
NEW WALLS
NEW POST
EXISTING TREE
EXISTING FENCE

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GENERAL SITE PLAN NOTES:

1. LOT LINE AND HOUSE FOOTPRINT DATA IS TAKEN FROM A CERTIFIED OLS SURVEY.
2. ONLY SITE WORK RELATED TO THE CONSTRUCTION OF THE SUBJECT COVERED PATIO TO BE CARRIED OUT.
3. EXISTING SITE DRAINAGE PATTERNS TO REMAIN UNCHANGED.
4. ALL DOWNSPOUTS ON SITES DRAIN DIRECTLY INTO SOFT LANDING. NO DOWNSPOUTS ARE TO CROSS WALKWAYS OR PATIOS OR DRAIN ONTO/ACROSS WALKWAYS OR PATIOS.

PROJECT STATISTIC			
ADDRESS: 544 HURD AVENUE			
MUNICIPALITY: BURLINGTON			
DESIGNATED ZONE: DRL			
LOT AREA:			422.3 S.M
LOT FRONTAGE:			10.6 M
BUILDING HEIGHT			
FIXED GRADE:			86.90
LOT COVERAGE			
	EXISTING	PROPOSED	TOTAL
HOUSE:	70.2 m²	0 m²	70.2 m²
GARAGE:	27.7 m²	0 m²	27.7 m²
COVERED PATIO:	0 m²	22.9 m²	22.9 m²
TOTAL LOT COVERAGE: 28.6%			120.8 m²
MAX LOT COVERAGE: 17% FOR HOUSE PLUS 8% FOR ACCESSORY BUILDINGS			105.5 m²

1 SP1.01 PROPOSED SITE PLAN
1:125

TENHOUSE BUILDING WORKSHOP
107 GLADSTONE AVENUE
HAMILTON, ON L8M 2H8
T: 905-699-7371

THE UNDERSIGNED HAS REVIEWED AND TAKES 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

QUALIFICATION INFORMATION
MATTHEW FRATARCANGELI
BCIN#:44839

REGISTRATION INFORMATION
TENHOUSE BUILDING WORKSHOP
BCIN#:112916

NO.	DATE	REVISION/ISSUE
0	26-02-11	MINOR VARIANCE

PROJECT:
NEW REAR YARD COVERED PATIO
AND NEW EXTERIOR DOOR
AT 544 HURD AVENUE,
BURLINGTON, ON

DRAWN: J.T	**APPROVED:** M.D.F
FILE NO: 2025-07	**CHECKED:** M.D.F
REVISION: 0	**DATE:** 2026-02-11

PROPOSED SITE PLAN
SP1.01

STRUCTURAL FRAMING NOTES FOR CONVENTIONAL LUMBER:

1. ALL WOOD-FRAME CONSTRUCTION SHALL CONFORM TO OBC 9.23. U.N.O. ON THE DRAWINGS.
2. LUMBER SHALL BE SPF No. 1/2 OR BETTER UNLESS NOTED OTHERWISE. MOISTURE CONTENT SHALL BE 19% OR LESS.
3. LUMBER SHALL NOT BE NOTCHED OR DRILLED IN THE FIELD WITHOUT PERMISSION OF TACOMA ENGINEERS.
4. WOOD IS NOT PERMITTED TO BEAR DIRECTLY ON MASONRY OR CONCRETE WITHOUT PROTECTION. PROVIDE EITHER PRESSURE TREATED LUMBER, SUITABLE WOOD PRESERVATIVE OR 6 MIL (0.152mm) POLYETHYLENE SHEET.
5. ALL NAILS USED SHALL CONFORM TO STEEL WIRE NAILS AND SPIKES AS DEFINED IN CSA STANDARD B111 "WIRE NAILS, SPIKES AND STAPLES" UNLESS NOTED OTHERWISE.
6. ALL STEEL CONNECTORS (UPLIFT CLIPS, BRACKETS, JOIST HANGERS etc.) SHALL BE SIMPSON STRONG TIE CONNECTORS UNLESS NOTED OTHERWISE.
7. ALL BUILT UP MEMBERS TO BE FASTENED TOGETHER WITH TWO 75mm (3") SPIRAL NAILS AT 300mm (12") O.C. FOR EVERY PLY UNLESS NOTED OTHERWISE. MULTI-PLY ENGINEERED LUMBER BEAMS TO BE FASTENED AS PER THE MANUFACTURER'S SPECIFICATIONS.
8. ALL PRE-ENGINEERED STEEL CONNECTORS (EG. SIMPSON STRONG TIE) ARE TO HAVE THE CORRECT NUMBER AND SIZE OF FASTENERS, AS PER THE MANUFACTURER'S PRODUCT CATALOGUE.MOVEMENT OR ROTATION.

BEAM SCHEDULE

B1- ROOF BEAM
3-PLY 1.75" x 9.25" 2.0E LVL BEAM (DROPPED)
TO HAVE FULL BEARING (MIN 3") ON POST
CONNECTED TO POST AS PER POST MANUFACTURER INSTALL INSTRUCTIONS
EXTERIOR FINISH AS SPECIFIED BY OWNER

B2- ROOF BEAM
2-PLY 1.75" x 9.25" 2.0E LVL BEAM (DROPPED)
TO HAVE FULL BEARING (MIN 3") ON POST
CONNECTED TO POST WITH METAL SST CLIPS
EXTERIOR FINISH AS SPECIFIED BY OWNER

ROOF SCHEDULE

R1- ROOF
ASPHALT SHINGLE W/ SHINGLE UNDERLAYMENT AS PER MANUFACTURER
3/8" ROOF SHEATHING W/ MIN 1.5" NAIL PENETRATION INTO ROOF RAFTER
2 x 8 AT 16" O.C ROOF RAFTER, NAILED TO SUPPORTING BEAMS
APPROVED EXTERIOR FINISH AS SPECIFIED BY OWNER

LEGEND:

+PLFA POINT LOAD FROM ABOVE

BH BEAM HANGER

POST SCHEDULE

P1 - HELICAL PILE
PROVIDE MIN. 3/8" HELICAL PILE SADDLE HEAD TO FASTEN POST
C/W TACK WELDS OR SELF TAPING SCREWS
REVIEW POST MANUFACTURER INSTALL INSTRUCTIONS

P2 - FIBERGLASS POST AS PER MANUFACTURER SPECIFICATION
PROVIDE CONNECTIONS AT TOP AND BOTTOM AS PER MANUFACTURER

P3 - PRESSURE TREATED 4 x 4 POST
PROVIDE METAL BRACKET CONNECTION TO BEAM
APPROVED EXTERIOR FINISH AS SPECIFIED BY OWNER

P4 - PRESSURE TREATED BUILT-UP POST
3-PLY 2 x 6 POST WITHIN STUD CAVITY
W/ SOLID TRANSFER BLOCKING TO BEAM BELOW
ENSURE POST IS CONCENTRIC TO BEAM BELOW

P5 - PRESSURE TREATED BUILT-UP POST
4-PLY 2 x 6 POST W/ SOLID BEARING TO FOUNDATION
ENSURE POST IS CONCENTRIC TO STRUCTURAL BELOW

P6 - ARCHITECTURAL POST
FIBERGLASS TO MATCH P2
NON-LOAD BEARING

LINTEL SCHEDULE

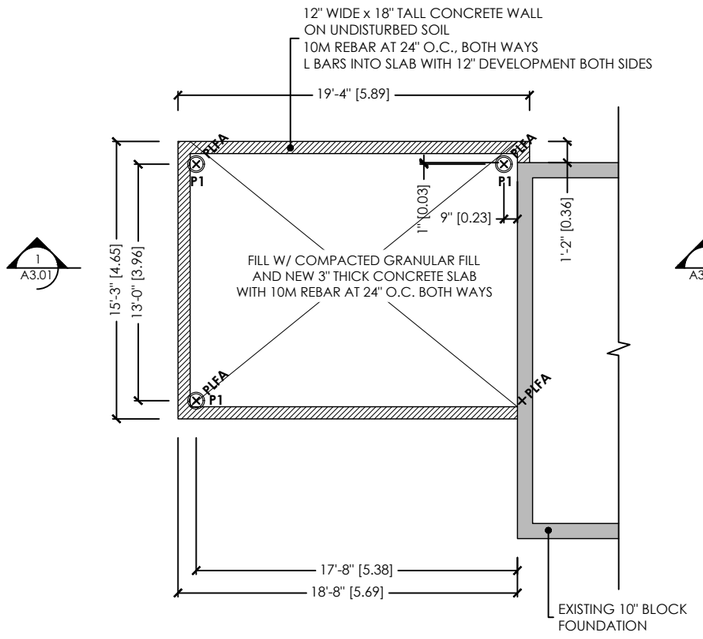
L1 - NEW LINTEL
3-PLY 2 x 8
1 JACK 2 KINGS
WITH SOLID BEARING TO FOUNDATION

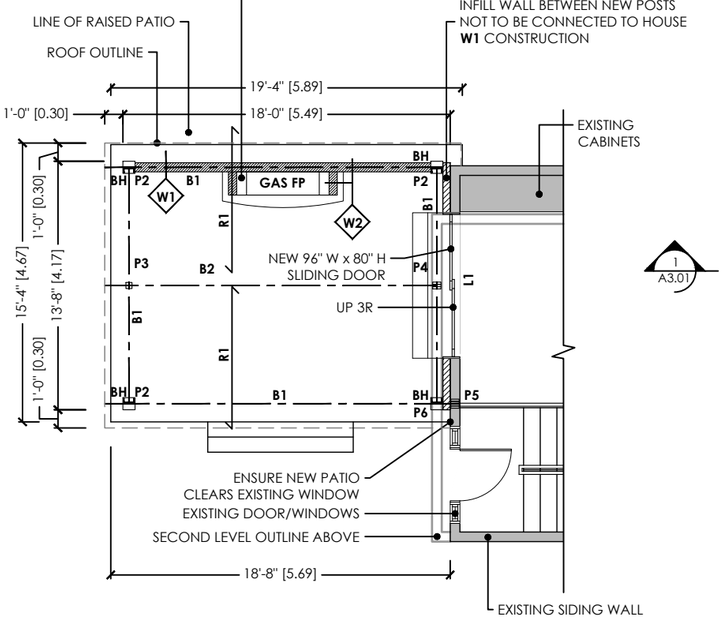
WALL SCHEDULE

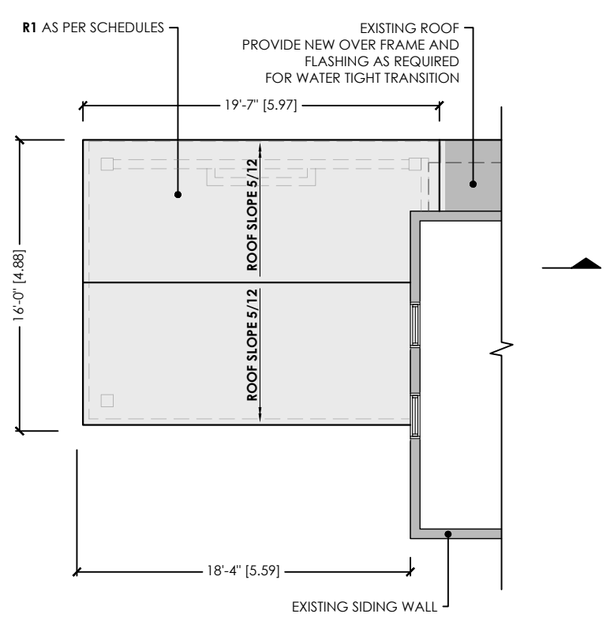
W1 -EXTERIOR WALL
SIDING AS PER MANUFACTURER (ON BOTH SIDES)
1 x 4 STRAPPING AT 16" O.C., FASTENED TO STUDS (ON BOTH SIDES)
WEATHER BARRIER AS PER MANUFACTURER (ON BOTH SIDES)
3/8" EXTERIOR GRADE SHEATHING (ON BOTH SIDES)
2 x 4 STUDS AT 16" O.C., DBL TOP PLATE
SINGLE BTM PLATE, PRESSURE TREATED
BTM PLATE FASTENED TO PAVERS/HARDSCAPE W/ 1/4" TAPCONS AT 12" O.C.,
(MIN. 2" EMBEDMENT INTO PAVERS)
PROVIDE SILL GASKET
PROVIDE BTM OF WALL FLASHING AS PER SIDING MANUFACTURER
AND UP BEHIND WEATHER BARRIER MIN 6"

W2 -THIN STONE WALL
THIN STONE FINISH
GROUT IN PLACE AS PER MANUFACTURER'S SPECIFICATIONS
WEATHER BARRIER AS PER MANUFACTURER
3/8" EXTERIOR GRADE SHEATHING
2 X 4 WOOD STUD WALL AT 16" O.C., DBL TOP PLATE
SINGLE BTM PLATE, PRESSURE TREATED
BTM PLATE FASTENED TO PAVERS/HARDSCAPE W/ 1/4" TAPCONS AT 12" O.C
(MIN. 2" EMBEDMENT INTO PAVERS)
PROVIDE SILL GASKET

Copyright Act Applies to Use and Production







1 A1.01 FOUNDATION PLAN 1:100

2 A1.01 FRAMING PLAN 1:100

3 A1.01 ROOF PLAN 1:100

TENHOUSE BUILDING WORKSHOP
107 GLADSTONE AVENUE
HAMILTON, ON L8M 2H8
T: 905-699-7371

THE UNDERSIGNED HAS REVIEWED AND TAKES 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

QUALIFICATION INFORMATION
MATTHEW FRATARCANGELI
BCIN#:44839

REGISTRATION INFORMATION
TENHOUSE BUILDING WORKSHOP
BCIN#:112916

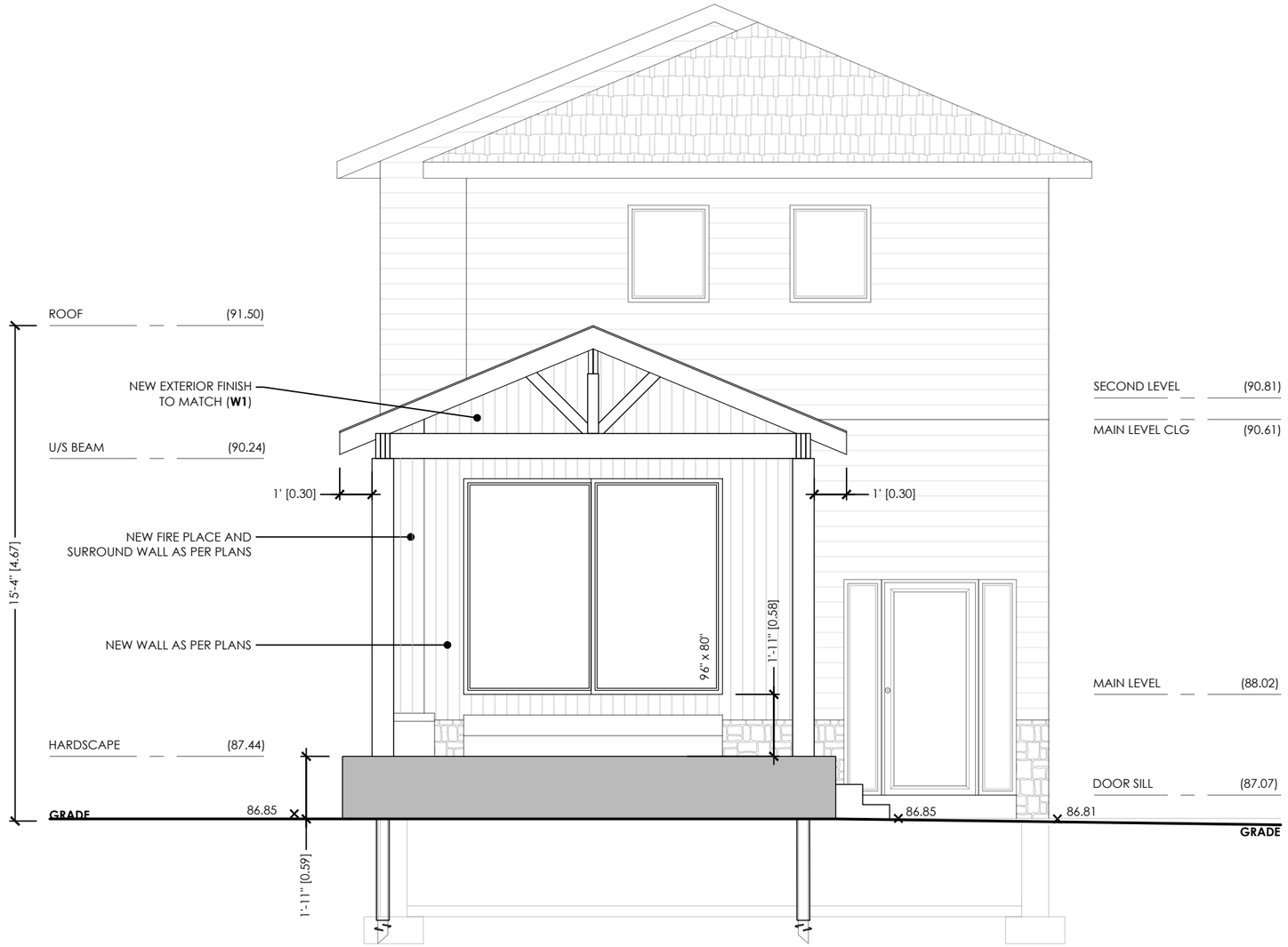
NO.	DATE	REVISION/ISSUE
0	26-02-11	MINOR VARIANCE

PROJECT:
NEW REAR YARD COVERED PATIO
AND NEW EXTERIOR DOOR
AT 544 HURD AVENUE,
BURLINGTON, ON

DRAWN: J.T	**APPROVED:** M.D.F
FILE NO: 2025-07	**CHECKED:** M.D.F
REVISION: 0	**DATE:** 2026-02-11

FOUNDATION, FRAMING & ROOF PLAN

A1.01



1 A2.01 REAR ELEVATION (WEST)
1:50

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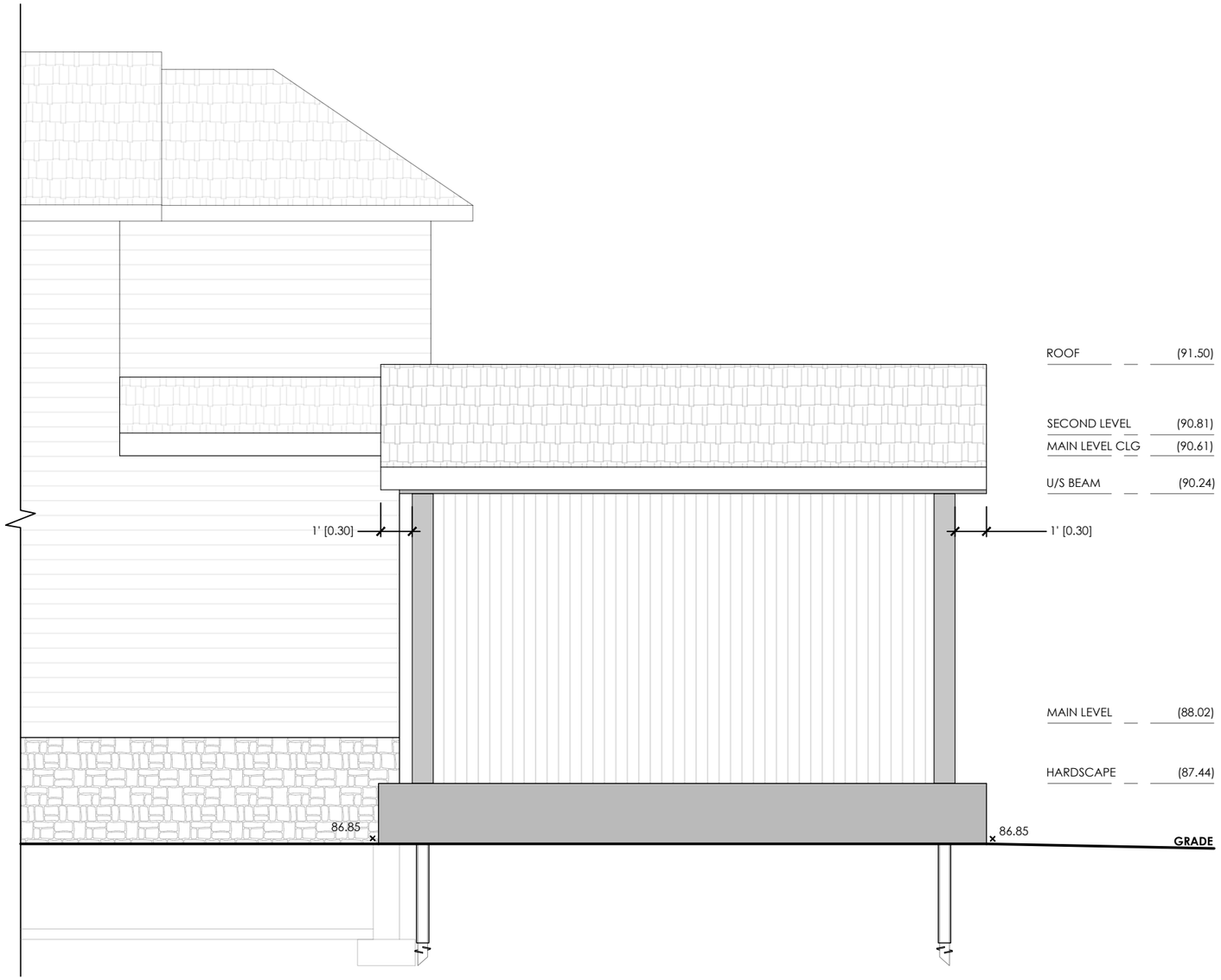
REGISTRATION INFORMATION
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NO.	DATE	REVISION/ISSUE
0	26-02-11	MINOR VARIANCE

PROJECT:
NEW REAR YARD COVERED PATIO AND NEW EXTERIOR DOOR AT 544 HURD AVENUE, BURLINGTON, ON

DRAWN: J.T	**APPROVED:** M.D.F
FILE NO: 2025-07	**CHECKED:** M.D.F
REVISION: 0	**DATE:** 2026-02-11

REAR ELEVATION
A2.01



1 A2.02 SIDE ELEVATION (NORTH)
3/16" - 1'-0"

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TENHOUSE BUILDING WORKSHOP
107 GLADSTONE AVENUE
HAMILTON, ON L8M 2H8
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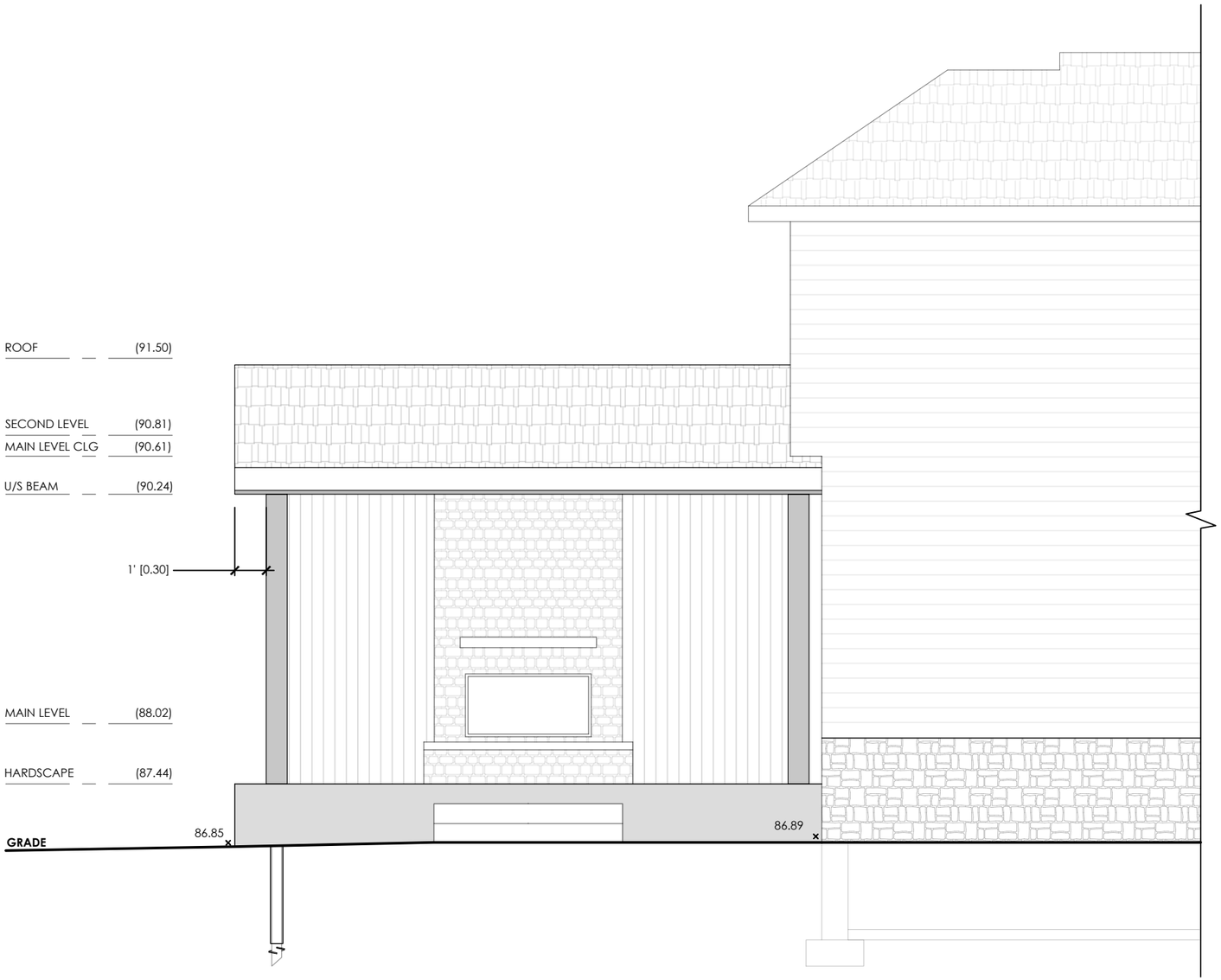
REGISTRATION INFORMATION
TENHOUSE BUILDING WORKSHOP
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PROJECT:
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DRAWN: J.T	**APPROVED:** M.D.F
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SIDE ELEVATION
A2.02



1 A2.03 SIDE ELEVATION (SOUTH)
1:50

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107 GLADSTONE AVENUE
HAMILTON, ON L8M 2H8
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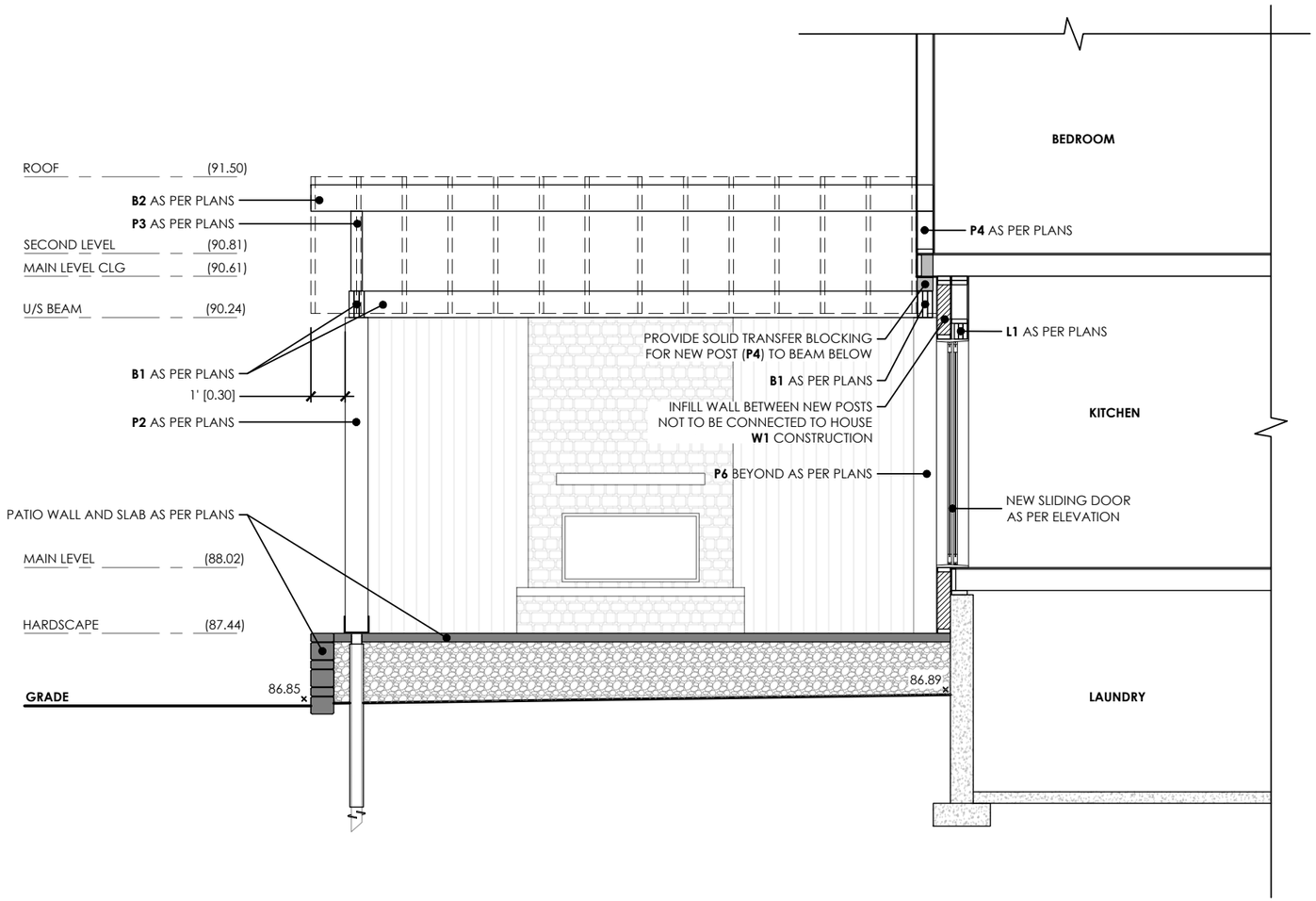
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SIDE ELEVATION
A2.03



1 A3.01 SECTION A
1:50

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SECTION A
A3.01

PROPERTY	544 Hurd Ave. PLAN 117 LOT 99 City of Burlington, Region of Halton

DECISION 540-02-A-070/25:

Having regard for the requirements of Section 45 Sub-section (1) of the *Planning Act*, RSO. 1990, c. P.13, as amended;

And after having fully considered as part of their deliberations and final decision on this matter any and all written submissions relating to this application that were made to the Committee of Adjustment before its decision, and any and all oral submission related to this application that were made at the public hearing held under the *Planning Act;* **majority of members did not support variance 1; members unanimously supported variance 2, therefore;**

The Committee **GRANTS** part of the application under **File 540-02-A-070/2026** at **544 Hurd Ave., Burlington:**

2. To permit a 2.8 m high privacy screen instead of the maximum permitted 1.8 m from a platform for a proposed privacy screen along the north-west side of the proposed patio.

The reasons for the Committee's decision are that:

1. The general intent and purpose of the Official Plan **will** be maintained.

1. The general intent and purpose of the zoning by-law **will** be maintained.

2. The requested variances **are** desirable for the appropriate development or use of the property.

3. The requested variances **are** minor.

In addition to satisfying the four tests, the Committee's rationale for supporting the variance include: the proposed minor variance was deemed minor in nature because it did not create significant impacts on adjacent properties; it improved the privacy function and usability of the rear yard without undermining the intent of the Zoning By-law or Official Plan, and no substantial cumulative impacts were identified.

The Committee **REFFUSED** part of the application under **File 540-02-A-070/2026** at **544 Hurd Ave., Burlington:**

1. To permit a north-west side yard of 0.4 m instead of the minimum required 1.2 m for a proposed roofed-over deck less than 1.2 m high.

The reasons for the Committee's decision are that:

1. The general intent and purpose of the Official Plan **will not** be maintained.

2. The general intent and purpose of the zoning by-law **will not** be maintained.

3. The requested variance **is not** desirable for the appropriate development or use of the property.

4. The requested variance **is not** minor.

In addition to not satisfying the four tests, the Committee's rationale for not supporting the variance include: the Committee found that the reduced side yard would have been too narrow to provide any meaningful, functional, or usable space, and therefore did not represent an appropriate or practical deviation from the zoning standard; in the Committee's view, a setback of 0.4 metres would not have achieved the spatial separation, access, or maintenance clearance that the zoning by-law was intended to secure; it further determined that the variance could not be considered minor in nature, both because of the magnitude of the reduction and because of its potential impacts on the neighbouring property and utility purposes; the requested relief did not align with the general intent and purpose of the zoning by-law, which sought to ensure adequate side-yard conditions, preserve neighbourhood character, and maintain consistent development standards.

CONDITIONS:

The decision of the subject minor variance application is subject to the following conditions. Conditions as listed below must be fulfilled within the time period specified which period begins from the last date of appeal. Any time period given is a maximum period only and cannot be extended.

These variances are for the life and repair of the single detached residential use only; any construction associated with this approval shall be substantially in accordance with the plans submitted in support of the application.

The following conditions must be satisfied within 2 years for the subject site:

1. The Applicant shall apply for a Pre-Building Permit Application;

The Applicant is advised of the following notes:

1. A building permit is required for all building construction.

1. Permit application drawings are to be prepared by a qualified designer as per Div. C., Section 3.2 - Qualifications of Designers and OBC 2024.

2. A grading and drainage clearance certificate **may** be required.

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

4. Variances have been identified based on the plans submitted for zoning review. If additional variances are identified when a Pre-Building Approval Application is made, they will be the responsibility of the applicant to obtain.

5. The zoning review is based on the portion of the site affected by the proposed development only.

6. The variances are being reviewed under Section 45(1) of the *Planning Act*.

The decision of the Committee is subject to a 20-day appeal period that starts today. The Secretary-Treasurer will mail a copy of the decision within 10 days of this meeting.

"F. Capuano"
F. Capuano, Chair

"J. Riddell"
J. Riddell, Vice Chair

"E. Westerhof"
E. Westerhof, Member

"B. Ursel"
B. Ursel, Member

Date of hearing: **WEDNESDAY FEBRUARY 4, 2026**
Last day to appeal: **TUESDAY**, **FEBRUARY 24, 2026**

I certify this to be a true copy of the committee's decision.



Catherine Susidko-Petriczko
Secretary Treasurer, Committee of Adjustment