



Committee of Adjustment

Agenda

Date: May 20, 2026
Time: 1:00 pm
Location: Council Chambers, City Hall, second floor

Pages

1. Call to Order

2. Land Acknowledgement

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

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

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

3. Roll Call

4. Declarations of Interest

5. Addendums

6. Request for Deferrals

7. Consent Items

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

7.1 2328 New Street_A-006-2026

1 - 59

Proposal:

The applicant is proposing the construction of a second storey addition to an existing two-storey dwelling without an attached garage. The applicant also seeks to legalize the existing non-conforming parking condition and existing front porch roof from the deemed street width.

VariANCES:

1. To permit a street side yard abutting Delaware Avenue of 3.2 m instead of the minimum required 4.5 m for proposed second storey addition to a detached dwelling.
2. To permit a front yard of 0 m instead of the minimum required 5.35 m (6 m – 0.65 m encroachment) for the existing front porch.
3. To permit a driveway length of 2.7 m instead of the minimum required 6 m for the existing driveway.
4. To permit zero parking spaces instead of the minimum required two parking spaces for a detached dwelling.

8. Regular Items

8.1 880 Glenwood Avenue_B-004-2024

60 - 177

Consent to Sever a parcel of land for the creation of one new residential lot as described below:

- Retained Parcel (Part 1): Lot width 28.71m, Lot Area: 4,022.9 m²
- Severed Parcel (Part 2): Lot width 20.74m, Lot Area: 787.8 m²

8.2 880 Glenwood Avenue_A-012-2025

178 - 230

The following variances are required to facilitate Consent application B-004-2024 and apply to the retained parcel only:

Variances:

1. To permit a south-east side yard of 0.85 m for the existing dwelling instead of the minimum required 2.902 m to facilitate a proposed land severance.
2. To permit a hammerhead driveway with a width of 4.3 m instead of the maximum permitted 3.0 m.
3. To permit a hammerhead driveway with a length of 7.3 m instead of the maximum permitted 2.0 m.

9. Other Business

9.1 Correspondence

9.2 Items for Discussion

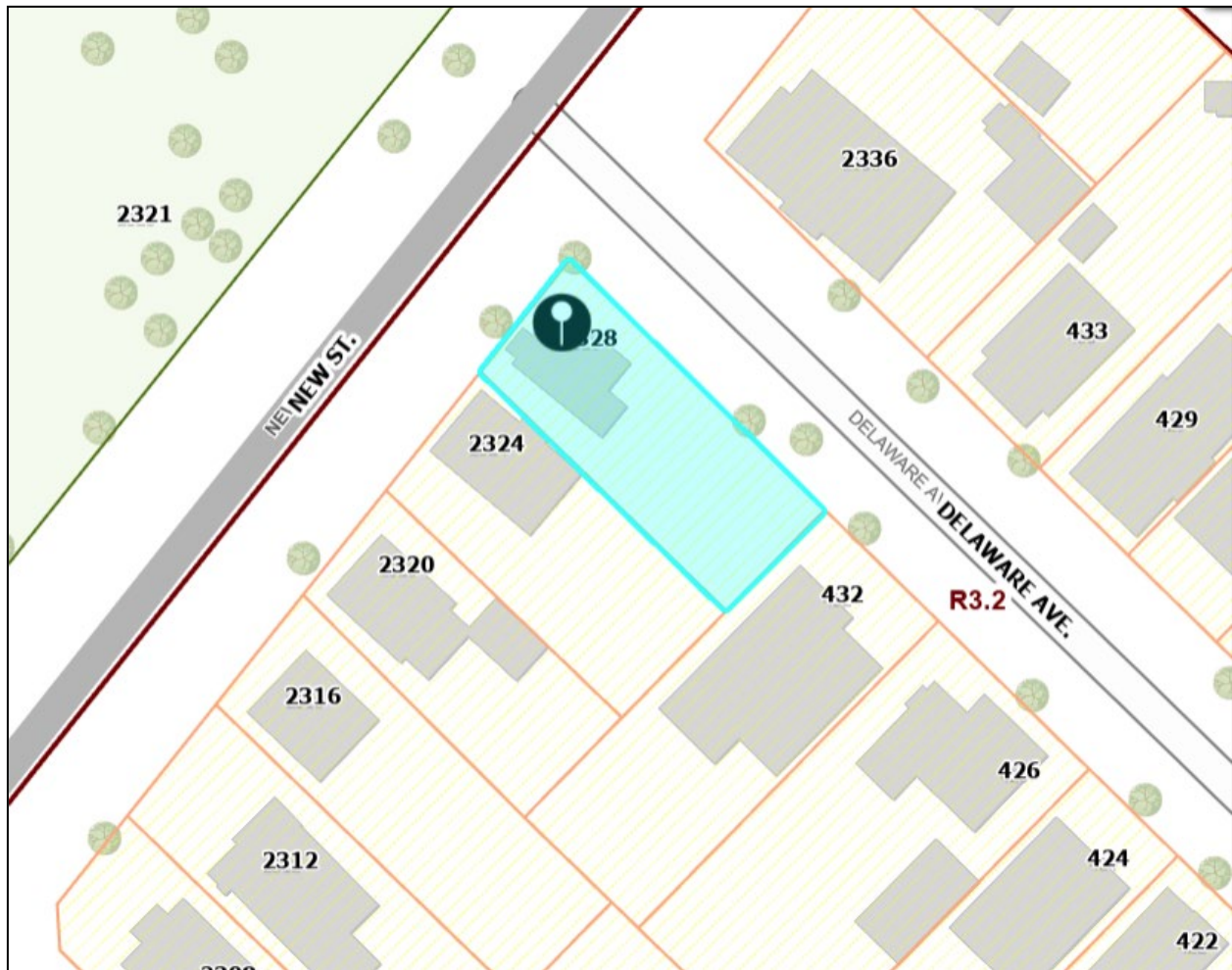
9.3 Date of Next Meeting

9.4 Motion to Approve Committee of Adjustment Meeting Minutes

10. Adjournment

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MINOR VARIANCE
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Owner(s): Lara Greenless
Address: 2328 New St. Burlington
File No. **A-006/26**
Ward: 2



Staff Comments:

Committee of Adjustment

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

Date: January 22, 2026

Prepared By: E. Shacklette

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Zoning

1) Background information:

The subject property is zoned R3.2, 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 R3.2 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	(c)	(b)	4.5 m

Footnotes to Table 2.4.1

- (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
- (c) On a corner lot the rear yard may be 4.5 m

PART 1: GENERAL CONDITIONS AND PROVISIONS
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2.2 ACCESSORY BUILDINGS AND STRUCTURES AND UNITARY EQUIPMENT

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

- (b) Regulations for Accessory Building greater than 10 m² in floor area and/or greater than 2.5 m in height:
- (i) Not permitted in a front yard, street side yard or required side yard.
 - (ii) Permitted in a rear yard subject to the following:
 - Setback from a rear lot line: 1.2 m
 - **Setback from a side lot line: 1.2 m**
 - Setback from a street side yard: 7.5 m
 - Maximum roof overhang encroachment from a wall: 0.5 m

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• Maximum floor area:	50 m ²
• Maximum one storey	
• Maximum height (peaked roof):	4.6 m
• Maximum height (flat roof):	3.5 m

2.13 ENCROACHMENT INTO YARDS

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

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

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

A terrace or unroofed porch

A carport

2.24 DRIVEWAY WIDTHS AND LANDSCAPED OPEN SPACE AREA

3) Unless otherwise specified in this by-law, driveways shall be a minimum of **6 m** in length.

2.25 OFF-STREET PARKING AND LOADING REQUIREMENTS

Table 1.2.6: Off-Street Parking Standards

USE	PARKING STANDARD
Detached Dwelling Semi-Detached Dwelling Duplex Dwelling	2 spaces per unit; one of which may be provided in an attached or detached garage

2.27 DEEMED STREET WIDTH

2.27.1 For the purposes of establishing building setbacks or for the application of any other provisions of this By-law, the streets listed in Table 1.2.9 – “Deemed Street Widths” shall be deemed to be the width shown. Streets not included in Table 1.2.9 shall be deemed to be 20 m wide.

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Table 1.2.9 – Deemed Street Widths

DEEMED STREET WIDTHS <small>® Indicates "Regional Road"</small>			
STREET	FROM	TO	WIDTH (m)
N			
New Street	Martha Street	Beverly Drive	30

2) **Proposal:**

The applicant is proposing the construction of a second storey addition to an existing two-storey dwelling without an attached garage.

The applicant also seeks to legalize the existing non-conforming parking condition and existing front porch roof from the deemed street width.

3) **Variances required:**

1. To permit a street side yard abutting Delaware Avenue of 3.2 m instead of the minimum required 4.5 m for proposed second storey addition to a detached dwelling.
2. To permit a front yard of 0 m instead of the minimum required 5.35 m (6 m – 0.65 m encroachment) for the existing front porch.
3. To permit a driveway length of 2.7 m instead of the minimum required 6 m for the existing driveway.
4. To permit zero parking spaces instead of the minimum required two parking spaces for a detached dwelling.

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.

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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: April 8, 2026Prepared By: J. Parker**Site Planning**

Site Characteristics	
Lot Frontage (m)	13.97m (New Street) 35.10m (Delaware Avenue)
Lot Area (m²)	431.3m ²
Existing Land Uses <i>(ex. buildings, structures, driveways, fences, etc...)</i>	Detached Dwelling
Site Grading <i>(ex. Flat and level, significant grade differences)</i>	Flat and level
Notable Site Features	N/A
Surrounding Land Uses <i>(ex. Adjacent building relationships, natural features, notable adjacencies)</i>	Low rise Residential
Nearest Major Intersection	New Street and Guelph Line
Neighbourhood Boundaries*	North: New Street East: Guelph Line South: Lakeshore Road West: Seneca Avenue
*Based on OP, 1997 residential neighbourhood definition	

Neighbourhood Characteristics:

- The neighbourhood is characterized by low-rise residential development, consisting of a mix of one-storey bungalows, split-level dwellings and two storey dwellings, with some newer two-storey dwellings introducing variation in height while maintaining an overall low-rise character.
- Building massing is generally modest and consistent, with dwellings featuring simple forms, including hip and gable roof types, moderate roof pitches, and limited architectural articulation.
- Exterior materials are predominantly brick and siding
- Lots are generally rectangular and uniform in size, contributing to a consistent pattern of development and front yard alignment along the street.
- Driveways are typically single-width with some double-width, providing access to front-facing garages, carports, or rear garages, which reflects the original neighbourhood design.
- The streetscape has a mature residential character, defined by small to moderate front yards, established lawn areas, and mature trees within front yards and near the boulevard that create a continuous landscaped buffer between the street and dwellings.
- There are a range of front yard setbacks

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A site visit was conducted on April 29, 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 additions 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 site is designated 'Low-Rise Neighbourhoods I' 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 Part II, 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 two-storey addition maintains a low-rise built form and modest massing that is consistent with the surrounding neighbourhood, which is characterized by one- and two-storey dwellings.

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- The addition is integrated into the existing dwelling by aligning with the established building walls and orientation, reinforcing the existing siting pattern rather than introducing a new built form condition.
- The requested reduction to the street side yard represents a minor extension of an existing condition, as the dwelling is already deficient, and is influenced by the angled lot line and building placement, which creates a pinch point along the Delaware Avenue side yard.
- The resulting setback condition does not appear out of character with the range of setbacks observed along Delaware Avenue and does not create a dominant or intrusive built form within the streetscape.
- Existing mature landscaping on the subject property and public trees along Delaware Avenue provide partial screening and contribute to maintaining the established landscaped character of the street.
- The existing driveway reflects an established condition that has been in place for an extended period and is representative of the range of front yard and driveway conditions present within the neighbourhood.



Figure 2: subject lands aerial photo from 1998

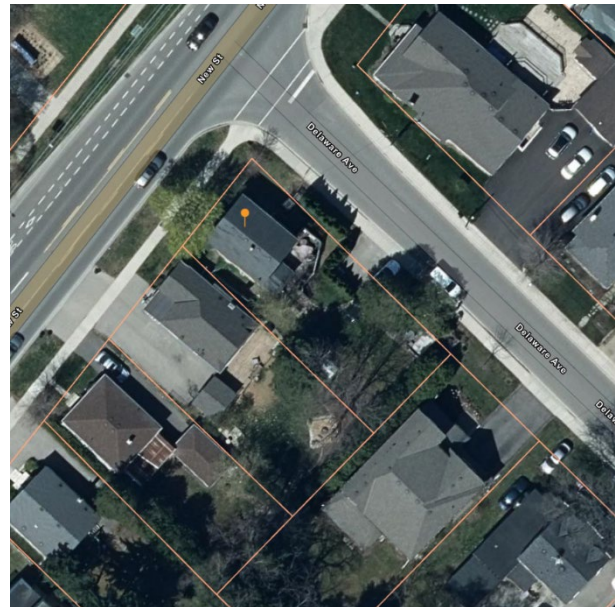


Figure 1 subject lands aerial photo from 2025

- The surrounding streetscape exhibits similar patterns of shallow front yards and reduced driveway depths, including comparable conditions on a nearby property (432 & 375 Delaware Avenue), demonstrating that the subject site is not out of character with the area.
- The existing parking arrangement does not alter the low-rise built form, building massing, or overall spatial relationship between the dwelling and the street, and therefore does not detract from the predominant character of the neighbourhood.

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- 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 proposal does not introduce undue massing, overlook, or shadow impacts to adjacent properties, as the addition is modest in scale and maintains appropriate separation from neighbouring dwellings.
 - The reduced street side yard setback does not result in adverse impacts to the public realm, as the building remains visually subordinate within the streetscape and is partially screened by existing vegetation.
 - The proposal maintains the functional use of the property and does not create impacts related to access, drainage, or servicing.
 - The cumulative effect of the reduced setback, when considered alongside the existing condition and overall site context, does not result in unacceptable impacts and allows the development to coexist harmoniously within the neighbourhood.
 - The existing driveway has functioned on the property since at least 1998 without identified impacts to traffic safety, pedestrian movement, or the public realm.
 - Transportation staff have reviewed the application and have not identified any safety concerns associated with the reduced driveway length or lack of compliant parking spaces.
 - The driveway does not obstruct the sidewalk or interfere with pedestrian circulation and maintains a clear separation between the travelled portion of the roadway and the pedestrian realm.
 - The proposal does not introduce a new or intensified parking demand, as the use of the property remains a single detached dwelling.
 - The application does not seek approval for parking on the public boulevard, but requests permission for zero legal parking spaces on the property. Approval of the variance would not limit the City’s ability to widen the sidewalk in future

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 (Street Side Yard Setback)

The general intent and purpose of the minimum street side yard setback provision of Burlington Zoning By-law 2020 is to establish a consistent and safe streetscape, ensure adequate separation between buildings and the public realm, maintain neighbourhood character, and provide space for landscaping, snow

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storage, and pedestrian circulation. The proposed minor variance is consistent with this intent for the following reasons:

- The proposed addition maintains an appropriate separation from the street and does not encroach into the public realm, preserving the functional relationship between the dwelling and the streetscape.
- The reduced setback represents a minor extension of an existing condition, as the dwelling is already deficient, and results in the addition being approximately 0.2 m closer to the street side lot line, which is a negligible change
- The resulting streetscape condition remains consistent with the surrounding area, which exhibits a range of setbacks and similar spatial relationships between dwellings and the street.
- Adequate space for landscaping and snow storage is maintained on-site, and the presence of existing mature vegetation on site, and public trees contributes to buffering the building from the street.
- The proposal does not impact pedestrian safety or circulation, and Transportation staff have not identified any concerns related to the reduced setback.

Yes – Variance No.2 (Front Yard Setback)

The general intent and purpose of the minimum front yard setback provision of Burlington Zoning By-law 2020 is to establish a consistent and cohesive streetscape, maintain appropriate spatial separation between buildings and the public realm, support the prevailing neighbourhood character, and provide space for landscaping, visibility, and pedestrian interface. The proposed minor variance is consistent with this intent for the following reasons:

- The variance is exaggerated because the front yard setback is measured from the deemed road width instead of the actual front property line. While no lands are being taken as part of this application, the deemed width of the street would require an addition 3m of land along the new street frontage to meet the deemed width. The front yard setback is measured from the deemed width.
- Staff note that although no construction is proposed at the front of the house, the future road widening would encompass the front porch and steps and a section of the house itself.
- No lands are being taken as part of the minor variance application

Yes – Variance No.3 & 4 (Driveway Length and Parking Spaces)

The general intent and purpose of the garage projection provision of Burlington Zoning By-law 2020 is to reduce the visual dominance of garages along streets, reinforce pedestrian-oriented streetscapes, and ensure that garages remain subordinate to the main residential building. The proposed minor variance is consistent with this intent for the following reasons:

- While no compliant parking spaces are provided, the current driveway has existed in this configuration since at least 1998.

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- The deficiency relates to the required driveway length rather than the ability to accommodate vehicles on-site, as vehicles are currently able to park within the defined driveway area.
- The existing parking arrangement does not obstruct the sidewalk or interfere with pedestrian circulation and maintains separation from the travelled portion of the roadway.
- Transportation staff have reviewed the application and have not identified any safety concerns associated with the reduced driveway length or lack of compliant parking spaces.
- The surrounding neighbourhood exhibits similar driveway and parking conditions, including comparable situations on nearby properties, indicating that the existing condition is not out of character with the area.
- The proposal does not introduce a new or intensified parking demand, as the use of the property remains a single detached dwelling.

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 variance facilitates a small second-storey addition that enhances the functionality of the existing dwelling while maintaining a low-rise built form consistent with the surrounding neighbourhood.
- The reduced street side yard setback reflects site-specific constraints, including the angled lot line and existing building placement, and allows for a logical extension of the dwelling.
- The addition is integrated with the existing building and maintains the character of the neighbourhood in terms of height, massing, and setbacks.
- The proposed addition does not dominate the streetscape and remains compatible with the surrounding built form.
- The front yard variance recognizes an existing condition resulting from the application of a deemed road widening and does not introduce new construction within the front yard.
- The existing dwelling and porch maintain the established streetscape relationship and do not alter the character of the neighbourhood.
- The variances recognize a long-standing and functioning driveway condition that has existed since at least 1998 without identified adverse impacts.
- While no compliant parking spaces are provided, the property accommodates functional on-site parking.

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- The surrounding neighbourhood exhibits similar driveway and parking conditions, indicating that the proposal is consistent with the established pattern of development.
- The proposal does not introduce new parking demand and continues to support the use of the property as a single detached dwelling.
- Transportation and other internal departments have reviewed the application and have not identified concerns.

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 requested reduction represents a minor extension of an existing deficiency, resulting in the addition being approximately 0.2 m closer to the lot line.
- The limited degree of change does not result in measurable impacts related to massing, overlook, or the streetscape.
- The variance does not create a new condition but builds upon an existing setback relationship.
- The variance is technical in nature, as it arises from the application of a deemed road widening rather than new construction.
- There is no change to the existing built form, and therefore no new impacts are created.
- The practical effect of the variances are negligible.
- The deficiencies relate to dimensional standards rather than functional impacts, as the site continues to maintain a functional driveway
- The existing condition has been in place since at least 1998 without evidence of adverse impacts.
- The driveway does not obstruct the sidewalk or interfere with pedestrian movement.
- The surrounding context includes similar conditions, and the proposal does not introduce a new or adverse precedent.

Cumulative Effects of Multiple Variances and Other Planning Matters:

Variance No.'s 3 and 4 have the following cumulative effect/s:

- The combined effect of the reduced driveway length and lack of compliant parking spaces results in a situation where zero legal parking spaces exist on site;

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- The existing driveway does not result in vehicles encroaching into the public sidewalk or travelled portion of the roadway, maintaining safe pedestrian and vehicular conditions.
- The condition has existed since at least 1998 without evidence of adverse impacts, including traffic conflicts, obstruction of the public realm, or excessive reliance on on-street parking.

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 30, 2026

Prepared By: Ryan Kochuta

Report Schedules & Attachments:

Attachment No. 1 (Site Photos)



Front elevation and east elevation from corner of New Street and Delaware



View of front porch and front façade looking west along New Street



Panoramic view of New Street with Central Park and the Burlington Public Library visible

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View of the existing driveway facing Delaware



View of driveway from opposite side of street looking south along Delaware



View of rear elevation of existing house

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View of rear yard



View of side yard looking south from New Street



View of 2336 Delaware Street directly across from subject property

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432 Delaware Avenue- Newer builds on the street feature integral garages



429 Delaware Avenue- Shallow driveway with vehicle overlapping the ROW



426 Delaware Avenue features a detached garage



417 Delaware Avenue

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: April 14, 2026

Prepared By: R.Maximo

Forestry

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

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

Date: April 21, 2026

Prepared By: R.Shaw-Lukavsky

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

Delaware Avenue is under the authority of the City of Burlington and the deemed right-of-way width is 17.5 metres. The right-of-way adjacent to the subject site is approximated greater than 17 metres and less than 18 metres therefore no additional lands are required.

The deemed right-of-way width through this section of New Street is 30 metres. To meet the ultimate deemed width of 15 metres from the center line, a widening of approximately 3 metres is required along the frontage of New Street adjacent to the subject site.

While this Minor Variance Application does not require a land conveyance, the Applicant is advised that any future Planning Applications may require the dedication of lands to achieve the deemed width of the adjacent right-of-way.

With the exception of the existing primary dwelling, no new private infrastructure or permanent structures - whether above, below, or at grade - shall be permitted within the future widening area.

Date: January 27, 2026

Prepared By: Thalia Thompson

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Transportation Planning have reviewed the proposed minor variance application and offer the following comments:

- Transportation Planning have reviewed the Minor Variances #1 and #2 above and have no comments or concerns.
- Without setting precedence Transportation Planning support the Minor Variance #3, notwithstanding the required driveway length extends over the property line and encroaches on the public right-of-way. The configuration of the driveway, which proposes a reduced driveway length of 2.7 m on private property instead of the required 6.0 m, has existed for many years. The proposed driveway provides acceptable spacing for a standard passenger vehicle to park without encroaching on the municipal sidewalk. This support is based on current site conditions and does not waive any future municipal requirements for the public right-of-way.
- Without setting precedence Transportation Planning support the Minor Variance #4 to permit zero parking spaces instead of the minimum required two parking spaces for a detached dwelling. Similar to the previous comment, the existing driveway can accommodate two standard passenger vehicles without encroaching on the municipal sidewalk and there are no suitable alternative solutions for vehicle parking.

Date: April 14, 2026

Prepared By: D. Napoli

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: April 10, 2026

Prepared By: L. Bray

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Agency Comments:**Halton Region****Regional Contaminated Sites Database:**

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

Regional Staff have reviewed the Minor Variance application proposing the construction of a second storey addition to an existing two-storey dwelling without an attached garage. Variances are requested to the minimum required side yard, front yard, driveway length and the required number of parking spaces.

- Due to Provincial legislation, as of July 1, 2024, the Halton Region's role in land use planning and development matters has changed. The Region is no longer responsible for the Regional Official Plan – as this has become the responsibility of Halton's four local municipalities. As a result of this change, a Memorandum of Understanding (MOU) between the Halton municipalities and Conservation Authorities has been signed that identifies the local municipality as the primary authority on matters of land use planning and development. The MOU also defines the continued scope of interests for the Region and the Conservation Authorities in these matters.
- Staff have reviewed the application from the Region's Source Water Protection requirements. In accordance with the MOU and to ensure protection of groundwater sources, Halton Region provides the following comments:
 - The property is located within the jurisdiction of the Halton-Hamilton Source Protection Plan (SPP). The Halton-Hamilton SPP can be accessed online at: <http://www.protectingwater.ca/>
 - The property is located in 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.

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Date: April 15, 2026

Prepared By: E. Shacklette

Burlington Hydro

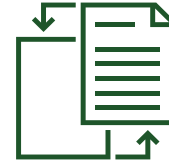
Comments were not received by the time this report was published.

The applicant is responsible for engaging Burlington Hydro as part of their project due diligence.

Source Water Protection Factsheet

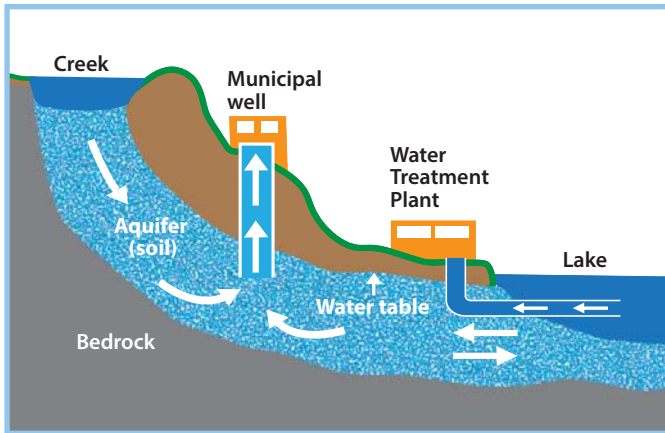
halton.ca

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



NOTICE OF PUBLIC HEARING

Lara Greenless, the owner of 2328 New St. Burlington, has applied to the Committee of Adjustment for a Minor Variance to the requirements of Zoning By-law 2020, as amended. The property in question is **2328 New St. Burlington** (see map).

The applicant is proposing the construction of a second storey addition to an existing two-storey dwelling without an attached garage. The applicant also seeks to legalize the existing non-conforming parking condition and existing front porch roof from the deemed street width. This proposal results in the following variances:

1. To permit a street side yard abutting Delaware Avenue of 3.2 m instead of the minimum required 4.5 m for proposed second storey addition to a detached dwelling.
2. To permit a front yard of 0 m instead of the minimum required 5.35 m (6 m – 0.65 m encroachment) for the existing front porch.
3. To permit a driveway length of 2.7 m instead of the minimum required 6 m for the existing driveway.
4. To permit zero parking spaces instead of the minimum required two parking spaces for a detached dwelling.

You have received this notice as stipulated by the *Planning Act* because your property is within 60 metres of the property noted above. The application materials are available on request by contacting Committee of Adjustment staff by one of the methods listed above. A copy of the Agenda, containing staff reports and drawings, can be viewed online under the Meeting Agenda tab at **Burlington.ca/coa** on or after **May 4, 2026**.

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

WEDNESDAY MAY 20, 2026,

This application is scheduled to be heard at or after 1:00 pm.

How to participate if I have comments or concerns?

Written Submissions

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

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

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

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

Oral Submissions

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

1. Virtual Oral Submissions

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

2. In person Oral Submissions

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

Attend or View the Committee of Adjustment Hearing:

If you do not wish to participate, but would like to follow along, the hearing will be held in person at City Hall in Council Chambers and live through a Zoom Webinar. Instructions, links and phone numbers for joining the meeting will be posted on the Committee of Adjustment webpage the day prior to the scheduled meeting. The link will be active at **12:30 p.m.**

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

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

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

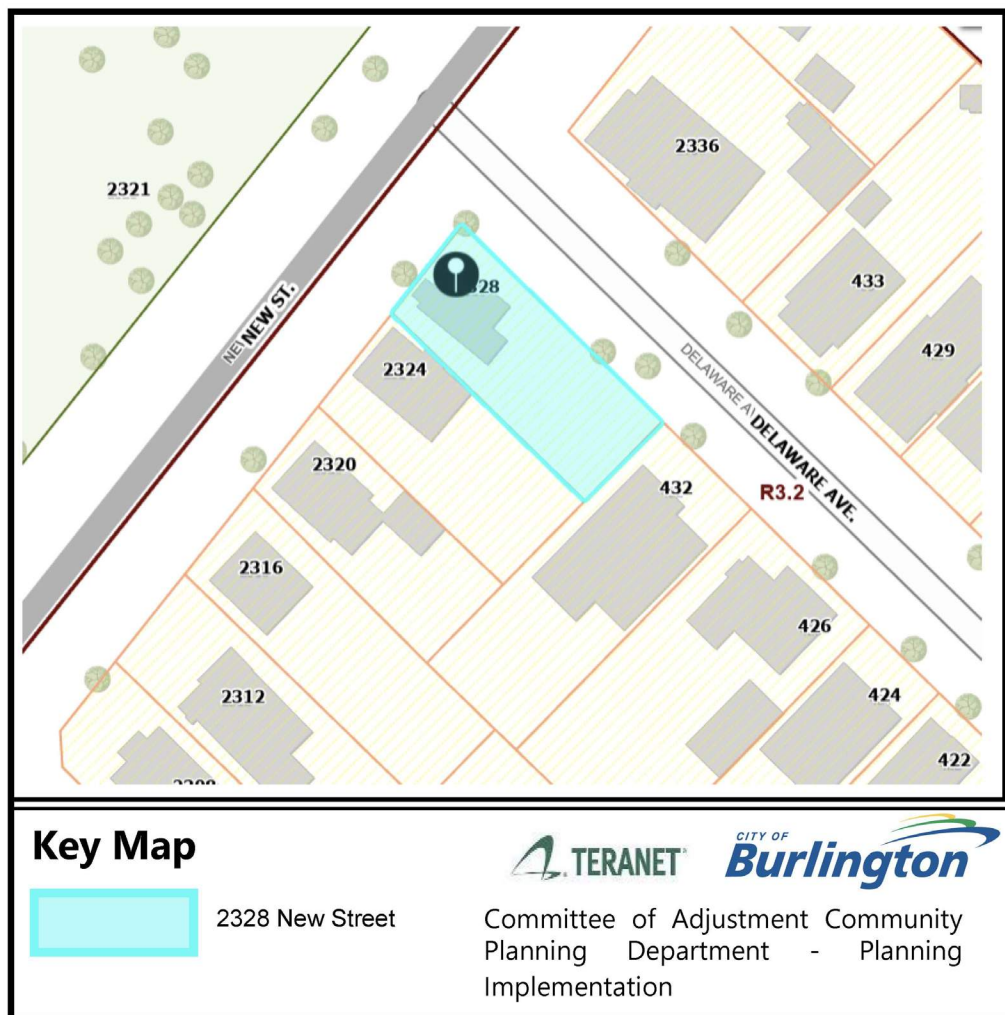
Yours truly,



Catherine Susidko-Petriczko
Secretary-Treasurer
Committee of Adjustment

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

Key Map



**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: Steve Boich

PROPERTY INFORMATION

Municipal Address(es) of property:

2328 New Street

Legal Description of property:

Official Plan Designation: Schedule-B, Residential Current Zoning Designation R3.2
Neighbourhood

OWNER(S) INFORMATION:

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

Lara Greenlees

Mailing Address: 2328 New St., City: Burlington

Postal Code: L7R 1J5 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: R & R Designs Ltd.

Business Address: 92 Stapleton Avenue City: Hamilton

Postal Code: L8H 3N6 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.

We are requesting a street side yard variance, as the proposed new second floor has a street side yard setback of 2.53 m, whereas the zoning by-law requires 4.5 m. Therefore, the proposal does not comply with the by-law. Also, the current front yard setback, driveway length, and lack of parking spaces are existing conditions that cannot meet the by-law requirements; therefore, a variance is being requested.

Variance(s) Requested	Zoning Bylaw Requirement
1. Street side yard setback - 3.20m	According to zoning by-law Table 2.4.1.-R3.2- required street side yard should be 4.5m
2. Front Yard 0m setback	By-law 2.13 - encroachment into yards
3. Existing Driveway length -2.7m	By-law 2.24 - driveway widths
4. 0 parking space instead 2 spaces required	By-law 2.26 -Table 1.2.6 -Off street parking standards

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

- Why is the variance(s) minor in nature? Please refer Purpose of the application on last page.
- Why are the variance(s) desirable for the appropriate use of the land? The requested variance is desirable for the appropriate use of the land because the proposed second-floor addition allows the home to be improved and used more efficiently without creating any negative impacts on the surrounding neighborhood.
- Do the variance(s) meet the intent and purpose of the Official Plan? Yes. The variances meet the intent and purpose of the Official Plan because the proposed addition supports reinvestment in the existing residential area and maintains the neighbourhood's built form and character.
- Do the variance(s) meet the intent and purpose of the Zoning By-law? Yes. The variances meet the intent and purpose of the Zoning By-law because the proposed second-floor addition maintains a form of development that is compatible with the neighbourhood and does not undermine the by-law's objectives for safety, separation, and streetscape character.

PROPERTY DETAILS (please complete all fields):		Within 6-8 months, construction will commence once the owner receive the permit
Date property purchased:	May 30, 2014 <small>mmm/dd/yyyy</small>	Date property first built on: <small>mmm/dd/yyyy</small>
		<small>Before 1915, According to some records.</small>
Existing Use of the Subject Property (check one):		Length of time the existing uses of the subject property have continued: Approx 100 years older, as per some records.
Detached Dwelling <input checked="" type="checkbox"/> Semi-Detached Dwelling <input type="checkbox"/> Townhouse Dwelling <input type="checkbox"/> Street Townhouse Dwelling <input type="checkbox"/> Apartment <input type="checkbox"/> Mixed Use <input type="checkbox"/> Hi Rise <input type="checkbox"/> Commercial <input type="checkbox"/> Industrial <input type="checkbox"/> Vacant <input type="checkbox"/> Other <input type="checkbox"/> _____		Proposed Use of the Land: residential - Single Detached Dwelling Unit.
Existing Uses of Abutting Properties (check all that apply)		
Residential <input checked="" type="checkbox"/> Commercial <input type="checkbox"/> Industrial <input type="checkbox"/> Multi-Residential <input type="checkbox"/> Vacant <input type="checkbox"/> Hydro right-of-way <input type="checkbox"/> Railway right-of-way <input type="checkbox"/> Provincial Highway <input type="checkbox"/> Park <input type="checkbox"/> Other <input type="checkbox"/> _____ Conservation Halton Lands: Lake Ontario <input type="checkbox"/> Creek <input type="checkbox"/> Storm Water Management Pond/Channel <input type="checkbox"/> Ravine <input type="checkbox"/>		
Additional Information		
Is liquor sold on site? Y <input type="checkbox"/> or N <input checked="" type="checkbox"/>		
Is the property on the Municipal Cultural Heritage Register for the City of Burlington? Y <input type="checkbox"/> N <input checked="" type="checkbox"/> Unknown <input type="checkbox"/>		
Type of Access to the Subject Lands		
Provincial Highway <input type="checkbox"/>	Municipal Road <input checked="" type="checkbox"/>	Private Road <input type="checkbox"/>
		Water <input type="checkbox"/>
		Other(specify) <input type="checkbox"/>
Municipal Services Provided		
Water <input checked="" type="checkbox"/>	If not available, by what means is it provided: _____	
Sanitary Sewers <input checked="" type="checkbox"/>	If not available, by what means is it provided: _____	
Storm Sewers <input checked="" type="checkbox"/>	If not available, by what means is it provided: _____	
IS THE SUBJECT LAND(S) THE SUBJECT OF ANY OF THE FOLLOWING DEVELOPMENT APPLICATIONS:		
<input type="checkbox"/> Official Plan Amendment <input checked="" type="checkbox"/> Zoning By-law Amendment <input type="checkbox"/> Building Permit <input type="checkbox"/> Site Development Plan <input type="checkbox"/> Plan of Subdivision <input type="checkbox"/> Previous Minor Variance <input type="checkbox"/> Consent		

FOR RESIDENTIAL DETACHED OR SEMI-DETACHED DWELLINGS

Dimensions of Property			Street Width (see first page of application for how to obtain)			Lot Coverage	Corner Lot?
Frontage 13.98m	Depth 33.7m	Area 478.7 Sq.M	Actual 0.00 m	Deemed 30.00 m	Required		

St.

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)	64.56 M ²	Ground Floor Area (incl. attached garage)	64.56 M ²
Gross Floor Area:	120.0 M ²	Gross Floor Area:	136.56 M ²
Number of Storeys:	2	Number of Storeys:	2
Width:	6.65 M	Width:	6.65 M
Length:	10.83 M	Length:	10.83 M
Height:	8.89 M	Height:	9.35 M
Garage/Car Port		Garage/Car Port	
Detached?	Y <input type="checkbox"/> N <input checked="" type="checkbox"/>	Detached?	Y <input type="checkbox"/> N <input checked="" type="checkbox"/>
Gross Floor Area:	M ²	Gross Floor Area:	M ²
Width:	M	Width:	M
Length:	M	Length:	M
Height:	M	Height:	M
Accessory Structures (Shed, Gazebo, etc)		Accessory Structures Existing to Remain as is.	
Gross Floor Area:	Shed 11.6 M ²	Gross Floor Area:	M ²
Width:	3.09 M	Width:	M
Length:	3.76 M	Length:	M
Height:	2.5 M	Height:	M
Other (pool, additional sheds, decks, driveways, etc.)		Other	
Gross Floor Area:	Rear Deck 33.67 M ²	Gross Floor Area:	Rear Deck 18.4 M ²
Width:	8.98 M	Width:	6.91 M
Length:	3.77 M	Length:	3.77 M
Height:	1.09 M	Height:	1.09 M
Other (pool, additional sheds, decks, driveways, etc.)		Other Existing to Remain as is.	
Gross Floor Area:	Driveway 16.19 M ²	Gross Floor Area:	M ²
Width:	2.70 M	Width:	M
Length:	6.00 M	Length:	M
Height:	M	Height:	M

FOR RESIDENTIAL DETACHED OR SEMI-DETACHED DWELLINGS

LOCATION of all existing and proposed buildings and structures

EXISTING	<u>Single Dwelling House</u>	PROPOSED	<u>Single Dwelling House</u>
Front:	0.00 M	Front:	M
Rear:	21.13 M	Rear:	M
Side/Street Side:	3.40 M	Side/Street Side:	M
Side/Other Side:	4.06 M	Side/Other Side:	M

EXISTING	<u>Shed</u>	PROPOSED	<u>Shed - Remain as is.</u>
Front:	18.37 M	Front:	M
Rear:	11.51 M	Rear:	M
Side/Street Side:	9.79 M	Side/Street Side:	M
Side/Other Side:	1.04 M	Side/Other Side:	M

EXEMPTION FROM NEW SURVEY REQUIREMENT

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

Applicant/Owner:

Property Address: 2328 New St

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

Please complete Section A, B, or C

A. The OLS survey/sketch of survey dated _____
mmm/dd/yyyy
 has been revised by: _____
(Person or Company Name)

OR

B. The site plan, architect's plan or engineer's plan dated 11/10/2025
mmm/dd/yyyy
 has been revised by: Robert Taunton
(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: 11/10/2025
mmm/dd/yyyy

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

L. Greenlees
 Signature of Owner/Applicant

Dec 18, 2025
 Date (mmm/dd/yyyy)

POSTING OF ADVISORY SIGN

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


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

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

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

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

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

Owner Name	Lara Greenlees	Property Address	2328 New St.,
			Dec 18, 2025
	Signature of Owner/Applicant		Date (mmm/dd/yyyy)

AFFIDAVIT

*Please fill out at time of submission of application

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

Agent: R and R Designs Ltd.

I, Binaka Patel of the Region of Hamilton in the City
(print name) (Region/City/County) (City/Town/Township)

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

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

January
this 8 day of — 2026.



Monica Gill

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: 2328 New St.

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

Lara Greenlees

Print Name


OWNERS AUTHORIZATION

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

I, Lara Greenlees being the registered owner of the subject lands, hereby
(print name)

Authorize R and R Designs Ltd. to prepare, submit and act on my behalf with respect to this
(print agent name)

application for a Minor Variance.



Signature of Owner

Dec 18, 2025

Date (mmm/dd/yyyy)

Notice of collection of personal information

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

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



R&R DESIGNS

PURPOSE OF THE APPLICATION

TO: City of Burlington, Committee of Adjustment

APRIL 10th, 2026

Minor Variance Application

Project Address: 2328 New Street, Burlington, ON.

Hello,

Please see the following list of nature and extent of relief applied and the reason for the Minor Variance Application for 2328 New Street.

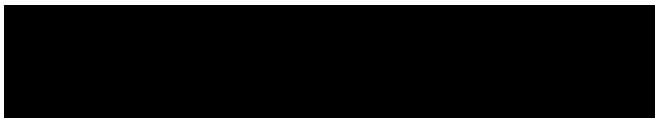
1. Why is the variance(s) minor in nature?

- The variances are considered minor in nature because the reduced setback will not negatively impact adjacent properties or alter the overall character of the streetscape. The proposed changes will not create any adverse effects related to privacy, shadowing, or sightlines, and the extent of the relief requested is limited. Additionally, the existing front yard setback was established under a previous by-law at the time of construction. With respect to parking, the owner intends to preserve the existing landscaping and avoid introducing additional hardscape on the property. Therefore, the intent of the zoning by-law is maintained, as the proposal continues to provide adequate separation from the property line while ensuring safe and functional use of the site.

Please let us know if you have any concerns.

Thank you,

Richie Khanna



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

<p>Minor Variance Application Checklist</p> <p>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.</p>
<p>LOCATION AND MEASUREMENTS OF SHED, DECK OR OTHER STRUCTURES</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Setbacks <input checked="" type="checkbox"/> Height <input checked="" type="checkbox"/> Area <input checked="" type="checkbox"/> Length <input checked="" type="checkbox"/> Width
<p>ELEVATIONS</p> <ul style="list-style-type: none"> <input type="checkbox"/> Metric <input checked="" type="checkbox"/> Front <input checked="" type="checkbox"/> Rear <input checked="" type="checkbox"/> Side 1 <input checked="" type="checkbox"/> Side 2
<p>FLOOR PLANS</p> <ul style="list-style-type: none"> <input type="checkbox"/> Metric <input checked="" type="checkbox"/> North Arrow <input checked="" type="checkbox"/> Gross Floor Area Calculation <input checked="" type="checkbox"/> Ground Floor Area Calculation <input checked="" type="checkbox"/> Floor Area Ratio (where applicable)

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



 Signature of Owner/Agent

12/10/2025

 Date (mmm/dd/yyyy)

SURVEYOR'S REAL PROPERTY REPORT
 PART 1 PLAN OF SURVEY
 OF PART OF
LOT 138
 REGISTERED PLAN 145
 IN THE
CITY OF BURLINGTON
 REGIONAL MUNICIPALITY OF HALTON

SCALE: 1 : 200 METRIC



M^cKECHNIE SURVEYING LTD.
 ONTARIO LAND SURVEYORS
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Copyright Act Applies to Use and Production

PART 2, THIS PLAN MUST BE READ IN CONJUNCTION WITH AN ATTACHED LETTER.

REFERENCE BEARING

BEARINGS SHOWN HEREON ARE ASTRONOMIC AND ARE REFERRED TO THE SOUTHWESTERLY LIMIT OF DELAWARE AVENUE SHOWN ON REGISTERED PLAN 145 AS HAVING A BEARING OF N45°00'00"W.

LEGEND

□	denotes SET	LS	denotes LIGHT STANDARD
■	denotes FOUND	UP	denotes UTILITY POLE
IB	denotes IRON BAR	R/W	denotes RETAINING WALL
SIB	denotes STANDARD IRON BAR	S/W	denotes SIDEWALK
RIB	denotes ROUND IRON BAR	WV	denotes WATER VALVE
P1	denotes PLAN 20R-1550	OBV.	denotes OBVERT ELEVATION
P2	denotes PLAN 20R-732	INV.	denotes INVERT ELEVATION
P3	denotes REGISTERED PLAN 145	WL	denotes WATER LEVEL
—x—x—	denotes FENCE LINE	GV	denotes GAS VALVE
—/—/—	denotes EDGE OF ASPHALT	CB	denotes CATCH BASIN
—o/h—	denotes OVERHEAD WIRE	MH	denotes MANHOLE
—/—/—	denotes RETAINING WALL	HYD	denotes FIRE HYDRANT
—SAN—	denotes SANITARY LINE	TRANS	denotes TRANSFORMER
—STM—	denotes STORMWATER LINE	ASPH	denotes ASPHALT
—GAS—	denotes GAS LINE	CONC	denotes CONCRETE
—W—	denotes WATERLINE	BOL	denotes BOLLARD
—UGH—	denotes UNDERGROUND HYDRO		
—h—h—	denotes TOP OF BANK		
—/—/—	denotes EDGE OF GRAVEL		

SURVEYOR'S CERTIFICATE

I CERTIFY THAT :

- THIS SURVEY AND PLAN ARE CORRECT AND IN ACCORDANCE WITH THE SURVEYS ACT, THE SURVEYORS ACT, THE LAND TITLES ACT AND THE REGULATIONS MADE UNDER THEM.
- THE SURVEY WAS COMPLETED ON FEBRUARY 27, 2026.

DATE MARCH 9/26

DAVID J. RAITHBY, OLS
 M^cKECHNIE SURVEYING LTD.

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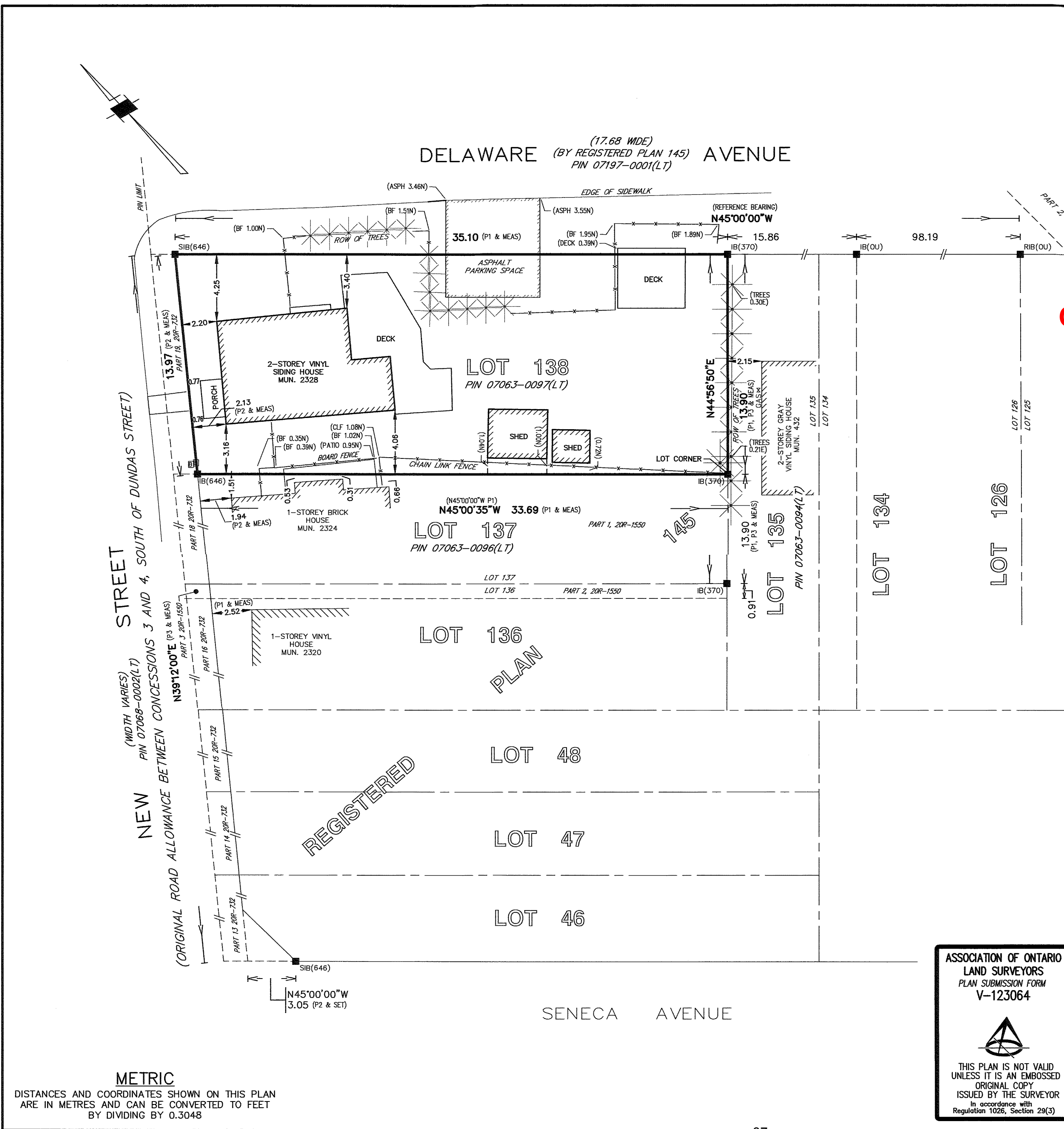
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DRAWN BY S.R.	CHECKED BY D.J.R.	FILE NO. 26-018
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 M^cKECHNIE SURVEYING LTD.	CADD: 2026\26-018 SRPR Ab
	FOR: LARA GREENLESS
	DATE: 09/03/2026
	85 McINTYRE DRIVE KITCHENER, ONTARIO N2R 1H6 TEL : (519) 578-5570 email : plans@kwsurveys.ca

ASSOCIATION OF ONTARIO
 LAND SURVEYORS
 PLAN SUBMISSION FORM
 V-123064


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 Regulation 1026, Section 29(3)



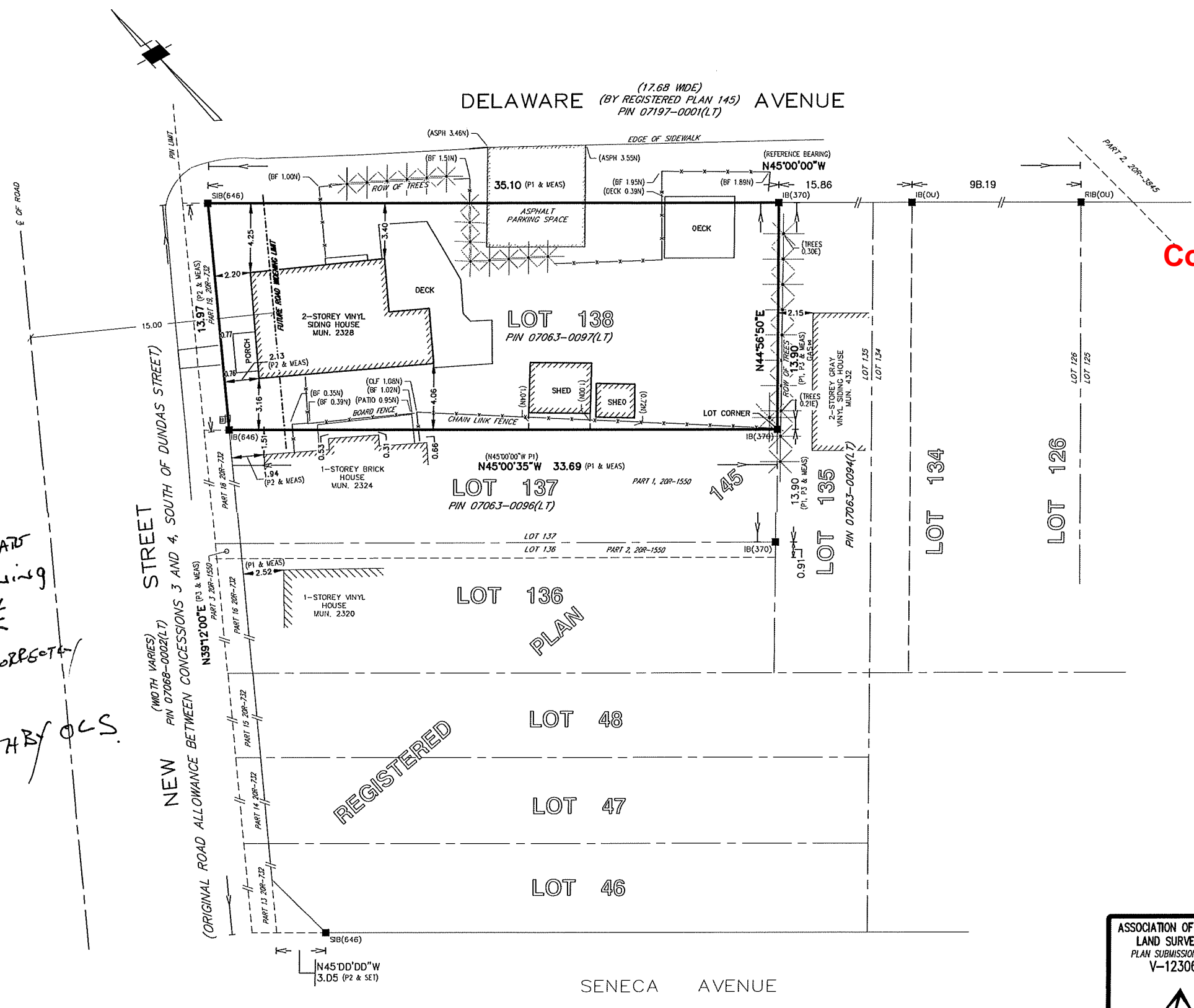
METRIC
 DISTANCES AND COORDINATES SHOWN ON THIS PLAN
 ARE IN METRES AND CAN BE CONVERTED TO FEET
 BY DIVIDING BY 0.3048

26-018

SURVEYOR'S REAL PROPERTY REPORT
 PART 1 PLAN OF SURVEY
 OF PART OF
 LOT 138
 REGISTERED PLAN 145
 IN THE
 CITY OF BURLINGTON
 REGIONAL MUNICIPALITY OF HALTON

SCALE: 1 : 200 METRIC

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 ONTARIO LAND SURVEYORS
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LINE TO ILLUSTRATE
 PROPOSED WIDENING
 15m FROM E
 ACCURATELY; CORRECTLY
 SHOWN
 DAVID RAITHEY OLS.

PART 2, THIS PLAN MUST BE READ IN CONJUNCTION WITH AN ATTACHED LETTER.

REFERENCE BEARING

BEARINGS SHOWN HEREON ARE ASTRONOMIC AND ARE REFERRED TO THE SOUTHWESTERLY LIMIT OF DELAWARE AVENUE SHOWN ON REGISTERED PLAN 145 AS HAVING A BEARING OF N45°DD'DD"W.

LEGEND

□	denotes SET	LS	denotes LIGHT STANDARD
■	denotes FOUNO	UP	denotes UTILITY POLE
IB	denotes IRON BAR	R/W	denotes RETAINING WALL
SIB	denotes STANDARD IRON BAR	S/W	denotes SIDEWALK
RIB	denotes ROUND IRON BAR	WV	denotes WATER VALVE
P1	denotes PLAN 2DR-1550	OBV.	denotes OBVERT ELEVATION
P2	denotes PLAN 2DR-732	INV.	denotes INVERT ELEVATION
P3	denotes REGISTERED PLAN 145	WL	denotes WATER LEVEL
---	denotes FENCE LINE	GV	denotes GAS VALVE
---	denotes EDGE OF ASPHALT	CB	denotes CATCH BASIN
O/H	denotes OVERHEAD WIRE	MH	denotes MANHOLE
---	denotes RETAINING WALL	HYO	denotes FIRE HYDRANT
SAN	denotes SANITARY LINE	TRANS	denotes TRANSFORMER
---	denotes STORMWATER LINE	ASPH	denotes ASPHALT
---	denotes GAS LINE	CONC	denotes CONCRETE
---	denotes WATERLINE	BOLL	denotes BOLLARD
---	denotes UNDERGROUND HYDRO		
---	denotes TOP OF BANK		
---	denotes EDGE OF GRAVEL		

SURVEYOR'S CERTIFICATE

I CERTIFY THAT :

- THIS SURVEY AND PLAN ARE CORRECT AND IN ACCORDANCE WITH THE SURVEYS ACT, THE SURVEYORS ACT, THE LAND TITLES ACT AND THE REGULATIONS MADE UNDER THEM.
- THE SURVEY WAS COMPLETED ON FEBRUARY 27, 2026.

DATE: _____ SURVEYOR: DAVID J. RAITHEY, OLS
 MCKECHNIE SURVEYING LTD.


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DRAWN BY: S.R. CHECKED BY: D.J.R. FILE NO.: 26-018

CADD: 2026\26-D18 SRPR Ba
 FOR: LARA GREENLESS
 DATE: 10/03/2026
 B5 McINTYRE DRIVE
 KITCHENER, ONTARIO
 N2R 1H6
 TEL : (519) 578-5570
 email : plans@kwsurveys.ca

ASSOCIATION OF ONTARIO
 LAND SURVEYORS
 PLAN SUBMISSION FORM
 V-123064



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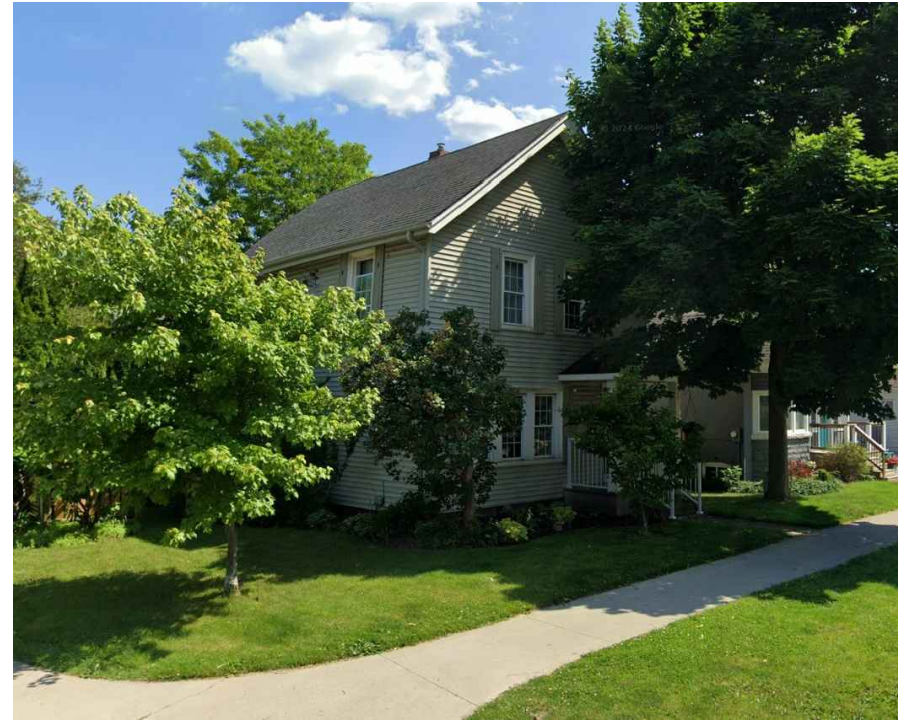
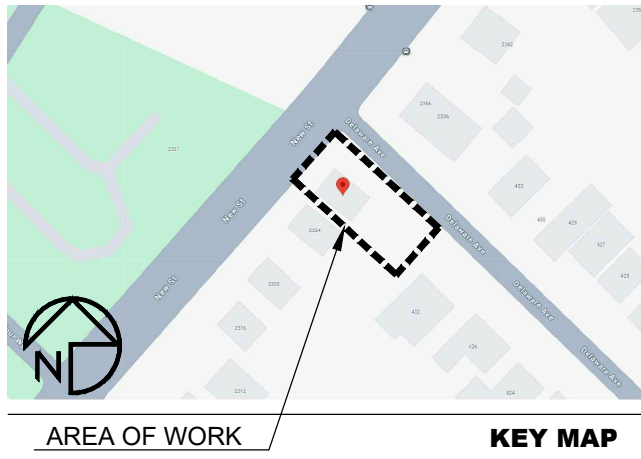
METRIC
 DISTANCES AND COORDINATES SHOWN ON THIS PLAN ARE IN METRES AND CAN BE CONVERTED TO FEET BY DIVIDING BY 0.3048

DETACHED BUILDING - 2ND FLOOR REAR ADDITION & INTERIOR ALTERATION

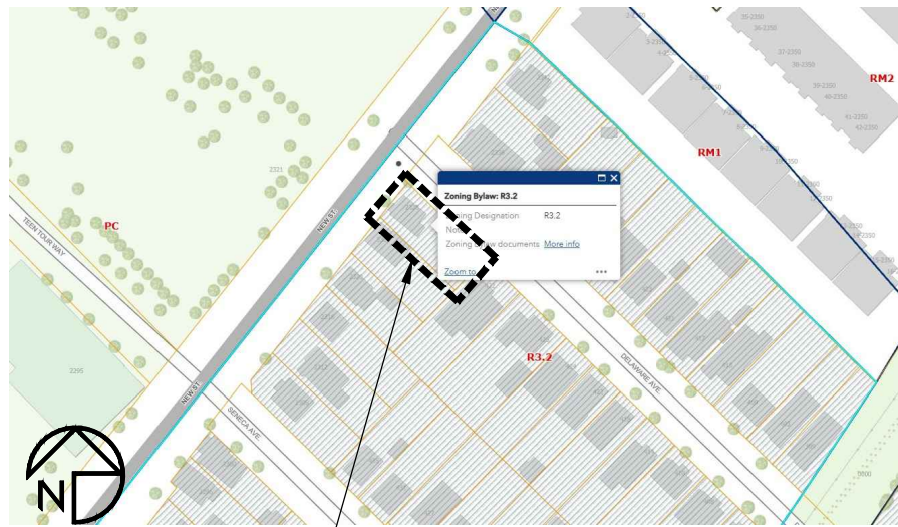
2328 NEW STREET, BURLINGTON, ON

- SECOND FLOOR ADDITION TO AN EXISTING TWO STOREY SINGLE FAMILY HOUSE.
- INTERIOR ALTERATION
- THE EXISTING HOUSE IS MORE THAN 5 YEARS.

SCOPE OF WORK



EXISTING BUILDING IMAGE



TITLE/SITE		REVISIONS		
		A	B	C
		25/11/05	26/03/11	26/03/25
ARCHITECTURAL				
A0.01	COVER PAGE	•	•	•
A0.02	GENERAL NOTES	•	•	•
A0.03	WALL & FLOOR ASSEMBLY/ D&W SCHEDULES & SCHEDULES	•	•	•
SP1.01	SITE PLAN	•	•	•
SP1.02	SITE PLAN NOTES	•	•	•
A1.01	EXISTING BASEMENT FLOOR PLAN	•	•	•
A1.02	EXISTING GROUND FLOOR PLAN	•	•	•
A1.03	EXISTING SECOND FLOOR PLAN	•	•	•
A1.04	EXISTING ROOF PLAN	•	•	•
A1.05	PROPOSED BASEMENT FLOOR PLAN	•	•	•
A1.06	PROPOSED GROUND FLOOR PLAN	•	•	•
A1.07	PROPOSED SECOND FLOOR PLAN	•	•	•
A1.08	PROPOSED ROOF PLAN	•	•	•
A1.09	ADDITION FRAMING PLAN	•	•	•
A2.01	EXISTING EXTERIOR ELEVATIONS	•	•	•
A2.02	EXISTING EXTERIOR ELEVATIONS	•	•	•
A2.03	PROPOSED EXTERIOR ELEVATIONS	•	•	•
A2.04	PROPOSED EXTERIOR ELEVATIONS	•	•	•
A3.01	SECTION 1-1	•	•	•
A3.02	SECTION 2-2	•	•	•
STRUCTURAL				
S1.01	DETAILS	•	•	•

SHEET INDEX



- NOTES:**
- CONTRACTOR SHALL CHECK DIMENSIONS AND REPORT DISCREPANCIES TO THE ARCHITECT BEFORE PROCEEDING WITH THE WORK.
 - DO NOT SCALE DRAWINGS.
 - THE DESIGN AND DRAWINGS WERE DEVELOPED FOR A SPECIFIC PURPOSE AND MAY NOT BE ALTERED, ISSUED, OR REPRODUCED FOR ANY OTHER PURPOSE.

REVISIONS		
NO.	DESCRIPTION	DATE
△	ISSUED FOR PERMIT	2025.11.05
△	ISSUED FOR ZONING	2026.03.11
△	ISSUED FOR ZONING	2026.03.25
△		
△		

NORTH	FILE #.	2025-RR08
	DRAWN BY:	F.A
	REVIEWED BY:	R.K
	DATE:	NOV 2025

PROJECT NAME:
2ND FLOOR REAR ADDITION

ADDRESS:
2328 NEW STREET,
BURLINGTON, ON.

SHEET NAME:
COVER PAGE

SHEET NO.: A0.01

Copyright Act Applies to Use and Production

GENERAL NOTES:

1. ONTARIO BUILDING CODE (LATEST EDITION) AND ALL OTHER AUTHORITIES HAVING JURISDICTION SHALL GOVERN ALL WORK.
2. ALL WORK MUST BE DONE BY WORKERS SKILLED IN EACH SECTION OF THE WORK. THE HIGHEST QUALITY STANDARDS SET BY EACH INDUSTRY AUTHORITY OR TRADE GUILD WILL GOVERN THE WORK.
3. PROTECT WORK DURING CONSTRUCTION AGAINST DISFIGUREMENT, CONTAMINATION OR DAMAGE FROM PHYSICAL ABUSE OR HARMFUL MATERIALS. PROVIDE PROTECTIVE COVERING WHERE THERE IS EXPOSURE TO POTENTIAL DAMAGE. MAKE GOOD ALL DAMAGE THAT OCCURS DURING CONSTRUCTION.
4. IT SHALL BE THE DIRECT RESPONSIBILITY OF THE CONTRACTOR TO SUPERVISE, DIRECT AND IMPLEMENT ALL THE WORK SHOWN AND SPECIFIED INCLUDING CONSTRUCTION FACILITIES. THE CONTRACTOR SHALL HAVE COMPLETE RESPONSIBILITY FOR THE PROPER COMPLETION OF ALL WORK AND FOR COMPLIANCE WITH THE FULL INTENT OF THE CONTRACT DOCUMENTS.
5. INSPECT SITE PRIOR TO THE COMMENCEMENT OF CONSTRUCTION AND REPORT IMMEDIATELY TO THE CONSULTANT ANY UNACCEPTABLE CONDITIONS OR DISCREPANCIES FROM THE DRAWINGS.
6. GENERAL CONTRACTOR TO VERIFY ALL DESIGN DRAWINGS AS THEY APPLY FOR EACH TRADE AS APPLICABLE TO THE PROJECT.
7. BUILDING FROM THESE SHALL PROCESSED ONLY WHEN MARKED " ISSUED FOR CONSTRUCTION".

SITE PLAN:

1. PROVIDE POSITIVE FRONT YARD SLOPE TO MUNICIPAL SEWER FOR WATER RUN-OFF.
2. CONTRACTOR TO BE RESPONSIBLE FOR VERIFYING THE LOCATIONS OF ALL EXISTING UNDERGROUND AND ABOVE UTILITIES AND SERVICES. VARIOUS UTILITIES CONCERNED TO BE GIVEN REQUIRED ADVANCE NOTICE PRIOR TO ANY DIGGING, FOR STAKE OUT.
3. THE CONTRACTOR IS NOT RESPONSIBLE FOR ACCURACY OF SURVEY DRAWING.
4. EXISTING DRAINAGE PATTERNS TO REMAIN. ANY NEW SUMP PUMP INSTALLATIONS TO DISCHARGE IN REAR YARD.

EXISTING STRUCTURE NOTE:

1. OWNER AND CONTRACTOR ARE FULLY RESPONSIBLE FOR VERIFYING ALL EXISTING GENERAL AND STRUCTURAL CONDITIONS PRIOR TO ANY WORK. ANY AND ALL DISCREPANCIES SHALL BE REPORTED TO SUITE ADDITIONS INC. PRIOR TO ANY WORK.
2. OWNER AND CONTRACTOR IS FULLY RESPONSIBLE FOR SHORING EXISTING STRUCTURE PRIOR TO ANY WORK IF REQUIRED.

WITH RELATED ENGINEER OR SUB-TRADER:

1. ALL BEAMS WITH POINT LOADS TO BE SIZED BY PROFESSIONAL ENGINEER.
2. PROVIDE ENGINEERED LINTELS FOR ALL OPENINGS SUPPORTING TRUSSES SPANNING MORE THAN 40 FEET.
3. ALL LEVEL BEAMS AND HEADERS TO BE PRE- ENGINEERED BY LVL SUPPLIER.
4. WOOD FRAMING MEMBERS THAT ARE NOT PRESSURE TREATED WITH A WOOD PRESERVATIVE AND WHICH ARE SUPPORTED ON CONCRETE BY AT LEAST 51 MICRONS (2 MILL) POLYETHYLENE FILM, NO. 50(45 LB.) ROLL ROOFING OR OTHER DAMP PROOFING MATERIAL EXCEPT THAT SUCH DAMP PROOFING IS NOT REQUIRED WHERE THE WOOD MEMBER IS AT LEAST 6" ABOVE THE GROUND.
5. ALL JOISTS TO BE BRACED WITH A CONTINUOUS 1"x4" OR 2"x2" CROSS BRIDGING OR SOLID BLOCKING @7'-0" MAX.
6. ENERGY REQUIREMENTS AS PER SB-12 OF THE O.B.C.
7. MILLWORK SUB-CONTRACTOR OR GENERAL CONTRACTOR SHALL VERIFY ON SITE ALL DIMENSIONS THAT ARE NECESSARY FOR THE CONSTRUCTION & INSTALLATION OF FURNITURE, MILLWORK AND EQUIPMENT. FIXTURE INSTALLATION: FIXTURES AND MILLWORK TO BE INSTALLED LEVEL AND TRUE.
8. ALL EXPOSED WORK SHALL BE COMPLETED READY FOR PAINTING OR FINISHING. ALL JOINTS, NAIL HOLES, ETC. SHALL BE PROPERLY FILLED AND SANDED.
9. FLOOR COVERING CONTRACTOR IS RESPONSIBLE FOR INSURING THAT FLOOR COVERING IS INSTALLED AS PER THE MANUFACTURER'S SPECIFICATIONS. ALL SUB

FLOORS SCREWED & GLUED TO FLOOR JOISTS.

10. ALL SWITCHES AND OUTLETS TO BE INSTALLED AS PER PART 9.34.2 OF THE O.B.C.
11. PLUMBING NOTE: PRESSURE BALANCED OR THERMOSTATICALLY CONTROLLED MIXING VALVES FOR SHOWER UNITS. PRESSURE BALANCED OR THERMOSTATICALLY CONTROLLED MIXING VALVES FOR ALL FAUCETS OR WATER HEATER SOURCE.
12. OTHER CONSULTANTS' DRAWINGS: REFER TO MECHANICAL ENGINEERS DRAWINGS FOR SITE SERVICING PLAN, HVAC AND PLUMBING. REFER TO STRUCTURAL ENGINEERS DRAWINGS FOR FOUNDATION AND FRAMING DETAILS.
13. PROVIDE LIGHTING AT ALL ENTRANCES AS PER 9.34.2.1.
14. CONTRACTOR TO VERIFY ALL EXISTING GRADES AND ALL FINISHED GRADES ON SITE.
15. DO NOT SCALE THE DRAWINGS. ALL DIMENSIONS ARE TO INTERIOR WALL FACE. EXTERIOR WALL DIMENSIONS SHALL BE VERIFIED ON SITE.
16. FOR INTERIOR FINISHES, VERIFY WITH OWNER.

ELECTRICAL SAFETY:

1. GC. MUST CONTACT THE ELECTRICAL SAFETY AUTHORITY AND ARRANGE FOR AN INSPECTION OF ANY ELECTRICAL SERVICE OR WIRING MODIFICATIONS THAT OCCUR DURING THE CONSTRUCTION OF A SECOND UNIT. IN ONTARIO, ELECTRICAL SAFETY COMPLIANCE INSPECTIONS ARE CONDUCTED BY THE ELECTRICAL SAFETY AUTHORITY (ESA).
2. ELECTRICAL FACILITIES SHALL COMPLY WITH OBC 9.34.
3. ESA REPORT TO BE PROVIDED PRIOR TO OCCUPANCY.
4. EMERGENCY LIGHTING BATTERY TEST CERTIFICATE TO BE PROVIDED PRIOR TO OCCUPANCY.
5. PROVIDE ELECTRICAL LIGHTING IN EACH ROOM AND WALL SWITCHES. PROVIDE A 3-WAY SWITCH AT THE TOP AND BOTTOM OF STAIRS.

WASHROOMS:

1. WATERPROOF WALLBOARD REQUIRED AS TILE BASE AROUND TUBS AND SHOWERS.
2. USE MOISTURE RESISTANT DRYWALL IN WET AREAS.
3. WASHROOM TO BE MECHANICALLY VENTED DIRECTLY TO EXTERIOR IN ORDER TO PROVIDE AT LEAST ONE AIR CHANGE PER HOUR.

STAIRS:

1. HANDRAIL FOR INTERIOR STAIRS UNDER 3'-7" WIDE TO HAVE 1 HANDRAIL (O.B.C 9.8.7.1).
2. INTERIOR STAIR HEADROOM TO CONFIRM TO DIV. 2 PART 9, 9.2.2.2 OF THE O.B.C. MINIMUM HEADROOM TO BE 6'-5" WITHIN DWELLING UNITS AND 6'-9" NOT WITHIN DWELLING UNITS.
3. ALL EXTERIOR HANDRAILS AND GUARDS TO BE INSTALLED AS PER SB-7 OF THE O.B.C., UNLESS OTHER SPECIFICATION.
4. ON FINISHED HANDRAILS AND GUARDS MAINTAIN A MAX. OF 4" BETWEEN PICKETS.
5. ALL GUARDS TO CONFORM TO OBC PART 9, 9.8.8.1-9.8.8.7.

LAUNDRY FIXTURES

LAUNDRY FIXTURES SHALL COMPLY WITH OBC 9.31.4.2.
LAUNDRY VENTING SHALL COMPLY WITH OBC 9.32.1.4.

PENETRATIONS

PIPING, TUBING, DUCTS, CHIMNEYS, WIRING, CONDUIT, ELECTRICAL OUTLET BOXES AND OTHER SIMILAR SERVICE EQUIPMENT THAT PENETRATE A FIRE SEPARATION MUST BE NON COMBUSTIBLE ND FIRE STOPPED.

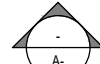
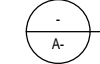


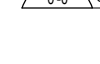
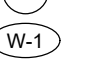


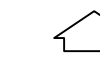
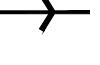


PLUMBING

ALL PLUMBING MUST CONFORM TO O.REG.332/12, DIV. B PART 7 OF THE BUILDING CODE.

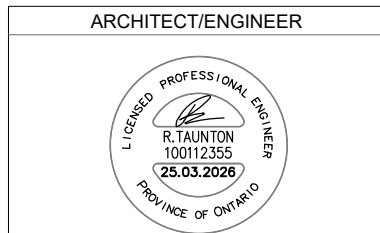
ABBREVIATION

@	AT	LAV.	LAVATORY
A.C.T.	ACOUSTICAL CEILING TILE	L.L.H.	LONG LEG HORIZONTAL
ADJ.	ADJUSTABLE	L.L.V.	LONG LEG VERTICAL
A.F.F.	ABOVE FINISHED FLOOR	LT. (G)	LIGHT (ING)
ALUM.	ALUMINUM	MAS.	MASONRY
ALT.	ALTERNATE	MAX.	MAXIMUM
A.B.	ANCHOR BOLT	M.B.S.	METAL BUILDING SUPPLIER
ANOD.	ANODIZED	MISC.	MISCELLANEOUS
BLKG.	BLOCKING	M.O.	MASONRY OPENING
BTWN.	BETWEEN	MTD.	MOUNTED
BRD.	BOARD	MATL.	METAL
BLDG.	BUILDING	M.D.F.	MEDIUM DENSITY FIBREBOARD
BM.	BEAM	MECH.	MECHANICAL
BOT.	BOTTOM	MIN.	MINIMUM
CFMF.	COLD FORM METAL FRAMING	MWC.	MILLWORK CONTRACTOR
CL.	CENTER LINE	N/A	NOT APPLICABLE
CLG.	CEILING	N/R	NOT REQUIRED
CLR.	CLEAR	N.I.C.	NOT IN CONTRACT
C.J.	CONTROL JOIST	NO.	NUMBER
C.M.U.	CONCRETE MASONRY UNIT	N.T.S.	NOT TO SCALE
COL.	COLUMN	O.C.	ON CENTER
CONC.	CONCRETE	OPP.	OPPOSITE
CONT.	CONTINUE (OUS)	P.C.P.	PORTLAND CEMENT PLASTER
C/W	COMPLETE WITH...	PLYWD.	PLYWOOD
DBL.	DOUBLE	PT	PAINT (ED)
DET.	DETAIL	PLAM.	PLASTIC LAMINATE
DR.	DOOR	PART. BD.	PARTICLE BOARD
D.S.	DOWNSPOUT	REF.	REFER, REFERENCE
DWG.	DRAWING	REINF.	REINFORCED
DIM.	DIMENSION	REQ'D.	REQUIRED
E.I.F.S.	EXT. INSULATION FINISH SYSTEM	RM.	ROOM
E.J.	EXPANSION JOINT	ROT.	ROTATED
ELEV.	ELEVATION	REV	REVISED
ELEC.	ELECTRICAL	R.S.O.	ROUGH STUD OPENING
EQ.	EQUAL	R.S.	ROUGH SAW
E.W.C.	ELECTRICAL WATER COOLER	R.W.L.	RAIN WATER LEADER
EX.	EXPANSION	S.C.	SOLID CORE
EXT.	EXTERIOR	SCH.	SCHEDULE
F.F.	FINISH FLOOR	SHT.	SHEET
FIN.	FINISH (ED)	SIM.	SIMILAR
FLR.	FLOOR	SPEC.	SPECIFICATION (S)
F.O.C.	FACE OF CONCRETE	STD.	STANDARD
F.O.G.B.	FACE OF GRADE BEAM	STL.	STEEL
F.O.M.	FACE OF MASONRY	STRUCT.	STRUCTURE (AL)
F.R.P.	FIBERGLASS REINFORCED PANEL	SGL	SINGLE
FIXT	FIXTURE	S.O.I.C.	SUPPLIED BY OWNER, INSTALLED BY CONTRACTOR.
FLUOR	FLOURESCENT	SQ.	SQUARE
F/S	FACE OF STUD	SUSP	SUSPENDED
FT	FEET	TEMP.	TEMPERED
GA	GAUGE, OR GAGE	TG.	TEMPERED GLASS
GB.	GYPSUM BOARD DRYWALL	TYP.	TYPICAL
G.C.	GENERAL CONTRACTOR	THK.	THICK
GL.	GLASS	T.O.	TOP OF
G.W.B.	GYPSUM WALL BOARD	T.S.	TEMPERED STEEL
G.W.G.	GEORGIAN WIRED GLASS	U.N.O.	UNLESS NOTED OTHERWISE
HDWD.	HARDWOOD	U/S	UNDER SIDE
H.B.	HOSE BIB	V.C.T.	VINYL COMPOSITE TILE
H.C.	HOLLOW CORE	VERT.	VERTICAL
HDWR.	HARDWARE	W.C.	WATER CLOSET
HT.	HEIGHT	WD.	WOOD
H.V.A.C.	HEATING/VENTILATING/AIR COND.	W.H.T	WATER HEATER
INSUL.	INSULATION	W/	WITH
J.B.	JUNCTION BOX	(*)	BY METAL BUILDING SUPPLIER

SYMBOLS


	BLDG/DETAIL SEC NO. SHEET NO.	UNIT NAME	UNIT NAME
	DETAIL NO. SHEET NO.	ROOM NAME	ROOM NAME & NO.
	GRID LINE		WALL TYPE
	ELEVATION HEIGHT		DOOR NO.
	CEILING HEIGHT /EXISTING OR NEW		WINDOW NO.
	MAIN ENTRANCE		ELEC PANEL
	SECOND EXIT		TRAVEL PATH
	FLOOR LEVEL		MULTI-USAGE EXTINGUISHER

Copyright Act Applies to Use and Production



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 - DO NOT SCALE DRAWINGS.
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REVISIONS		
NO.	DESCRIPTION	DATE
△	ISSUED FOR PERMIT	2025.11.05
△	ISSUED FOR ZONING	2026.03.11
△	ISSUED FOR ZONING	2026.03.25
△		
△		
△		

NORTH	FILE #.	2025-RR08
	DRAWN BY:	F.A
	REVIEWED BY:	R.K
	DATE:	NOV 2025

PROJECT NAME:
2ND FLOOR REAR ADDITION

ADDRESS:
2328 NEW STREET,
BURLINGTON, ON.

SHEET NAME
GENERAL NOTES

SHEET NO. A0.02

EXTERIOR WALL ASSEMBLY			
TAG	PLAN LEGEND	WALL SECTION	WALL ASSEMBLY DESCRIPTION
EW1			EXISTING EXTERIOR WALL TO REMAIN AS IS.
EW2			EXISTING FOUNDATION WALL TO REMAIN AS IS.
EW3		PLEASE REFER TO A4.02(3).	NEW EXTERIOR SIDING WALL (MIN. R24) <ul style="list-style-type: none"> - EXTERIOR NEW SIDING FINISH - AIR SPACE - NEW BUILDING PAPER (TYVEK HOUSE WRAP) - NEW 1" RIGID INSULATION (R5) - NEW 1/2" EXTERIOR PLYWOOD - NEW 2X6 WOOD STUDS @ 16" O.C. W/BATT INSULATION IN CAVITIES (MIN R19) - NEW 6 MIL POLY VAPOUR BARRIER - NEW 1/2" (12.7mm) GWB. - NEW INTERIOR FINISH

INTERIOR WALL ASSEMBLY			
TAG	PLAN LEGEND	WALL SECTION	WALL ASSEMBLY DESCRIPTION
P1			EXISTING INTERIOR PARTITION WALL TO REMAIN AS IS.
P2			NEW INTERIOR PARTITION WALL <ul style="list-style-type: none"> - NEW INTERIOR FINISH - NEW 1/2" (12.7mm) GWB. - NEW 2X4 WOOD STUD @ 24" O.C. - NEW 1/2" (12.7mm) GWB. - NEW INTERIOR FINISH PROVIDED FOR UNIT INTERIOR PARTITION

FLOOR/CEILING ASSEMBLY			
TAG	PLAN LEGEND	FLOOR CONSTRUCTION	WALL ASSEMBLY DESCRIPTION
FC1			EXISTING FLOOR ASSEMBLY: <ul style="list-style-type: none"> - EXISTING/NEW FLOOR FINISH - EXISTING WOOD SUBFLOOR (1" THK.) - EX. WOOD JOIST - EXISTING/NEW 1 LAYER 1/2" (12.7mm) GWB. - NEW CEILING FINISH
FC3			EXPOSED FLOOR ASSEMBLY (MIN R31) <ul style="list-style-type: none"> - FLOOR FINISH - 6 MIL POLY. VAPOUR BARRIER - NEW WOOD SUBFLOOR (1/2" THICK) - NEW 2X10 JOISTS @ 16" O.C. W/ ABSORPTIVE MATERIAL IN CAVITY. - BUILDING PAPER (TYVEK HOUSE WRAP) - AL. SOFFIT BOARD

ROOF ASSEMBLY			
TAG	PLAN LEGEND	ROOF CONSTRUCTION	WALL ASSEMBLY DESCRIPTION
RF1			NEW ROOF ASSEMBLY (MIN. R 60) <ul style="list-style-type: none"> - ASPHALT SHINGLES - 1/2" OSB. SHEATHING OR EQUAL W/ METAL CLIPS AT UNSUPPORTED EDGES - NEW 2X8 WOOD RAFTER REINFORCEMENT @ 16" O.C. - NEW 2X6 CEILING JOIST @ 16" O.C. W/ NEW FIBERGLASS INSULATION IN CAVITIES (MIN. 24" THICK) (R60) - 6 MIL. POLY. VAPOUR BARRIER - NEW 1/2" GWB. - NEW INTERIOR CEILING FINISH

NOTE:

1. CONFIRMED ON SITE BY THE LANDLORD, TO BE VERIFIED BY GC. ON SITE.
2. ALL DIMENSIONS TO BE VERIFIED ON SITE. ANY DISCREPANCIES TO BE REPORTED TO THE DESIGNER IMMEDIATELY.
3. GC. TO COORDINATE ON SITE FOR EXISTING SITUATIONS. THIS SCHEDULE IS FOR REPAIR DAMAGED INSULATION LAYER.
4. GC. TO VERIFY ALL EXISTING ASSEMBLIES. IF ANY ARE NOT IN ACCORDANCE WITH THE SCHEDULE, INSTALL NEW ASSEMBLIES ON TOP OF THE EXISTING ONES AS PER THE SCHEDULE.

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NEW DOORS SCHEDULE											
TAG	FUNCTION	WIDTH	HEIGHT	THICK	LOCATION	MATR.	FRAME MATR.	F.R.R.	GLAZED	QTY.	NOTES
D1	EXTERIOR (DOUBLE)	5'-6"	6'-8"	1 3/4"	PRIMARY BEDROOM TO JULIET BALCONY	SOLID CORE	HM	--	Optional	1	WEATHER STRIP DOOR
D2	INTERIOR (POCKET DOOR)	2'-6"	6'-8"	1 3/4"	WASHROOM DOOR	SOLID CORE	WOOD	--	--	2	PROVIDE UNDER CUT 1"
D3	INTERIOR	2'-6"	6'-8"	1 3/4"	CLOSET, LD, BEDROOM #1	SOLID CORE	WOOD	--	--	3	PROVIDE UNDER CUT 1"
D4	INTERIOR	1'-8"	6'-8"	1 3/4"	CLOSET DOOR	SOLID CORE	WOOD	--	--	1	PROVIDE UNDER CUT 1"

NOTE:

1. DOOR DIMENSIONS DO NOT INCLUDE THE DOOR FRAME.
2. DOOR TAGS ONLY REFER TO NEW DOORS. ALL OTHER DOORS ARE EXISTING TO REMAIN. REPAINT TO MAKE NEW, REPAIR AS REQUIRED.

NEW WINDOW SCHEDULE											
TAG	FUNCTION	WIDTH	HEIGHT	ABOVE FLOOR FINISH	LOCATION	MATR.	FRAME MATR.	F.R.R.	GLAZED	QTY.	NOTES
W1	EXTERIOR	5'-0"	4'-4"	2'-10"	PRIMARY BEDROOM	VERIFY	VERIFY	--	--	1	NEW
W2	EXTERIOR	4'-0"	2'-0"	4'-10"	SECOND FLOOR WASHROOM	VERIFY	VERIFY	--	--	1	NEW

NOTE:

1. WINDOW DIMENSIONS DO NOT INCLUDE THE WINDOW FRAME.
2. WINDOW TAGS ONLY REFER TO NEW WINDOWS. ALL OTHER WINDOWS ARE EXISTING TO REMAIN. REPAINT TO MAKE NEW, REPAIR AS REQUIRED.

DOOR SCHEDULE GENERAL NOTES	
ALL EXTERIOR METAL DOORS AND CORRESPONDING FRAMES TO BE HOT GALVANIZED, CLEANED, PRIMED AND PAINTED.	
1.	ALL SELF CLOSING DEVICES TO COMPLY WITH ONTARIO BUILDING CODE ARTICLES 3.1.8.11. AND 3.4.6.12.
2.	ALL DOOR LATCHES TO COMPLY WITH ONTARIO BUILDING CODE ARTICLE 3.1.8.13.
3.	ALL DOOR RELEASE HARDWARE TO COMPLY WITH ONTARIO BUILDING CODE ARTICLE 3.4.6.15.
4.	ALL POWER DOOR OPERATOR TO COMPLY WITH ONTARIO BUILDING CODE ARTICLE 3.8.3.3.(5).
5.	ALL EXTERIOR STEEL DOORS AND DOORS BETWEEN HEATED AND UNHEATED AREAS TO BE INSULATED.

WOOD LINTEL SUPPORT WINDOW/DOOR OPENING SIZE	
LINTEL SIZE:	MAX. SPAN:
2- 2x4	2'-0"
2- 2x6	4'-6"
2- 2x8	5'-9"
2- 2x10	7'-0"
2- 2x12	8'-1"

DESIGN LOAD:	
LIVE LOAD	2.4 KPA
LIVE LOAD (BALCONIES)	4.8 KPA
DEAD LOAD	10 P.S.F
LIVE LOAD (BALCONIES)	SS = 0.9 KPA SR = 0.4 KPA
WIND LOAD	0.48 KPA



NOTES:

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△	ISSUED FOR ZONING	2026.03.25
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NORTH	FILE #.	2025-RR08
	DRAWN BY:	F.A
	REVIEWED BY:	R.K
	DATE:	NOV 2025

PROJECT NAME:
2ND FLOOR REAR ADDITION

ADDRESS:
2328 NEW STREET,
BURLINGTON, ON.

SHEET NAME
WALL & FLOOR ASSEMBLY/
DOORS & WINDOWS SCHEDULE

SHEET NO. **A0.03**

DELAWARE AVENUE

DELAWARE AVENUE

NEW STREET

NEW STREET

1 EXISTING SITE PLAN
Scale: 1/16"=1'-0"

2 PROPOSED SITE PLAN
Scale: 1/16"=1'-0"

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SITE INFORMATION			
ADDRESS: 2328 NEW STREET MUNICIPALITY: BURLINGTON POSTAL CODE: L7R 1J5			
SURVEY: NONE BY-LAW: PARTS 1-2 ZONE: R3.2 ZONING EXCEPTION: NONE			
LOT INFO	ALLOWABLE	EXISTING	PROPOSED
LOT AREA (SQ.M)	MIN 425	431.3 SQ.M	NO CHANGE
AREA REFLECT THE FUTURE ROAD WIDENING ACTUAL LOT AREA = 479.18 SQ.M			
LOT WIDTH (M)	15	13.90 M	NO CHANGE
LOT DEPTH (M)	N/A	33.69 M	NO CHANGE
BUILDING INFO	ALLOWABLE	EXISTING	PROPOSED
BUILDING HEIGHT (M)	MAX 10.0M	9.10M	NO CHANGE
ADDITION HEIGHT (M)	MAX 6M FROM THE 1ST FLOOR CLG. TO THE PEAK	N/A	5.85M
WIDTH (M)	N/A	6.65 M	NO CHANGE
DEPTH (M)	MAX 18M	10.83 M	NO CHANGE
NO. OF STOREYS	N/A	2	NO CHANGE
BUILDING AREA	N/A	64.57 SQ.M	72.91 SQ.M
ACCESSORY STR. AREA (EXCEPT ATTACHED DECK)	N/A	32.76 SQ.M	NO CHANGE
LOT COVERAGE	MAX 17% PLUS 8% ACCESSORY BLD.	15.0% PLUS 7.6% ACCES. BLD.	16.9% PLUS 7.6% ACCES. BLD.
FLOOR AREA RATIO	MAX 0.45:1	0.27:1	0.32:1
GROSS FLOOR AREA (SQ.M)	N/A	120.16 SQ.M	136.73 SQ.M
BASEMENT FLOOR AREA (SQ.M)	N/A	64.57 SQ.M	NO CHANGE
GROUND FLOOR AREA (SQ.M)	N/A	64.57 SQ.M	NO CHANGE
SECOND FLOOR AREA (SQ.M)	N/A	55.58 SQ.M	72.16 SQ.M
SETBACKS	ALLOWABLE	EXISTING	PROPOSED
FRONT (M)	6.0	2.12 M	NO CHANGE
REAR (M)	9M ON A CORNER LOT CAN BE 4.5M	21.13 M	NO CHANGE
LEFT NORTH (M)	4.5M	3.40 M	3.21 M
RIGHT SOUTH (M)	1.8M	3.56 M	NO CHANGE
CORNER (M)	4.5M	3.40 M	3.21 M
LANDSCAPING	ALLOWABLE	EXISTING	PROPOSED
LANDSCAPE AREA (%)	N/A	69.32%	NO CHANGE
PARKING SPACES	N/A	2	NO CHANGE

SITE PLAN LEGEND	
	LANDSCAPING AREA
	NEW ADDITION
	PROPERTY LINE
	BUILDING EXTERIOR LINE
	EX. FENCE LINE
	DEMO LINE

ARCHITECT/ENGINEER

LICENSED PROFESSIONAL ENGINEER
R. TAUNTON
100112355
25.03.2026
PROVINCE OF ONTARIO

R&R DESIGNS

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NORTH	FILE #.	2025-RR08
	DRAWN BY:	F.A
	REVIEWED BY:	R.K
	DATE:	NOV 2025

PROJECT NAME:

2ND FLOOR REAR ADDITION

ADDRESS:

2328 NEW STREET,
BURLINGTON, ON.

SHEET NAME

SITE PLANS

SHEET NO. **SP1.01**

GENERAL GRADING NOTES:

1. ALONG ADJOINING PROPERTIES GRADE TO MEET EXISTING OR PROPOSED ELEVATIONS WITH SODDED SLOPES (MIN. 3H TO 1V) AND/OR RETAINING WALLS AS SPECIFIED.
2. SHOULD A RETAINING WALL BE REQUIRED, THE TOP OF WALL ELEVATION SHALL BE SET 150MM ABOVE THE PROPOSED SIDE YARD SWALES.
3. SLOPES OF SWALES FOR BOTH "BACK TO FRONT" AND "SPLIT" DRAINAGE SHALL BE NO LESS THAN 2.0% GRADE AND NO GREATER THAN 33% GRADE (3:1) SLOPES).
4. TOP OF FOUNDATION WALLS FOR BUILDING SHALL BE 150MM(MIN) ABOVE FINISHED GRADE
5. DRIVEWAY SLOPES SHALL NOT BE LESS THAN 2% AND NOTE MORE THAN 7.0% REVERSED SLOPED DRIVEWAYS IN NEW DEVELOPMENT ARE NOT PERMITTED
6. ALL FILL PLACED ON LOTS SHALL BE COMPACTED TO A MINIMUM 95% SPD (UNLESS OTHERWISE RECOMMENDED BY THE GEOTECHNICAL ENGINEER). ALL MATERIAL SHALL BE PLACED IN LAYERS NOT EXCEEDING 300MM LIFTS.
7. IF GRADING IS REQUIRED ON LANDS ADJACENT TO THE DEVELOPMENT WHICH ARE NOT OWNED BY THE DEVELOPER, THEN THE DEVELOPER MUST OBTAIN WRITTEN PERMISSION FORM THE ADJACENT PROPERTY OWNER TOO ALLOW THE DEVELOPER TO GRADE ON THE ADJACENT LANDS, OTHERWISE RETAINING WALLS MUST BE USED.
8. THE WRITTEN PERMISSION REQUIRED FROM THE ADJACENT LANDOWNER SHALL BE OBTAINED PRIOR TO ENTERING THE LANDS. SHOULD PERMISSION NOT BE OBTAINED OR IS WITHDRAWN PRIOR TO COMMENCING THE WORK, THEN THE DEVELOPER SHALL LIMIT HIS ACTIVITIES TO THE LIMITS OF THE DEVELOPMENT SITE
9. DRIVEWAY AND DRIVEWAY APPROACHED SHALL BE LOCATED SUCH THAT HYDRO VAULTS AND OTHER STREET FURNITURE ARE A MIN. OF 1.2M FROM THE PROJECTION OF THE OUTSIDE GARAGE WALLS.
10. THE APPROVAL OF THIS PLAN DOES NOT EXEMPT THE OWNER'S BONDED CONTRACTOR FROM THE REQUIREMENT TO OBTAIN THE VARIOUS PERMITS/APPROVALS NORMALLY REQUIRED TO COMPLETE A CONSTRUCTION PROJECT, SUCH AS BUT NOT LIMITED TO THE FOLLOWING:
ROAD CUR PERMITS, APPROACH APPROVAL PERMITS, COMMIT OF ADJUSTMENT, SEWER/WATER PERMITS, RELOCATION OF SERVICES, ENCROACHMENT AGREEMENTS (IF REQUIRED).

EROSION AND SEDIMENT CONTROL:

1. ALL EROSION AND SILTATION CONTROL DEVICES MUST BE INSTALLED PRIOR TO THE BEGINNING OF EARTH REMOVAL, ACTIVITIES AND LEFT IN PLACE UNTIL FINAL COVER IS ESTABLISHED.
2. EROSION AND SEDIMENTATION CONTROL DEVICES MUST BE INSPECTED MINIMUM WEEKLY. AFTER EVERY RAINFALL AND MAINTAINED AND CLEANED, AS REQUIRED. ALL EROSION AND SEDIMENT CONTROL DEVICES MUST REMAIN IN PLACE UNTIL FINAL COVER IS ESTABLISHED.
3. THE OWNER IS RESPONSIBLE FOR THE REMOVAL OF ALL MUD AND DEBRIS THAT ARE TRACKED ONTO THE ROADWAYS FROM VEHICLES ENTERING OR LEAVING THE CONSTRUCTION SITE, THE OWNER SHALL. UPON VERBAL AND/OR WRITTEN REQUEST BY THE CITY. IMMEDIATELY PROCEED WITH CLEAN UP OPERATIONS AT THEIR EXPENSE. THE POSITION OF ALL EXISTING UTILITIES ARE APPROXIMATE ONLY AND NOT GUARANTEED. PRIOR TO COMMENCEMENT CONTRACTOR SHALL VERIFY THE POSITION OF ALL UNDERGROUND UTILITIES WITHIN THE LIMITS OF CONSTRUCTION.

ALL WORK WITHIN THE MUNICIPAL RIGHT-OF-WAY TO BE COMPLETED BY TOWN/CITY FORCES OR BY THE OWNERS CONTRACTOR AS PER CITY'S PROCEDURE FOR OFF-SIRE WORKS BY CONTRACTOR.

SOD, SIDEWALK AND CURB ARE TO BE RESTORED TO THE SAME OR BETTER CONDITION AFTER THE PROPOSED WORKS WITHIN THE RIGHT-OF-WAY ARE COMPLETE.

LOCATIONS AND LIABILITY:

1. THE CONTRACTOR SHALL RECTIFY ALL DISTURBED AREAS TO THE ORIGINAL CONDITION OR BETTER AND TO THE SATISFACTION OF THE CITY.
2. THE LOCATION OF ALL UNDER/ABOVE GROUND UTILITIES AND STRUCTURES ARE APPROXIMATE ONLY, AND WHERE SHOWN ON THE DRAWINGS THE ACCURACY OF THE LOCATION OF SUCH UTILITIES ARE NOT GUARANTEED. THE CONTRACTOR SHALL DETERMINE THE LOCATION OF ALL SUCH UTILITIES AND STRUCTURES BY CONSULTING THE APPROPRIATE AUTHORITIES OR UTILITY COMPANIES CONCERNED. THE CONTRACTOR SHALL PROVE THE LOCATION OF ALL SUCH UTILITIES AND STRUCTURES AND SHALL ASSUME ALL LIABILITY FOR DAMAGE OR RESTORATION TO SAME.
3. THE OWNER SHALL BE NOTIFIED IMMEDIATELY OF ANY CONFLICTS WITH EXISTING SERVICES.

SUMP PUMP NOTES:

WHERE A SUMP PUMP IS PROPOSED, A "GOOSE NECK" CONNECTION SHOULD BE PROVIDED THAT ENSURES THE PUMPED FLOWS ARE PUMPED TO AN ELEVATION OF AT LEAST 0.15 M ABOVE FINAL GROUND ELEVATION PRIOR TO DISCHARGE EITHER TO SURFACE OR TO A PRIVATE FOUNDATION DRAIN LATERAL, CONNECTING TO THE STORM SEWER. A BACKFLOW VALVE MUST BE IMPLEMENTED. WHERE A SUMP PUMP LINE DISCHARGES TO SURFACE, FLOWS SHALL BE DIRECTED TO CONCRETE SPLASH PADS, AND THEN TO PERVIOUS GRASSED OR LANDSCAPED AREAS FOR INFILTRATION. DISCHARGE POINTS SHOULD BE LOCATED A MINIMUM OF 0.6 M AWAY FROM THE BUILDING EDGE (WITH CONCRETE SPLASH PADS) AND SHOULD DIRECT FLOWS AWAY FROM THE BUILDING (AND AWAY FROM ADJACENT BUILDINGS) IN CONJUNCTION WITH THE SITE GRADING PLAN. SUMP PUMP DISCHARGES SHOULD BE SEPARATED BY A MINIMUM OF 1.8 M FROM ROOF LEADER/DOWNSPOUT DISCHARGES AND SHOULD NOT DISCHARGE TO THE SIDE YARD BETWEEN THE HOUSES. WHERE SUMP PUMP DRAINAGE IS TO BE COLLECTED BY A PRIVATE LATERAL, A SURFACE OVERFLOW SHALL BE PROVIDED. SUMP DISCHARGES CANNOT BE IN A RESIDENTIAL SIDE YARD.

METRIC:

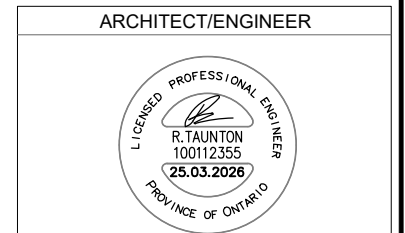
DISTANCES SHOWN ON THIS PLAN ARE IN METRES AND CAN BE CONVERTED TO FEET BY DIVIDING BY 0.3048

BEARINGS ARE ASTRONOMIC AND ARE REFERRED TO THE NORTHWESTERLY LIMIT OF CORIC AVENUE AS SHOWN ON PLAN 378 AS HAVING A BEARING OF N44°48'00"E.

BENCHMARK NOTE:

ELEVATIONS ARE GEODETIC AND ARE REFERRED TO CITY OF BURLINGTON BENCHMARK No.446 HAVING AN ELEVATION OF 100.192 METERS.

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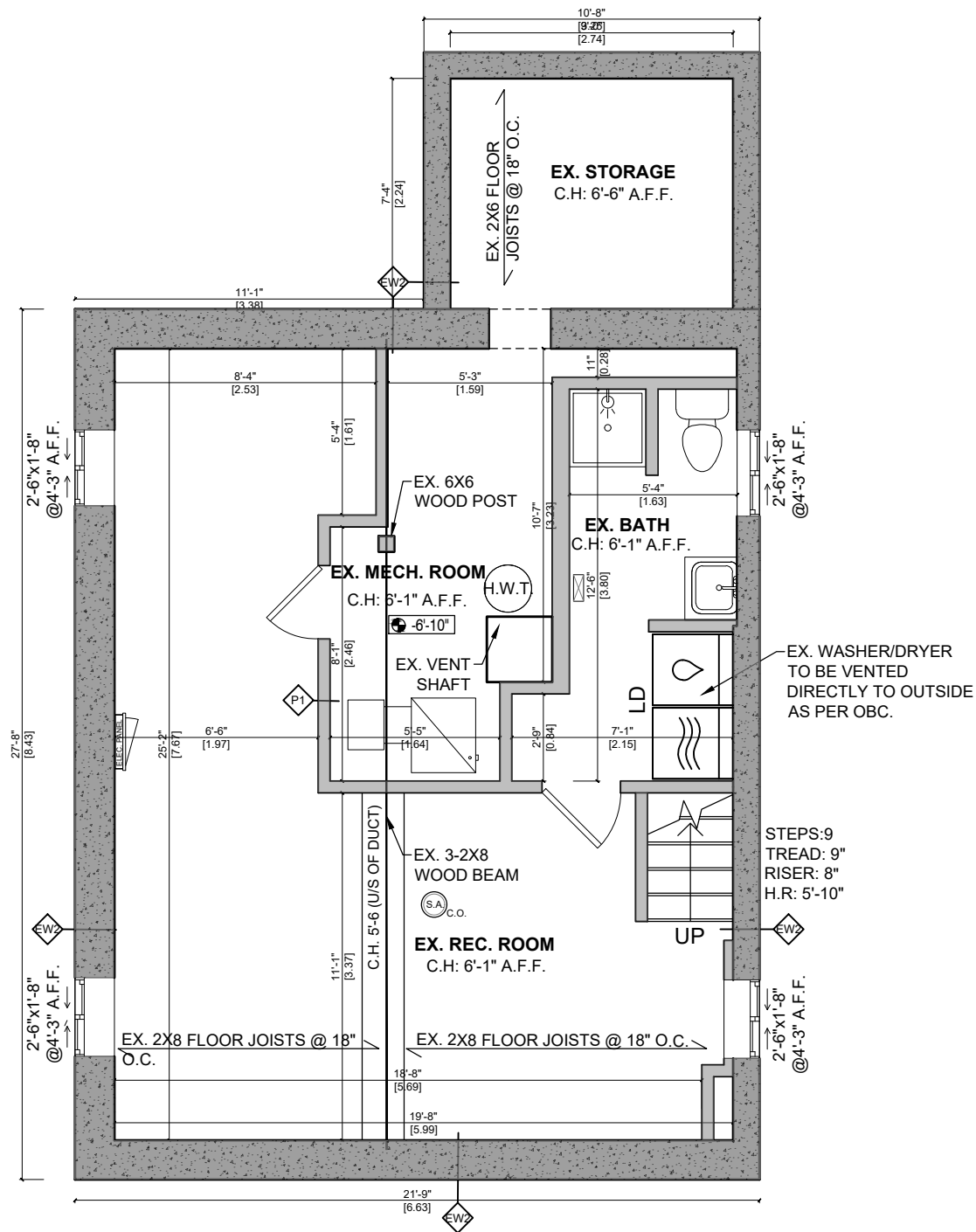
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NORTH	FILE #.	2025-RR08
	DRAWN BY:	F.A
	REVIEWED BY:	R.K
	DATE:	NOV 2025

PROJECT NAME:
2ND FLOOR REAR ADDITION
ADDRESS:
2328 NEW STREET,
BURLINGTON, ON.

SHEET NAME
SITE PLAN NOTES
SHEET NO. **SP1.02**



FLOOR PLAN LEGEND					
	EXISTING FOUNDATION WALL TO REMAIN.		EXISTING INTERIOR WALL		EXISTING INTERIOR DOOR TO REMAIN
	BULKHEAD		ELECTRICAL PANEL		EX. GAS FURNACE
	BEAM		EX. HOT WATER TANK		EXHAUST FAN
	ITEMS TO BE DEMOLISHED		SMOKE & CARBON ALARM		INTERCONNECTED SMOKE ALARM
			EX. SUPPLY DIFFUSER		EX. RETURN DIFFUSER

- BASEMENT NOTES:**
- EXISTING BASEMENT ALREADY FINISHED AND INSULATED.
 - EXISTING BASEMENT IS FOR REC. USE NOT FOR LIVING.

1 EXISTING BASEMENT PLAN
Scale: 3/16"=1'-0"

Copyright Act Applies to Use and Production

ARCHITECT/ENGINEER

R&R DESIGNS

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Hamilton, ON L8H 3N6
Tel: 905.547-8668
Richie Khanna
richie@r-rdesigns.net
www.r-rdesigns.net

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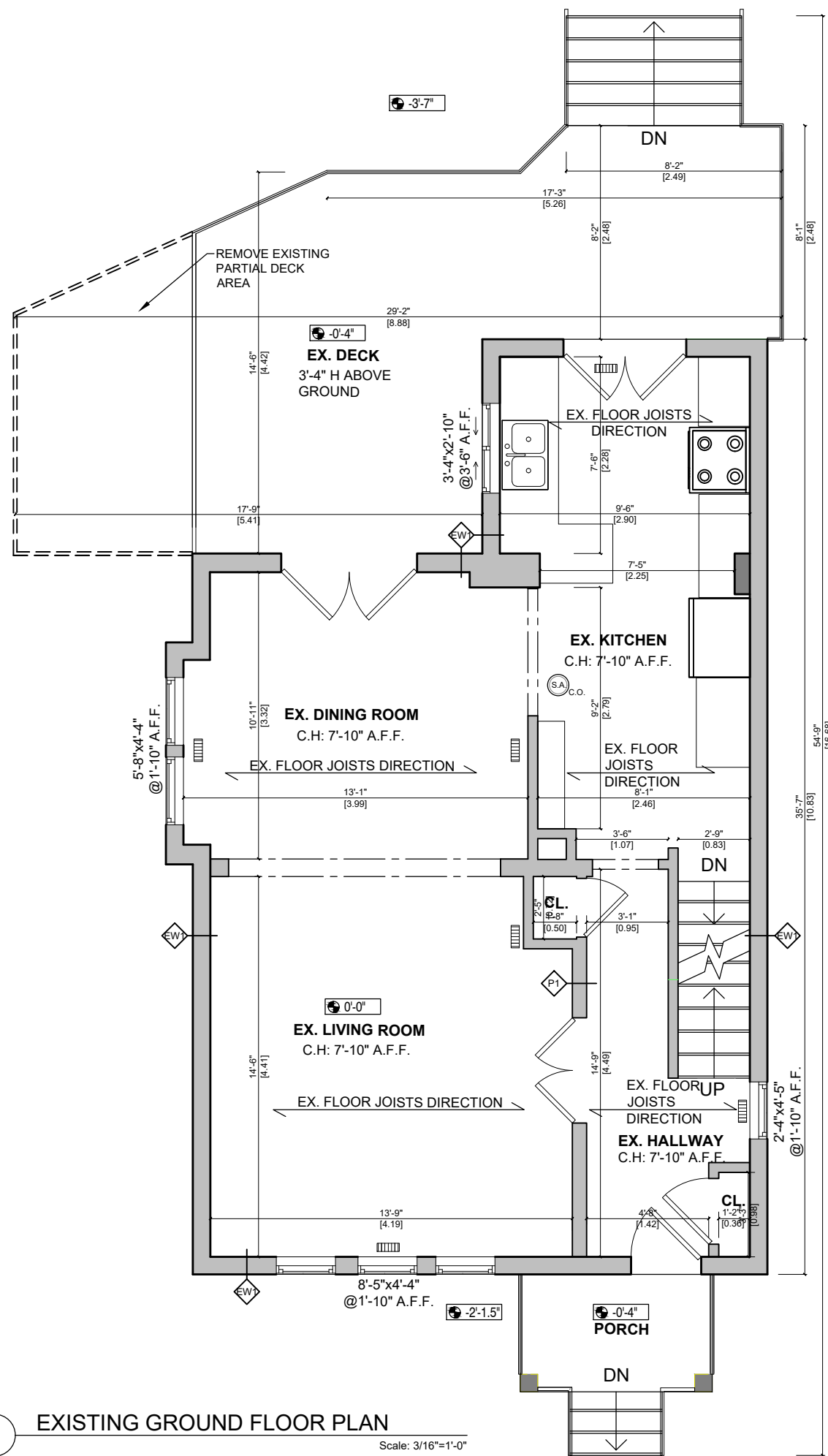
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PROJECT NAME:
2ND FLOOR REAR ADDITION

ADDRESS:
2328 NEW STREET,
BURLINGTON, ON.

SHEET NAME
EXISTING BASEMENT PLAN

SHEET NO. **A1.01**



FLOOR PLAN LEGEND	
	EXISTING EXTERIOR WALL TO REMAIN.
	EXISTING INTERIOR WALL
	BULKHEAD
	BEAM
	ITEMS TO BE DEMOLISHED
	EXISTING INTERIOR DOOR TO REMAIN
	EXHAUST FAN
	SMOKE & CARBON ALARM
	INTERCONNECTED SMOKE ALARM
	EX. SUPPLY DIFFUSER
	EX. RETURN DIFFUSER

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1 EXISTING GROUND FLOOR PLAN
Scale: 3/16"=1'-0"

ARCHITECT/ENGINEER

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Hamilton, ON L8H 3N6
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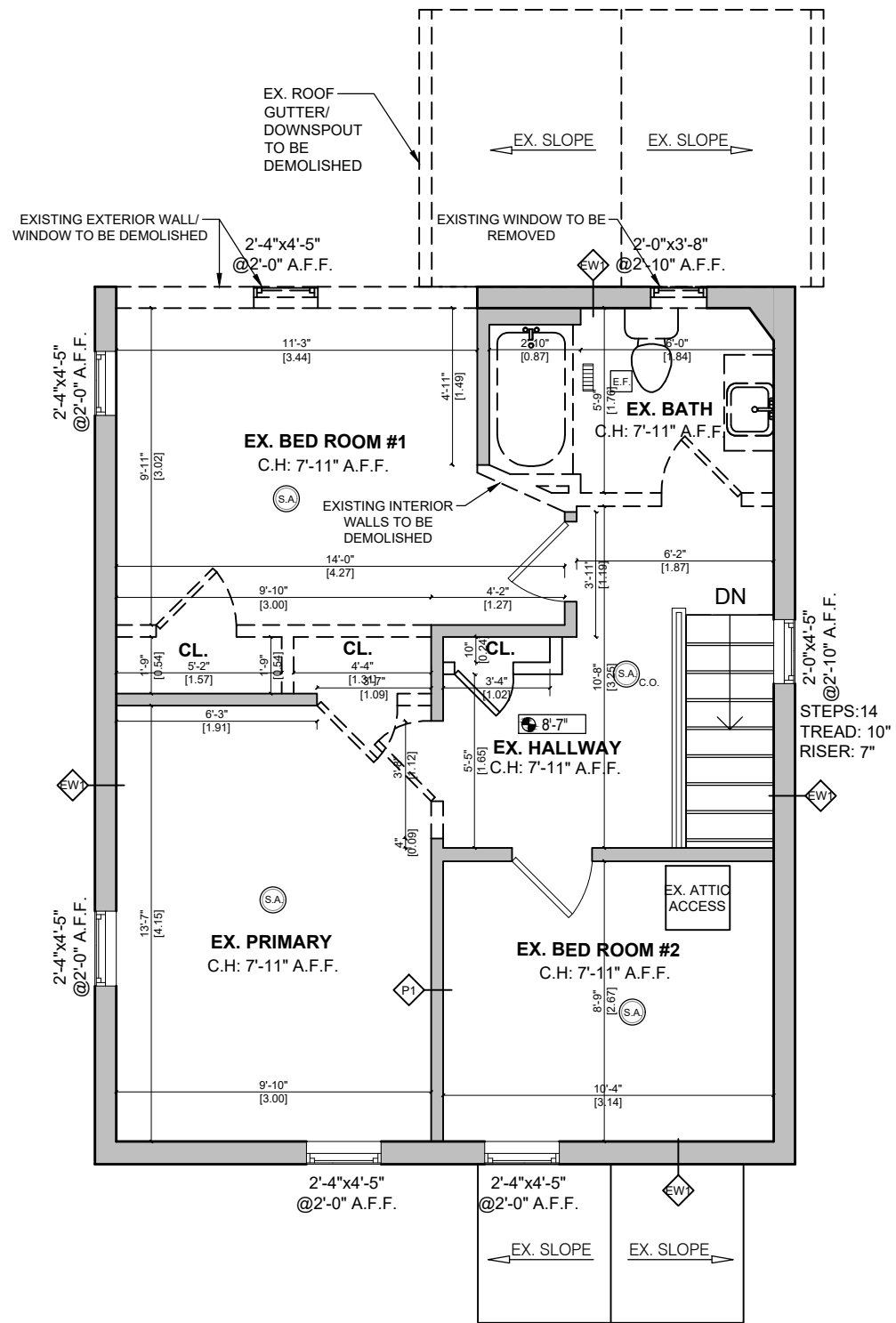
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PROJECT NAME:
2ND FLOOR REAR ADDITION

ADDRESS:
2328 NEW STREET,
BURLINGTON, ON.

SHEET NAME
EXISTING GROUND FLOOR PLANS

SHEET NO. A1.02



FLOOR PLAN LEGEND	
	EXISTING EXTERIOR WALL TO REMAIN.
	EXISTING INTERIOR WALL
	BULKHEAD
	BEAM
	ITEMS TO BE DEMOLISHED
	EXISTING INTERIOR DOOR TO REMAIN
	INTERIOR/ EXTERIOR DOOR TO BE DEMOLISHED
	EXHAUST FAN
	SMOKE & CARBON ALARM
	INTERCONNECTED SMOKE ALARM
	EX. SUPPLY DIFFUSER
	EX. RETURN DIFFUSER

Copyright Act Applies to Use and Production

1 EXISTING SECOND FLOOR PLAN
Scale: 3/16"=1'-0"

ARCHITECT/ENGINEER

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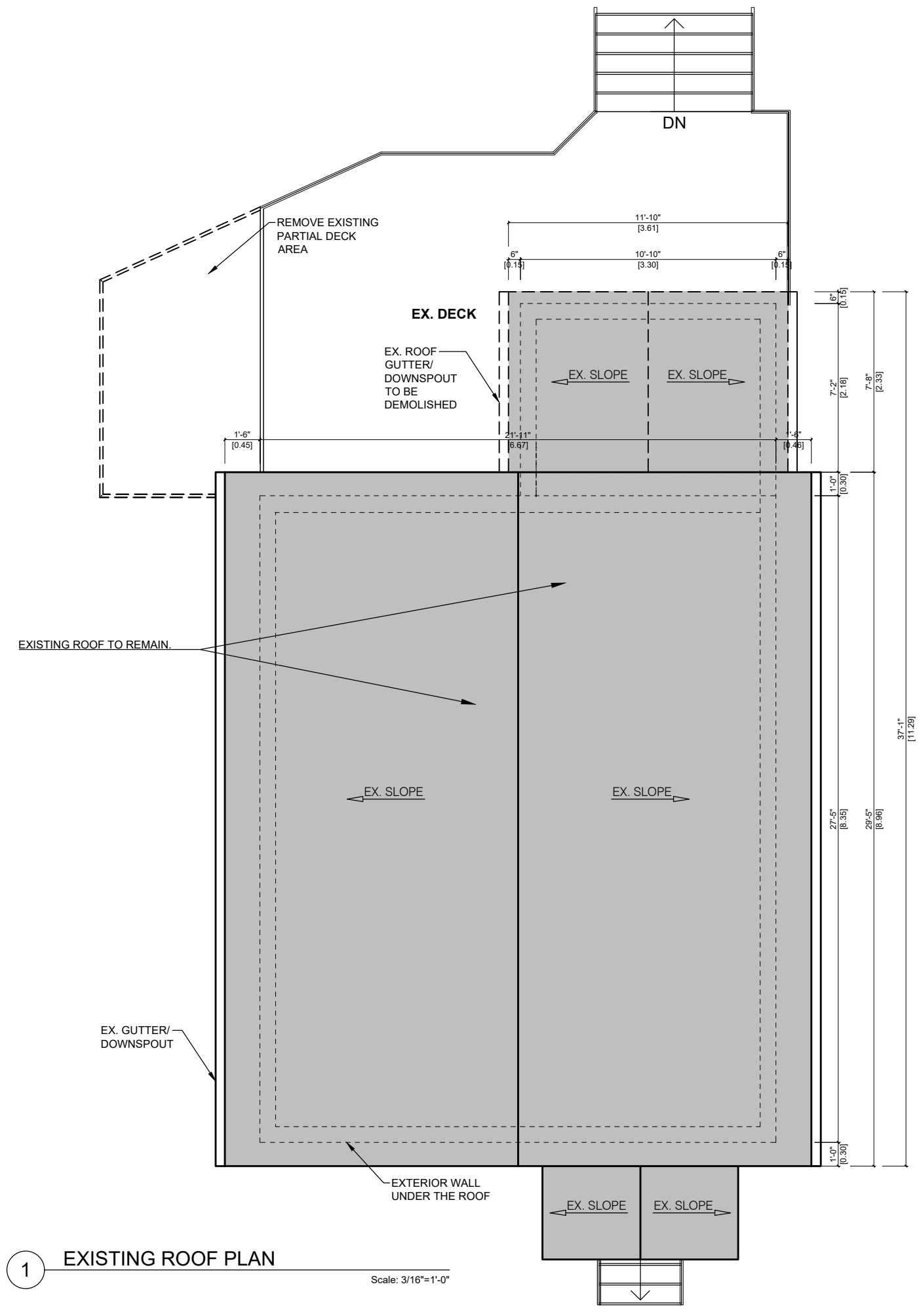
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PROJECT NAME:
2ND FLOOR REAR ADDITION

ADDRESS:
2328 NEW STREET,
BURLINGTON, ON.

SHEET NAME
EXISTING
SECOND FLOOR PLAN

SHEET NO. **A1.03**



FLOOR PLAN LEGEND	
-----	EXISTING OUTER LINE OF EXTERIOR WALL TO REMAIN.
-----	EXISTING ROOF LINE TO REMAIN
---	ITEMS TO BE DEMOLISHED

Copyright Act Applies to Use and Production

ARCHITECT/ENGINEER

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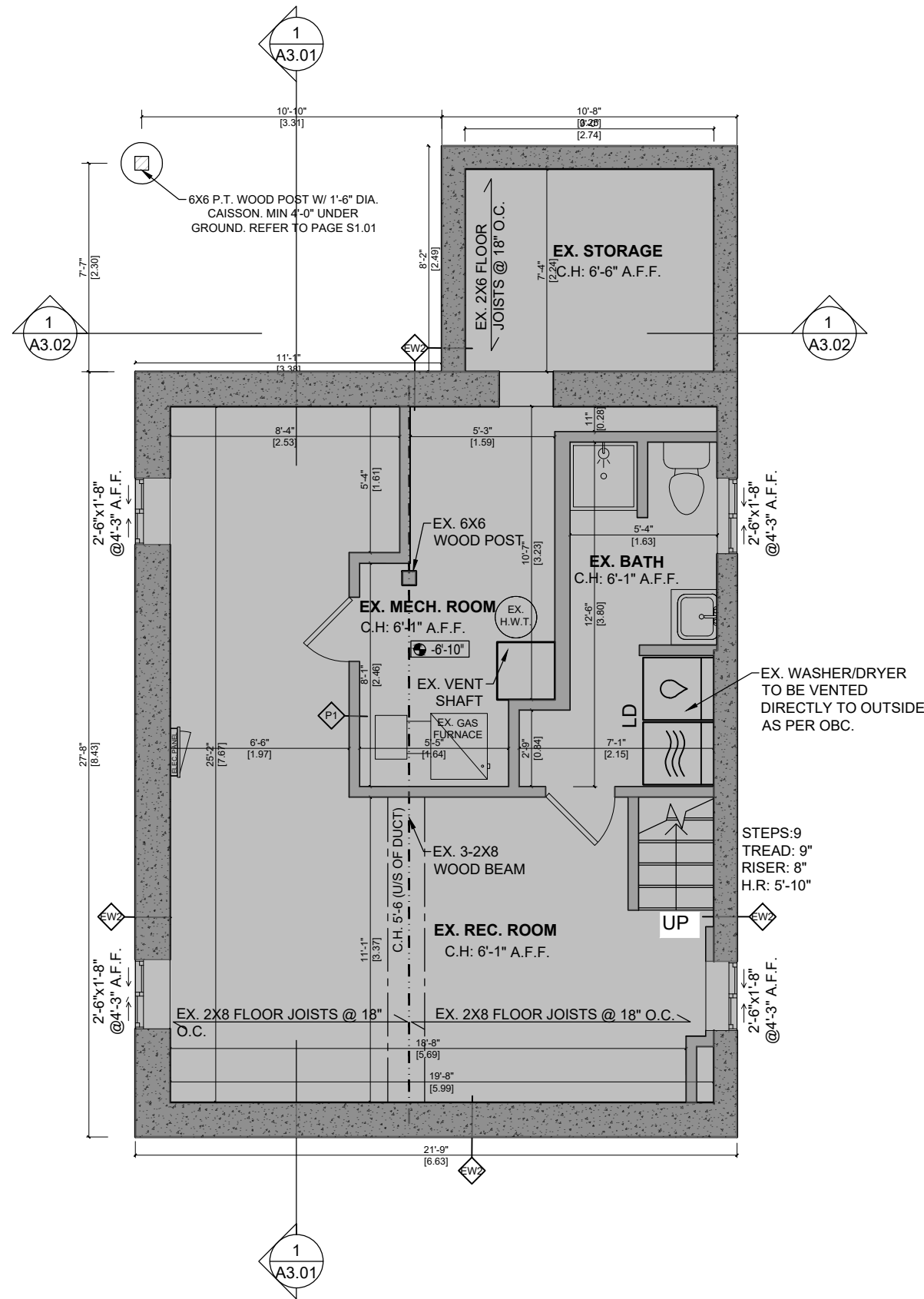
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PROJECT NAME:
2ND FLOOR REAR ADDITION

ADDRESS:
2328 NEW STREET,
BURLINGTON, ON.

SHEET NAME	
EXISTING ROOF PLAN	
SHEET NO.	A1.04

1 EXISTING ROOF PLAN Scale: 3/16"=1'-0"



FLOOR PLAN LEGEND	
	EXISTING FOUNDATION WALL TO REMAIN.
	EXISTING INTERIOR WALL
	NEW INTERIOR PARTITION WALL
	BEAM
	EXISTING INTERIOR DOOR TO REMAIN
	NEW INTERIOR DOOR
	EX. ELECTRICAL PANEL
	EX. GAS FURNACE
	EX. H.W.T.

- FLOOR CONSTRUCTION NOTES:**
- ALL BEAMS WITH POINT LOADS TO BE SIZED BY PROFESSIONAL ENGINEER.
 - SEE STRUCTURAL DRAWINGS FOR ALL PRE-ENGINEER WOOD, HEADERS, BEAMS, COLUMNS, AND WOOD I'S.
 - ALL SUB FLOORS SCREWED & GLUED TO FLOOR JOISTS.
 - PROVIDE ENGINEERING LINTELS FOR ALL OPENINGS SUPPORTING TRUSSES SPANNING MORE THAN 40 FEET.
 - ALL SWITCHES AND OUTLETS TO BE INSTALLED AS PER PART 9.34.2 OF THE O.B.C.
 - ALL LEVEL BEAMS@ HEADERS TO BE PRE ENGINEERED BY LVL SUPPLIER.
 - ANY PORTION OF CONCRETE WALL THAT IS Laterally UNSUPPORTED FOR 48" OR MORE IN LENGTH, MUST BE ENGINEERED.
 - ENERGY REQUIREMENTS AS PER SB-12 OF THE O.B.C.

ARCHITECT/ENGINEER

R&R DESIGNS

92 Stapleton Ave.
Hamilton, ON L8H 3N6
Tel: 905.547-8668
Richie Khanna
richie@r-rdesigns.net
www.r-rdesigns.net

- NOTES:**
- CONTRACTOR SHALL CHECK DIMENSIONS AND REPORT DISCREPANCIES TO THE ARCHITECT BEFORE PROCEEDING WITH THE WORK.
 - DO NOT SCALE DRAWINGS.
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REVISIONS		
NO.	DESCRIPTION	DATE
△	ISSUED FOR PERMIT	2025.11.05
△	ISSUED FOR ZONING	2026.03.11
△	ISSUED FOR ZONING	2026.03.25
△		
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NORTH	FILE #.	2025-RR08
	DRAWN BY:	F.A
	REVIEWED BY:	R.K
	DATE:	NOV 2025

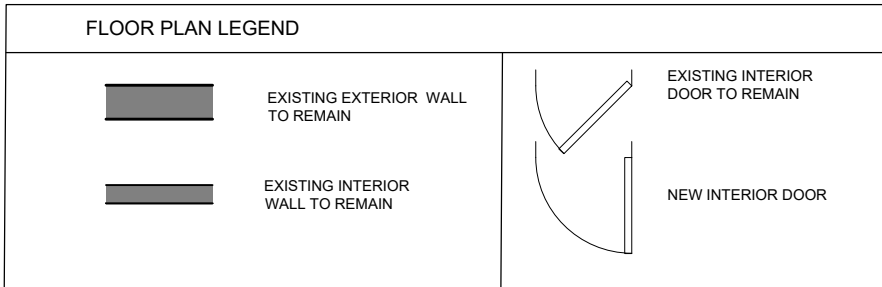
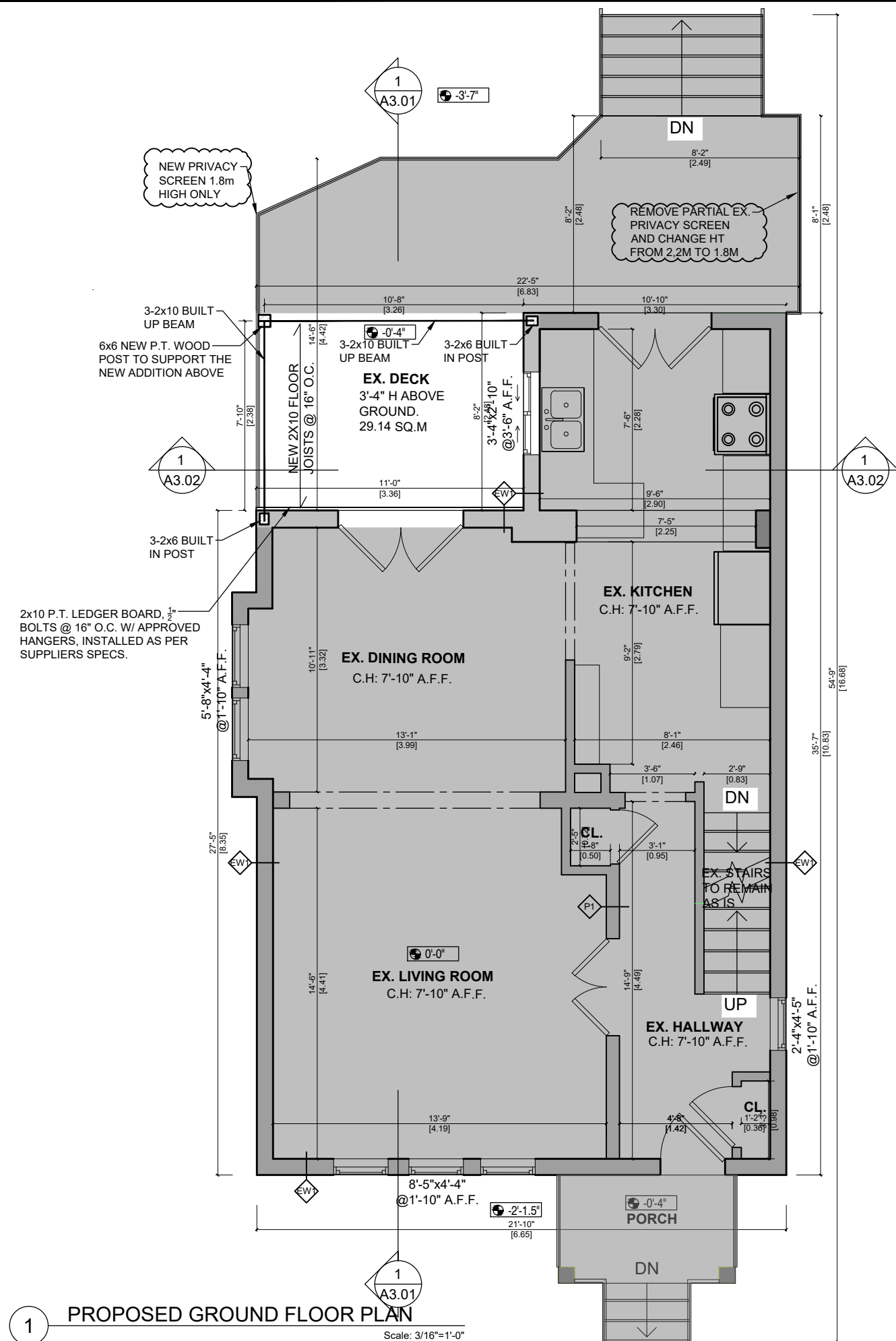
PROJECT NAME:
2ND FLOOR REAR ADDITION

ADDRESS:
2328 NEW STREET,
BURLINGTON, ON.

SHEET NAME
PROPOSED BASEMENT PLAN

SHEET NO. **A1.05**

Copyright Act Applies to Use and Production



- FLOOR CONSTRUCTION NOTES:**
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 - ENERGY REQUIREMENTS AS PER SB-12 OF THE O.B.C.

Copyright Act Applies to Use and Production

ARCHITECT/ENGINEER

R. TAUNTON
 100112355
 25.03.2026
 PROVINCE OF ONTARIO

R&R DESIGNS

92 Stapleton Ave.
 Hamilton, ON L8H 3N6
 Tel: 905.547-8668
 Richie Khanna
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△	ISSUED FOR ZONING	2026.03.25
△		
△		

NORTH

FILE #: 2025-RR08

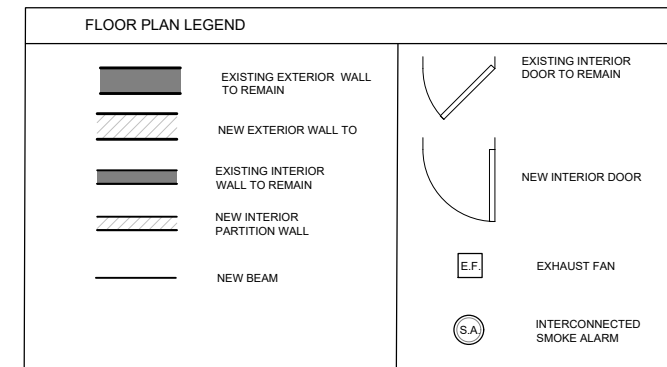
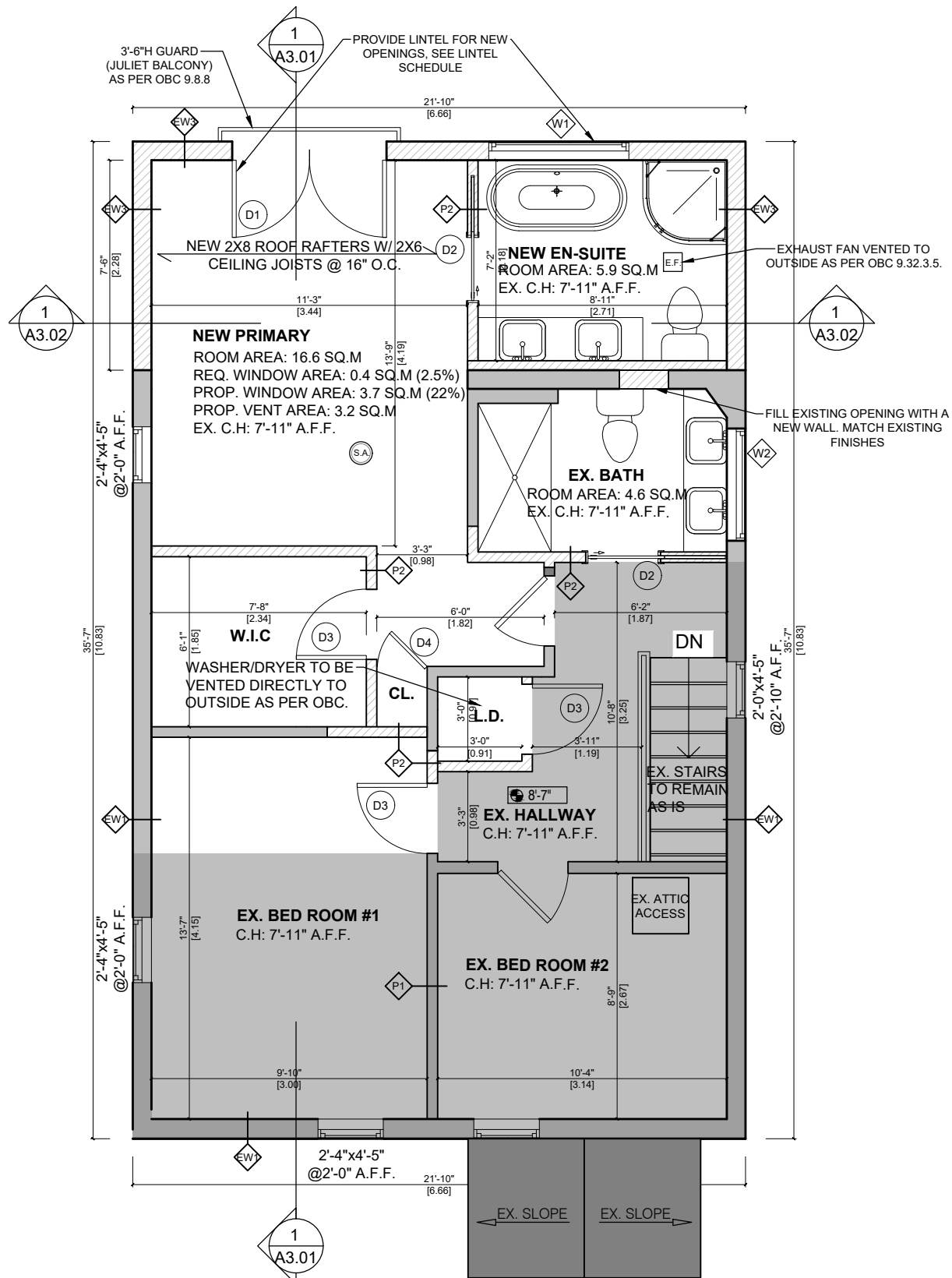
DRAWN BY: F.A
 REVIEWED BY: R.K
 DATE: NOV 2025

PROJECT NAME:
 2ND FLOOR REAR ADDITION

ADDRESS:
 2328 NEW STREET,
 BURLINGTON, ON.

SHEET NAME
 PROPOSED
 GROUND FLOOR PLAN

SHEET NO. **A1.06**



- FLOOR CONSTRUCTION NOTES:**
1. ALL BEAMS WITH POINT LOADS TO BE SIZED BY PROFESSIONAL ENGINEER.
 2. SEE STRUCTURAL DRAWINGS FOR ALL PRE-ENGINEER WOOD, HEADERS, BEAMS, COLUMNS, AND WOOD I'S.
 3. ALL SUB FLOORS SCREWED & GLUED TO FLOOR JOISTS.
 4. PROVIDE ENGINEERING LINTELS FOR ALL OPENINGS SUPPORTING TRUSSES SPANNING MORE THAN 40 FEET.
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 8. ENERGY REQUIREMENTS AS PER SB-12 OF THE O.B.C.

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NORTH	FILE #.	2025-RR08
	DRAWN BY:	F.A
	REVIEWED BY:	R.K
	DATE:	NOV 2025

PROJECT NAME:
2ND FLOOR REAR ADDITION

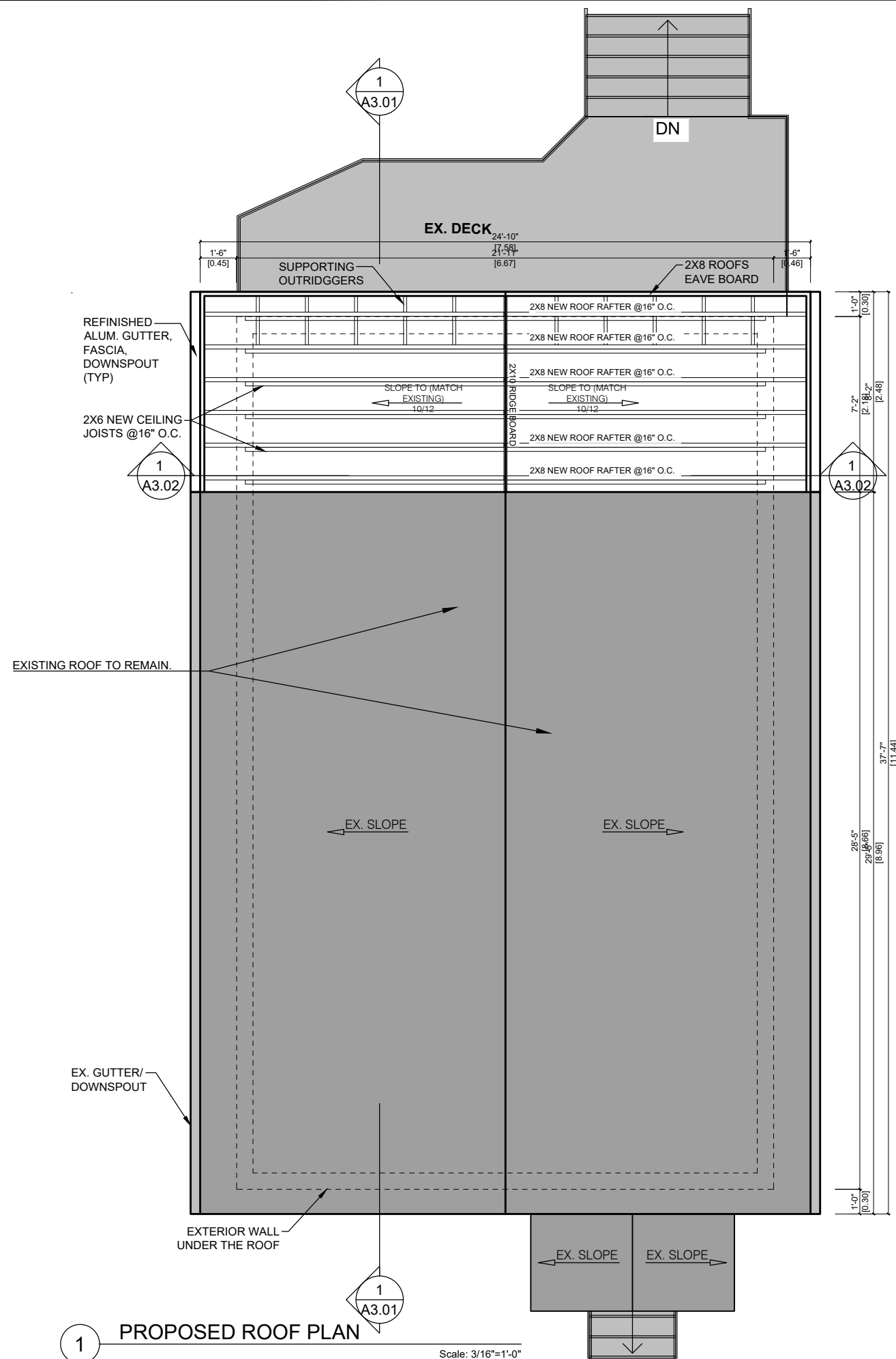
ADDRESS:
2328 NEW STREET,
BURLINGTON, ON.

SHEET NAME
PROPOSED
SECOND FLOOR PLAN

SHEET NO. **A1.07**

Copyright Act Applies to Use and Production

1 PROPOSED SECOND FLOOR PLAN
Scale: 3/16"=1'-0"



Copyright Act Applies to Use and Production

ARCHITECT/ENGINEER

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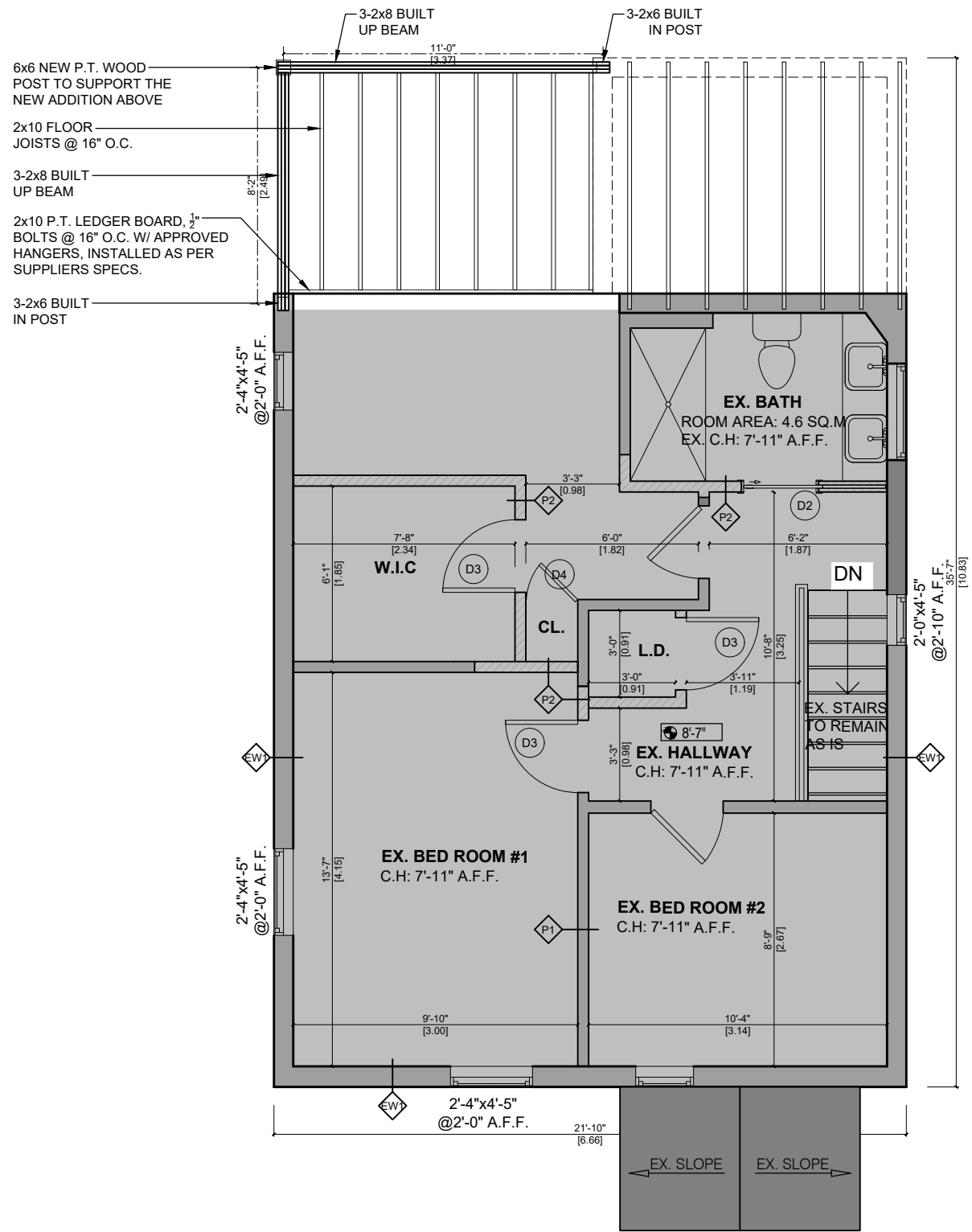
NORTH	FILE #.	2025-RR08
	DRAWN BY:	F.A
	REVIEWED BY:	R.K
	DATE:	NOV 2025

PROJECT NAME:
2ND FLOOR REAR ADDITION

ADDRESS:
2328 NEW STREET,
BURLINGTON, ON.

SHEET NAME
PROPOSED ROOF PLAN

SHEET NO. **A1.08**



1 ADDITION FRAMING PLAN
Scale: 3/16"=1'-0"

Copyright Act Applies to Use and Production

ARCHITECT/ENGINEER

R&R DESIGNS

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NORTH

FILE #. 2025-RR08

DRAWN BY: F.A
REVIEWED BY: R.K
DATE: NOV 2025

PROJECT NAME:
2ND FLOOR REAR ADDITION

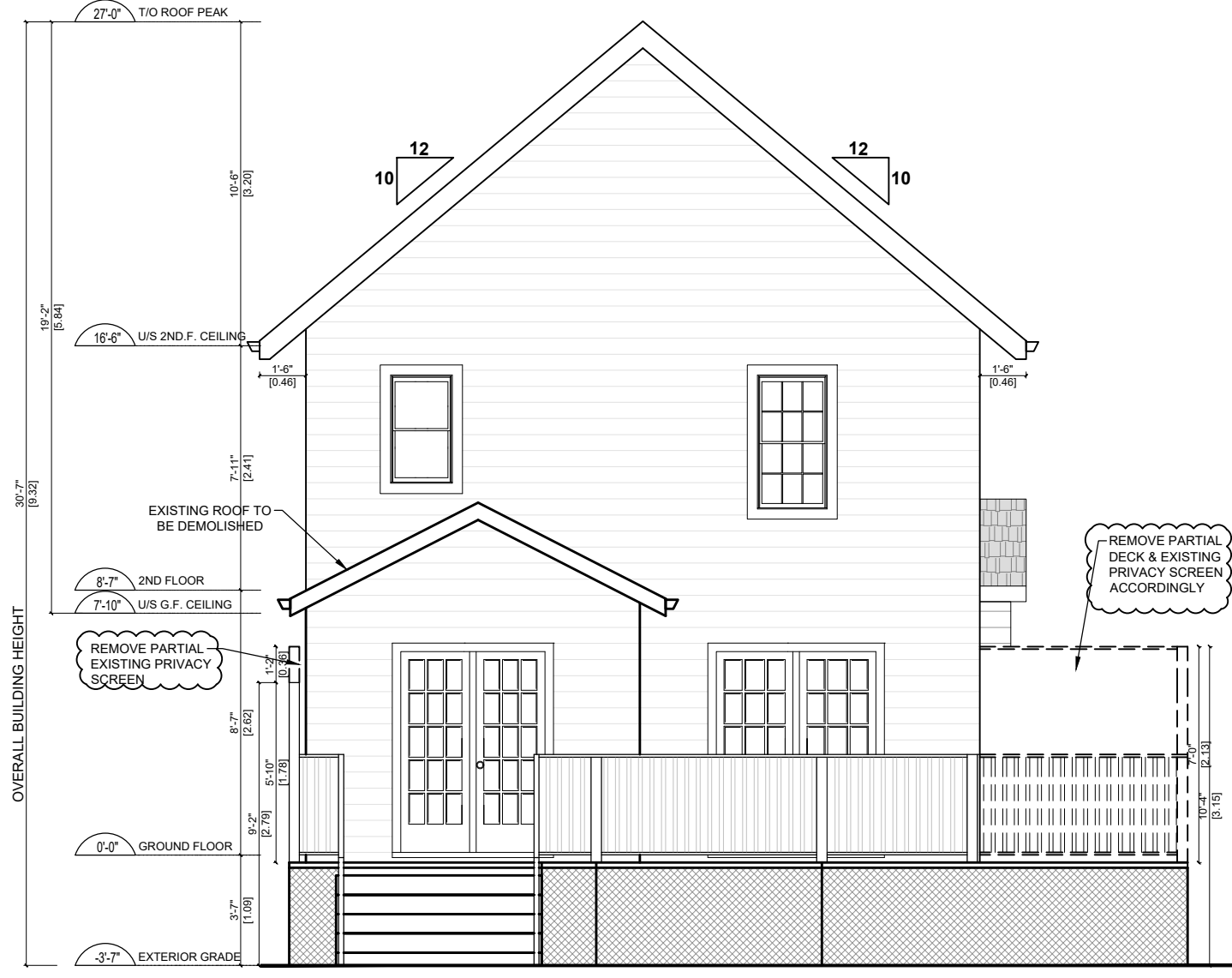
ADDRESS:
2328 NEW STREET,
BURLINGTON, ON.

SHEET NAME
ADDITION FRAMING PLAN

SHEET NO. **A1.09**



1 EXISTING WEST (FRONT) ELEVATION
Scale: 3/16"=1'-0"



2 EXISTING EAST (REAR) ELEVATION
Scale: 3/16"=1'-0"

ARCHITECT/ENGINEER

R&R DESIGNS

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Richie Khanna
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	DRAWN BY:	F.A
	REVIEWED BY:	R.K
	DATE:	NOV 2025

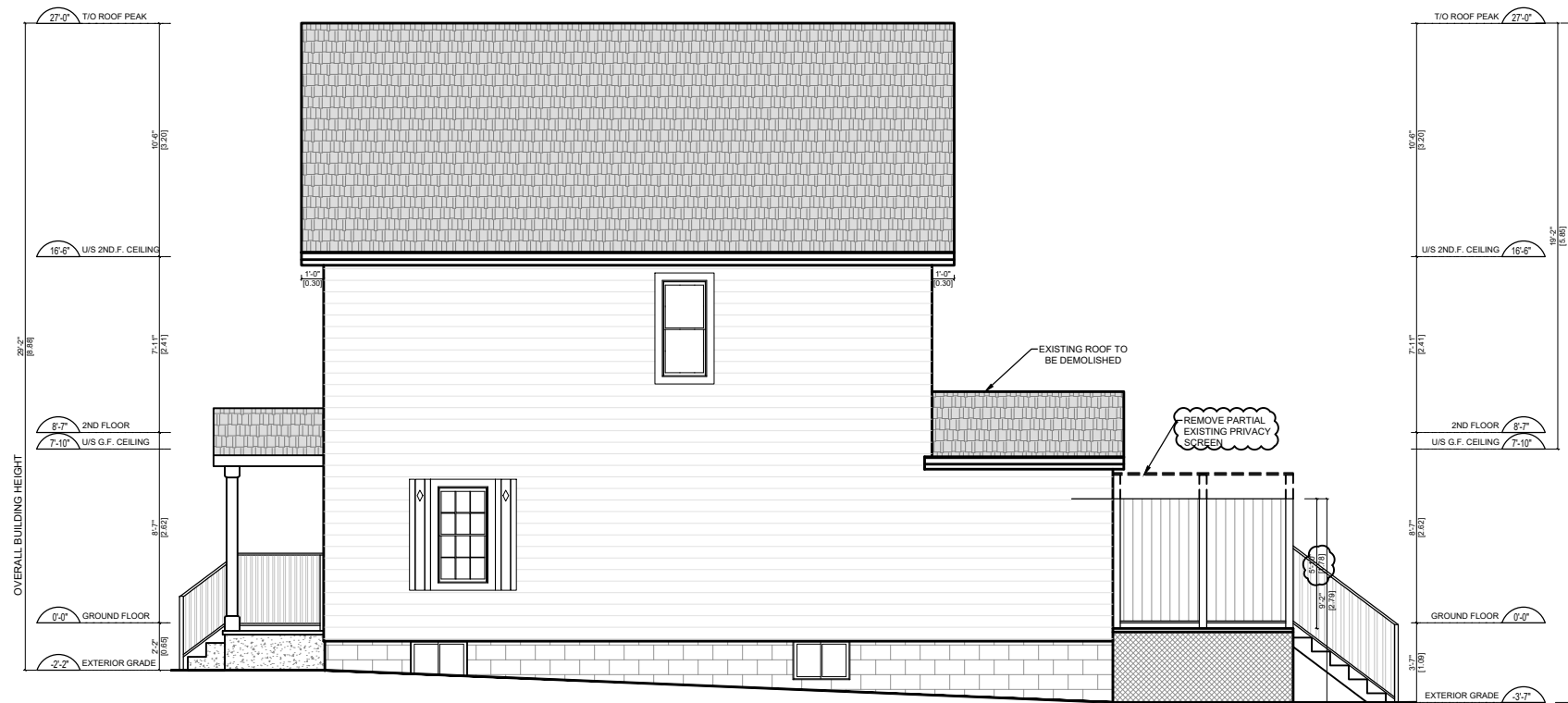
PROJECT NAME:
2ND FLOOR REAR ADDITION

ADDRESS:
2328 NEW STREET,
BURLINGTON, ON.

SHEET NAME
EXISTING EXTERIOR
ELEVATIONS

SHEET NO. **A2.01**

Copyright Act Applies to Use and Production



1 EXISTING SOUTH (RIGHT) ELEVATION
Scale: 1/8"=1'-0"

Copyright Act Applies to Use and Production



2 EXISTING NORTH (LEFT) ELEVATION
Scale: 1/8"=1'-0"

ARCHITECT/ENGINEER

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NORTH FILE #. 2025-RR08

DRAWN BY: F.A
REVIEWED BY: R.K
DATE: NOV 2025

PROJECT NAME:
2ND FLOOR REAR ADDITION

ADDRESS:
2328 NEW STREET,
BURLINGTON, ON.

SHEET NAME
EXISTING EXTERIOR
ELEVATIONS

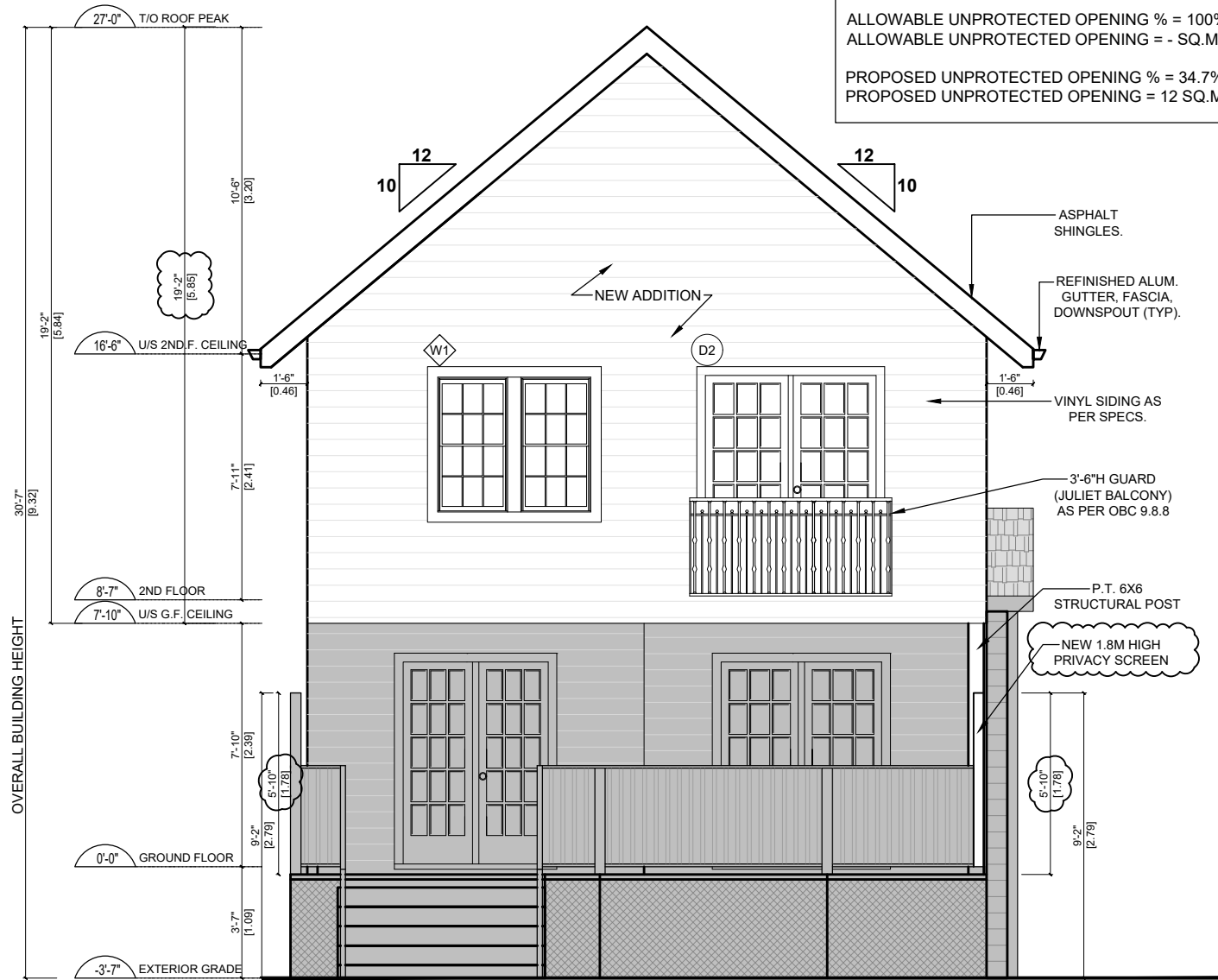
SHEET NO. **A2.02**

NO CHANGES ON EXISTING ELEVATION



1 PROPOSED WEST (FRONT) ELEVATION

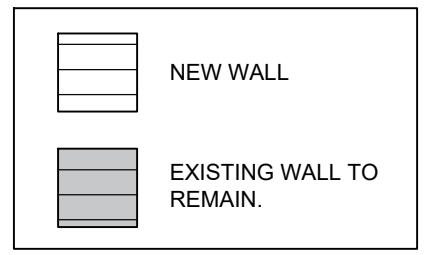
Scale: 3/16"=1'-0"



2 PROPOSED EAST (REAR) ELEVATION

Scale: 3/16"=1'-0"

SPECIAL SEPARATION CALCULATIONS
 LIMITING DISTANCE = 21.2M
 EXPOSED BUILDING FACE (EFB) = 34.58 SQ.M
 ALLOWABLE UNPROTECTED OPENING % = 100%
 ALLOWABLE UNPROTECTED OPENING = - SQ.M
 PROPOSED UNPROTECTED OPENING % = 34.7%
 PROPOSED UNPROTECTED OPENING = 12 SQ.M



- ELEVATION CONSTRUCTION NOTES:**
- EAVE PROTECTION AS PER 9.26.5 O B C .
 - FLASHING AT INTERFACE BETWEEN ROOFS WHERE THEY ABUT WALLS AS PER OBC 9.26.4 .
 - PROVIDE "ICE AND WATER SHIELD" LAYER OVER ROOF SLOPES OF 3/12 AND LESS, AND ALL VALLEYS.
 - PROVIDE WEEPER IN ALL WINDOW WELLS AND FILL IN WITH 3/4" CLEAR STONE.
 - SLOPE GRADE AWAY FROM HOUSE. MINIMUM 6" DROP FOR 6'-0" DISTANCE AWAY FROM HOUSE.
 - CONTRACTOR TO VERIFY ALL EXISTING GRADES AND ALL FINISHED GRADES ON SITE.
 - CONFIRM LOCATION AND DEPTH OF FOUNDATION WALL STEP DOWNS ON SITE.
 - PROVIDE ENGINEERED LINTELS FOR ALL OPENINGS SUPPORTING TRUSSES SPANNING MORE THAN 40 FEET.
 - ANY PORTION OF CONCRETE WALL THAT IS Laterally UNSUPPORTED FOR 48" OR MORE IN LENGTH, MUST BE ENGINEERED.
 - ENERGY REQUIREMENTS AS PER SB-12 OF OBC.

ARCHITECT/ENGINEER

R&R DESIGNS

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 Hamilton, ON L8H 3N6
 Tel: 905.547-8668
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NORTH	FILE #.	2025-RR08
	DRAWN BY:	F.A
	REVIEWED BY:	R.K
	DATE:	NOV 2025

PROJECT NAME:
 2ND FLOOR REAR ADDITION

ADDRESS:
 2328 NEW STREET,
 BURLINGTON, ON.

SHEET NAME
 PROPOSED EXTERIOR ELEVATIONS

SHEET NO. **A2.03**

Copyright Act Applies to Use and Production

SPECIAL SEPARATION CALCULATIONS
 LIMITING DISTANCE = 3.56M
 EXPOSED BUILDING FACE (EFB) = 63.88 SQ.M
 ALLOWABLE UNPROTECTED OPENING % = 18%
 ALLOWABLE UNPROTECTED OPENING = 11.5 SQ.M
 PROPOSED UNPROTECTED OPENING % = 7%
 PROPOSED UNPROTECTED OPENING = 4.52 SQ.M



NEW WALL

EXISTING WALL TO REMAIN.

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 - FLASHING AT INTERFACE BETWEEN ROOFS WHERE THEY ABUT WALLS AS PER OBC 9.26.4 .
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1 PROPOSED SOUTH (RIGHT) ELEVATION
 Scale: 1/8"=1'-0"

Copyright Act Applies to Use and Production



2 PROPOSED NORTH (LEFT) ELEVATION
 Scale: 1/8"=1'-0"

ARCHITECT/ENGINEER

LICENSED PROFESSIONAL ENGINEER
 R. TAUNTON
 100112355
 25.03.2026
 PROVINCE OF ONTARIO

R&R DESIGNS

92 Stapleton Ave.
 Hamilton, ON L8H 3N6
 Tel: 905.547-8668
 Richie Khanna
 richie@r-rdesigns.net
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NORTH FILE #. 2025-RR08

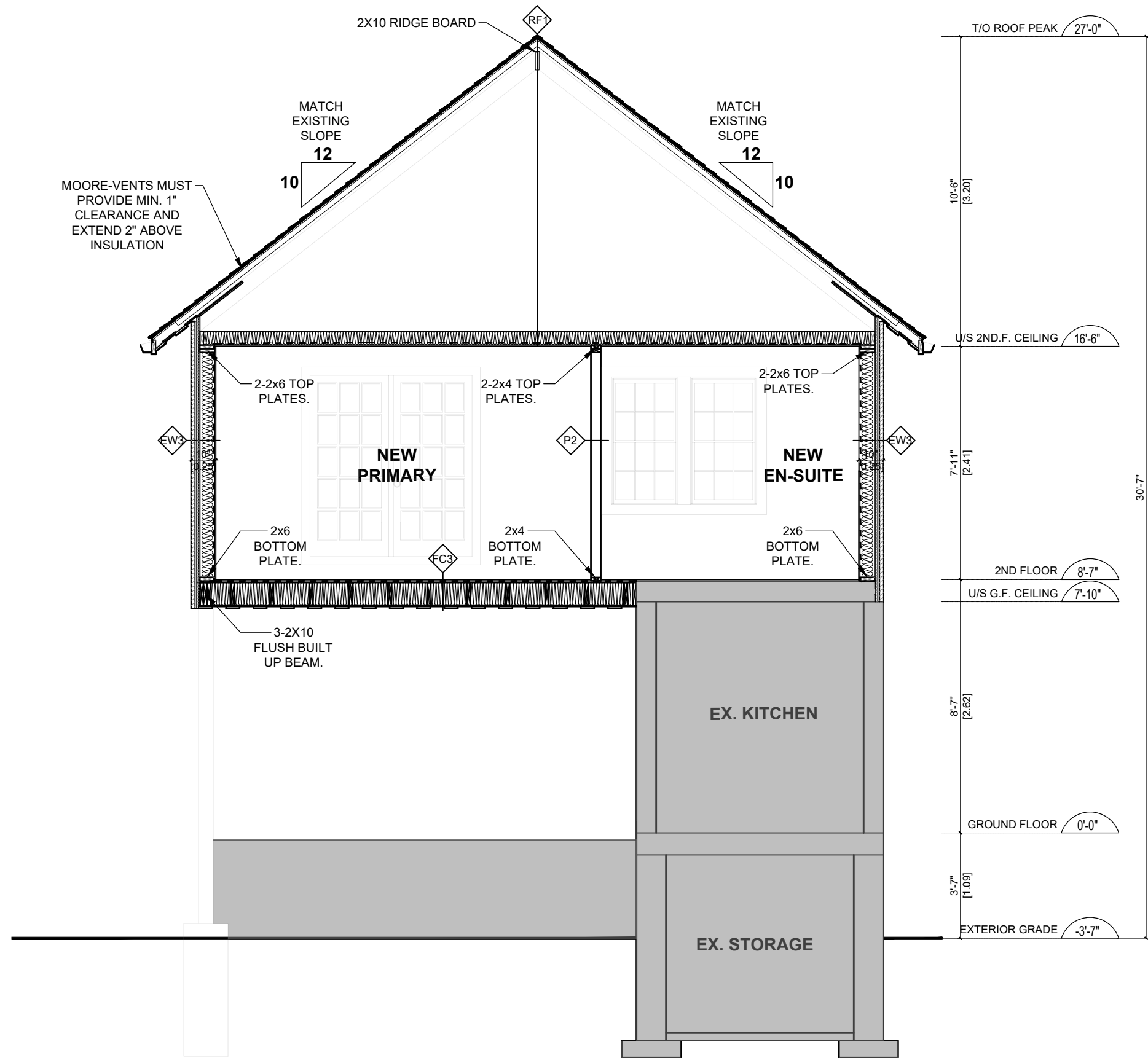
DRAWN BY: F.A
REVIEWED BY: R.K
DATE: NOV 2025

PROJECT NAME:
 2ND FLOOR REAR ADDITION

ADDRESS:
 2328 NEW STREET,
 BURLINGTON, ON.

SHEET NAME
 PROPOSED EXTERIOR ELEVATIONS

SHEET NO. A2.04



ARCHITECT/ENGINEER

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NORTH

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DATE: NOV 2025

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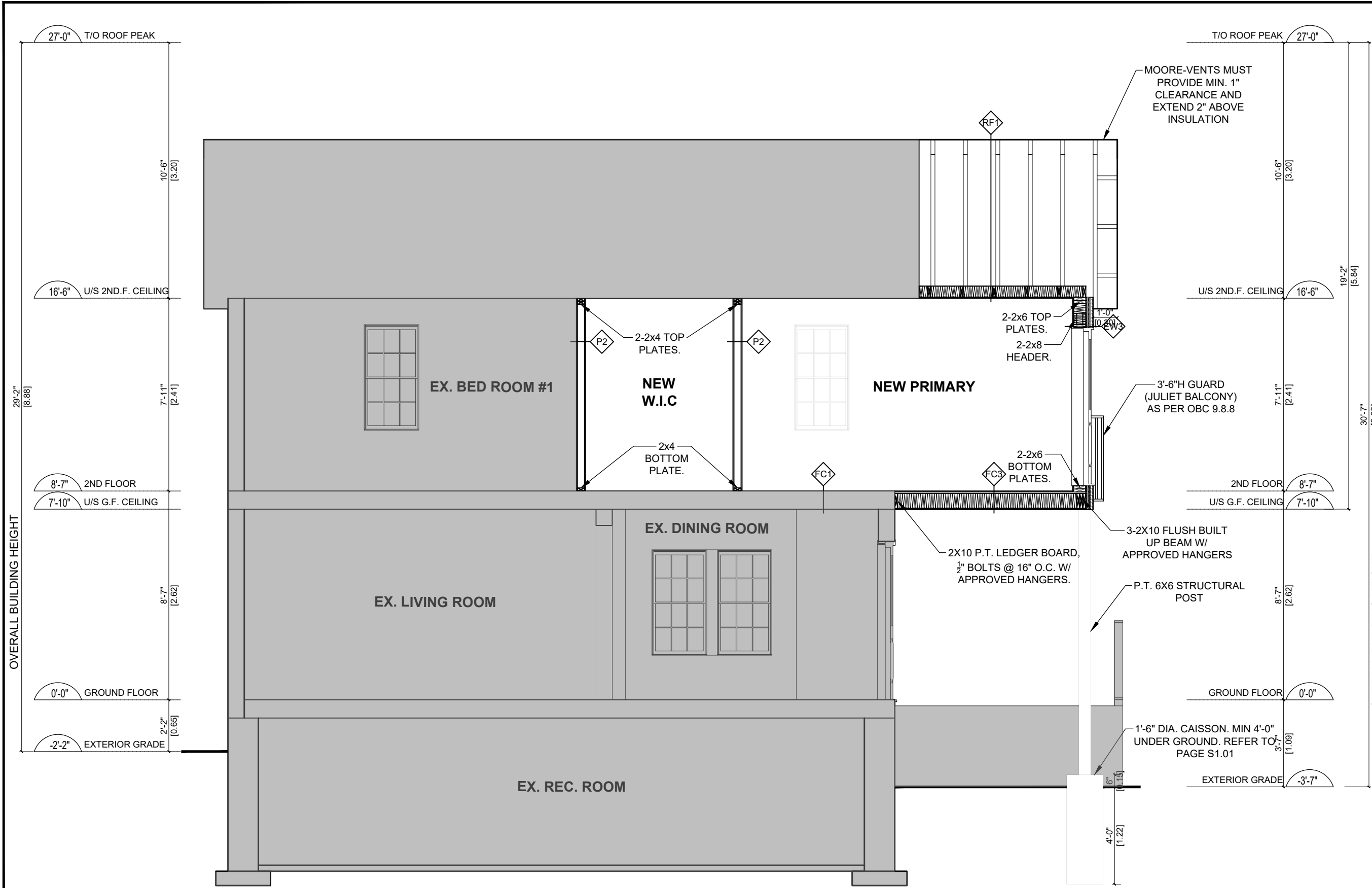
ADDRESS:
2328 NEW STREET,
BURLINGTON, ON.

SHEET NAME
SECTION 1-1

SHEET NO. **A3.01**

1 SECTION 1-1
Scale: 1/4"=1'-0"

Copyright Act Applies to Use and Production



MOORE-VENTS MUST PROVIDE MIN. 1" CLEARANCE AND EXTEND 2" ABOVE INSULATION

ARCHITECT/ENGINEER

R&R designs

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PROJECT NAME:
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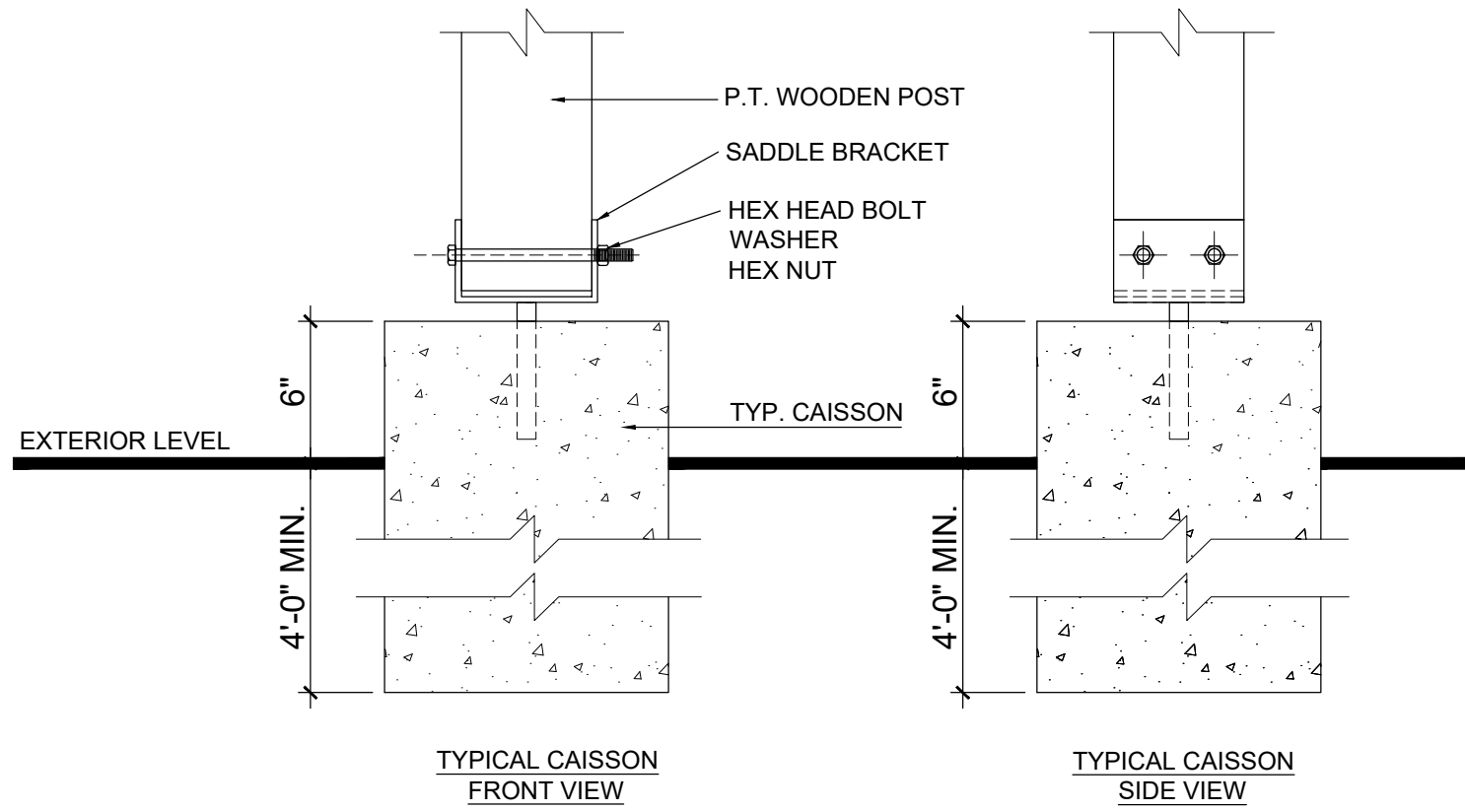
ADDRESS:
2328 NEW STREET,
BURLINGTON, ON.

SHEET NAME
SECTION 2-2

SHEET NO. **A3.02**

1 SECTION 2-2
Scale: 1/4"=1'-0"

Copyright Act Applies to Use and Production



1 CAISSON DETAILS
Scale: 3/4"=1'-0"

Copyright Act Applies to Use and Production

ARCHITECT/ENGINEER

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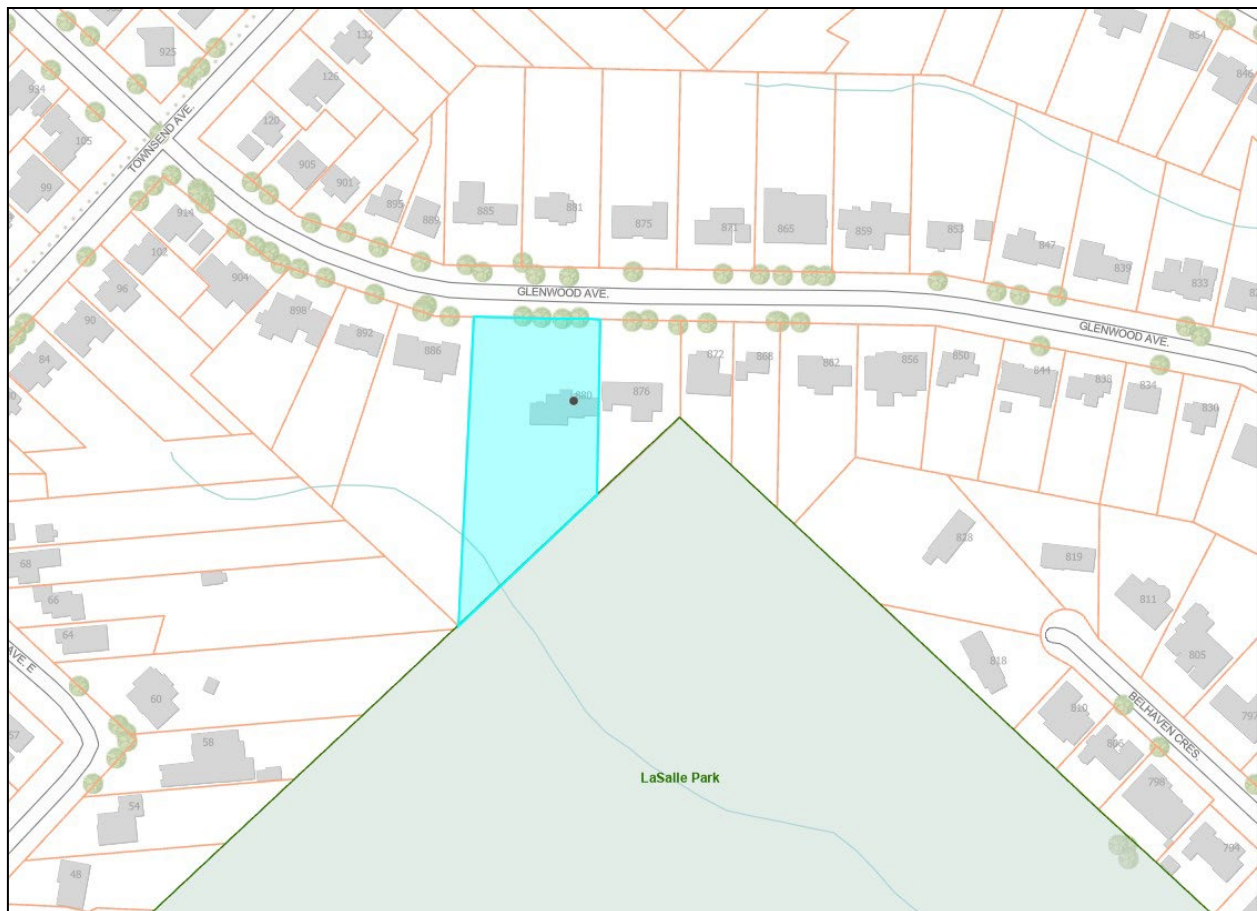
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	DRAWN BY:	F.A
	REVIEWED BY:	R.K
	DATE:	NOV 2025

PROJECT NAME:
2ND FLOOR REAR ADDITION
ADDRESS:
2328 NEW STREET,
BURLINGTON, ON.

SHEET NAME
DETAILS
SHEET NO. **S1.01**

**COMMITTEE OF ADJUSTMENT
CONSENT AND MINOR VARIANCE
STAFF REPORTS**

Owner(s): Janet Simpson and Jennifer Jane Simpson
Address: 880 Glenwood Ave. Burlington
File No. **B-004/24 & A-012/25**
Ward: 1



Staff Comments

Committee of Adjustment

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

The Applicant is advised that the following conditions are required:

- 1) The Applicant shall provide a copy of the draft reference plan prepared by an OLS to the Secretary – Treasurer for review and approval prior to depositing the plan; and

**COMMITTEE OF ADJUSTMENT
CONSENT AND MINOR VARIANCE
STAFF REPORTS**

-
- 2) The Applicant shall submit a surveyor's certificate confirming from an Ontario Land Surveyor that the severed and retained parcels, in their final configuration, meets all the requirements of the applicable Zoning By-law, and that the Secretary-Treasurer receives written confirmation that this condition has been satisfied to the satisfaction of the Zoning Coordinator or designate; and
 - 3) The Applicant shall provide one (1) copy of the Deposited Reference Plan to the satisfaction of the Secretary – Treasurer; and
 - 4) The Applicant shall provide the Secretary –Treasurer one (1) copy of the draft transfer documents.
 - 5) The Applicant shall provide one (1) copy of the wording for the certificate of official to the satisfaction of the Secretary – Treasurer; and
 - 6) The Applicant shall make payment of any outstanding property taxes including all installments levied at the time of the issuance of the consent. Local improvements must be commuted.

Please see attached "Schedule A" for a comprehensive list of conditions of provisional consent.

Date: February 14, 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, and is located in the designated area for lot coverage and floor area ratio. The R2.1 zone requires, among other things, the following:

1.6 COMPLIANCE WITH THIS BY-LAW

1.6.1 No person shall use, cause, or permit the use of any land, building, structure, or part thereof, or erect, repair, or alter, or cause or permit the erection, repairing, or altering of any building or structure which is not in conformity with the provisions of this By-law, EXCEPT as follows:

- (g) No lot shall be changed in area or width by either the conveyance of land or otherwise so that:
 - (i) The lot coverage exceeds the maximum permitted by this By-law,

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- (ii) The existing or resulting lot area, width or yards will be less than the minimum permitted by the provisions of this By-law.

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
Without attached garage or carport: 10% of actual lot width, 3 m minimum on one side

2.24 DRIVEWAY WIDTHS AND LANDSCAPED OPEN SPACE AREA

4) Unless otherwise specified in this by-law, the following combined maximum width of all hard surfaces (driveways plus walkways) and landscaped open space area requirements shall apply for detached, semi-detached, duplex, triplex, fourplex, common element townhouse, common element back-to-back townhouse, and street townhouse dwellings:

- (g) A hammerhead driveway is permitted subject to the following:
- (i) Front or street side lot lines are equal to or greater than 18 m in width.
 - (ii) Maximum width of a walkway shall be 2 m.
 - (iii) The widest point not including the 2 m hammerhead extension shall not exceed a maximum of 7 m.
 - (iv) Shall have a maximum width of 3 m.**
 - (v) Shall have a maximum length of 2 m extending perpendicularly from the driveway.**
 - (vi) Shall be set back a minimum of 0.5 m from the interior and street side lot lines.

See Section 1.13, Illustration No. 5 – Hammerhead Driveway

2) Proposal:

The applicant is proposing to create two new parcels of land by severing one approximately 4,782.41 m², 49.4538 m wide existing lot being 880 Glenwood Avenue.

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This will result in a severed lot (Part 2) of 787.8 m² in area with a width of 20.74 m and a retained lot (Part 1) of 4,022.9 m² in area with a width of 28.71 m.

Both proposed lots will comply with the minimum required lot width and area.

The proposed Retained Lot will provide all required setbacks with the exception of the east side yard. A minor variance will be required to facilitate the creation of the two proposed lots.

Final Development Zoning Review:

Property Address	Parts	Minimum Lot Area	Proposed	Minimum Lot Width	Proposed
880 Glenwood Avenue	From 880 Glenwood Avenue to be: Retained: Parts 1	700 m ²	4,022.9 m ²	18m	28.71 m
880 Glenwood Avenue	From 880 Glenwood Avenue to be: Severed: Parts 2	700 m ²	787.8 m ²	18m	20.74 m

Retained Parcel (Part 1)

The proposed Retained parcel complies with the minimum requirement for lot area and lot width.

It does not comply with the minimum requirement for side yard to the east side yard.

Variance required

1. To permit a south-east side yard of 0.85 m for the existing dwelling instead of the minimum required 2.902 m to facilitate a proposed land severance.
2. To permit a hammerhead driveway with a width of 4.3 m instead of the maximum permitted 3.0 m.
3. To permit a hammerhead driveway with a length of 7.3 m instead of the maximum permitted 2.0 m.

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Severed Parcel (Part 2)

The proposed Severed parcel complies with the minimum requirement for lot area and lot width.

4) Notes and conditions:**Conditions:**

1. Minor variances for the retained parcel are required to be approved prior to final consent.
2. The asphalt driveway crossing the new property line on the severed parcel is to be removed prior to final consent.

Notes:

1. A Pre-Building Approval Application is required for the future development of the property.
2. The subject lands are regulated by Conservation Halton (CH). A permit from CH will be required to be submitted as part of a complete Pre-Building Approval application.
3. The proposed dwelling on the severed parcel is required to show compliance with all zoning regulations at the Pre-Building Approval Stage. Any additional variances required will be the applicant's responsibility to obtain.
4. The variance is being reviewed under Section 45 (1) of the *Planning Act*.

Date: June 25, 2024Prepared By: Steve Boich**Heritage Planning**

The subject lands are identified as having archaeological potential. As such, a Stage 1 Archaeology Assessment is required, at minimum, to be prepared by a qualified professional, prior to any site disturbance. Confirmation that the report was submitted and received by the Ministry is required.

Should previously undocumented archaeological resources be discovered, they may be subject to Section 48 (1) of the *Ontario Heritage Act*. Cease activities immediately and contact the Ministry of Citizenship and Multiculturalism (archaeology@ontario.ca). The

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Funeral, Burial and Cremation Services Act, 2002, S.O. 2002, c.33 requires that any person discovering human remains must notify the police.

Date: June 4, 2025

Prepared By: C. Richer

Site Planning

Site Characteristics			
	Combined	Severed	Retained
Lot Frontage (m)	49.76m	20.74m	28.71m
Lot Area (m²)	4810m ²	788m ²	4022m ²
Existing Land Uses <i>(ex. buildings, structures, driveways, fences, etc...)</i>	Detached dwelling		
Site Grading <i>(ex. Flat and level, significant grade differences)</i>	Sloping from front to back towards Lasalle Park.		
Notable Site Features	Wide, deep and well landscaped property with circular driveway and numerous mature trees covering the rear half of the lot		
Surrounding Land Uses <i>(ex. Adjacent building relationships, natural features, notable adjacencies)</i>	Low-rise residential, with a mix of one, one-and-a-half and two-storey detached homes.		
Nearest Major Intersection	Lasalle Park Road and North Shore Boulevard E		
Neighbourhood Boundaries*	North: Plains Road East East: Burlington Golf and Country Club South: North Shore Boulevard E West: Lasalle Park Road		
<small>*Based on OP, 1997 residential neighbourhood definition</small>			

Neighbourhood Characteristics:

- Areas south of Plains Road East between the Burlington Golf and Country Club and Lasalle Park Road are primarily developed with single detached homes
- The layout of the neighbourhood, south of Townsend Avenue is influenced by its proximity to the lake, and features variable, sloping topography and streets separated from one another by creeks and associated depressional features that are part of the Lake Ontario watershed
- Glenwood Avenue is characterized by expansive properties with mature trees and front yard setbacks that appear larger due to the absence of sidewalks and other features delineating the private and public realms.

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- Homes on Glenwood Avenue generally have wide footprints and broad front elevations that are a reflection of the large lot widths
- Homes on the street represent a range of ages and architectural design styles, with numerous examples of newer homes present next to older homes.
- Most homes have a sloped roof profile, although there is at least one home with a flat roof and modern design. Most homes feature integral garages
- Homes on the southwest side of Glenwood Avenue back onto Lasalle Park, a 57-acre City owned park with a marina, picnic areas, creeks, wooded areas and trails
- Homes on the northeast side of Glenwood Avenue back onto a creek regulated by Conservation Halton
- Lot frontages on Glenwood Avenue are typically wide, but non-uniform. For example, 868 Glenwood Avenue has a frontage of 18.28 m, whereas 800 Glenwood Avenue has a frontage of 45.72m

Proposed Consent:

The applicant is proposing to sever the subject property to establish a second lot. Both proposed lots exceed the minimum required lot width of 18m and lot area of 700 m². The proposed retained lot will provide all required setbacks except for the east side yard, which will require a minor variance.

The Planning Act, Sections 53 (12) and (51(24))

In evaluating a consent application, the Committee of Adjustment must consider matters under Sections 53 (1), (12), and 51(24) of the *Planning Act*. Specifically, section 51(24) contains a set of criteria that the Committee must “have regard to” when evaluating the proposal.

In staff's opinion the proposal is consistent with the consent criteria under section 51(24), which states the following:

In considering a draft plan of subdivision, regard shall be had, among other matters, to the health, safety, convenience, accessibility for persons with disabilities and welfare of the present and future inhabitants of the municipality and to,

- a) The effect of development of the proposed subdivision on matters of provincial interest as referred to in section 2;

The proposal respects matters of provincial interest as outlined in section 2 of the Planning Act:

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- The impact to ecological systems was assessed in the Scoped Environmental Impact Assessment (EIA) Report dated April 29, 2026 by MTE Consultants Inc., who concluded “no residual natural heritage concerns have been identified that would preclude the proposed severance, provided that drainage is appropriately managed.” To implement this recommendation, staff are recommending a condition be appended to the consent decision requiring the applicant to enter into an agreement under section 53 of the *Planning Act*, registered on title of the severed lot, requiring the new owner to develop the new lot in accordance with a grading and drainage plan demonstrating “that post-construction drainage from the developed (i.e., impermeable) portion of the lot is directed away from the adjacent valley slope”...and that addresses interim drainage and erosion controls. Impacts were also considered as part of the circulation to other departments and agencies. (2a)
- The proposal has no impact to agricultural resources since no agricultural activities are present on site. (2b)
- Natural and mineral resources are not impacted. (2c)
- There are no impacts to significant architectural, cultural, historical or archaeological resources. (2d)
- Energy and water supply and usage are unaffected. (2e)
- The provision and use of communication, transportation, sewage and water services and waste management systems are not significantly affected by the addition of one detached dwelling. (2f)
- Very minor net increase in waste. (2g)
- No impacts to the orderly development of safe and healthy communities. (2h)
- No accessibility impacts. (2h.1)
- The proposal for one additional lot would not generate significant additional demand for educational, health, social, cultural and recreational facilities. (2i)
- The application proposes one additional housing unit, which is encouraged within this area. (2j)
- The adequacy of employment opportunities is unaffected. (2k)
- No implications for the financial and economic well-being of the Province. (2l)
- The requirement that the planning activities of public bodies be coordinated has been met. The Region of Halton and Conservation Halton have reviewed the proposal and have no objection. (2m)
- The proposal does not represent a conflict between public and private interests (2n)
- Public health and safety are unaffected. (2o)
- Staff have assessed the proposal with respect to creating a new building lot for the purposes of constructing a new detached dwelling and have discussed within this report (2p).

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- Matter 2q, requiring transit and pedestrian supportive development does not apply.
- Matter 2r requiring well designed built form does not apply.
- Matter 2s, requiring that greenhouse gas emissions be mitigated and requiring climate adaptation does not apply.

b) Whether the proposed subdivision is premature or in the public interest;

The proposal is not premature. The provision of additional housing with no significant environmental impacts is in the public interest;

c) Whether the plan confirms to the Official Plan and adjacent plans of subdivision, if any;

Official Plan conformity is evaluated in more detail in the following section. In staff's opinion, the proposal conforms with the City's Official Plan;

d) The suitability of the land for the purposes for which is it to be subdivided;

One additional lot is proposed to be created as a result of the proposed consent. Staff have evaluated the request throughout the planning comments of the report. Overall, it is the opinion of staff that the proposed new building lot is suitable for its proposed use.

- (d.1) If any affordable housing units are being proposed, the suitability of the proposed units for affordable housing;

No affordable housing units are proposed, therefore criteria d.1 does not apply

e) The number, width, location and proposed grades and elevations of highways, and the adequacy of them, and the highways linking the highways in the proposed subdivision with the established highway system in the vicinity and the adequacy of them;

The proposal has no impacts to highways, grades or elevations;

f) The dimensions and shapes of the proposed lots;

Staff have evaluated the dimensions and shapes of the proposed lots within later sections of this report and find them to be acceptable.

g) The restrictions or proposed restrictions, if any, on the land proposed to be subdivided or the buildings and structures proposed to be erected on it and the restrictions, if any, on adjoining land;

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The proposal has been evaluated throughout this report as it relates to applicable policies and restrictions.

- h) Conservation of natural resources and flood control;

Conservation Halton has reviewed the proposal and have no objections but have noted that a permit will be required.

- i) The adequacy of utilities and municipal services;

One new lot is proposed. The adequacy of utilities and services has been reviewed by the Region, who have no objections to the proposal;

- j) The adequacy of school sites;

The proposal does not generate any additional demand for school sites;

- k) The area of land, if any, within the proposed subdivision that, exclusive of highways, is to be conveyed or dedicated for public purposes;

No public land dedication is proposed or required as part of the proposal;

- l) The extent to which the plan's design optimizes the available supply, means of supplying, efficient use and conservation of energy;

The plan's design has no impact on the optimization of the available supply, means of supplying, efficient use and conservation of energy; and

- m) The interrelationship between the design of the proposed plan of subdivision and site plan control matters relating to any development on the land, if the land is also located within a site plan control area designated under subsection 41 (2) of this Act;

The applicant is proposing to sever the subject lands to create one additional building lot for the purposes of constructing a new detached dwelling. This development would not be subject to Site Plan Control.

Regional Official Plan:

The subject lands are located within the Urban Area (Map 1) in the Regional Official Plan (ROP). The Urban Area (Section 72) policies of the ROP identify that the goal of the Urban Area and the Regional Urban Structure is to manage growth in a manner that fosters complete communities, enhances mobility across Halton, addresses climate change, and improves housing affordability, sustainability and economic prosperity. Furthermore, Section 72.1(4) states that it is the objective of the Urban Area to ensure that growth takes place commensurately both within and outside of the Built Boundary.

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Per Section 76 of the ROP, 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. The use is permitted in the Burlington Official Plan and Zoning By-law and is consistent with the section 76 of the ROP.

The subject lands are adjacent to lands designated as part of the Regional Natural Heritage System (RNHS) (to the south of the subject lands) according to Map 1 of the ROP. In accordance with Section 118(3.1)c) of the ROP, proposed development located wholly or partially inside or within 120 metres of the RNHS triggers the requirement for an Environmental Impact Assessment (EIA).

The applicant has satisfied this requirement through submission of a scoped Environmental Impact Assessment (EIA) Report dated April 29, 2026 by MTE Consultants Inc. A significant woodland feature extends from Lasalle Park over the rear of the property, although the proposed severed lot is fully outside of the dripline (as staked by Region of Halton staff). The proposed rear property line is also 7.5 m away from the top-of-bank staked by Conservation Halton staff. The hypothetical building envelope for a new home on the severed lot would respect not only the dripline of the woodlands but also a 10 m buffer from the dripline. However because portions of the newly created lot would be inside the 10m buffer from the woodland feature dripline, the report recommends that approval of the consent be conditioned on the developer of the severed lot submitting a site grading and drainage plan, “prepared and stamped by a qualified Professional Engineer, designed in accordance with the City of Burlington Stormwater Management Design Guidelines and any other applicable municipal requirements demonstrating that post-construction drainage from the developed (i.e., impermeable) portion of the lot is directed away from the adjacent valley slope. The plan shall also address interim drainage and erosion controls.” Staff recommend that this be secured through an agreement under section 53 of the *Planning Act*.

Staff have no concerns with the proposal from a Regional Official Plan perspective.

City of Burlington 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 proposed uses conform to the ‘Low-Rise Neighbourhood I’ land use designation under BOP, 2020, which supports gradual, compatible infill development that maintains the existing low-rise character while allowing for

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more diverse housing options. In this designation single-detached and semi-detached dwellings, and duplexes may be permitted.

The proposal meets policies in OP, 1997 in Part VI, Section 4.4, which include:

- (i) where applicable, the policies for infill development contained in Part III, Subsection 2.5.4 of this Plan;

The applicant is seeking to create one additional building lot for the purposes of establishing a new detached dwelling. The following infill policies, contained in Part III, Subsection 2.5.4 of the BOP 1997 are applicable to the subject proposal:

- a. Ground-oriented residential infilling within existing neighbourhoods are encouraged.
- b. New infill development shall be compatible with the surrounding development in terms of height, scale, massing, siting, setbacks, coverage and amount of open space; and in the case of individual applications for consent, the additional policies of Part VI, Subsection 4.4 of this plan apply.
- c. The creation of new housing that is compatible with existing neighbourhoods shall be encouraged.

The applicant is proposing residential infill by way of severing a property within an existing residential neighbourhood and constructing a new detached dwelling on the severed lands in the future.

Although no new development is being proposed on the severed parcel, staff have reviewed a concept plan which depicts a potential development footprint. Based on the footprint, staff are satisfied that the site can accommodate a new detached dwelling that maintains compatibility with the surrounding area with respect to height, scale, massing, siting, setbacks, coverage and open space.

- (ii) the size, configuration and location of the proposed consent should be appropriate for the use proposed considering the municipal services available; or where municipal services are not available, the adequacy of potable water supply and the suitability of the soil for septic tanks;

The subject property is located within the urban boundary of the City and municipal servicing is available to the property. Municipal servicing (water and sanitary services) is provided and managed by Halton Region. When development is proposed to occur, a servicing permit will be required to be obtained from Halton Region prior to receiving site plan approval and a building permit.

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- (iii) the lot size and proposed use of the proposed consent should conform to the provisions of the Zoning By-law, where applicable;

The proposed severed and retained lots would comply with the minimum lot frontage and area requirements of the Zoning By-law.

- (iv) the lot should have a compatible width and area with lots in the immediate vicinity;

The severed parcel is proposed to have a smaller depth than lots within the immediate vicinity. Staff acknowledge that a variety of lot sizes exist in the subject neighbourhood and that there is currently no uniform lot size. Nonetheless, the proposed property fabric complies with the zoning requirements for lot width and lot area, provides enough space for a dwelling that can be situated in a compatible manner compared to surrounding dwellings, and can maintain a consistent streetscape. Staff are of the opinion that the intent of this policy is maintained.

- (v) any new lots intended for building must front on an existing public or common element road;

Both the proposed severed and retained parcels will have frontage onto Glenwood Avenue.

- (vi) a traffic hazard shall not be created by access to a road with limited sight lines on curves or grades;

The road configuration of all surrounding public roads would be maintained and would not be altered as a result of the proposed consent application.

The property currently supports a circular driveway with two accesses to Glenwood Avenue. Based on the location of the accesses, one would remain on the retained lands, and one is located on what is proposed to become the severed lands. The applicant is proposing to convert the driveway on the retained lands into a hammerhead driveway so that it no longer crosses the proposed lot line. The applicant intends to remove the driveway from the severed parcel, and a new driveway will be proposed in conjunction with a future residential development.

- (vii) provision shall be made for future streets, and lot creation and development shall not preclude or inhibit future development of surrounding lands, where applicable;

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The subject proposal seeks to sever an existing residential property to create one additional residential lot. Staff are satisfied that the proposed consent would not preclude or inhibit any future development of the subject lands or surrounding area.

- (viii) the proposed consent should not extend into areas susceptible to flooding or erosion, or adversely affect drainage patterns;

Grading and drainage details will be reviewed by Site Engineering staff when applicable planning applications are submitted for future proposed development to ensure that stormwater is managed appropriately. The lands are also regulated by Conservation Halton, who are generally in support of the application but have noted that a Conservation Halton Permit will be required in the future.

- (ix) the frontage of new lots intended for building should generally not be less than approximately 40 per cent of the lot depth;

The frontage of lots is considered to ensure that proposed lots are configured in a manner to establish orderly development. Using the 40% of lot depth measure is a guideline used to assess new proposed lots. When lots are too narrow the size and type of built form, site circulation, parking, and other site considerations may be constricted and limited.

Both parcels have an irregular shape. The proposed retained lands have a depth ranging from 68.36 metres to 87.95 metres, and a lot width of 28.71 metres. As such, this proposal meets the criterion as it relates to the depth on the east side, but not the west side. Notwithstanding, staff are of the opinion that the intent of the policy is met, given that a large frontage over 10m in excess of the zoning standard is being maintained.

The proposed severed parcel has a lot depth ranging from 32.69 metres on one side, to 44.77 metres on the other side. In this case, the frontage of 20.74 metres is greater than 40% of the lot depth in both cases, and therefore the criterion is met on this parcel.

- (x) within Neighbourhood Character Areas, the proposed development shall achieve consistency with neighbourhood character; and

Not applicable. The subject property is not located within the Shoreacres, Roseland or Indian Point Neighbourhood Character Areas.

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-
- (xi) within Neighbourhood Character Areas, the minimum lot widths and areas of proposed new lots Neighbourhood Character Areas shall meet or exceed the average lot width and lot area of single detached residential lots fronting on both sides of the same street within 120 m of the subject property.

Not applicable. The subject property is not located within the Shoreacres, Roseland or Indian Point Neighbourhood Character Areas.

Staff have evaluated the proposed consent based on the applicable policies of the City of Burlington Official Plan and are of the opinion that the intent of the policies has been met.

Burlington Zoning By-law 2020, as amended:

The subject lands are zoned Residential Low-Density ('R2.1') Zone in accordance with Map No. 3 of Zoning By-law 2020, as amended. A detached dwelling is a permitted use pursuant to the applicable zoning. The proposal complies with the requirements of the Zoning By-law, except for the proposed variances relating to the existing dwelling and the proposed driveway. Staff have evaluated the proposed variances in the following section of this report.

Recommendation:

Staff have reviewed the proposed Consent variance in accordance with the policies of the Official Plan and the requirements of the Zoning By-law and have no objection to the proposal subject to the below condition.

Consent Condition

That the applicant to enter into an agreement under section 53 of the *Planning Act* with the City of Burlington to the satisfaction of the Director of Community Planning, registered on title of the severed parcel, requiring:

1. Submission of a grading and drainage plan prepared and stamped by a qualified Professional Engineer, designed in accordance with the City of Burlington Stormwater Management Design Guidelines and any other applicable municipal requirements, demonstrating that post-construction drainage from the developed (i.e., impermeable) portion of the lot will be directed away from the adjacent valley slope and addressing interim drainage and erosion controls during construction.

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2. That the owner grade and develop the property in accordance with the above grading and drainage plan.

Minor Variances

1) City of Burlington Official Plan:

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

Regional Official Plan (2009):

The subject lands are located within the Urban Area (Map 1) in the Regional Official Plan (ROP). The Urban Area (Section 72) policies of the ROP identify that the goal of the Urban Area and the Regional Urban Structure is to manage growth in a manner that fosters complete communities, enhances mobility across Halton, addresses climate change, and improves housing affordability, sustainability and economic prosperity. Furthermore, Section 72.1(4) states that it is the objective of the Urban Area to ensure that growth takes place commensurately both within and outside of the Built Boundary.

Per Section 76 of the ROP, 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. The use is permitted in the Burlington Official Plan and Zoning By-law and is consistent with the section 76 of the ROP.

The lands are adjacent to lands designated RNHS, in accordance with Map 1 of the ROP. This has been discussed within the consent portion of this report.

Staff have no concerns with the proposal from a Regional Official Plan perspective.

Burlington's Official Plan (1997 and 2020)

Yes

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 to permit a reduced south-east side yard of 0.85 m for the existing dwelling instead of the minimum required 2.902 m, and to permit a hammerhead driveway that exceeds length and width requirements meets the general intent and purpose of the Official Plan for the following reasons:

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- The variance represents the existing east side yard setback condition and is related to the house already present on site. The side yard is not being reduced because of the severance. The side yard setback on the opposite side of the house, which is changing, exceeds the zoning standard and ranges from 3.21m to 3.47m, providing ample space for access and maintenance.
- The proposed (existing) setback is compatible with the surrounding neighbourhood consistent with policy 8.3.1(a) (General Objectives) of BOP, 2020, which states that the form of new development in Residential Neighbourhood Areas must be balanced with other considerations like compatibility and integration within existing residential neighbourhoods. Some properties on Glenwood feature a small side yard setback. The neighbouring home to the east features a 1.2 m wide side yard setback and the home at 872 Glenwood Avenue features an approximately 1m wide east side yard setback.
- The setback corresponds to a portion of the house that is small in scale, and which does not generate undue physical (including form) or functional adverse impact on the neighbour at 876 Glenwood Avenue, consistent with compatibility requirements of the OP, 2020 and 1997. The setback is related to an integral one-storey garage with a depth of approximately 7 m.
- The proposed hammerhead driveway has been created through the removal of half of the existing circular asphalt driveway, rather than the addition or expansion of the asphalt area and will result in a net decrease in hard surface area on the retained parcel.
- The proposed hammerhead driveway is compatible with the range of driveway types present on the street, which includes multiple properties with full circular driveways, including 847, 875, 876 and 865 Glenwood Avenue
- The hammerhead driveway will maintain a significant, continuous area of soft landscaping in the front yard, consistent with most properties on the street

2) City of Burlington Zoning By-law 2020:

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

Yes

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The intent of the zoning regulation requiring a minimum side yard of 10% of the lot width is to maintain proportional spacing between dwellings based on the size of a lot. The proposed variance is consistent with this intent for the following reasons:

- The lot width is proposed to change as a result of the proposed consent. The existing lot width is 49.45 metres, which would require a side yard setback of 4.94 metres. The reduction of the lot width resulting from the consent would bring the existing setback closer to the requirement, given that the requirement would become smaller.
- The setback is on the east side and already exists. No physical changes to the siting of the dwelling, or the relationship of the existing dwelling to the dwelling on the east side are proposed.
- The setback on the west side of the property exceeds the zoning standard and would provide access to the rear yard.

The general intent and purpose of the limitations on hammerhead driveway length and width are to restrict the amount of the front yard occupied by hard surfaces. The proposed variances are consistent with this intent and purpose for the following reasons:

- The retained parcel will maintain an exceptionally large front yard dominated by soft landscaping, resulting from the significant front yard setback of over 27 m, and the expansive lot width of 28.71m. The hammerhead driveway comprises a minority of the yard area, maintaining a width of approximately 5.2 metres for most of the driveway length (20% of lot width).

3) Desirability:

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

Yes

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

- The proposal represents a reasonable form of infill development. The existing dwelling is sited on the east side of the property, which leaves a vacant space within the streetscape on the west side. By severing the property, there would be an opportunity for a new dwelling to be located within the empty space on the west side of the property.

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- The setback reduction would enable the existing house and garage to remain, and facilitate the infilling of the streetscape with a compatibly sized home on a new lot that fits within the existing range of lot widths and areas already present on the street.
- The proposed hammerhead driveway variances are the result of the owner removing over half of their existing circular driveway, which will reduce the percentage of the front yard occupied by hard surfaces

4) Minor in Nature:

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

Yes

The variance for the side yard setback on the east side of the property represents an existing condition. The variance seeks to recognize this existing setback based on the new lot frontage. The existing dwelling would not be moving any closer to the adjacent dwelling than what currently exists.

The proposed new hammerhead driveway is less extensive and covers less of the front yard than a circular driveway and is the result of truncating the circular driveway rather than expanding the existing driveway area. The variances are minor in nature when compared against the unusually large size of the front yard.

Recommendation:

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

Date: May 12, 2026

Prepared By: John O'Reilly

Site Photographs

Attachments:

Attachment No. 1 – Site Photos (June 6, 2025)

**COMMITTEE OF ADJUSTMENT
CONSENT AND MINOR VARIANCE
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Existing Dwelling – 880 Glenwood Avenue



Vacant Portion of Land Beside Dwelling



Existing Dwelling and Dwelling to East

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Streetscape to West



Existing home and driveway



Existing Circular Driveway



Area of property to be severed

Development Engineering

Development Engineering has no objection to the proposed consent and minor variances being granted, subject to the following conditions:

1. Provide Draft Reference Plan that identifies the existing and new lots, existing or proposed easements that are clearly labeled with part numbers.
2. Submit a Stormwater Management Brief, for approval, that is stamped and certified by a Professional Engineer and completed in accordance with the City's Stormwater Management Design Guidelines. Each lot shall manage stormwater independent of each other and without adverse impacts to neighboring properties.

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-
3. Submit a Geotechnical Report provided any infiltration galleries, soak-away-pits, etc. are proposed and or required as part of the stormwater management design

 4. Provide an overall servicing, grading and drainage plan for the severed and retained parcels, for approval. The plan shall be stamped and signed by a Professional Engineer or an Ontario Land Surveyor and shall provide for the following for all severed and retained parcels:
 - a. Existing building envelopes and setbacks from property lines;
 - b. Proposed maximum building envelopes and setbacks from property lines;
 - c. Proposed top of foundation wall and finished floor elevations;
 - d. Existing and proposed ground elevations;
 - e. Existing ground elevations on adjacent properties and road allowances to sufficiently determine existing drainage patterns;
 - f. Demonstrate that drainage will be controlled within the property limits of the severed and retained parcels, by use of swales (with subdrain if swale gradient is less than 2%), soak-away pits, rear yard catchbasins, etc.;
 - g. Existing and proposed service connection locations;
 - h. Existing and proposed driveway locations (which must maintain a 1.2 metre clearance from above ground utilities) and slopes;
 - i. Existing and proposed retaining walls;
 - j. Existing and proposed fence;
 - k. Existing trees with base elevations (both private and City owned), including diameter at breast height. Please indicate which trees, if any, are to be removed;
 - l. Existing and proposed utility poles and boxes; and
 - m. Closest municipal hydrant. Please either show the location on the plan or indicate the location with a note.

Carry out the following to the satisfaction of the Director of Engineering Services and the Director of Community Planning:

NOTES:

Prior to applying for a Building Permit, obtain a Grading and Drainage Clearance Certificate from Engineering Services. For the issuance of a Grading and Drainage Clearance Certificate the following will be required for each severed lot:

- A Grading and Drainage Clearance Certificate application fee;
- A refundable grading, drainage and site maintenance deposit in an amount to be determined for the completion of the approved grading and servicing site work and to ensure that the site is maintained, and the road allowance is not damaged during construction, to the satisfaction of the Director of Engineering Services;

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-
- A detailed servicing, grading and drainage plan, for approval, which conforms to the overall servicing, grading and drainage plan and shows the proposed building envelop, grading, drainage, servicing layouts and required driveway changes;
 - Erosion and sediment control for the disturbed ground area. Please show the necessary erosion and sediment control on the plan; and
 - An Entrance Permit for any new driveway curb depressions.

Please note that additional reports, plans, documents, and requirements may be applicable as more information regarding the proposal and design is provided.

Date: June 4, 2025

Prepared By: Garry R. Colorado Hernandez

Forestry

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

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

Date: June 6, 2025

Prepared By: R. Shaw-Lukavsky

Building

Building has reviewed the proposed minor variance application have no comments. Please note the location of the house is shown to be existing with no proposed construction or changes to the *limiting distance* along the east property line.

Date: Jun 5, 2025

Prepared By: T. Le

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Transportation Planning

Deemed Road Width Analysis

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

Date: June 28/2024

Prepared By: Dan Ozimkovic

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

Date: June 4, 2025

Prepared By: Stephanie Robinson

Legal – Realty Services

NOTE: The Owner, its successors and assigns, shall pay cash in lieu of parkland dedication prior to building permit issuance in an amount to be determined by the Manager of Realty Services based on the current parkland dedication policy at that time.

Date: May 30, 2025

Prepared By: Karen Lanza

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: May 28, 2025

Prepared By: L. Bray

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Conservation Halton

Consent (Severance) and Minor Variance Application
880 Glenwood Avenue
City of Burlington
Owner: Janet Elizabeth Simpson
Agent: RV Associates c/o David Nelson
CH Files: PMVG-2730, PSEV-834
CH Related File: PFCG-82

Conservation Halton (CH) staff has reviewed the application materials for the attached abovementioned consent and minor variance applications 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 5.1.1-5.2.8] and/or provincial plans).

Proposal

CH staff understands the applicant is proposing to sever a portion of 880 Glenwood Avenue, Burlington to create a new, 788 m² lot. Variances are required to permit reductions in south-east side yard setbacks and to permit a hammerhead driveway with a larger width and length than typically permitted.

Conservation Authorities Act and Ontario Regulation 41/24

Effective April 1, 2024, CH's previous regulation, Ontario Regulation 162/06 ("Regulation of Development, Interference with Wetlands and Alterations to Shorelines and Watercourses") under Section 28 of the *Conservation Authorities Act* (CA Act) was repealed and replaced by Ontario Regulation 41/24 ("Prohibited Activities, Exemptions and Permits"). Complementary provisions under Part VI ("Regulation of Areas Over Which Authorities Have Jurisdiction") and Part VII ("Enforcement and Offences") of the CA Act were proclaimed on the same date.

CH regulates all watercourses, valleylands, wetlands, Lake Ontario Shoreline and hazardous lands as well as lands adjacent to these features. Based on CH's Approximate Regulation Limit (ARL) mapping, the subject property at 880 Glenwood Avenue is adjacent to a tributary of Lasalle Creek and contains the flooding and erosion hazards associated with that watercourse. CH regulates 15 metres (previously 7.5m under Ontario Regulation 162/06) from the greater of the flooding and erosion hazards associated with watercourses. Permits are required from CH prior to undertaking development activities within CH's regulated areas and applications for development are reviewed under the 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>).

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CH staff staked the physical top of bank on August 10, 2023, and confirmed that the physical top of bank is considered to be stable. As the proposed new lot will be 7.5m from the staked top of bank, it will contain CH regulated areas as CH regulates 15m from the top of bank. The existing dwelling on the lot to be retained is more than 7.5m from the top of bank but may be partially within the 15m regulatory allowance.

Through the review of planning applications, CH generally recommends a lot line setback of 15m from the greater of the flooding or erosion hazards to ensure new lots are not regulated by CH. However, as CH policies permit development activities between 7.5-15m of the top of bank, and the development envelope shown on the proposed severance plan is outside of CH regulated areas, CH has no regulatory concerns with the proposed severance or minor variances. Future development activities within CH regulated areas will be subject to CH Permits.

Ontario Regulation 686/21 - Provincial Planning Statement (Sections 5.1.1-5.2.8)

As the minor variances and severance relate to the creation of a lot that will occur outside of flooding and erosion hazards (including 6m erosion access allowance), the application is consistent with the Natural Hazards Sections (5.1.1-5.2.8) of the PPS.

Recommendation:

Based on the above, CH has no objections to the approval of these Consent and Minor Variance applications subject to the following condition:

1. That the applicable CH Consent and Minor Variance review fees (in accordance with [CH's fee schedule](#)) be paid to Conservation Halton.

Should any changes to the proposed development arise through the Consent or Minor Variance processes, please circulate CH for further review and comment related to natural hazards and to identify any regulatory and permitting requirements.

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 the undersigned with any questions.

Date: June 3, 2025

Prepared By: Ashley Gallagher

Burlington Hydro

This is regarding the request for a minor variance at 880 Glenwood Avenue, City of Burlington File number B-004-2024 and A-012-2025.

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Burlington Hydro has no objection to this request, nor comments to make on any of the provided documents. The existing overhead hydro service for 880 Glenwood Avenue is supplied by the easternmost utility pole shown on the survey drawing 'SVY_880 Glenwood Ave(Rv1),' nearest the property line shared with 876 Glenwood Avenue, and is unaffected by plans to sever the existing lot.

Date: June 2, 2025

Prepared By: Stephenie Forsyth, C.Tech

Region of Halton

Re: Regional Comments – Consent & Minor Variance
880 Glenwood Avenue
City of Burlington, Region of Halton
File: B-004/2024 & A-012/2025

Regional staff have reviewed the above noted Consent and Minor Variance Application and offer the following comments:

The applications are proposed to facilitate the following:

- Sever 787.8 m² from the existing 4,782.41 m², 49.4538 m wide residential lot for the purpose of constructing a new single-family dwelling.
- This will result in a severed lot (Part 2) of 787.8 m² in area with a width of 20.74 m and a retained lot (Part 1) of 4,022.9 m² in area with a width of 28.71 m.
- Both the severed and retained parcel will comply with the minimum lot width and area requirements.
- To obtain relief through Minor Variance Application A-012-2025 to recognize the deficient side yard setback for the existing dwelling (retained parcel) and address the proposed hammerhead driveway which exceeds the maximum permitted width and depth.

Bill 185: Cutting Red Tape to Build More Homes Act, 2024

Due to Provincial legislation, as of July 1, 2024, 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 a continued scope of interests for the Region and the Conservation Authorities in these matters.

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As outlined in the MOU, the Region has an interest in supporting our local municipal partners by providing review and comments on a scope of interests that include:

- Water and Wastewater Infrastructure;
- Regional Transportation Systems including stormwater management infrastructure and acoustic mitigation on Regional right-of-ways;
- Waste Collection;
- Affordable and Assisted Housing;
- Responsibilities associated with a specific mandate prescribed by legislation (e.g. sourcewater protection, public health); and
- Other Regional services that have a land component

Waste Management:

To ensure that Regional waste collection services can be provided in a safe and cost-effective manner, this proposal has been reviewed against the Region's Development Design Guidelines for Source Separation of Solid Waste. Halton Region provides the following comments:

- Regional waste will provide curbside collection services to the new residential lots once construction has been completed and the units have been occupied.

Regional Infrastructure:

In accordance with the MOU, and to ensure water and wastewater services are provided in accordance with Regional requirements, Halton Region provides the following comments:

No documentation or drawings were submitted with the application showing the location of the existing water service and/or sanitary sewer lateral for the existing property. Regional records indicate that the existing house on the property is currently serviced by both an existing water service and sanitary sewer lateral that is connected to the existing watermain and sewer on Glenwood Avenue. Information on the existing services is summarized below.

Existing Services

There are existing services adjacent to the site that consists of the following:

- Watermain:
 - A 300mm diameter watermain is located on Glenwood Avenue adjacent to the property.
- Sanitary Sewer:
 - A 200mm diameter sanitary sewer is located on Glenwood Avenue adjacent to the property.

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Regional Staff have no objections to the consent from a Regional Servicing perspective, provided that the notes outlined in Schedule “A” are included in the Decision and subsequently satisfied, it is determined that the locations of the existing or proposed services do not cross property lines, and a service permit is issued for the new lot.

Regional Transportation:

Regional staff have no comment from a transportation perspective as the subject property does not abut, nor is it within proximity to a Regional road.

Finance:

NOTE: The Owner will be required to pay all applicable Regional Development Charges (DCs) in accordance with the Region of Halton Development Charges By-law(s), as amended. If a subdivision (or other form of development) agreement is required, a portion of the Regional DCs for residential units may be payable upon execution of the agreement or in accordance with the terms and conditions set out in the agreement. In addition, commencing January 1, 2017 every owner of land located in Halton Region intended for residential development will be subject to the Front-ending Recovery Payment. Residential developments on lands located in Halton Region that prior to January 1, 2017 are part of a Regional allocation program, or have an executed Regional/Local Subdivision or consent agreement, or have an executed site plan agreement with the Local Municipality, or received a notice in writing from the Local Municipality that all requirements under the Planning Act have been met, or obtained a building permit are not subject to the Front-ending Recovery Payment.

The above note is for information purpose only. All residential development applicants and every owner of land located in Halton Region assume all of the responsibilities and risks related to the use of the information provided herein.

Please visit our website at <https://www.halton.ca/The-Region/Finance-and-Transparency/Financing-Growth/Development-Charges-Front-ending-Recovery-Payment> to obtain the most current information which is subject to change.

Contamination:

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

Conclusion:

Based upon the above, Regional Staff have no objection to the above noted applications, subject to the conditions and notes outlined in Schedule “A”.

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Date: June 11, 2025Prepared By: Amanda Roger

“SCHEDULE A” - CONDITIONS AND ADVISORY NOTES

**REGION OF HALTON CONDITIONS –
880 Glenwood Avenue (B-004/2024)**

The following conditions must be met to the satisfaction of the Region of Halton:

1. That the Owner determines the location of all existing and proposed municipal water services, curb valves, hydrants and sanitary sewer laterals that service this property and the proposed lots and submit to the Region’s Developer Project Manager a drawing showing the relationship of these services to the new proposed lot lines. (Condition Cleared June 18 2025)
2. The Owner must demonstrate that no private sanitary sewer laterals, pipes and/or private water service connections, lines or pipes cross existing or proposed property lines in accordance with Region bylaws and policies to the satisfaction of the Region.
3. The Owner is required to provide a separate water service connection and sanitary sewer lateral from the existing services on Glenwood Avenue to the new lot that is to be created.
4. The Owner shall contact the Regional Services Permit Section for review and approval of the proposed water and sanitary servicing, to obtain water and sanitary sewer Services Permits, and pay all necessary fees.
5. Any existing water service, sanitary service lateral, watermains and/or sanitary sewers to be disconnected from the system and abandoned must be decommissioned per the standards and specifications of the Region of Halton. The applicant is advised to contact Halton's Permits and Development Inspection Section for details on abandoning water and sanitary services.

The following NOTES are required to be included in the Decision.

- i. The Owner is advised that once all conditions have been satisfied and the final consent for the severance has been granted, the Owner will be required to contact Halton's Public Works Department, Services Permits Group, (905) 825-6000 extension 7878, Services Permits Technician, to supply copies of their detailed servicing drawings, to review any water and wastewater servicing concerns, obtain a Services Permit(s) and pay all necessary fees. Any water or wastewater service connections that currently exist to the property, that will not be utilized, currently exist in duplication or are deemed substandard, will be

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required to be disconnected at their respective mains by the Owner. The Owner can at any time investigate with their builder and contractor, and by obtaining utility locates, the size and location of existing services within the road allowance in order to design the Owner's individual site servicing. The Owner will also be responsible for obtaining all applicable plumbing/building/servicing/excavation/municipal consent etc. permits from the City of Burlington for work they plan to undertake on private property and within the City road allowance.

- ii. The Owner will be required to pay all applicable Regional Development Charges (DCs) in accordance with the Region of Halton Development Charges By-law(s), as amended. If a subdivision (or other form of development) agreement is required, a portion of the Regional DCs for residential units may be payable upon execution of the agreement or in accordance with the terms and conditions set out in the agreement. In addition, commencing January 1, 2017 every owner of land located in Halton Region intended for residential development will be subject to the Front-ending Recovery Payment. Residential developments on lands located in Halton Region that prior to January 1, 2017 are part of a Regional allocation program, or have an executed Regional/Local Subdivision or consent agreement, or have an executed site plan agreement with the Local Municipality, or received a notice in writing from the Local Municipality that all requirements under the Planning Act have been met, or obtained a building permit are not subject to the Front-ending Recovery Payment.

The above note is for information purpose only. All residential development applicants and every owner of land located in Halton Region assume all of the responsibilities and risks related to the use of the information provided herein.

Please visit our website at <https://www.halton.ca/The-Region/Finance-and-Transparency/Financing-Growth/Development-Charges-Front-ending-Recovery-Payment> to obtain the most current information which is subject to change.

* * * *

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“Schedule A” – Conditions of Provisional Consent
880 Glenwood Avenue
File #: B-004-2024

- 1) The Applicant shall provide a copy of one (1) Draft Reference Plan prepared by an OLS to the Secretary – Treasurer for review and approval prior to depositing the plan; and
- 2) The Applicant shall submit a surveyor’s certificate confirming from an Ontario Land Surveyor that the severed and retained parcels, in their final configuration, meets all the requirements of the applicable Zoning By-law, and that the Secretary-Treasurer receives written confirmation that this condition has been satisfied to the satisfaction of the Zoning Coordinator or designate; and
- 3) The Applicant shall provide one (1) copy of the Deposited Reference Plan to the satisfaction of the Secretary – Treasurer; and
- 4) The Applicant shall provide the Secretary –Treasurer one (1) copy of the draft transfer documents; and
- 5) The Applicant shall provide one (1) copy of the wording for the certificate of official to the satisfaction of the Secretary – Treasurer; and
- 6) The Applicant shall ensure Minor Variances for the retained parcel are approved prior to final consent to the satisfaction of the Zoning Supervisor or their designate; and
- 7) The Applicant shall make payment of any outstanding property taxes including all installments levied at the time of the issuance of the consent. Local improvements must be commuted; and
- 8) The Applicant shall remove the asphalt driveway crossing the new property line on the severed parcel prior to final consent to the satisfaction of the Zoning Supervisor or their designate; and
- 9) The Applicant shall enter into an agreement under section 53 of the *Planning Act* with the City of Burlington to the satisfaction of the Director of Community Planning or their designate, registered on title of the severed parcel, requiring:
 - a) Submission of a grading and drainage plan prepared and stamped by a qualified Professional Engineer, designed in accordance with the City of Burlington Stormwater Management Design Guidelines and any other applicable municipal requirements, demonstrating that post-construction drainage from the developed (i.e., impermeable) portion of the lot will be directed away from the adjacent

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valley slope and addressing interim drainage and erosion controls during construction; and

- b) That the owner grade and develop the property in accordance with the above grading and drainage plan; and
- c) The subject lands are identified as having archaeological potential. As such, a Stage 1 Archaeology Assessment is required, at minimum, to be prepared by a qualified professional, prior to any site disturbance. Confirmation that the report was submitted and received by the Ministry is required.

Should previously undocumented archaeological resources be discovered, they may be subject to Section 48 (1) of the Ontario Heritage Act. Cease activities immediately and contact the Ministry of Citizenship and Multiculturalism (archaeology@ontario.ca). The Funeral, Burial and Cremation Services Act, 2002, S.O. 2002, c.33 requires that any person discovering human remains must notify the police.

- 10) The Applicant shall submit a Draft Reference Plan that identifies the existing and new lots, existing or proposed easements that are clearly labeled with part numbers to the satisfaction of the Director of Engineering Services or their designate; and
- 11) The Applicant shall submit a Stormwater Management Brief, for review and approval, that is stamped and certified by a Professional Engineer and completed in accordance with the City's Stormwater Management Design Guidelines to the satisfaction of the Director of Engineering Services or their designate. Each lot shall manage stormwater independent of each other and without adverse impacts to neighboring properties; and
- 12) The Applicant shall submit a Geotechnical Report provided any infiltration galleries, soak-away-pits, etc. are proposed and or required as part of the stormwater management design to the satisfaction of the Director of Engineering Services or their designate; and
- 13) The Applicant shall provide an overall servicing, grading and drainage plan for the severed and retained parcels, for approval to the satisfaction of the Director of Engineering Services or their designate. The plan shall be stamped and signed by a Professional Engineer or an Ontario Land Surveyor and shall provide for the following for all severed and retained parcels:
 - a. Existing building envelopes and setbacks from property lines;
 - b. Proposed maximum building envelopes and setbacks from property lines;
 - c. Proposed top of foundation wall and finished floor elevations;
 - d. Existing and proposed ground elevations;

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- e. Existing ground elevations on adjacent properties and road allowances to sufficiently determine existing drainage patterns;
 - f. Demonstrate that drainage will be controlled within the property limits of the severed and retained parcels, by use of swales (with subdrain if swale gradient is less than 2%), soak-away pits, rear yard catchbasins, etc.;
 - g. Existing and proposed service connection locations;
 - h. Existing and proposed driveway locations (which must maintain a 1.2 metre clearance from above ground utilities) and slopes;
 - i. Existing and proposed retaining walls;
 - j. Existing and proposed fence;
 - k. Existing trees with base elevations (both private and City owned), including diameter at breast height. Please indicate which trees, if any, are to be removed;
 - l. Existing and proposed utility poles and boxes; and
 - m. Closest municipal hydrant. Please either show the location on the plan or indicate the location with a note; and
- 14) The Applicant shall pay the applicable Conservation Halton Consent and Minor Variance review fees (in accordance with [CH's fee schedule](#)) to the satisfaction of Conservation Halton; and
- 15) The Owner shall demonstrate that no private sanitary sewer laterals, pipes and/or private water service connections, lines or pipes cross existing or proposed property lines in accordance with Region bylaws and policies to the satisfaction of the Halton Region; and
- 16) The Owner shall provide a separate water service connection and sanitary sewer lateral from the existing services on Glenwood Avenue to the new lot that is to be created to the satisfaction of the Halton Region; and
- 17) The Owner shall contact the Regional Services Permit Section for review and approval of the proposed water and sanitary servicing, to obtain water and sanitary sewer Services Permits, and pay all necessary fees to the satisfaction of the Halton Region; and
- 18) The Owner shall disconnect any existing water service, sanitary service lateral, watermains and/or sanitary sewers from the system and abandoned must be decommissioned per the standards and specifications of the Region of Halton. The applicant is advised to contact Halton's Permits and Development Inspection Section for details on abandoning water and sanitary services to the satisfaction of the Halton Region.

NOTICE OF PUBLIC HEARING

Janet Simpson and Jennifer Jane Simpson, the owners of 880 Glenwood Ave. Burlington, have applied to the Committee of Adjustment for Consent to Sever a parcel of land for the creation of one new lot, along with associated Minor Variances to the requirements of Zoning By-law 2020, as amended. The property in question is **880 Glenwood Ave. Burlington (see attached key map, severance sketch and site plan)**.

Retained Parcel (Part 1): Lot width 28.71m, Lot Area: 4,022.9 m²

Severed Parcel (Part 2): Lot width 20.74m, Lot Area: 787.8 m²

This proposal results in the following variances from the provision(s) of the zoning by-law for the retained parcel only:

1. To permit a south-east side yard of 0.85 m for the existing dwelling instead of the minimum required 2.902 m to facilitate a proposed land severance.
2. To permit a hammerhead driveway with a width of 4.3 m instead of the maximum permitted 3.0 m.
3. To permit a hammerhead driveway with a length of 7.3 m instead of the maximum permitted 2.0 m.

You have received this notice as stipulated by the *Planning Act* because your property is within 60 metres of the property noted above. The application materials are available on request by contacting Committee of Adjustment staff by one of the methods listed above. A copy of the Agenda, containing staff reports and drawings, can be viewed online under the Meeting Agenda tab at **Burlington.ca\coa on or after May 4th, 2026**.

Committee of Adjustment Hearings will be hybrid-conducted in person and virtually. All members of the public, applicants and their agents will now have the option to participate in the public meeting process in person at City Hall in Council Chambers, or remotely via Zoom Webinar Video Conferencing Technology. The Committee of Adjustment will meet to consider the above application under Section 45 and 53 of the *Planning Act*, 1990, as amended on:

WEDNESDAY MAY 20, 2026

This application is scheduled to be heard at or after **1:00 pm**.

How to participate if I have comments or concerns?

Written Submissions

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

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

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

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

Oral Submissions

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

1. Virtual Oral Submissions

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

2. In person Oral Submissions

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

Attend or View the Committee of Adjustment Hearing:

If you do not wish to participate, but would like to follow along, the hearing will be held in person at City Hall in Council Chambers and live through a Zoom Webinar. Instructions, links and phone numbers for joining the meeting will be posted on the Committee of Adjustment webpage the day prior to the scheduled meeting. The link will be active at **12:30 p.m.**

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

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

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


Yours truly,



Catherine Susidko-Petriczko
Secretary-Treasurer
Committee of Adjustment

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

Key Map



Key Map

880 Glenwood Avenue

TERANET CITY OF Burlington

Committee of Adjustment
Planning Department - Community Planning
Implementation - Planning

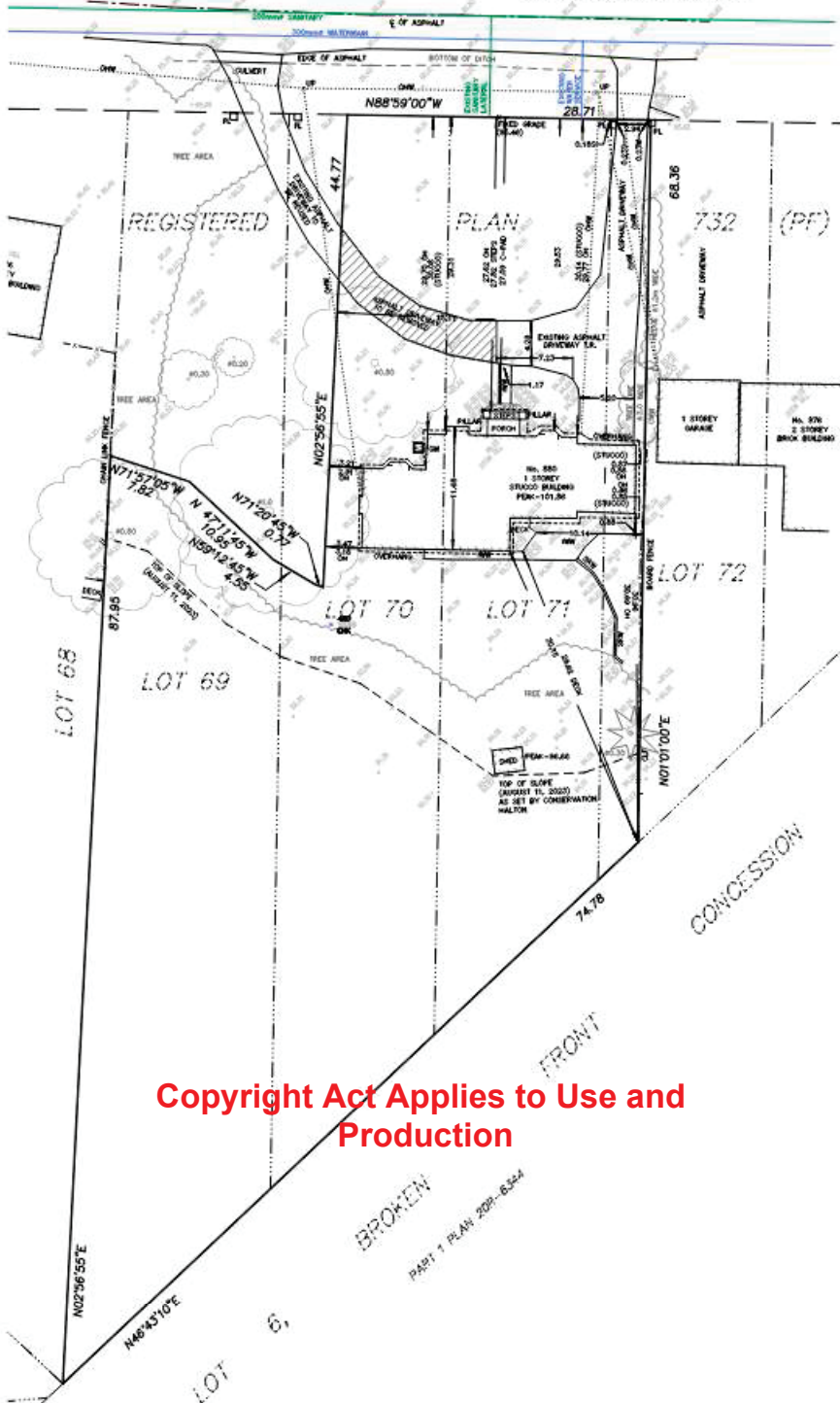
CITY OF BURLINGTON ZONING BY-LAW 2020
ZONING REGULATION - R2.1 DESIGNATED AREA

ZONE	REQUIRED	PROVIDED
LOT WIDTH (Ø 9.5m)	18.0m (min)	23.02m
LOT AREA	700.0sq.m. (min)	4022.88sq.m.
FRONT YARD	11.0m (min)	23.31m
REAR YARD	10.0m (min)	30.15m
SIDE YARD	2.90m	0.85m EAST 3.21m WEST
STREET SIDE YARD	4.5m (min)	N/A
BUILDING AREA		220.23 sq.m. (EXISTING DWELLING)
		6.36 sq.m. (EXISTING ACCESSORY)
		227.29 sq.m. (TOTAL AREA)
LOT COVERAGE	35% (max)	6.8%
BUILDING HEIGHT	8.5m (max)	6.40m
FLOOR AREA RATIO	0.45:1 (max)	0.07:1
DWELLING DEPTH	13.00 (max)	11.68m
DEEMED STREET WIDTH	20.0m	20.12m EXISTING
HARDSCAPE AREA		509.66sq.m.
HARDSCAPE COVERAGE		12.7%

EXISTING 1 STOREY DWELLING



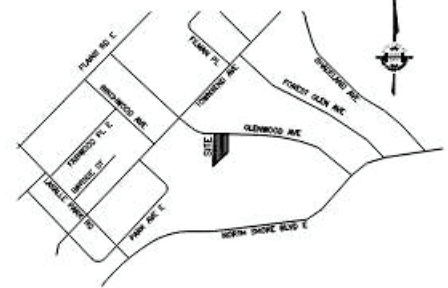
GLENWOOD AVENUE
(DEDICATED BY REGISTERED PLAN 732 (PF))



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SITE PLAN
SCALE 1:300

880 GLENWOOD AVENUE
SITE PLAN FOR MINOR VARIANCE



KEYPLAN

NOT TO SCALE

GEOGRAPHIC LOCATION NOTE

PART OF

LOTS 69, 70 & 72

AND ALL OF

LOT 71

REGISTERED PLAN 732 (PF)

IN THE

CITY OF BURLINGTON

REGIONAL MUNICIPALITY OF HALTON

SCALE 1 : 300

MacKAY, MacKAY & PETERS LIMITED - ONTARIO LAND SURVEYORS

© 2025

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

BENCHMARK NOTE

CITY OF BURLINGTON BENCHMARK No. 297

ELEVATION = 77.799 METRES (COVID 1928:1978 ADJUSTMENT)

BENCHMARK SET ON PLATE ON WEST FACE AT NORTHWEST CORNER OF PUMPING STATION ON SOUTH SIDE OF NORTH SHORE BOULEVARD AT THE WESTERLY BOUNDARY OF THE BURLINGTON GOLF AND COUNTRY CLUB PROPERTY

LEGEND

- XXX.XX DENOTES EXISTING ELEVATIONS
- OH DENOTES OVERHAND
- OHW DENOTES OVERHEAD WIRES
- UP DENOTES UTILITY POLE
- PL DENOTES PELLAR
- NW DENOTES INTERLOCK WALKWAY
- CH-PAD DENOTES CONCRETE PAD
- AC DENOTES AIR CONDITIONER
- GN DENOTES GAS METER
- CHW DENOTES CONCRETE WALKWAY
- CLF DENOTES CHAIN LINK FENCE
- DENOTES DECIDUOUS TREE SCALED TO CANOPY, TRUNK SIZE SHOWN IN METRES
- DENOTES CONIFEROUS TREE SCALED TO CANOPY, TRUNK SIZE SHOWN IN METRES
- OH DENOTES OVERHAND
- DENOTES DOWNSPOUT
- DENOTES DIRECTION OF DRAINAGE
- DENOTES SILT FENCE
- DENOTES TREE PROTECTION ZONE
- DENOTES TREE PROTECTION BARRIER
- DENOTES MATERIAL STORAGE, FILL PLACEMENT
- DENOTES CONSTRUCTION ACCESS

NOTES

- 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
- PUMP PUMP AND DOWNSPOUTS TO DRAIN TO PERMEABLE SURFACE VIA SPLASH PADS
- CONTRACTOR MUST CHECK AND VERIFY ALL DIMENSIONS AND JOB CONDITIONS BEFORE PROCEEDING WITH WORK
- BOUNDARY DIMENSIONS ARE AS SHOWN ON A SEVERANCE SKETCH BY MMP LIMITED DATED APRIL 12 2024 (23-164-SPV)
- ANY AMENDMENT OR ALTERATION OF THIS PLAN MUST BE REPORTED TO MMP LIMITED ISSUED 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

CAUTION

- THIS IS NOT ORIGINAL COPY UNLESS EMBOSSED
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- THIS PRODUCT IS NOT A PLAN OF SURVEY AND SHALL NOT BE USED FOR TRANSACTION OR MORTGAGE PURPOSES
- THIS PRODUCT IS PROTECTED BY COPYRIGHT INCLUDING ALL RELATED DIGITAL PRODUCTS

CERTIFICATION NOTE

BOUNDARY DIMENSIONS SHOWN HEREON ARE DERIVED FROM LAND REGISTRY OFFICE RECORDS AND SURVEY RECORDS OF MMP LIMITED
EXISTING BUILDING SETBACKS AS SHOWN
EXISTING BUILDING HEIGHT AS SHOWN
EXISTING LOT COVERAGE AS SHOWN
EXISTING BUILDING SITE STATISTICS AS SHOWN

APRIL 21, 2025
DATE

ASAR BHERI, O.L.S., P.Eng.
FOR: MacKAY, MacKAY & PETERS LIMITED

No.	DATE	REVISIONS
3	APRIL 6, 2025	ROOF OVERHANDS ADDED TO PLAN
2	FEBRUARY 3, 2025	REVISED PER CITY COMMENTS
1	NOVEMBER 15, 2024	SITE PLAN COMPLETED

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:	CHECKED BY:	PROJECT No.	DWG. No.
A.R.	A.R.	23-164-SP	1

PART 1 - OWNER/AGENT INFORMATION

All communication will be directed to the Prime Contact only. Owner Agent Solicitor Other
Please check only one.

Who can be contacted during the day for further information? Owner Agent Solicitor Other

Registered Owner's

a) Name(s): Janet E. Simpson
Address: 880 Glenwood Avenue, Burlington, Ontario, L7T 2J9
Home Phone: _____ Business Phone: _____ Cell Phone:
Fax Number: _____ Email:

Authorized Agent's

b) Name: David Nelson, RV Associates
Address: 191 Main Street South. Waterdown, ON, L0R2H0
Business Phone: Cell Phone:
Fax Number: _____ Email:

Solicitor's

c) Name: Muir Syed Law
Address: 2289 Fairview Street, Suite 208, Burlington, Ontario, L7R 2E3
Business Phone: Cell Phone: _____
Fax Number: Email: _____

Other Contact Name: Jen Simpson – daughter

Address: 880 Glenwood Ave, Burlington, ON, L7T 2J9
Business Phone: _____ Cell Phone:
Fax Number: _____ Email:

PART 2 - LOCATION OF SUBJECT PROPERTY

a) Area Municipality: Region of Halton Concession Number(s): _____
Lot Number(s): All of lots 69,70,71, and part of Lot 72 Geographic or Former Township: _____
Registered Plan No.: 732 Lot/Block: _____
Reference Plan No.: _____ Part(s): _____
Parcel No.: _____ Assessment Roll No.:

Municipal Address: 880 Glenwood Avenue, Burlington, Ontario, L7T 2J9

b) Are there any easements or restrictive covenants affecting the subject land? No Yes
If YES, provide a copy of such documents and provide a brief description of its effect: _____

PART 3 - PROPOSED LAND USE (PURPOSE OF THIS APPLICATION)

- a) Creation of a new lot A Charge Validation of Title Easement or Right of Way
 Lot Addition * A Lease Other (specify): _____

Description of Consent: Proposing to sever the subject lands to create one new residential lot
The subject lands are: all of Lots 69, 70, and 71, and Part of Lot 72 on Plan 732
Property Pin # is 07093-0032 LT
The lands are not located within a secondary plan.

* Lot Addition: we require legal confirmation of how the lot being added to was created because of *Section 50(12)*, and identify the lands to which the parcel will be added.

- b) **If known**, please provide the name of the person to whom the land or an interest in the land is to be conveyed, leased or mortgaged.

Name:

Address:

Phone:

PART 4 - HISTORY OF THE SUBJECT LAND

- a) Has the subject land ever been the subject of an application for approval of a plan of subdivision or consent under the Planning Act? No Yes

If YES and known, please provide the file number and the decision made on the application.

File #: _____ Decision: _____

- b) Is this a resubmission of an earlier proposal? No Yes

If YES, please provide Regional File No.: # _____

- c) Has any land been severed from the parcel originally acquired by the owner of the subject land?

No Yes

If YES, provide for each parcel severed, the date of transfer, the name of the transferee and the land use.

Date of Transfer	Name of Transferee	Land Use

- d) On what date did the Owner acquire the land? 1961

PART 5 - DESCRIPTION AND SERVICING INFORMATION OF SUBJECT LAND

- a) **What is the DESCRIPTION OF THE PROPERTY as shown on Sketch?**

	Severed	Retained
Frontage (m.):	Frontage m): 20.74 metres	29.02 metres
Depth (m.):	37.98 metres	138.62 metres
Area (ha.):	787.8 sq metres	4022.9 sq metres

b) **What is the EXISTING USE?**

- Urban Residential
 Farm Related Residential
 Non Farm Related Residential
 Agricultural *
 Other (specify) _____

* Complete a "Farm Data Sheet" for any Agricultural use on severed and/or retained parcel. This sheet is available upon request from the Committee of Adjustment.

	Severed	Retained
Existing Use:	Residential	Residential
Proposed Use:	Residential - Part of: Lot 69 and Lot 70	Residential - Part of: Lots 69,70,72, and all of Lot 71

* If Agricultural indicate whether parcel is for Retirement Lot Disposal of Surplus Dwellings Farm Help

c) **What BUILDINGS or STRUCTURES are existing or proposed for each lot? Please include number, uses and dates of Construction.**

	Severed	Retained
Existing:	None	Residential
Proposed:	None	Residential

d) **What type of ROAD ACCESS is existing or proposed for each lot?**

Type/Name	Severed	Retained
Open Municipal Road:	Yes	Yes
Regional Road:		
Provincial Hwy:		
Private:		
Other If Other, (specify): eg. Right of Way		

e) **What type of WATER SUPPLY is existing or proposed for each lot?**

Type/Name	Severed	Retained
Regional Piped Water:	Yes	Yes
Well Water:		
Other, (specify): eg. Communal		

f) **What type of servicing – SEWAGE DISPOSAL is existing or proposed for each lot?**

Type/Name	Severed	Retained
Regional Sewers:	Yes	Yes
Septic System:		
Other, (specify): eg. Septic System		

PART 6 - LAND USE

a) What is the existing Regional Official Plan Designation? Urban residential

b) What is the existing Local Official Plan Designation? Urban residential

Are any of the following uses or features on the subject land or within 500 metres of the subject land, unless otherwise specified?	ON THE SUBJECT LAND	WITHIN 500M OF THE SUBJECT LAND, UNLESS OTHERWISE SPECIFIED
An agricultural operation, including livestock facility or stockyard?	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes _____
A landfill?	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes _____
A sewage treatment plant or waste stabilisation plant?	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes _____
A provincially significant wetland?	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes _____
A provincially significant wetland within 120m of site?	<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes _____
Floodplain	<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes _____
An industrial or commercial use? If YES , specify _____	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes _____
An active railway line?	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes _____

d) **Potentially Contaminated Sites:**

Has there been industrial use of the site? **No** **Yes** **If YES**, what was the last year of use? _____.

Has there been filling on the site? **No** **Yes**

Is there reason to believe the site may have been contaminated by former uses either on the site or on adjacent sites? **No** **Yes**

If YES, then an environmental investigation, including all former uses of the site and, if appropriate, the adjacent site, to the satisfaction of the Region, is required. This study must be prepared by a qualified consultant. Report attached? **Yes** **No**

If NO, on what basis did you come to this determination? The existing house on this property was built in 1945.

PART 7 - CURRENT APPLICATIONS

a) Is the subject land currently the subject of a proposed Regional or Local Official Plan or Amendment (or an NEC or Parkway Belt Amendment)? **No** **Yes**

If YES, and if known, please provide the File No.(s) and the status.

File #:

Status:

b) Is the subject land currently the subject of an application for Zoning Bylaw Amendment, Minister's Zoning Order Amendment, Minor Variance, Consent or approval of a Plan of Subdivision? **No** **Yes**

If YES, please explain _____

PART 8 - PROVINCIAL INTERESTS

- a) Is the subject land consistent with the Provincial Policy Statement? Yes No

If NO, please explain _____

- b) Is the subject land within an area of land designated under any provincial plan or plans? No Yes

If YES, does the application conform to or does not conflict with the applicable provincial plan or plans?

_____The application conforms to the applicable provincial plans._____

PART 9 - SKETCH

The sketch of survey must be prepared by an Ontario Land Surveyor in metric.

The application shall be accompanied by a sketch showing the following prescribed information:

- the boundaries and dimensions of the subject land, the part that is to be severed and the part that is to be retained
- the boundaries and dimensions of any land owned by the owner of the subject land and that abuts the subject land
- the distance between the subject land and the nearest township lot line or landmark, such as a railway crossing or bridge
- the location of all land previously severed from the parcel originally acquired by the current owner of the subject land
- the approximate location of all natural and artificial features on the subject land and adjacent lands that in the opinion of the applicant may affect the application, such as buildings, railways, roads, watercourses, drainage ditches, river or stream banks, wetlands, wooded areas, wells and septic tanks
- the existing use(s) on adjacent lands
- the location, width and name of any roads within or abutting the subject land, indicating whether it is an unopened road allowance, a public travelled road, a private road or a right of way
- if access to the subject land is by water only, the location of the parking and boat docking facilities to be used
- the location and nature of any easement affecting the subject land

The sketch should also include the following required information:

- the amount of land, if any, which has previously been conveyed from the property to the County or the Regional Municipality of Halton, for road purposes
- a clear key map

PART 10 - OTHER INFORMATION

- a) Is there any other information that you think may be useful to the City or other agencies in reviewing this application? If so, explain below or attach on a separate page.

No there is no additional information.

PART 11 - 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.

Each sign must remain posted beginning 14 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 may result in deferral of the application.

Thank you for your co-operation,

Catherine Susidko-Petriczko
Secretary-Treasurer
Committee of Adjustment

**I understand that each sign must be posted at least 14 days before the hearing and will remain posted and be replaced if necessary, until the day following the hearing.

Owner: Janet E. Simpson Property: 880 Glenwood Avenue, Burlington

Janet E. Simpson

(Signature of Owner/Agent)

June 10, 2024

(Date)

AFFIDAVIT

I, Jennifer Simpson (POA for Janet E. Simpson)

of the city of Ottawa

in the Province of Ontario

solemnly declare that:

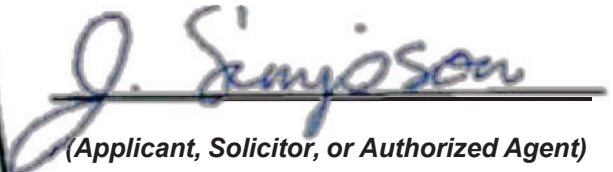
All the statements contained in this application are true, and I make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath and by virtue of the **CANADA EVIDENCE ACT**.

DECLARED before me at the

City of
Ottawa in the
Province of
Ontario this
12th day of
June, 2024



A Commissioner, etc.



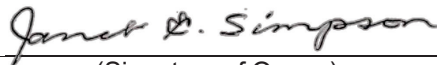
(Applicant, Solicitor, or Authorized Agent)

OWNER'S AUTHORIZATION

If an agent is used, the owner must also complete the following:

I, Janet E. Simpson being the registered owner of the subject lands
hereby authorize David Nelson
(Name of Agent)

to prepare, submit and act on my behalf with respect to this consent application.


(Signature of Owner)

June 17, 2024
(Date)

Permission to Enter

Secretary - Treasurer
Committee of Adjustment
City of Burlington
426 Brant Street, P.O. Box
5013 Burlington, ON, L7R
3Z6

Date: June 10, 2024

RE: Application to the City of Burlington, Committee of Adjustment at:

Municipal Address: 880 Glenwood Avenue, Burlington, Ontario

I authorize the members of the Committee of Adjustment, City Staff, Region of Halton staff and Conservation Halton staff to enter onto the above property which is under application for the purposes of evaluating the merits of the application(s).

Signature of owner or authorized agent

Janet E. Simpson

Please Print your Name:

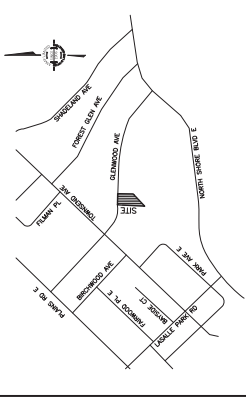
Janet E. Simpson

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.

880 GLENWOOD AVENUE PLAN SHOWING PROPOSED SEVERANCE



KEYPLAN
GEOGRAPHIC LOCATION NOTE
PART OF
LOT 72
AND ALL OF
LOTS 69, 70 & 71
IN THE
REGISTERED PLAN 732 (PF)
IN THE
CITY OF BURLINGTON
REGIONAL MUNICIPALITY OF HALTON
SCALE: 1 : 300

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MacKay Mackay & Peters Limited-Ontario Land Surveyors

LEGEND
METRIC DIMENSIONS SHOWN UNLESS OTHERWISE NOTED. THE ORIGINAL SURVEY DRAWING OF THIS PLAN WAS CONDUCTED TO FEET BY JAMES G. STANLEY, P.E., OF STANLEY CONCRETE CONCRETE.

REGISTRATION NUMBER

BF DENOTES BOARD FENCE
CM DENOTES CONCRETE MASONRY WALL
SM DENOTES SANITARY MANHOLE
GM DENOTES GAS METER
SWM DENOTES STONE RETAINING WALL
IRW DENOTES INTERLOCKING WALKWAY
C-PIC DENOTES CONCRET PAVING
C-DENOTES CONCRETE
OHW DENOTES OVERHEAD WIRE
PL DENOTES PLANTING
□ DENOTES AIR CONDITIONER

CITY OF BURLINGTON ZONING BY-LAW 2020
ZONING REGULATION - R2.11
(DESIGNATED AREA FOR LOT COVERAGE)

ZONE	REQUIRED	PROVIDED
LOT WIDTH	18 m (min)	20.74 m
LOT DEPTH	29.92 m (min)	29.74 m
FRONT YARD	11 m (min)	30.98m
REAR YARD	10 m (min)	22.84m
SIDE YARD	1.0 m (min)	0.85m
ACTUAL LOT WIDTH		N/A
(MINIMUM ATTACHED GARAGE)		N/A
(MAXIMUM GARAGE)		N/A
ROAD WIDENING REQUIREMENT	15%	N/A

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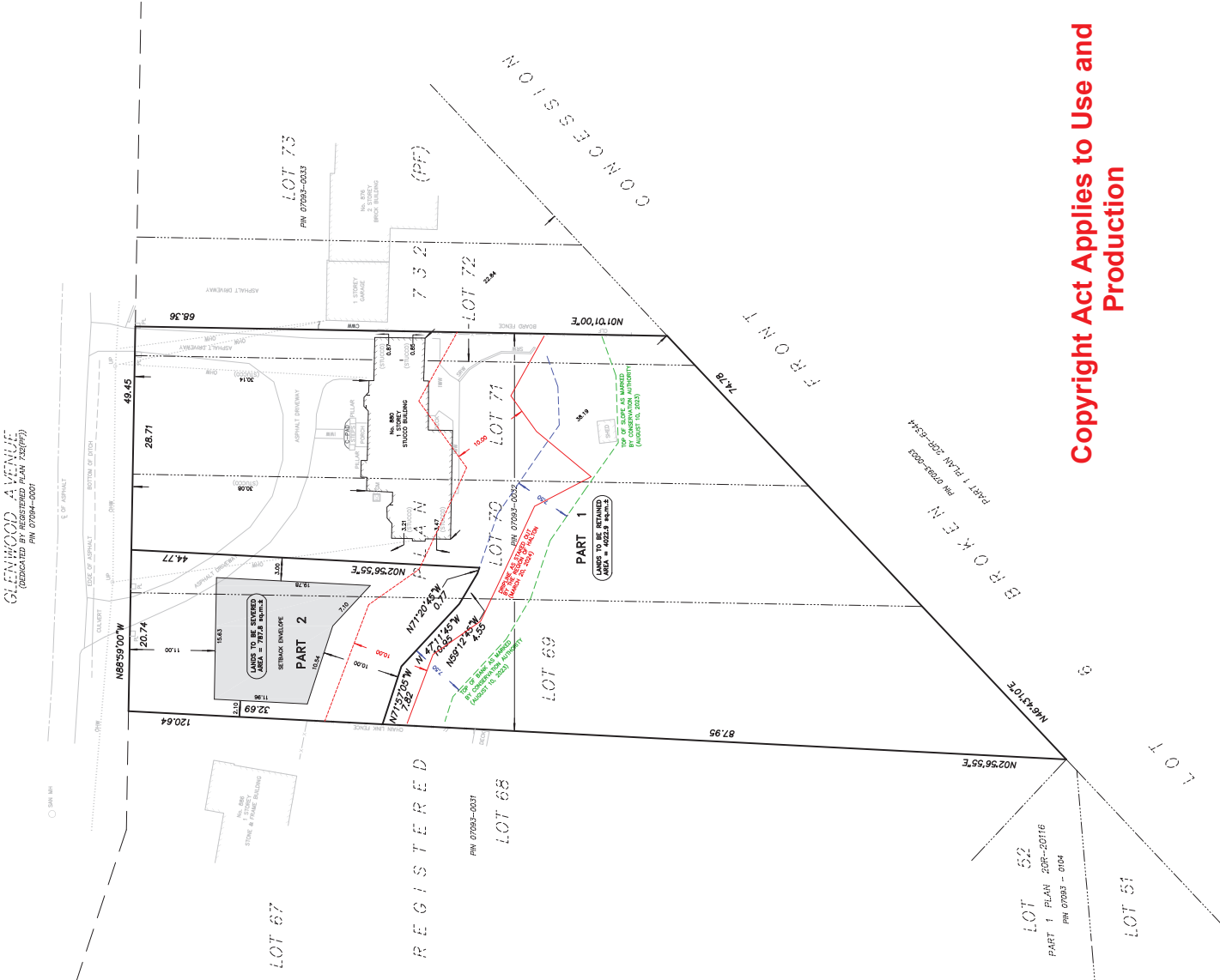
CERTIFICATION NOTE
BOUNDARY DIMENSIONS SHOWN HEREON ARE DERIVED FROM LAND REGISTRY OFFICE RECORDS AND ARE ASSUMED TO BE CORRECT UNLESS OTHERWISE INDICATED.
PROPOSED SITE STATISTICS AS SHOWN

DATE: APRIL 12, 2024
FOR: MACKEY, MACKEY & PETERS LIMITED
ONTARIO LAND SURVEYOR
REG. NO. 10375

No.	DATE	REVISIONS
1	APRIL 12, 2024	DEFINITE ADDED TO THE PLAN
2	APRIL 12, 2024	PROPOSED SEVERANCE
3	NOVEMBER 26, 2024	SURVEY COMPLETED
4	OCTOBER 16, 2024	SWAY PLAN COMPLETED

MMPE
Mackay, Mackay & Peters Limited
Ontario Land Surveyors & Planners
2383 South Service Road
Unit 101
Burlington, ON
L7R 3J6
(905) 639-1375
mmpe@mmpe.com
mmpelimited.com
1400-447-2276

DRAWN BY:	CHECKED BY:	PROJECT No.	DWG. No.
		23-164-SEV	1



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Production

Appendix D-1

Waiving Assessment Tool

Project Name: LD APP 880 Glenwood Avenue, Burlington, Ontario

Proponent: Jen Simpson (daughter) Janet Simpson, POA

Primary Contact:

Contact Information: Email: [REDACTED]

Phone: [REDACTED]

Project Location: 880 Glenwood Avenue, Burlington, All of Lots 69, 70, 71, and part of Lot 72. Ref. Plan 732

BEFORE YOU BEGIN

The **Waiving Assessment Tool** facilitates review of eligible *development* and *site alteration* projects by the *Lead Planning Authority* (or their delegate or assign) to determine if the EIA requirement may be waived. Individual(s) with an appropriate level of knowledge and experience conducting and/or reviewing natural heritage and impact assessment information and processes is required commensurate with the scope, scale and complexity of the project. Technical matters may be addressed through the waiving process to facilitate the assessment process or assist a project in having the EIA requirement waived (e.g., Site Plan modification).

Completion of a waiving assessment **does not** guarantee that a project will have the EIA requirement waived.

HOW TO USE THIS TOOL

The waiving assessment tool includes six (6) steps which summarize existing conditions, identify features on or adjacent to the project site, assess the project to determine if waiving of the EIA requirement is appropriate.

Note: Please refer to the most current, in-force Regional and Provincial Planning documents to complete this assessment.

Each step is identified with a dark green heading, sub-components of each step are identified in light green. Grey boxes are located at the end of each Step; these provide information on how to proceed at the conclusion of each step and/or decision points associated with each step.

A figure outlining the waiving assessment process in this tool is provided below to provide an overview of the steps, key decision points and potential outcomes.

Figure: Waiving Assessment Process Diagram

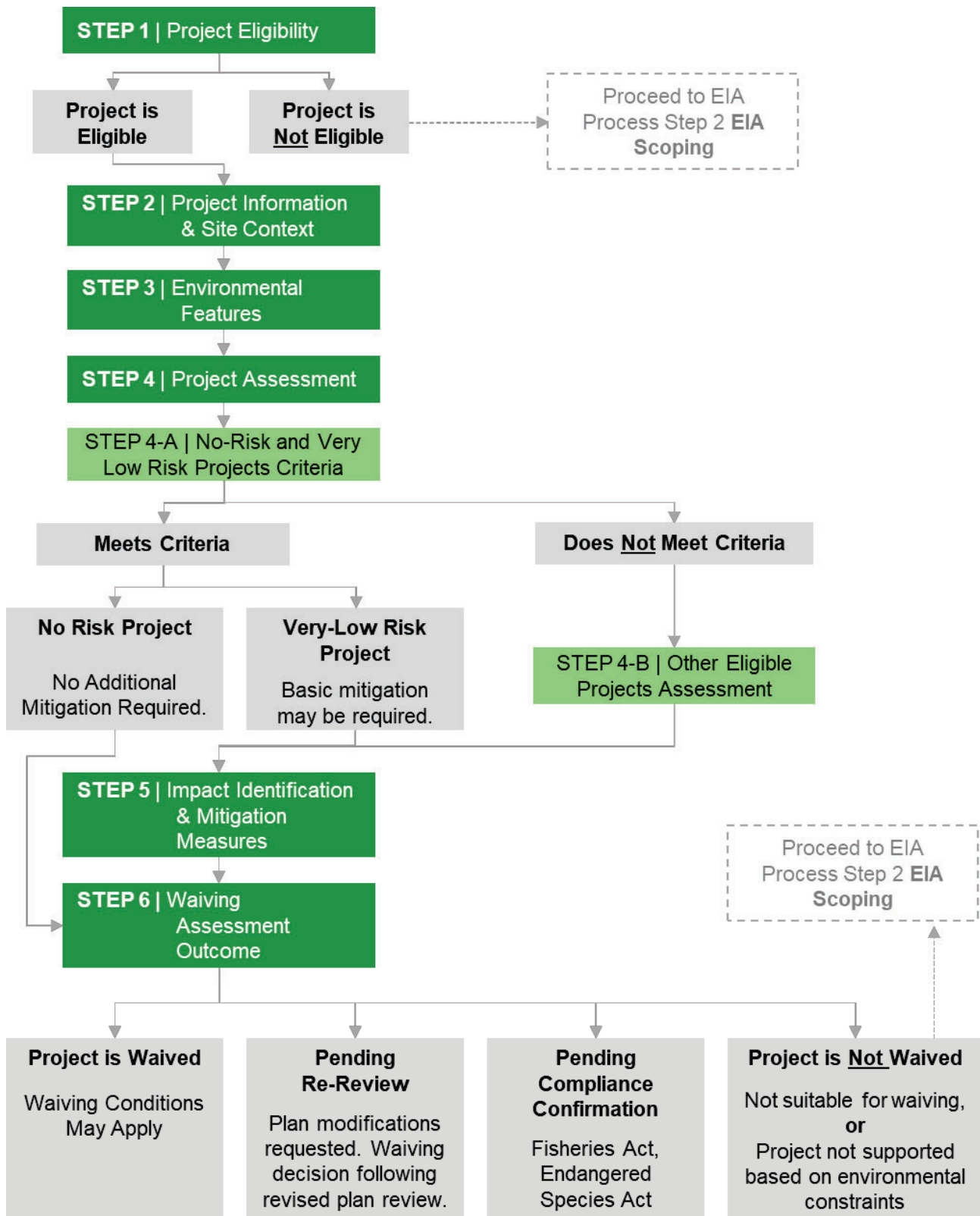


FIGURE LEGEND: Decision or Direction Process Step Process Sub-Step

STEP 1 | PROJECT ELIGIBILITY

The following projects / project types are **ineligible** for waiving:

- Medium-large scale *development* (residential, commercial, institutional, industrial)
- Aggregate resource or other extractive industries
- Medium-large scale recreational *development* (e.g., golf course, ski hill)
- Large scale site alteration

All other projects are eligible to proceed through the waiving assessment tool. Eligibility does not indicate the project is waived.



The project is eligible for waiving assessment. Proceed to Step 2.



The project is not eligible for waiving assessment. Contact the *Lead Planning Authority* to discuss EIA requirements or confirm study equivalency has been met (refer to **Section 1.4.1** of the Guideline).

STEP 2 | PROJECT INFORMATION & SITE CONTEXT

Complete all applicable sections below for the project.

Note: Please refer to the most current Regional and Provincial Planning documents to complete this section.

This section provides context for the project assessment (Step 4). It identifies existing conditions, potential existing impacts, feature quality and informs mitigation requirements (i.e. considers landscape context in any required mitigation to be implemented).

Project Type

- | | |
|---|---|
| <input type="checkbox"/> <i>Agricultural building</i> or structure within building cluster | <input type="checkbox"/> Re-build – same footprint |
| <input type="checkbox"/> <i>Agricultural building</i> or structure outside building cluster | <input type="checkbox"/> Re-build – larger or altered footprint |
| <input checked="" type="checkbox"/> Lot Severance for <i>single detached dwelling</i> | <input type="checkbox"/> Addition to existing dwelling |
| <input type="checkbox"/> New <i>single detached dwelling</i> on an existing lot | <input type="checkbox"/> Accessory re- <i>development</i> or modification (e.g., swimming pool, driveway) |
| <input type="checkbox"/> New accessory structure (garage, shed, etc.) | <input type="checkbox"/> Septic system or other servicing |
| <input type="checkbox"/> New accessory <i>development</i> (e.g., swimming pool, driveway) | <input type="checkbox"/> Other <i>development</i> or <i>site alteration</i> . Specify: |

Planning Context

Regional Official Plan

Land Use Designations (per Map 1 of ROP)

- RNHS
- Agricultural Area
- Urban Area
- Hamlet

Constraints (as shown on Map 1G of the ROP)

- Mapped *Key Features* in the RNHS or GBNHS Overlay
- Unmapped *Key Features*

Regional Official Plan (Continued)

Other

- Mineral Resource Extraction Area
- North Aldershot Policy Area
- Regional Waterfront Parks

Overlay

- GBNHS Overlay (shown on Map 1)

Greenbelt Plan [Not Applicable]

- Protected Countryside
- Greenbelt Plan NHS
- Agricultural System
- Settlement Area

Niagara Escarpment Plan [Not Applicable]

- Escarpment Natural Area
- Escarpment Protection Area
- Escarpment Rural Area
- Urban Area

Growth Plan [Not Applicable]

- Growth Plan NHS
- Water Resource System
- Settlement Area

On Site - Existing Land Use(s) and Condition(s)

- | | |
|---|--|
| <input type="checkbox"/> Agricultural | <input type="checkbox"/> Golf Course |
| <input checked="" type="checkbox"/> Urban Residential | <input type="checkbox"/> Building / Structure |
| <input type="checkbox"/> Rural Residential | <input type="checkbox"/> Paved / Impermeable Surface |
| <input type="checkbox"/> Commercial | <input type="checkbox"/> Manicured Lawn / Garden |
| <input type="checkbox"/> Industrial | <input type="checkbox"/> Fallow Field / Meadow |
| <input type="checkbox"/> Institutional | <input type="checkbox"/> Natural Feature or Area |
| <input type="checkbox"/> Park or Open Space | <input type="checkbox"/> Other: |

Adjacent Lands - Existing Land Use(s) and Condition(s)

- | | |
|---|--|
| <input type="checkbox"/> Agricultural | <input type="checkbox"/> Golf Course |
| <input checked="" type="checkbox"/> Urban Residential | <input type="checkbox"/> Building / Structure |
| <input type="checkbox"/> Rural Residential | <input type="checkbox"/> Paved / Impermeable Surface |
| <input type="checkbox"/> Commercial | <input type="checkbox"/> Manicured Lawn / Garden |
| <input type="checkbox"/> Industrial | <input type="checkbox"/> Fallow Field / Meadow |
| <input type="checkbox"/> Institutional | <input type="checkbox"/> Natural Feature or Area |
| <input type="checkbox"/> Park or Open Space | <input type="checkbox"/> Other: |

Buffers to Key Features – Existing Land Use and Conditions

What is the current distance separating *development* or *site alteration* from *Key Features* on the site and adjacent lands?

- <10 m
- 10-15 m
- 15-30 m
- >30 m

Is the area of the separating distance naturalized?

- Yes
- No

Notes / Comments:

Proceed to Step 3

STEP 3 | ENVIRONMENTAL FEATURES (confirmed or unconfirmed)

Complete sections below based on applicable plans identified in Step 2.

This section provides important information for assessing potential impacts, mitigation requirements, etc. for the project assessment (Step 4).

Regional Natural Heritage System (RNHS)

Key Features:

- | | |
|--|--|
| <input checked="" type="checkbox"/> Significant Woodland(s) | <input type="checkbox"/> Significant ANSI ⁹ |
| <input checked="" type="checkbox"/> Significant Wetland(s) | <input checked="" type="checkbox"/> Fish Habitat |
| <input checked="" type="checkbox"/> Significant Valleyland(s) | <input checked="" type="checkbox"/> Significant Habitat for Endangered or Threatened Species |
| <input type="checkbox"/> Candidate or Confirmed SWH ⁸ | |

Other RNHS Components:

- | | |
|----------------------------------|---|
| <input type="checkbox"/> Buffer | <input type="checkbox"/> Enhancement Area |
| <input type="checkbox"/> Linkage | |

Greenbelt Plan

Key Natural Heritage Features in Greenbelt Plan NHS:

- | | |
|--|---|
| <input type="checkbox"/> Significant Woodland(s) | <input type="checkbox"/> Habitat for Endangered or Threatened Species |
| <input type="checkbox"/> Wetland(s) | <input type="checkbox"/> Sand Barren(s) |
| <input type="checkbox"/> Significant Valleyland(s) | <input type="checkbox"/> Savannahs |
| <input type="checkbox"/> Confirmed SWH ⁸ | <input type="checkbox"/> Tallgrass Prairie(s) |
| <input type="checkbox"/> Life Science ANSI ¹⁰ | <input type="checkbox"/> Alvar(s) |
| <input type="checkbox"/> Fish Habitat | |

Key Hydrologic Features (Protected Countryside):

- | | |
|---|--|
| <input type="checkbox"/> Permanent and intermittent stream(s) | <input type="checkbox"/> Seepage areas and springs |
| <input type="checkbox"/> Lake(s) (and their littoral zones) | <input type="checkbox"/> Wetland(s) |

Growth Plan

Key Natural Heritage Features in Growth Plan NHS outside settlement areas:

- | | |
|--|---|
| <input type="checkbox"/> Significant Woodland(s) | <input type="checkbox"/> Habitat for Endangered or Threatened Species |
| <input type="checkbox"/> Wetland(s) | <input type="checkbox"/> Sand Barren(s) |
| <input type="checkbox"/> Significant Valleyland(s) | <input type="checkbox"/> Savannahs |
| <input type="checkbox"/> Confirmed SWH ⁸ | <input type="checkbox"/> Tallgrass Prairie(s) |
| <input type="checkbox"/> Life Science ANSI ¹⁰ | <input type="checkbox"/> Alvar(s) |
| <input type="checkbox"/> Fish Habitat | |

Key Hydrologic Features throughout Growth Plan outside settlement areas:

- Permanent stream(s)

⁸ Significant Wildlife Habitat

⁹ Area of Natural and Scientific Interest. Includes both Life Science and Earth Science ANSIs under Regional Policy.

¹⁰ Area of Natural and Scientific Interest.

- | | |
|--|--|
| <input type="checkbox"/> Intermittent stream(s) | <input type="checkbox"/> Seepage areas and springs |
| <input type="checkbox"/> Inland lakes and their littoral zone(s) | <input type="checkbox"/> Wetland(s) |

Other Environmental Features and Designations

- | | |
|---|--|
| <input type="checkbox"/> <i>Unevaluated wetland(s)</i> | <input type="checkbox"/> Candidate SWH |
| <input type="checkbox"/> <i>Non-Provincially Significant wetland(s)</i> | <input type="checkbox"/> Regulated Area(s) ¹¹ |
| <input type="checkbox"/> Woodland | <i>Feature Type(s):</i> |
| <input type="checkbox"/> Headwater Drainage Feature(s) | |
| <input type="checkbox"/> Species at Risk (and their Habitat) | <input type="checkbox"/> Other: |

Proceed to Step 4

STEP 4 | PROJECT ASSESSMENT

Information collected through Steps 2 and 3 is used in combination with other project information (e.g., site plans, airphoto / satellite imagery, map[s]) to determine if it is appropriate to waive the EIA requirement for the project.

Waiving may be appropriate where there is no or very low risk of *negative impact*, and / or the potential *negative impact(s)* are: well understood, of small scale, magnitude and/or duration and can be avoided or mitigated through basic mitigation measures.

Projects that are eligible to proceed through the waiving assessment tool (Step 1) may be assessed for waiving through one of two project groups:

- **No-Risk and Very Low-Risk Projects:** Some projects have no or very low risk of *negative impact* to the Region's Natural Heritage System. A set of criteria are used to identify projects in this group. These projects may proceed through a streamlined process.
- **Other Eligible Projects:** Projects that do not meet the criteria for 'No-Risk and Very Low-Risk Projects' can be assessed here. The project assessment for 'Other Eligible Projects' includes a more extensive review and requires an enhanced understanding of natural heritage, impact assessment, etc.

Note: Waiving of the EIA requirement does not waive, exempt or otherwise remove requirements for compliance with other applicable plans, policies, or legislation. It is the proponent's responsibility to ensure that their project meets the requirements for the site and/or project.

¹¹ Areas regulated by a Conservation Authority (CA) under the Conservation Authorities Act and pursuant to the Ontario Regulation for the CA in which the project occurs. CA must be contacted to confirm any requirements.

STEP 4-A | No-Risk and Very Low-Risk Projects

To be identified as a 'no' or 'very low' risk project, the conditions of both the primary **and** secondary criteria must be met. A site visit may be requested to support the project assessment.

Primary Criteria

The *development* or *site alteration* meets all the following:

- Adjacent features are not *Key Features* of the Greenbelt Plan NHS or the Growth Plan NHS.
 - Minimum *Vegetation Protection Zone* (VPZ) requirements of the Greenbelt Plan and Growth Plan do not apply;
- Adjacent features are one or more of the following: *significant woodland, Provincially Significant Wetland, wetland* or *watercourse*;
- Does not occur within or directly encroach into the NHS (Key Features and components of the NHS);
- There is no known confirmed or candidate *significant wildlife habitat* within the *development* or *site alteration* footprint;
- There are no *Species at Risk*¹² or their habitat known to occur or with a high potential of occurring within the footprint of the proposed *development* or *site alteration*.

Secondary Criteria

The *development* or *site alteration* meets at least one of the following:

- Is separated from the feature(s) by an intervening land use which provides an effective separation between the project and feature(s):
 - Road¹³
 - Existing *development*
 - Other¹⁴:
- Is wholly contained within an existing building footprint (e.g., adding a second storey, re-*development* within existing footprint).
- Footprint of the proposed building expansion extends away from the feature(s).
- Proposed *buffer(s)* for no / very low impact projects are a minimum of¹⁵:
 - 10 m from the dripline of a *significant woodland*
 - 30 m from a *Provincially Significant Wetland* (PSW)
 - 15 m from other wetlands
 - 30 m from a *watercourse*

¹² In the context of this assessment 'Species at Risk' includes species listed as Endangered or Threatened in Ontario and receiving protection under Sections 9 and/or 10 of the *Endangered Species Act* (2007).

¹³ A Road is defined as linear *infrastructure* at the site or landscape scale that has been constructed for the express purposes of transportation over an extended period of time. It has a compacted / constructed roadbed and surfaced with a material intended for long-term use by vehicles (i.e., gravel, pavement, cement).

¹⁴ 'Other' land uses may include other forms of development that would act as a barrier to movement (plants, wildlife) and / or are a primary impactor at the interface with the natural heritage feature(s) and their functions. Natural, open space, agricultural lands (e.g., fields, grazing land, etc.) and other similar land uses do not qualify as land uses that act as an effective barrier.

¹⁵ Minimum buffers presented here apply to the no / very low risk project group only. Buffers for other eligible projects (Step 4B) and projects not eligible for waiving are determined based on site-specific and project-specific considerations, as appropriate.

Using the criteria above and based on professional opinion, evaluate the risk of the proposed project on the RNHS and proceed accordingly.

- The project has **No Risk** of impact to the Region’s Natural Heritage System. Proceed to Step 6.
- The project has **Very Low Risk** of impact to the Region’s Natural Heritage System. Basic mitigation measures may be required. Proceed to Step 5 (Impact Identification & Mitigation Measures) to identify potential impacts and determine if mitigation measures are required.
- The project **does not** meet the criteria set out above. Proceed to ‘Other Eligible Projects’ project assessment below.

STEP 4-B | Other Eligible Projects

Eligible projects (per Step 1) that do not meet the criteria for ‘No-Risk and Very Low-Risk Projects’ may proceed through the more detailed assessment in this section.

Individual(s) with an appropriate level of knowledge of natural heritage features, functions and potential impacts associated with *development* or *site alteration* will be **required** to complete the project assessment. The *Lead Planning Authority* can consult the Region (or the delegates or assigns) to identify an appropriate individual to complete the assessment.

All sections below must be completed.

Site Visit

A site visit may be required by the *Lead Planning Authority*, their agent or assign, or other approval agency for the project / site.

A site visit was:

- Completed
- Not requested
- Requested

Site Visit Type (check all that apply):

- General site condition
- Feature review
- Feature delineation

Feature Sensitivity to Development or Site Alteration

At the screening level, feature sensitivity to *development* or *site alteration* is based on proxy indicators. Features with higher sensitivity may require additional consideration to more accurately assess the feature, and / or may require increased *buffers*, enhanced mitigation, etc.

Based on current land use on-site and on adjacent lands (Step 2), it is anticipated that the feature(s) experience the following existing level of impact / disturbance:

- High
- Moderate
- Low

Based on feature type(s) (2-D) and information in A, above; it is anticipated that the feature(s) would be:

- Highly sensitive to the proposed *development* or *site alteration*.
- Moderately sensitive to the proposed *development* or *site alteration*.
- Less sensitive to the proposed *development* or *site alteration*.

Proposed Buffers or Distance to Development or Site Alteration (Site-Plan)

Record *buffers* (if defined) or distance between feature(s) and the proposed *development* or *site alteration* from the site plan in the table below.

Feature #	Feature Type	Buffer / VPZ / Distance from Development or Site Alteration (m)	Naturalized Buffer Proposed? (Yes / No)	If VPZs are required ¹⁶ : Are minimums met?

Proceed to Step 5.

¹⁶ *Vegetation Protection Zones* are required for some Plan areas (e.g., Greenbelt, Growth Plan).

STEP 5 | IMPACT IDENTIFICATION & MITIGATION MEASURES

Identify all new or exacerbated existing impacts anticipated, or with a high potential to occur. Identify mitigation measure(s) that shall be implemented to address the impacts as conditions of waiving.

The Impact Identification & Mitigation Measures table is to be completed for Very Low Risk Projects (as appropriate) and Other Eligible Projects (Required).

Feature #	Potential Impact	Mitigation Required As Condition of Waiving
	<input type="checkbox"/> Increased risk of noise and/or light <input type="checkbox"/> New <input type="checkbox"/> Exacerbated	<input type="checkbox"/> Increased <i>buffer</i> <input type="checkbox"/> Enhancement plantings <input type="checkbox"/> Directional lighting <input type="checkbox"/> Fencing <input type="checkbox"/> Other:
	<input type="checkbox"/> Soil compaction, root damage <input type="checkbox"/> New <input type="checkbox"/> Exacerbated	<input type="checkbox"/> Increased <i>buffer</i> <input type="checkbox"/> Soil scarification <input type="checkbox"/> Fencing <input type="checkbox"/> Other:
	<input type="checkbox"/> Vegetation damage from construction equipment and migration of construction debris <input type="checkbox"/> New <input type="checkbox"/> Exacerbated	<input type="checkbox"/> Increased <i>buffer</i> <input type="checkbox"/> Enhancement Plantings <input type="checkbox"/> Fencing <input type="checkbox"/> Other:
	<input type="checkbox"/> Risk of spread of invasive species <input type="checkbox"/> New <input type="checkbox"/> Exacerbated	<input type="checkbox"/> Invasive species removal <input type="checkbox"/> Increased <i>buffer</i> <input type="checkbox"/> Enhancement Plantings <input type="checkbox"/> Fencing <input type="checkbox"/> Other:
	<input type="checkbox"/> Increased risk of dumping of garden refuse <input type="checkbox"/> New <input type="checkbox"/> Exacerbated	<input type="checkbox"/> Increased <i>buffer</i> <input type="checkbox"/> Enhancement Plantings <input type="checkbox"/> Fencing <input type="checkbox"/> Other:
	<input type="checkbox"/> Removal of uncommon/rare plant species <input type="checkbox"/> New <input type="checkbox"/> Exacerbated	<input type="checkbox"/> Plant salvage <input type="checkbox"/> Enhancement plantings <input type="checkbox"/> Other: <input type="checkbox"/> n/a - requires additional assessment
	<input type="checkbox"/> Removal of vegetation <input type="checkbox"/> New <input type="checkbox"/> Exacerbated	<input type="checkbox"/> Timing restrictions <input type="checkbox"/> Increased <i>buffer</i> <input type="checkbox"/> Enhancement Plantings <input type="checkbox"/> Other: <input type="checkbox"/> n/a - requires additional assessment
	<input type="checkbox"/> Creation of edge <input type="checkbox"/> New <input type="checkbox"/> Exacerbated	<input type="checkbox"/> Increased <i>buffer</i> <input type="checkbox"/> Enhancement Plantings <input type="checkbox"/> Other:
	<input type="checkbox"/> Removal of, or disturbance to <i>wildlife habitat</i> <input type="checkbox"/> New <input type="checkbox"/> Exacerbated	<input type="checkbox"/> Timing restrictions <input type="checkbox"/> Increased <i>buffer</i> <input type="checkbox"/> Enhancement Plantings <input type="checkbox"/> Other: <input type="checkbox"/> n/a - requires additional assessment

Feature #	Potential Impact	Mitigation Required As Condition of Waiving
	<input type="checkbox"/> Fragmentation of natural area <input type="checkbox"/> New <input type="checkbox"/> Exacerbated	<input type="checkbox"/> Enhancement plantings <input type="checkbox"/> Other: <input type="checkbox"/> n/a - requires additional assessment
	<input type="checkbox"/> Removal of corridor/ <i>linkage</i> to natural area <input type="checkbox"/> New <input type="checkbox"/> Exacerbated	<input type="checkbox"/> Other: <input type="checkbox"/> n/a - requires additional assessment
	<input type="checkbox"/> Potential for increased access to natural area <input type="checkbox"/> New <input type="checkbox"/> Exacerbated	<input type="checkbox"/> Increased <i>buffer</i> <input type="checkbox"/> Enhancement Plantings <input type="checkbox"/> Fencing <input type="checkbox"/> Other:
	<input type="checkbox"/> Risk to slope stability <input type="checkbox"/> New <input type="checkbox"/> Exacerbated	<input type="checkbox"/> Increased <i>buffer</i> <input type="checkbox"/> Enhancement Plantings <input type="checkbox"/> Other: <input type="checkbox"/> n/a - requires additional assessment
	<input type="checkbox"/> Change to hydrological function <input type="checkbox"/> New <input type="checkbox"/> Exacerbated	<input type="checkbox"/> Increased <i>buffer</i> <input type="checkbox"/> Other: <input type="checkbox"/> n/a - requires additional assessment
	<input type="checkbox"/> Increase in water temperature <input type="checkbox"/> New <input type="checkbox"/> Exacerbated	<input type="checkbox"/> In-stream habitat enhancement to increase stream shading <input type="checkbox"/> Increased <i>buffer</i> <input type="checkbox"/> Enhancement Plantings <input type="checkbox"/> Other: <input type="checkbox"/> n/a - requires additional assessment
	<input type="checkbox"/> Degradation of water quality <input type="checkbox"/> New <input type="checkbox"/> Exacerbated	<input type="checkbox"/> Increased <i>buffer</i> <input type="checkbox"/> Enhancement Plantings <input type="checkbox"/> Sediment & Erosion Control <input type="checkbox"/> Other: <input type="checkbox"/> n/a - requires additional assessment
	<input type="checkbox"/> Increased risk of erosion, sedimentation and turbidity <input type="checkbox"/> New <input type="checkbox"/> Exacerbated	<input type="checkbox"/> Implementation of ESC measures <input type="checkbox"/> Increased <i>buffer</i> <input type="checkbox"/> Enhancement Plantings <input type="checkbox"/> Other:
	<input type="checkbox"/> Increased inputs of nutrients/contaminants to waterbodies or wetlands <input type="checkbox"/> New <input type="checkbox"/> Exacerbated	<input type="checkbox"/> Increased <i>buffer</i> <input type="checkbox"/> Enhancement Plantings <input type="checkbox"/> Other:
	<input type="checkbox"/> Changes to natural drainage area <input type="checkbox"/> New <input type="checkbox"/> Exacerbated	<input type="checkbox"/> Increased <i>buffer</i> <input type="checkbox"/> Other: <input type="checkbox"/> n/a - requires additional assessment
	<input type="checkbox"/> Reduction of stream baseflows/upwellings <input type="checkbox"/> New <input type="checkbox"/> Exacerbated	<input type="checkbox"/> Increased <i>buffer</i> <input type="checkbox"/> Other: <input type="checkbox"/> n/a - requires additional assessment
	<input type="checkbox"/> Aggravation of existing impacts/cumulative Impacts	<input type="checkbox"/> Increased <i>buffer</i> <input type="checkbox"/> Enhancement Plantings <input type="checkbox"/> Fencing <input type="checkbox"/> Other: <input type="checkbox"/> n/a - requires additional assessment

Feature #	Potential Impact	Mitigation Required As Condition of Waiving
	<input type="checkbox"/> Other:	
	<input type="checkbox"/> Other:	
	<input type="checkbox"/> Other:	
	<input type="checkbox"/> Other:	
<input checked="" type="checkbox"/> No additional impacts anticipated beyond what is considered existing. No mitigation required.		
<p>Notes: [Please add any notes that inform required mitigation identified. Recommended mitigation outside of required condition for waiving can also be identified here; these are not mandatory to achieve waiving.]</p>		

Proceed to Step 6.

STEP 6 | WAIVING OUTCOME

The waiving assessment result is informed by the preceding sections.

- Project is waived.**
 - Implement Site Plan, as submitted.
 - Implement mandatory mitigation measures (Step 5) and proceed.

- Pending Re-Review.** Modification and re-submission of the Site Plan requested¹⁷:
 - Change location / limits.
 - Minimum *buffer* requested: _____ m.
 - Demonstrate how mitigation measures (Step 5) will be implemented.

- Pending Compliance Confirmation**¹⁸.
 - Federal Fisheries Act (Department of Fisheries & Oceans [DFO])
Trigger: Proximity or potential impact to features that support fish habitat.
 - Provincial *Endangered Species Act* (Ministry of Environment Conservation and Parks [MECP])
Trigger: Endangered or Threatened species and/or their habitat identified as occurring or with a high potential to occur on site.

- Project is **not waived**.
 - An EIA is required. Return to EIA Process for Scoping.
 - Project is not supported based on potential impacts to the Region's Natural Heritage System.

Notes:

[This section provides an opportunity to identify *recommended* additional mitigation outside of required condition for waiving. These are **not** mandatory to achieve waiving]

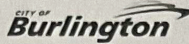
¹⁷ The proponent may choose to proceed to an EIA in lieu of revising the site plan. Applications must be in accordance with applicable plans and policies. It is noted that completion of an EIA does not guarantee project approval.

¹⁸ Demonstration of compliance may include record of consultation identifying compliance (e.g., email(s)), record of self-assessment, letter of advice, project registration, permit, etc. as appropriate and in accordance with the requirements of the legislation and its processes.

ASSESSMENT SIGN-OFF

Each assessment is completed and then reviewed by a second qualified individual. Record of completion and review is required as part of the assessment process.

COMPLETED BY:		REVIEWED BY:	
Signature:	<u>Jen Simpson</u>	Signature:	_____
Date:	<u>June 12, 2025</u>	Date:	_____
Name:	<u>Jen Simpson</u>	Name:	_____
Position:	<u>daughter of Janet Simpson (POA)</u>	Position:	_____
Agency:	_____	Agency:	_____
Contact Information:	_____	Contact Information:	_____



Planning & Public Works
 Tel: 905-825-6000 Fax: 905-825-8822
 Toll Free: 1-866-4HALTON (1-866-442-5866)
www.halton.ca

Environmental Site-Screening Questionnaire

Legal/Municipal Address 880 Glenwood Avenue Applicant: Janet Simpson

1. Was the subject property ever used for industrial purposes? yes no uncertain
 2. Was the subject property ever used for commercial purposes that may have caused contamination (e.g. gasoline station, dry cleaners, etc.) yes no uncertain
 3. Has fill ever been placed on the property? yes no uncertain
 4. Is there any reason to believe that the subject property is potentially contaminated based on historic use of the property or a neighbouring lot located within 100m of the property? yes no uncertain
 5. Are there or were there ever any above-ground or underground storage tanks or waste disposal activities on the property? yes no uncertain
 6. For existing or previous buildings on the property, are there building materials that may be potentially hazardous to human health (i.e. asbestos, lead-based paints, etc.)? yes no uncertain
 7. For agricultural properties, were pesticides or herbicides ever applied to the property? yes no uncertain
 8. Have any of the buildings on the property been heated by fuel oil? yes no uncertain
 9. Is the land use changing to a more sensitive land use (e.g. industrial/commercial to residential/institutional)? yes no uncertain
- Note: Daycare uses are defined in O.Reg.153/04 as institutional.

General Information:

1. Have any environmental documents (e.g. Phase I and II Environmental Site Assessments, Records of Site Condition, etc) ever been prepared for the property? If yes, please submit these documents in digital and hardcopy format with your application together with a letter of reliance granting third party reliance on the documents to the Region of Halton. yes no

Certification

I, Janet Simpson am the registered owner of the land that is the subject of this document and to the best of my knowledge, the information provided in this questionnaire is true.

Sworn (or declared) and stamped before me Tammy Ball
 Commissioner of Oaths (Print Name)

in the Burlington,
 City/Town/Municipality, this 18 Day of June 2024 Month Year

Tammy Ball
 Commissioner of Oaths (Signature)

**Tammy Ball, Technology Analyst
 The Corporation of the City of
 Burlington, Region of Halton
 A Commissioner of Oaths pursuant
 to s.228(4) of the Municipal Act**

J. Simpson for Janet Simpson (POA)
 Registered Owner (Signature)

Regional File #: _____ Municipal File #: _____



880 Glenwood Avenue, Burlington

Scoped Environmental Impact Assessment (EIA) Report

Project Location:

880 Glenwood Avenue, Burlington, ON

Prepared for:

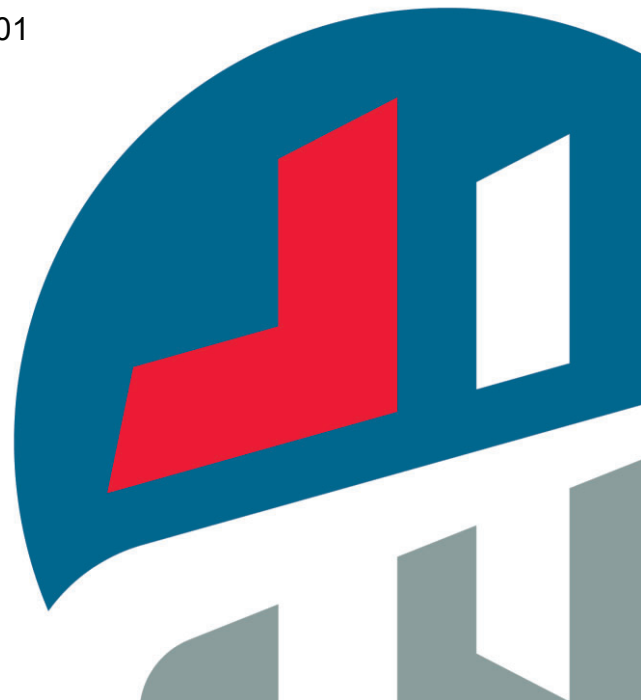
Jen Simpson
880 Glenwood Avenue
Burlington, ON L7T 2J9

Prepared by:

MTE Consultants Inc.
1061 Hargrieve Road
London, ON N6E 1P6

April 29, 2026

MTE File No.: 63624_001



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1.0 INTRODUCTION

MTE Consultants Inc. (MTE) has been retained by Jen Simpson (the Proponent) to undertake a Scoped Environmental Impact Assessment (EIA) in support of a Consent to Sever Application for the land holdings located at 880 Glenwood Avenue in the City of Burlington (the portion of the legal parcel considered for severance is herein referred to as the Subject Lands; **Figure 1**). In accordance with the Natural Heritage Reference Manual (NHRM; OMNR 2010), a Study Area including the Subject Lands and adjacent lands within 120 m has been defined for the purposes of evaluating ecological functions and potential negative impacts to natural heritage features or areas as a result of the proposal.

In accordance with Schedule B (Urban Structure) of the Burlington Official Plan (Consolidated 2024) and the City of Burlington Zoning By-law, the Legal Parcel (which includes the Subject Lands) is designated as a Residential Neighbourhood Area and zoned Low Density Residential (R2.1). The residential zone extends south within the legal parcel and to the west (**Figure 2**). An Open Space (O2) Zone abuts the south boundary of the legal parcel (**Figure 2**).

As consents must be compatible with future planning goals and policies of the City of Burlington, environmental considerations are integrated into the application process where natural heritage features may be impacted. As the lands adjacent to the Subject Lands include components of the Natural Heritage System (i.e., woodlands and a regulated watercourse), an EIA is required as part of a complete formal Consent to Sever Application. The proposed consent would sever the northwesterly portion of the legal parcel from the existing residential dwelling to permit future development of a single-detached dwelling on the newly created lot.

1.1 Pre-Consultation

An EIA Scoping and Terms of Reference Checklist (**Appendix A**) was prepared by the City of Burlington Senior Environmental Planner (John Stuart) to establish a pre-defined scope of work for the EIA. A pre-consultation meeting was held on August 19, 2025, to confirm the proposed scope of work with the City in advance of the initiation of the EIA and to review opportunities to refine study requirements given the small scale of the project and residential nature of the lot. Per the City, the Scoped EIA shall comment on the capacity of the residential parcel to provide a supportable lot fabric with integrated mitigation requirements based on the scale of encroaching development and required ecological setbacks. The EIA Scoping and Terms of Reference Checklist was formally accepted by MTE on September 18, 2025. A site visit was also conducted with Conservation Halton, to stake the top of slope and tree dripline. These lines were surveyed by Mackay, Mackay and Peters Ltd. (August 19, 2025) and the tree dripline was used to define the south boundary of the Subject Lands.

2.0 PLANNING CONTEXT

2.1 Provincial Planning Statement, 2024

The Provincial Planning Statement, 2024 (PPS; MMAH 2024) was issued under the authority of the *Planning Act*, R.S.O. 1990, c. P.13 to provide direction to regional and local municipalities on matters of provincial interest related to land use planning and development in support of a comprehensive, integrated, and long-term approach to planning. As such, land use planning decisions made by planning authorities must be consistent with the PPS. Policies specific to Natural Heritage (Section 4.1) are addressed herein with additional considerations for other natural heritage and impact assessment policies defined under the regional and municipal official plans.

With respect to natural heritage features and resources, the PPS defines eight natural heritage features or areas which require varying levels of protection and/or review through an Environmental Impact Study:

- Significant Wetlands;
- Significant Coastal Wetlands;
- Significant Woodlands;
- Significant Valleylands;
- Significant Wildlife Habitat (SWH);
- Significant Areas of Natural and Scientific Interest (ANSIs);
- Fish Habitat; and
- Habitat of Endangered and Threatened Species.

2.2 Halton Region Official Plan

The Halton Region (2024) Official Plan (HROP) was established to provide long-term planning direction for development and servicing that reflects the physical form and community character of Halton Region. Environmental policies defined within the Official Plan are intended to protect natural features and functions of both the Greenbelt and Regional Natural Heritage Systems.

Per Bill 23, the Regional Municipality of Halton was identified as an upper-tier municipality without planning responsibility and now functions in an advisory capacity only. As a result, the HROP has been deemed an official plan of each of the local municipalities in Halton (including the City of Burlington) until such time as it is revoked or amended by the respective municipality. The City of Burlington is ultimately afforded approval authority; however, planning decisions must be consistent with the PPS and conform to the HROP.

Per Map 1 (Regional Structure) of the HROP, the legal parcel on which the Subject Lands are located is designated as an Urban Area and abuts components of the Regional Natural Heritage System (Map 1G) associated with LaSalle Park to the south, consistent with the zoning map (Figure 2).

Urban Areas are intended to accommodate concentrations of existing and future development to facilitate urban growth. The Regional Natural Heritage System has been designated to promote the preservation and enhancement of biological diversity and ecological functions on the landscape. Key Features of the Regional Natural Heritage System identified on the adjacent lands per Map 1G (Key Features within the Greenbelt and Regional Natural Heritage Systems) are associated with Lasalle Park. Per Policy 118 of the HROP, local municipalities shall recognize and protect Key Features of the Regional Natural Heritage System through their Official Plans.

2.3 Burlington Official Plan

The Burlington (2020) Official Plan (BOP 2020) was adopted by Council on April 26, 2018, and approved by Halton Region, with modifications, on November 30, 2020. Parts of this plan are currently under appeal through the Ontario Land Tribunal and have not come into effect. Until these appeals are resolved, parts of the HROP, parts of the Burlington (1997) Official Plan (BOP 1997), and parts of the BOP 2020, must be considered to ensure alignment with provincial, regional and municipal policies. Because applicable BOP 2020 schedules are currently under appeal through the Ontario Land Tribunal and have not come into effect, and

because they are not materially different from the BOP 1997 for the purposes of this application, MTE has deferred to the BOP 1997, and the HROP mapping and associated policies for the purposes of this EIA.

2.3.1 Burlington Official Plan, 1997

As per Schedule B (Comprehensive Land Use Plan – Urban Planning Area) of the BOP 1997, the legal parcel on which lies the Subject Lands is designated as a Residential – Low Density and abuts the Major Parks and Open Space designation associated with LaSalle Park. As outlined in Part III Section 2.2.2, permitted uses within Residential – Low Density areas include single-detached and semi-detached housing with a maximum density of 25 units per net hectare. New lots may be created by way of consent for all designations within the Urban Planning Area. Per Part III Section 2.5.4, infill development within existing neighbourhoods shall be encouraged and compatible with surrounding development in terms of height, scale, massing, siting, setbacks, coverage and amount of open space.

Major Parks and Open Space are recognized as valuable resources to the community and shall be considered a high priority for environmental protection to maintain the ecological integrity and function of the Natural Heritage System. Per Part II Section 2.5, development on lands adjacent to a natural heritage feature (i.e., within 50 m of a significant woodland) may be subject to an Environmental Impact Assessment prepared to the satisfaction of the City.

2.4 City of Burlington Zoning By-law

In accordance with the City of Burlington Zoning By-law (2020), the Subject Lands and legal parcel are zoned Low Density Residential (R2.1) and the adjacent lands associated with Lasalle Park, are zoned Open Space (O2; **Figure 2**).

Permitted uses within the Low Density Residential (R2.1) zone include detached dwellings and additional residential units. Permitted uses within the Open Space (O2) zone include municipal parks, public open space, stormwater management and erosion control, public utilities and services, cultural heritage resources and non-intensive outdoor recreation. As lot creation is intended to support a single, detached residential homes, the proposed severance application is consistent with the existing zoning.

2.5 Conservation Halton

Conservation Halton administers O. Reg. 41/24 pursuant to Section 28 of the *Conservation Authorities Act*, R.S.O. 1990, c. C.27. As per Conservation Halton regulation mapping, the southern portion of the Subject Lands occurs within the jurisdiction of Conservation Halton with the stable top of slope hazard associated with the regulated watercourse on the adjacent lands. A site visit with Conservation Halton confirmed the top of slope (**Figure 4**) and confirmed that no additional geotechnical studies would be required. A tree dripline was also identified and surveyed during the same site visit.

2.6 Additional Implementation Considerations

An assessment of the quality and extent of natural heritage features and functions within the Study Area was undertaken to comply with the requirements of legislation not subject to the provisions of the *Planning Act*, including the following:

- *Fisheries Act* (R.S.C., 1985, c. F-14), amended 2024;
- *Endangered Species Act, 2007*, S.O. 2007, c. 6 (ESAct), amended 2025; and
- *Migratory Birds Convention Act, 1994* (S.C. 1994, c. 22), amended 2024.

3.0 BACKGROUND REVIEW

3.1 Biological Setting

The Study Area occurs within Lake Erie - Lake Ontario Ecoregion 7E, which extends from Lake Ontario to Lake Erie and includes most of the Lake Erie shoreline. Ecoregion 7E is located within the Great Lakes Watershed and is characterized by the mild climate associated with the Deciduous Forest Region.

Based on a review of the HROP, BOP 1997, and Geospatial Ontario mapping, woodlands overlap the southern portion of the legal parcel within which lies the Subject Lands, as well as on adjacent lands. These woodlands extend beyond the identified Lasalle Park. A regulated watercourse and associated valleyland occur within the woodland.

3.2 Background Information

The following background resources were reviewed to inform the overall character of the Subject Lands and develop baseline data with regards to natural heritage features and species that may occur within the adjacent Study Area:

- Aerial imagery;
- Ministry of Natural Resources (MNR) Natural Heritage Information Center (NHIC) database (2025a; 2025b);
- Fisheries and Oceans Canada (DFO) Aquatic Species at Risk (SAR) Map (2025);
- Bird Studies Canada's Atlas of Breeding Birds of Ontario (2025);
- Ontario Nature's Reptile and Amphibian Atlas (Ontario Nature 2025); and
- Ontario Butterfly Atlas (2024).

Results of the background review are summarized in the following sections with full habitat screenings for Species at Risk (SAR) and Species of Conservation Concern (SOCC) included in **Appendices B and C**, respectively. These data assisted in defining targeted ecological field investigations conducted on the Subject Lands as well as the level of survey effort.

Species listed as Endangered, Threatened, or Extirpated on the SARO list are legally protected from harm and habitats of species listed as endangered or threatened are protected from damage or destruction, as per the ESA. Other SOCC include those species listed as Special Concern on the SARO list as well as provincially rare species (i.e., ranked S1 to S3 or SH). Provincial conservation status rankings are established by the NHIC based on the number of occurrences in Ontario. Provincial status rankings do not provide an indication of regional abundance or rarity (i.e., species uncommon in the province may still be locally abundant in some regions).

The NHIC geodatabase (2025) was reviewed for records of provincially significant species and/or habitats occurring within the Study Area. Occurrence data is provided for 1 km² area squares, with one square overlapping the Subject Lands (17NH9395). The Ontario Breeding Bird Atlas (2021-2025 occurrence data), the Ontario Reptile and Amphibian Atlas (2025), and the Ontario Butterfly Atlas (2024) contain general information regarding the distribution of bird, reptile, amphibian, and butterfly species in Ontario. Data are presented in 100 km² area blocks, with one square overlapping the Study Area (17NH99). Critical habitat and distribution data for aquatic species was reviewed through DFO's aquatic SAR mapping (2025).

As per background data sources, a total of 12 species protected under the ESA were recorded within the atlas square that overlaps the Study Area, with Eastern Flowering Dogwood (*Cornus*

florida – END) and Chimney Swift (*Chaetura pelagica* – THR) noted as having the potential to occur on the Adjacent Lands (**Appendix B**).

Additional protected species with the potential to occur within the Study Area that are not well-represented within background information sources include American Chestnut (*Castanea dentata*), Butternut (*Juglans cinerea*), Little Brown Myotis (*Myotis lucifugus*), Northern Myotis (*Myotis septentrionalis*), Tricolored Bat (*Perimyotis subflavus*), Eastern Red Bat (*Lasiurus borealis*), Eastern Small-footed Myotis (*Myotis leibii*), Northern Hoary Bat (*Lasiurus cinereus*) and Silver-haired Bat (*Lasionycteris noctivagans*). These species are considered on a site-specific basis where suitable habitat is present and have been assessed herein.

A total of 22 species of provincial interest (i.e., listed as Special Concern on the SARO list or ranked S1 to S3) were identified within the atlas square overlapping the Study Area (**Appendix C**). Of these species, the following species of interest were noted as having the potential to occur within adjacent lands based on habitat types present:

- Perfoliate Bellwort (*Uvularia perfoliate*, S1S2);
- Tufted Titmouse (*Baeolophus bicolor*, S3);
- Eastern Wood-Pewee (*Contopus virens*, SC); and
- Wood Thrush (*Hylocichla mustelina*, SC).

4.0 BIOPHYSICAL INVENTORY

As per the EIA Scoping and Terms of Reference Checklist established in consultation with the City of Burlington (**Appendix A**), scoped ecological field investigations were conducted to document natural features, and associated functions present on and next to the Subject Lands that may be impacted by the proposal. Adjacent lands beyond the legal boundary were assessed from the property boundary. Ecological studies included a fall botanical inventory and Ecological Land Classification (ELC), significant woodland assessment, SAR habitat and significant wildlife habitat (SWH) screening and incidental wildlife observations. Boundaries previously staked by Conservation Halton and MMP Land Surveyors & Mappers were used to fulfill feature delineation requirements for the watercourse and woodland.

4.1 Ecological Land Classification

ELC was completed in accordance with the sampling protocols outlined in the Ecological Land Classification for Southern Ontario (Lee et al 1998). Vegetation community types were evaluated to determine the provincial and regional significance of features present within the Study Area based on the rankings assigned by the NHIC (2021).

Two vegetation cover types were identified within the remaining legal parcel, as illustrated on **Figure 3**. All vegetation communities are ranked secure in Ontario. Field data collection sheets are provided in **Appendix D**.

Polygon 1 – Dry-Fresh Deciduous Forest (FOD4)

A Dry-Fresh Deciduous Forest (FOD4) community abuts the southern boundary of the residential lands and extends south to the regulated watercourse. The woodland is dominated by Basswood (*Tilia americana*) with Norway Maple (*Acer platanoides*) prevalent throughout the canopy layer. Basswood and Black Cherry (*Prunus serotina*) were co-dominant throughout the sub-canopy and understory layers with Red Elderberry (*Sambucus racemosa*) also noted in the understory. Groundcover was characterized by English Ivy (*Hedera helix*), Spotted Jewelweed (*Impatiens capensis*) and Large False Solomon's Seal (*Maianthemum racemosum*). Soil

conditions beyond the top of slope were notably drier than substrates within the valleyland and the boundary of the woodland had been visibly landscaped as a result of the adjacent residential use.

Although this community was characterized as a Dry-Fresh Oak-Hardwood Deciduous Forest (FOD2-4) through ELC mapping prepared by Conservation Halton (2017), the community was reclassified as a Dry-Fresh Deciduous Forest (FOD4).

Polygon 2 – Dry-Fresh White Pine-Oak Mixed Forest (FOM2-1)

A Dry-Fresh White Pine-Oak Mixed Forest (FOM2-1) community occurs south of the watercourse on the Subject Lands and extends onto adjacent lands to the south, east, and west per observations made from the property boundary and per Conservation Halton 2017 ELC mapping (Conservation Halton 2022). The woodland appeared to be dominated by Eastern White Pine (*Pinus strobus*) and Northern Red Oak (*Quercus rubra*). Although data collection within the community was restricted due to the limited overlap on the Legal Parcel, it is assumed that the community supports a moisture regime reminiscent of the adjacent woodland (FOD4) given the topography of the surrounding valleyland.

Adjacent Lands

Per Conservation Halton ELC mapping (2017), contiguous woodlands on the adjacent lands are characterized by a mosaic of Dry-Fresh White Pine-Oak Mixed Forest (FOM2-1), Dry-Fresh Red Oak Deciduous Forest (FOD1-1), Dry-Fresh Oak-Hardwood Deciduous Forest (FOD2-4), Fresh-Moist Black Walnut Lowland Deciduous Forest (FOD7-4) and Cultural Woodland (CUW) communities (**Figure 3**). Because there are no canopy gaps >20 m, the >5 ha woodland to the north of North Shore Boulevard East is part of the larger contiguous woodland along the lakeshore.

4.2 Vascular Plants

A one-season (fall) botanical inventory was completed on September 23, 2025, to confirm the provincial status of vascular plant species on the Subject Lands. The status of all plant species is based on the provincial NHIC database (2025) and the List of Vascular Plants for Ontario's Carolinian Zone (Oldham 2017).

A total of 13 species were identified on the Subject Lands, of which 11 or 85% are native to Ontario and 2 or 15% are introduced species. A full species list is provided in **Appendix E**. One locally rare species – Canada Fly Honeysuckle (*Lonicera canadensis*) was observed within Polygon 1. All species observed on the Subject Lands are ranked S5 (secure in Ontario). No species of national (i.e., G1 to G3 and SAR) or provincial (i.e., S1 to S3 or SH) interest were identified on the Subject Lands. However, it is noted that spring and summer inventories were not completed as agreed to in the Scoping with the Municipality.

It is noted that Norway Maple, which is included in Ontario Invasive Species Awareness Program Track Species List, was the most prominent associate within Polygon. According to the Society for Ecological Restoration Ontario (SERO, 2025), Norway Maple is a Category 1 invasive species, meaning that it is a threat to natural areas because it excludes most other species and dominates sites indefinitely.

English Ivy (*Hedera helix*) was observed to be the dominant species within the ground layer of this community. According to SERO (2025), English Ivy is a Category 2 invasive species, meaning that it seriously threatens biodiversity by permanently excluding native plants and altering site processes that maintain the habitat.

4.3 Incidental Observations

Incidental encounters with wildlife were documented during the field investigation conducted on September 23, 2025. The following species were observed within Polygon 1 on adjacent lands:

- Gray-Cheeked Thrush (*Catharus minimus*);
- Blue Jay (*Cyanocitta cristata*);
- Hairy Woodpecker (*Dryobates villosus*);
- White-Tailed Deer (*Odocoileus virginianus*) tracks; and
- Eastern Chipmunk (*Tamias striatus*).

All incidental species observed on the Subject Lands are provincially ranked secure (i.e., S5) or apparently common and secure (i.e., S4) in Ontario. No species identified as SAR, locally uncommon, or as potential SWH indicator species (e.g., S1 to S3 or SH) were identified within the Study Area, although it is noted that targeted surveys were not undertaken.

From a habitat perspective, there were no wildlife trees observed within the Subject Lands but within the legal parcel and the woods beyond, cavity trees were noted that could support colonial bat maternity roosts. Some seeps were also noted part way down the slopes towards the watercourse.

5.0 BIOPHYSICAL ANALYSIS

As per the PPS, the following significant natural heritage features and areas potentially pertinent to this site include:

- Significant Woodlands;
- Significant Valleylands;
- Significant Wildlife Habitat;
- Fish Habitat; and
- Habitat of Endangered and Threatened Species.

Technical guidance provided within the NHRM has been referenced to identify potentially significant natural areas, and their associated forms and functions on the landscape.

5.1 Significant Woodlands

In accordance with the NHRM, woodland size criteria are defined by the spatial extent of the woodland relative to the percentage of woodland coverage among the physical sub-units (e.g., watersheds, biophysical regions) within the planning area. Within the City of Burlington, average canopy cover is approximately 23% and 17% within the Urban Area. As per the woodland size criteria defined within the NHRM, where woodland cover is between 15% and 30% of the land cover, woodlands 20 ha or more in size should be considered significant. The woodland does not meet this size criterion.

The HROP (under appeal) is attempting to further refine significant woodlands criteria to include woodlands 0.5 ha or larger that meet one or more of the following criteria:

- 1) the woodland contains forest patches over 99 years old;

- 2) the patch size of the Woodland is 2 ha or larger if it is located in the Urban Area, or 4 ha or larger if it is located outside the Urban Area but below the Escarpment Brow, or 10 ha or larger if it is located outside the Urban Area but above the Escarpment Brow;
- 3) the Woodland has an interior core area of 4 ha or larger, measured 100m from the edge; or
- 4) the Woodland is wholly or partially within 50 m of a major creek or certain headwater creek or within 150 m of the Escarpment Brow.

Contiguous woodlands overlapping the Subject Lands are greater than 2 ha in size and occur within the Urban Area. Therefore, the woodland would meet significance criteria as defined under the HROP if approved as written.

For the purposes of this application, the woodland as defined by the staked dripline survey has been considered Significant based on the size criterion.

5.2 Species at Risk

In accordance with the ESA, species designated as Threatened or Endangered in Ontario are afforded both individual and habitat protection. In accordance with Policy 6.5.2(d) of the BP 1997, development and site alteration shall not be permitted within significant habitat of Endangered and Threatened species, except in accordance with provincial and federal requirements.

Through the background review (**Appendix A**), Eastern Flowering Dogwood (ranked Endangered in Ontario) as well as American Chestnut and Butternut were also considered possible as these species are not well-represented within the background data sources. Field investigations did not find any protected tree or shrub species as part of the fall site visit.

Chimney Swift (ranked Threatened in Ontario) as well as several Endangered bat species were identified as having the potential to occur within the Study Area based on the availability of suitable habitats within residential areas (i.e., chimneys) and woodlands.

Targeted breeding bird and bat surveys evaluating the presence or absence of wildlife species were not completed. Therefore, these species are assumed to be present within the woodlands. No habitat trees for Chimney Swift were noted in the lands immediately adjacent to the Subject Lands. For the remainder of the legal parcel, candidate habitats of endangered and threatened species are addressed through a precautionary approach that assumes bat species presence.

5.3 Significant Wildlife Habitat

The Significant Wildlife Habitat Technical Guide (MNRF 2000), Criteria Schedules for Ecoregion 7E (MNRF 2015) and the NHRM provide technical guidance for the identification and evaluation of SWH in the context of regional and municipal planning processes. Candidate SWH was evaluated based on ELC Ecosite Codes and general habitat criteria defined within the Criteria Schedules for Ecoregion 7E (MNRF 2015).

Four categories of SWH are defined within the Criteria Schedules for Ecoregion 7E (MNRF 2015): Seasonal Concentration Areas of Animals, Rare Vegetation Communities or Specialized Habitat for Wildlife, Habitat for Species of Conservation Concern, and Animal Movement Corridors. A detailed screening of each SWH type with the potential to occur within the Study Area is provided in **Appendix F**.

No Significant Wildlife Habitats were identified on the Subject Lands. Within the remaining legal parcel and beyond, the following candidate and confirmed Significant Wildlife Habitat types were identified:

Candidate Significant Wildlife Habitat – Adjacent Lands

- Raptor Wintering Area;
- Bat Maternity Colonies;
- Migratory Butterfly Stopover Areas;
- Land Bird Migratory Stopover Areas;
- Bald Eagle and Osprey Nesting, Foraging, Perching;
- Amphibian Breeding Habitat (Woodland); and
- Special Concern and Rare Wildlife Species (Perfoliate Bellwort, Tufted Titmouse, Eastern Wood-Pewee, and Wood Thrush).

Confirmed Significant Wildlife Habitat – Adjacent Lands

- Springs and Seeps.

5.4 Natural Hazards

The planning authority, in collaboration with the Conservation Authority, shall generally direct development away from hazardous lands associated with stream systems impacted by flooding and/or erosion hazards in accordance with Section 5.2 of the PPS.

Per Conservation Halton mapping, as confirmed in the field, a valley system and stable top of slope were identified within the legal parcel (**Figure 4**). The valley land contains a watercourse with a confined floodplain. A 6 m erosion access allowance is required to provide emergency and maintenance access to the valley slope (Conservation Halton 2024).

5.5 Buffer Assessment

Per Section 10.3.2 of the BOP 2020 and the Sustainable Halton Phase 3 Report (NSE 2009), a 30 m minimum buffer is recommended to protect significant woodlands in greenfield developments. Through pre-consultation with the City of Burlington a 10 m buffer was suggested in consideration of the small scale of the project and residential nature of the existing lot. Barring agreement on the 10 m distance, the City has requested that the buffer requirement be reviewed through the assessment methodology outlined in the Region's (2017) Framework for Regional Natural Heritage System Buffer Width Refinements for Area-Specific Planning (ASP), with the understanding that it is not intended to be used for site-specific planning applications for typical infill development but that the assessment methodology could be modified for use at the site-specific level if needed.

The buffer framework uses qualitative and generalized criteria and assumptions to recommend specific quantitative, measurable buffer distances. As such, MTE has adapted this framework at a site-specific level by correcting these assumptions for the Study Area and demonstrating that the buffer functions (derived from the Framework) are protected even if the quantitative outputs of the ASP methodology are not directly applied. To address a newly created lot form, the Framework objectives are reviewed below (and summarized in **Table 1**) to provide a guidance for the south lot boundary establishment next to this woodland feature.

Existing conditions have been considered to assess site-specific sensitivity and risks to identified ecological functions in order to demonstrate that the proposed approach meets natural heritage policy objectives. In this particular location, the existing lots extend well into the woodland feature with most housing located **at** the tree dripline (**Figure 4**). Further, the subject lot is not introducing a new type or intensity of use and the woodland edge is already highly altered and dominated by invasive species and previously landscaped conditions, which reduces sensitivity and reduces the effectiveness of large buffers. The primary remaining risk is drainage onto the slope.

Table 1: Buffer Framework Overview in Context of Infill Development

Framework Criteria	Framework Rationale	MTE Comment
Development Risk	<ul style="list-style-type: none"> Impacts from encroachment, dumping of debris, and pets. Impacts from trampling and ad hoc trails. 	Existing impacts or potential for impacts already exist given current development is already present. Buffers are not the most effective means of managing these stated risks.
Feature/Function Significance & Sensitivity Risk	Forest ELC Community Class that contains a function/attribute from Table B1 in Appendix B	These functions are discussed below.
Significant Wildlife Habitat	The ability of wildlife to use the habitat is sensitive to changes in microclimate; increases in nutrients or contaminants; increased traffic, light, noise, and pets; introduction of non-native plant species; and removal of vegetation	No measurable changes to any of the objectives noted. Community already highly impacted by invasive species.
Habitat of endangered and threatened species in Table B1	The application of the precautionary principle is appropriate to protect these species and assist in their recovery	No species or habitat protected under the <i>Endangered Species Act</i> will be removed.
Supports area-sensitive species or contributes to habitat that supports area-sensitive species	Species with specific habitat requirements and higher quality natural areas are more sensitive to disturbance	Development outside the woodland will not impact the amount or quality of interior habitat. An additional infill house in this location will not create additional long-term disturbance.
Slopes greater than 33% within the Key Feature in proximity to its boundary or slopes greater than 12% towards the Key Feature within the buffer	Vegetation helps stabilize the landscape. Small changes on steep slopes can lead to large impacts. Water quality functions of buffers are decreased with increasing slope.	Proposed development will not touch the slope. Site plans will need to consider drainage from hardscape features (roof, driveway, pool drainage). A condition of the consent is recommended to address potential construction of amenities and, if allowed, subsequent maintenance drainage needs to be appropriately managed to protect slopes.

As a starting point, the 6 m erosion access allowance from top of slope is beyond the staked tree dripline (**Figure 4**) and provides an approximate 5 to 6 m of naturalization opportunity under

the tree dripline as the trunks of the trees are at or within the slope and the area under the tree dripline is currently maintained.

As noted in **Table 1**, rear yard drainage from hard surfaces or pool maintenance is the primary consideration for this lot creation in an infill setting. As a result, an additional 1.5 m distance has been added to the erosion hazard setback to meet the Conservation Halton request for a 7.5 m setback from the top of slope (not legislatively required). The 7.5 m setback from the top of slope also represents the ecological buffer. The 10 m rear yard zone setback provides an additional 10 m (16 m from trees and 12 to 15 m from the dripline of the woods) of space to manage for the drainage considerations associated with a single-family residence, particularly if the primary hard surface drainage is directed towards Glenwood Avenue. A condition of the consent to address drainage considerations at the time of building permit would be an effective means to address this drainage requirement.

6.0 PROPOSED SEVERANCE BOUNDARY

Based on the above review, an appropriate setback and buffer from top of slope have been developed as a measurement of 7.5 m from the top of slope. This provides the access allowance as legislatively required for the hazard slopes and a 7.5 m naturalization opportunity under and beyond the dripline. The rear lot can be set at this 7.5 m line to protect the natural features and function beyond, which remain primarily in private landownership is this area.

6.1 Alternative Assessment

In reviewing this severance application, there is space to permit a single-family residence in the west portion of this large urban lot. The opportunity to extend the buffer and shift the rear lot line was explored; however, orienting the house in relation to the adjacent houses is also an important consideration. Because the area is already occupied by residential dwellings, extending the buffer beyond what is proposed herein is expected to have a negligible impact on the overall risk to the adjacent natural heritage features. The proposed rear lot line (**Figure 4**) provides for an effective lot size and orientation while providing for naturalization opportunities between the valley trees and the lot.

7.0 RECOMMENDATIONS AND CONCLUSIONS

This Scoped EIA has completed a comprehensive review of the applicable planning framework, background information, and site-specific field investigations to evaluate potential effects on natural heritage features and functions. Based on this assessment, no residual natural heritage concerns have been identified that would preclude the proposed severance, provided that drainage is appropriately managed. The only remaining consideration moving forward is ensuring that construction and post-construction drainage (including roof leaders, hardscape, and any other amenities, if proposed) is directed away from the adjacent valley slope. This risk can be effectively mitigated through a grading and drainage plan and associated erosion and sediment controls, to be reviewed and approved by the City as part of the consent and/or building permit process. With these requirements in place, the City retains control over the design, implementation, and verification of the drainage strategy, and the severance can proceed from a natural heritage perspective.

Recommendation 1: Prior to the issuance of a Grading and Drainage Clearance Certificate and/or building permit for development on the severed lands, the Owner shall submit a site grading and drainage plan, prepared and stamped by a qualified Professional Engineer, designed in accordance with the City of Burlington Stormwater Management Design Guidelines and any other applicable municipal requirements, to the satisfaction of the City, demonstrating

that post-construction drainage from the developed (i.e., impermeable) portion of the lot is directed away from the adjacent valley slope. The plan shall also address interim drainage and erosion controls.

Recommendation 2: Passive naturalization is recommended within the approximately 5 to 6 m area between the top of slope and the newly created lot line although this need not be a condition of consent.

MTE seeks comments from the City of Burlington and relevant reviewing agencies with respect to the contents of this Scoped EIA. Formal comments can be submitted in writing to MTE on behalf of the client. Should clarification or additional information be required to support the review process, please contact the undersigned.

All of which is respectfully submitted,

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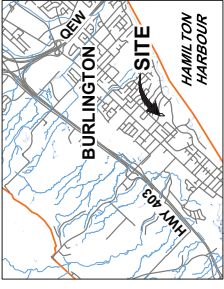
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8.0 REFERENCES

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Figures





KEY PLAN (nts)



LEGEND

- SUBJECT LANDS
- STUDY AREA (120m from Subject Lands)
- LEGAL PARCEL
- WATERCOURSE

REFERENCES

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NOTES

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PROJECT
SCOPED ENVIRONMENTAL IMPACT ASSESSMENT
 880 GLENWOOD AVE. BURLINGTON, ONTARIO

PROJECT LOCATION

Drawn	DCH	Scale	1:1,500	Figure	1
Checked		Project No.	63824_001	Rev No.	0
Date	2025-01-23				





LEGEND

- SUBJECT LANDS
- STUDY AREA
(120m from Subject Lands)
- LEGAL PARCEL
- ZONING
- OPEN SPACE ZONE
- RESIDENTIAL ZONE


REFERENCES

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NOTES

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 ALL LOCATIONS ARE APPROXIMATE.





PROJECT
 Engineers, Scientists, Surveyors

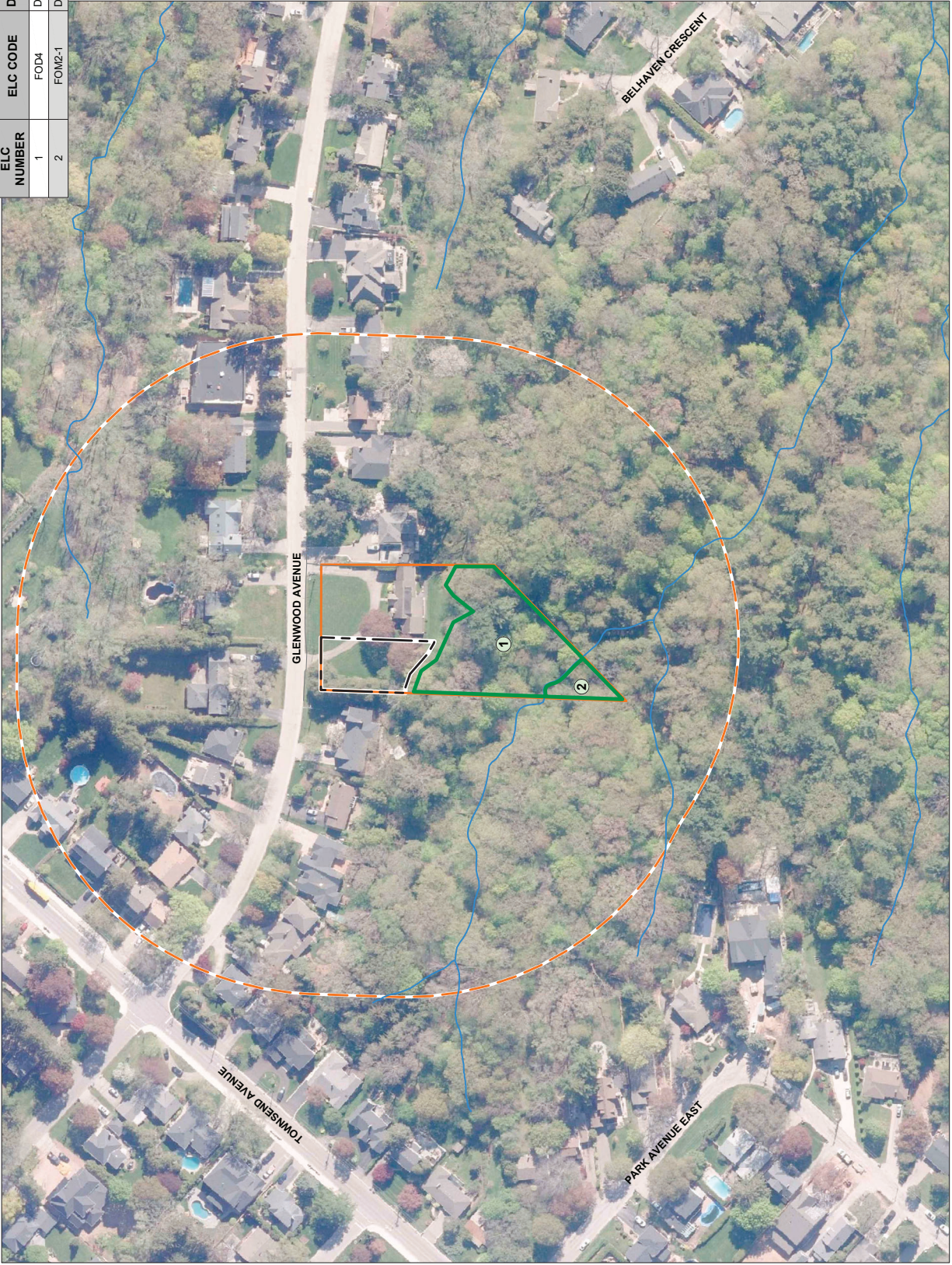
PROJECT
 SCOPED ENVIRONMENTAL IMPACT ASSESSMENT
 880 GLENWOOD AVE. BURLINGTON, ONTARIO

TITLE

Drawn	Scale	Figure	
DCH	1:1,500		
Checked	Project No.	2	
	68824_001		
Date	Rev No.	0	
2025-01-23			



ELC NUMBER	ELC CODE	Description
1	FOD4	Dry-Fresh Deciduous Forest Ecosite (0.21ha)
2	FOM2-1	Dry-Fresh White Pine-Oak Mixed Forest Type (0.03ha)



LEGEND

- SUBJECT LANDS
- - - STUDY AREA (120m from Subject Lands)
- LEGAL PARCEL
- WATERCOURSE
- ① VEGETATION COMMUNITY


REFERENCES

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PROJECT
Engineers, Scientists, Surveyors

SCOPED ENVIRONMENTAL IMPACT ASSESSMENT
880 GLENWOOD AVE. BURLINGTON, ONTARIO

TITLE
VEGETATION COMMUNITIES

Drawn	DCH	Scale	1:1,500	Figure	3
Checked		Project No.	63824_001		
Date	2025-01-23	Rev No.	0		



ELC NUMBER	ELC CODE	Description
1	FOD4	Dry-Fresh Deciduous Forest Ecosite (0.21ha)
2	FOM2-1	Dry-Fresh White Pine-Oak Mixed Forest Type (0.03ha)



LEGEND

- SUBJECT LANDS
- - - LEGAL PARCEL
- WATERCOURSE
- - - DRIPLINE
- TOP OF SLOPE
- - - /STABLE SLOPE
- - - ECOLOGICAL BUFFER (7.5 m SETBACK FROM TOP OF SLOPE)
- - - EROSION ACCESS ALLOWANCE (6 m HAZARD SETBACK FROM TOP OF SLOPE)
- SEVERANCE LAND
- ① VEGETATION COMMUNITY


REFERENCES

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ALL LOCATIONS ARE APPROXIMATE.





PROJECT
Engineers, Scientists, Surveyors

SCOPED ENVIRONMENTAL IMPACT ASSESSMENT
880 GLENWOOD AVE. BURLINGTON, ONTARIO

TITLE

Drawn	DCH	Scale	1:750	Figure	4
Checked		Project No.	63624_001		
Date	2025-04-16	Rev No.	0		

DEVELOPMENT OVERLAY

Appendix A

Environmental Impact Assessment Scoping and Terms of Reference Checklist

Appendix D-2

Scoping and Terms of Reference Checklist

The **Scoping Checklist** provides a brief summary of components to be considered in the preparation of an EIA Terms of Reference. Scoping is to be completed in consideration of the following:

- Scope and scale of the proposed *development* or *site alteration*;
- Scope and scale of potential impacts resulting from the proposed *development* or *site alteration*;
- Sensitivity or complexity of the features on or adjacent to the proposed project to land use change and specific impacts associated with the proposed project;
- Surrounding land use context (e.g., existing *development*);

Depending on the items above, not all elements listed below will necessarily be required. Large projects, those with a higher risk of potential impact, and those with complex natural heritage features and functions will generally require a more comprehensive set of assessments, analyses, etc. Smaller scale projects with lower potential impacts and where natural heritage features and functions are less complex are suitable for a scoped EIA and a greater number of items may be 'scoped out' (i.e., not required). In all cases, some items listed below may not be required depending on the specific site conditions and project.

Who Prepares the Checklist: The checklist is to be completed by the Lead Planning Agency (or by their delegate or assign) with input from other agencies with jurisdiction within the subject property or features that triggered the EIA requirement.

Who Uses the Checklist: The scoping checklist is to be used by the EIA practitioner who will be preparing the EIA to inform the preparation of a Terms of Reference for submission, review and approval.

When is the Checklist Completed? The scoping checklist may be completed through Step 2 of the EIA Process (Scoping the EIA).

Part 1 – Project Information

1-A | General Information

Project Name:	880 Glenwood Avenue Consent Proposal
Proponent:	Jen Simpson
Primary Contact:	
Contact Information:	E: [REDACTED]
	P: [REDACTED]
Project Location:	(Street Address or Lot and Concession) 880 Glenwood Avenue
Consultant:	RV Associates(Mr. David Nelson)
Consultant Lead:	RV Associates(Mr. David Nelson)
Contact Information:	E: [REDACTED]
	P: [REDACTED]

1-B | Project Type

- | | |
|---|---|
| <input type="checkbox"/> Agricultural building or structure within building cluster | <input type="checkbox"/> Re-build – same footprint |
| <input type="checkbox"/> Agricultural building or structure outside building cluster | <input type="checkbox"/> Re-build – larger or altered footprint |
| <input checked="" type="checkbox"/> Lot Severance for <i>single detached dwelling</i> | <input type="checkbox"/> Addition to existing dwelling / structure |
| <input type="checkbox"/> New <i>single detached dwelling</i> on an existing lot | <input type="checkbox"/> Accessory re-development or modification (e.g., swimming pool, driveway) |
| <input type="checkbox"/> New accessory structure (garage, shed, etc.) | <input type="checkbox"/> Septic system or other servicing |
| <input type="checkbox"/> New accessory development (e.g., swimming pool, driveway) | <input type="checkbox"/> Other development or site alteration. Specify: |

Part 2 – Scoping of Inventories and Delineations

Project Area
Adjacent Lands

This section provides general guidance on what types of field inventories and feature delineations are anticipated to be required for the EIA. The proponent (or consultant) is to provide detailed description(s) of the proposed approach (survey type, specific methods, seasons, etc.), rationale and locations for surveys as part of a Draft Terms of Reference.

Species at Risk

- Screening Assessment¹⁹
- Targeted surveys are anticipated to be required. To be confirmed through Screening Assessment and/ or in consultation with MECP, as appropriate
- All of the above**

Significant Wildlife Habitat

- Screening Assessment²⁰
- Field program to address assessment of *Significant Wildlife Habitat*, as appropriate
- All of the above**

Terrestrial

- Ecological Land Classification (ELC)
- Botanical Inventory
- Significant woodland assessment²¹
- Avifauna (Birds)
- In-Field Habitat Assessment
- Incidental / General Observations²²
- Detailed or Targeted Survey(s)
- Herpetofauna (Amphibians and Reptiles)

¹⁹ The Terms of Reference (TOR) is to include a preliminary Species at Risk (SAR) screening assessment to identify if any SAR have potential to occur within or adjacent to the study area within a distance appropriate to determine impacts to the species or influence of species presence on the proposed *development* or *site alteration*. This may include species listed Provincially (ESA 2007) or federally (SARA 2004), as applicable to the species type and project.

²⁰ A Screening Assessment for *Significant Wildlife Habitat* (SWH) includes a desktop and secondary-source level assessment of habitats present against criteria for SWH in the applicable Ecoregion Criteria Schedule for the Project. This assessment approach is suitable for identifying most candidate habitat areas (e.g., by vegetation community); for most SWH types this approach is not enough to confirm presence or absence. Where candidate areas may be impacted, additional field surveys to confirm will be required.

²¹ A significant woodland assessment may require targeted field surveys to inform the assessment of significance (e.g., prism sweeps, forest patch age).

²² This survey approach should be limited to only those projects with low risk of impact to this species group and where the potential presence of Species at Risk or *Significant Wildlife Habitat* is very low.

	<input type="checkbox"/>	<input type="checkbox"/>	In-Field Habitat Assessment
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Incidental / General Observations ²¹
	<input type="checkbox"/>	<input type="checkbox"/>	Detailed or Targeted Survey(s)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		Mammals
	<input type="checkbox"/>	<input type="checkbox"/>	In-Field Habitat Assessment
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Incidental / General Observations
	<input type="checkbox"/>	<input type="checkbox"/>	Detailed or Targeted Survey(s)
<input type="checkbox"/>	<input type="checkbox"/>		Terrestrial Crustaceans (e.g., chimney crawfish)
	<input type="checkbox"/>	<input type="checkbox"/>	In-Field Habitat Assessment
	<input type="checkbox"/>	<input type="checkbox"/>	Incidental / General Observations
	<input type="checkbox"/>	<input type="checkbox"/>	Detailed or Targeted Survey(s)
<input type="checkbox"/>	<input type="checkbox"/>		Insects
	<input type="checkbox"/>	<input type="checkbox"/>	In-Field Habitat Assessment
	<input type="checkbox"/>	<input type="checkbox"/>	Incidental / General Observations
	<input type="checkbox"/>	<input type="checkbox"/>	Detailed or Targeted Survey(s)
	<input type="checkbox"/>	<input type="checkbox"/>	All of the above

Aquatic

In-Field Habitat Assessment / General Assessment

Detailed / Targeted Survey(s)

All of the above

Delineation of Features²³

Woodland (If determined to be a *significant woodland*)

Wetland

Valleyland (Top of Bank / Slope)

Other: SWH & END/THR

All of the above

Notes:

- Limit of woodland previously staked with Region of Halton staff; please use this information for the woodland delineation requirement.
- Limit of any END/THR species habitat should be provided having regard to any new definitions within the ESA.

Part 3 – Other Studies²⁴

²³ Where Species at Risk are found to occur, delineation of habitat will also be required, but cannot be known at the scoping stage. Delineation of habitat is to be done in consultation with, or be approved by the MECP, as appropriate.

²⁴ These studies are generally prepared as stand-alone reports. Relevant information on the interaction of these processes and functions with natural heritage features and functions is to be addressed in the EIS. It is strongly encouraged that the programs for these studies be integrated with the EIA Terms of Reference to ensure information appropriate to informing the EIA is collected.

-
- Geotechnical
 - Secondary Source
 - Study Required
 - Hydrogeological
 - Secondary Source
 - Study Required
 - Geomorphological
 - Secondary Source
 - Study Required
 - Surface Water (e.g. hydrologic review, fluvial geomorphology)
 - Secondary Source
 - Study Required
 - Natural Hazard(s)²⁵
 - Secondary Source
 - Study Required
 - Wetland Water Balance
 - Other (specify): _____
 - All of the above**
 - Secondary Source
 - Study Required
-

Part 4 – Terms of Reference Requirements

- Introduction
 - Description of Subject Property
 - Description of proposed *development* or *site alteration*
 - Description of known site history pertinent to the EIA (e.g., former land use(s), grading, filling)
 - Description of landscape context
 - Map:** location of subject property, orthophotography base.
 - Planning Context
 - Legislative, regulatory and policies applicable to the property and the proposed *development* or *site alteration*.
 - Current land use designation and zoning
 - Proposed land use designation and zoning to support proposed *development*
 - Background Review
 - List relevant natural heritage information secondary sources (e.g., species atlases, databases);
 - List relevant existing studies, plans, etc. (if / as available).
 - Map:** location of subject property, mapped feature(s), orthophotography base.
 - Biophysical Inventory
 - Define and provide rationale for study area.
 - Detailed study approach and methods for all identified inventories and delineations identified in **Part 2**. Where there is rationale to exclude a specific feature or area from assessment, provide rationale for consideration. Appropriate justification /
-

²⁵ This includes slopes, valleylands, steep and oversteep slopes, etc.

rationale for single-season or multi-season surveys shall be provided (e.g., vegetation community / ELC, wetland delineation, etc.)

- Map:** location of proposed surveys, subject property, proposed study area, orthophotography base.

- Biophysical Analysis**

Describe the general approach and anticipated approach and/or method(s) of analyses for the following:

- Species at Risk:**

- Preliminary screening assessment to be provided as part of the TOR. This will inform the field program.

- Significant Wildlife Habitat:**

- Preliminary screening assessment to be provided as part of the TOR. This will inform the field program.

- Evaluation of significance for natural heritage species, features and/or areas within the study area against appropriate policies and guidelines²⁶;**

- Linkage Assessment;**

- Enhancement Area(s);**

- Natural Hazards within the study area;**

- Buffer assessment;**

- Alternative Assessment**

Outline approach to identifying or assessing alternatives to avoid or minimize impacts.

- Impact Assessment**

Confirm scope includes an impact assessment that will consider direct, indirect (including induced) and cumulative impacts and provide general approach to impact assessment.

- Mitigation**

Confirm scope includes identification of mitigation measures that effectively address anticipated impacts resulting from the proposed development or site alteration. Mitigation is to include recommendations for enhancement or restoration.

- Monitoring Program**

If a monitoring program may be required, confirm that consideration and recommendations for a monitoring plan (or rationale that one is not required) will be included in the EIA.

- Recommendations and Conclusions**

Confirm that recommendations and conclusions with respect to the 'no negative impact' test will be included in the EIA.

- Maps and Figures**

Outline anticipated maps and figures to be prepared for and included in the EIA to document and support assessment(s), recommendations and conclusions.

Note: Maps / figures may be combined for ease of production and review. The maps / figures listed are provided to illustrate the information that is to be included as part of the TOR submission.

²⁶ This may include local municipal, regional, provincial, federal legislation, policies, plans and guidance documents, as appropriate and applicable to the study area, project type, species and features.

CHECKLIST COMPLETION RECORD

A record of the individuals who complete the checklist is provided below.

COMPLETED BY:	
Name: <u>John Stuart, RPP, MCIP</u>	Name: _____
Position <u>Senior Env. Planner</u>	Position _____
Agency: City of Burlington	Agency: _____
Contact Information: <u>john.stuart@burlington.ca</u>	Contact Information: _____
<u>Date:</u> <u>July 16, 2025</u>	Date: _____

CHECKLIST COMPLETION RECORD (Continued)

COMPLETED BY (Continued):			
Name:	_____	Name:	_____
Position	_____	Position	_____
Agency:		Agency:	
Contact Information:		Contact Information:	
Date:	_____	Date:	_____

Appendix B

Species at Risk Habitat Screening

Species at Risk Habitat Screening

Species	SARO Status	Habitat Requirements and Range	Suitable Habitat On Subject Lands	Suitable Habitat on Adjacent Lands	Rationale and Field Observations	Confirmed Habitat On Subject Lands	Confirmed Habitat on Adjacent Lands
Vascular Plants							
Eastern Flowering Dogwood <i>Cornus florida</i>	END	Understory tree or on edges of mid-age to mature deciduous or mixed forests, floodplains, slopes, bluffs, ravines, and sometimes along roadsides or fencerows. Often found clustered in the drier areas of its habitat. Range: Only found in the Carolinian Zone of southern Ontario – specifically in Oakville, along the Niagara Escarpment through Halton to Hamilton, Niagara Region, and plentiful in Norfolk County.	Yes	Yes	Suitable woodland vegetation communities (i.e., FOM4 and FOM2-1) to support this species are present within the Study Area. This species was not observed during the vegetation inventory completed on the Subject Lands in fall 2025.	No	No
Spotted Wintergreen <i>Chimaphila maculata</i>	THR	Found in dry, oak-pine mixed forests and other dry woodlands dominated by White Pine, Red Oak, Black Oak, and American Beech. Requires sparse groundcover, and partial shade. Often found in areas with moderating climate effects of the Great Lakes. Range: Wainfleet (Perry Road Woodlot), Ojibway Park, Turkey Point Area, and Spooky Hollow ANSI.	No	No	The Study Area is outside of the habitat range of this species.	No	No
American Chestnut <i>Castanea dentata</i>	END	Typically, habitat is upland deciduous forests on moist to well drained, sandy acidic soils. Occasionally occurs on heavy soils. Range: Restricted primarily to southwestern Ontario between Lakes Erie and Huron.	Yes	Yes	Suitable woodland vegetation communities (i.e., FOM4 and FOM2-1) to support this species are present within the Study Area. This species was not observed during the vegetation inventory completed on the Subject Lands in fall 2025.	No	No
Butternut <i>Juglans cinerea</i>	END	Usually found alone or in small groups in deciduous forests with moist, well-drained soils. Often occurs along streams. Butternut require sunny conditions and therefore are often found in canopy openings or near forest edges. Range: Found throughout the southwest, north to the Bruce Peninsula, and south of the Canadian Shield.	Yes	Yes	Suitable woodland vegetation communities (i.e., FOM4 and FOM2-1) to support this species are present within the Study Area. This species was not observed during the vegetation inventory completed on the Subject Lands in fall 2025.	No	No
Hoary Mountain-mint <i>Pycnanthemum incanum</i>	END	Requires dry, open, sandy-clay habitats like Black Oak savannahs and bluffs. Occasionally found on roadsides, thickets, pastures, and sunny banks. Range: Between Hamilton and Burlington on the Hamilton Harbour Shoreline.	No	No	No dry savannahs, bluffs, thickets, pastures, or sunny banks within the Study Area. Roadsides are manicured.	No	No
Aquatic Species							
American Eel <i>Anguilla rostrata</i>	END	Near cover over rock, sand and mud bottoms in lakes, ponds, rivers and creeks at depths <15 m; preferred water temperature range 16-19°C (Eakins 2025). Growing eels are primarily benthic, using substrate (rock, sand and mud), bottom and woody debris, and submerged vegetation for protection and cover. Vegetation and interstitial spaces are important cover. Range: Extends from Niagara Falls in the Great Lakes to the mid-Labrador coast. Can be found as far inland as Algonquin Park.	No	No	This species has not been documented within the headwaters overlapping the Study Area per OMNR's (2025) Aquatic Resource Areas datasets. The watercourse on the adjacent lands lacks emergent vegetation and interstitial spaces to support breeding and rearing habitat functions. No aquatic species were incidentally observed within the watercourse during field investigations conducted in fall 2025.	No	No

Species at Risk Habitat Screening

Species	SARO Status	Habitat Requirements and Range	Suitable Habitat On Subject Lands	Suitable Habitat on Adjacent Lands	Rationale and Field Observations	Confirmed Habitat On Subject Lands	Confirmed Habitat on Adjacent Lands
Spotted Gar <i>Lepisosteus oculatus</i>	END	Lives in calm, clear pools and bays with plenty of aquatic vegetation. Usually associated with soft mud bottoms. Range: Some wetlands along the north shore of Lake Erie and in East Lake. Historical records in the Bay of Quinte, and Lake St. Clair as the mouth of the Thames River.	No	No	Suitable habitat to support this species is absent from the Study Area.	No	No
Lilliput <i>Toxolasma parvum</i>	THR	Found in a variety of soft river bottoms, such as mud, sand, and silt. Burrow in soft materials – very sensitive to changes in water quality. Host Fishes: Potentially Johnny Darter, Green Sunfish, White Crappie, and Bluegill, Warmouth, and Orange-spotted Sunfish (host fish identified in the United States). Range: Small number of rivers flowing into Lake St. Clair, Lake Erie, and Lake Ontario, and two wetlands near the western end of Lake Ontario. Documented in Sydenham River, Lower Thames River, Ruscom River, Belle River, Grand River, Welland River, 20 Mile Creek, and Hamilton Harbour.	No	No	Suitable habitat to support this species is absent from the Study Area. The adjacent watercourse is highly susceptible to cumulative anthropogenic impacts as multiple residential drainage sources were noted within the valleyland.	No	No
Amphibians							
Jefferson Salamander <i>Ambystoma jeffersonianum</i>	END	Found in deciduous or mixed upland forest with or near suitable breeding ponds. Terrestrial habitats include underground rodent burrows, rock crevices, and stumps. Range: Mostly associated with the Niagara Escarpment and Carolinian forest regions.	No	No	No suitable breeding ponds within 120 m of the Study Area.	No	No
Avifauna							
Chimney Swift <i>Chaetura pelagica</i>	THR	Found in urban and rural areas near buildings. Nest and roosts in hollow trees, crevices of rock cliffs and, most commonly, in unlined chimneys. Suitable sites are reused annually. Range: Estimated 7500 breeding individuals in Ontario; most widely distributed in the Carolinian south and southwest. Nests exclusively on dry sandy or gravelly beaches just above the reach of high water and waves. Forages in small pools and water's edge.	Yes	Yes	Candidate nesting habitat may be present on, and adjacent to, the Subject Lands. Targeted surveys to confirm species presence or absence were not conducted.	No	No
Piping Plover <i>Charadrius melodus</i>	END	Range: Uncommon but breeds along the shores of the Great Lakes and at Lake of the Woods in northwestern Ontario. Prefers mature deciduous forest dominated by oak and/or maple that is often associated with swampy bottomlands, but it also uses older second-growth deciduous forest. Generally considered to be area-sensitive, and prefer larger tracts of continuous habitat. Isolated patches less than 10 ha in size occurring on a landscape with low forest cover are unlikely to support species populations.	No	No	Suitable habitat to support this species is absent from the Study Area.	No	No
Cerulean Warbler <i>Setophaga cerulea</i>	THR	Range: Populations in southern Ontario are separated into two distinct bands: one from southern Lake Huron to western Lake Ontario, and further north, the other from the Bruce Peninsula and Georgian Bay area to the Ottawa River.	No	No	Suitable woodland vegetation communities (i.e., FOM4 and FOM2-1) to support this species are associated with small woodland fragments within the Urban Area and are unlikely to support suitable habitat for this species.	No	No

Species at Risk Habitat Screening

Species	SARO Status	Habitat Requirements and Range	Suitable Habitat On Subject Lands	Suitable Habitat on Adjacent Lands	Rationale and Field Observations	Confirmed Habitat On Subject Lands	Confirmed Habitat on Adjacent Lands
Lesser Yellowlegs <i>Tringa flavipes</i>	THR	Nests on dry ground near peatlands, marshes, ponds, and wetlands, in the boreal forest and taiga. Migrate in the winter frequenting coastal salt marshes, estuaries, ponds, lakes, and wetlands. Range: Breeding range covers the Taiga Shield and Hudson Plains (NWT, Ontario, Quebec), Boreal Taiga Plains (BC, Alberta, SASK, and Northern Interior Forest (Yukon and BC), passing through all provinces during migration.	No	No	Suitable migratory stopover habitat (i.e., ponds, lakes, wetlands) to support this species is absent from the Study Area.	No	No
Red-headed Woodpecker <i>Melanerpes erythrocephalus</i>	END	Breeding habitat consists of mature lowland and upland deciduous woodlands typically characterized by low canopy cover, open understories, and large, tall trees, especially beech or oak species. Ideal habitat in Ontario is oak savannah; however, it can be found in other sparsely treed habitats such as orchards, groves of dead and dying trees, municipal parks, golf courses, river bottomlands, and agricultural landscapes. Higher densities of decadent trees are associated with higher habitat quality. It is occasionally encountered in mixed woodlots but rarely in urbanized areas. The species typically occupies woodlots with less canopy cover, more coarse woody debris, and greater dead limb lengths compared to unoccupied woodlots. Range: Across southern Ontario; widespread but rare.	Yes	Yes	Potentially suitable habitat within snag trees within FOD4 community within the Subject Lands.	Suitable	Suitable
Bank Swallow <i>Riparia riparia</i>	THR	Nests in natural and disturbed settings where there are vertical faces in silt and sand deposits. Many found along rivers and lakes, but also in active sand and gravel pits. Range: Found across southern Ontario, sparse in northern Ontario. Largest populations found along Lake Erie and Lake Ontario shorelines, and along the Saugeen River.	No	No	Although vertical slopes were observed at various slope failure points within the valleyland, soils did not exhibit the friable or cohesive characteristics required to support excavated nesting sites due to the fresh moisture regime.	No	No
Bobolink <i>Dolichonyx oryzivorus</i>	THR	Found in large, open expansive grasslands with dense ground cover; hayfields, meadows or fallow fields, marshes. Grasslands size requirements have been reported to range from 5 ha to 50 ha depending on the study (MECP 2021). Range: Widely distributed throughout most of the province south of the boreal forest. May be found in the north where suitable habitat exists.	No	No	Suitable habitat to support this species is absent from the Study Area.	No	No
Eastern Meadowlark <i>Sturnella magna</i>	THR	Breeds mostly in moderately tall grasslands (native prairies and savannahs), also pastures, hayfields, herbaceous fencerows, roadsides, orchards, airports, shrubby overgrown fields, or other open areas. Eastern Meadowlarks may not be strongly area-sensitive (McCracken et al., 2013), however large tracts of grasslands (5 ha or greater) are preferred over smaller fragments (Herkert 1991; Vickery et al. 1994). Range: Primarily found south of the Canadian Shield, but also inhabits Lake Nipissing, Timiskaming, and Lake of Woods areas.	No	No	Suitable habitat to support this species is absent from the Study Area.	No	No

Species at Risk Habitat Screening

Species	SARO Status	Habitat Requirements and Range	Suitable Habitat On Subject Lands	Suitable Habitat on Adjacent Lands	Rationale and Field Observations	Confirmed Habitat On Subject Lands	Confirmed Habitat on Adjacent Lands
Mammals							
American Badger (Southwestern Ontario population) <i>Taxidea taxus jacksoni</i>	END	Variety of habitats including tall grass prairies, sand barrens, open grassland, and farmland. Range: Southwestern Ontario, close to Lake Erie in the Norfolk and Middlesex area. Northwestern population in Thunder Bay and Rainy River Districts.	No	No	No tall grass prairies, sand barrens, open grassland, or farmland within the Study Area.	No	No
Silver-haired Bat <i>Lasiurus noctivagans</i>	END	Roosts in coniferous and deciduous tree cavities and under bark. May occasionally roost in buildings (COSEWIC 2023).	Yes	Yes	Suitable woodland vegetation communities (i.e., FOM4 and FOM2-1) to support this species are present within the Study Area. Targeted surveys to confirm species presence or absence were not conducted.	No	No
Eastern Red Bat <i>Lasiurus borealis</i>	END	Roosts in foliage of coniferous and deciduous trees and shrubs typically prefer tall trees at least the height of the canopy; however, will use shrubs and trees greater than 5 m. Foraging habitat includes both forested and unforested habitat (COSEWIC 2023).	Yes	Yes	Suitable woodland vegetation communities (i.e., FOM4 and FOM2-1) to support this species are present within the Study Area. Targeted surveys to confirm species presence or absence were not conducted.	No	No
Northern Hoary Bat <i>Lasiurus cinereus</i>	END	Roosts in foliage of coniferous and deciduous trees and shrubs typically prefer tall trees at least the height of the canopy; however, will use shrubs and trees greater than 5 m. Foraging habitat includes open wetlands, grasslands and fields with some trees (COSEWIC 2023).	Yes	Yes	Suitable woodland vegetation communities (i.e., FOM4 and FOM2-1) to support this species are present within the Study Area. Targeted surveys to confirm species presence or absence were not conducted.	No	No
Eastern Small-footed Myotis <i>Myotis leibii</i>	END	Roosts in caves, mine shafts, crevices, or buildings in or near a woodland. Hibernates in cold dry caves or mines. Range: From south of Georgian Bay to Lake Erie, east to Pembroke.	No	No	Suitable roosting habitat for this species is absent from the Study Area. Although buildings are present on the Subject Lands, Eastern Small-footed Myotis rarely roosts in buildings, with observations in Ontario limited to barns or sheds, or on exterior walls in close proximity to hibernacula. Existing residential dwellings will be retained, are well-maintained, actively occupied and do not occur in proximity to candidate hibernacula sites. Therefore, these buildings are not expected to provide suitable roosting sites for this species.	No	No
Little Brown Myotis <i>Myotis lucifugus</i>	END	Little Brown Myotis roosts in caves, quarries, tunnels, hollow trees, or buildings. Little Brown Myotis typically prefer buildings or building-associated features for maternity roosting rather than natural features (Gerson, 1984; Humphrey & Fotherby, 2019). This species hibernates in humid caves and forages in wetlands and forest edges. Range: Widespread across southern Ontario.	Yes	Yes	Suitable woodland vegetation communities (i.e., FOM4 and FOM2-1) to support this species are present within the Study Area. Targeted surveys to confirm species presence or absence were not conducted.	No	No

Species at Risk Habitat Screening

Species	SARO Status	Habitat Requirements and Range	Suitable Habitat On Subject Lands	Suitable Habitat on Adjacent Lands	Rationale and Field Observations	Confirmed Habitat On Subject Lands	Confirmed Habitat on Adjacent Lands
Northern Myotis <i>Myotis septentrionalis</i>	END	Roosts in houses, manmade structures, but prefers hollow trees or under loose bark. Hunts in forests. Range: Throughout forested areas in southern Ontario.	Yes	Yes	Suitable woodland vegetation communities (i.e., FOM4 and FOM2-1) to support this species are present within the Study Area. Targeted surveys to confirm species presence or absence were not conducted.	No	No
Tricolored Bat <i>Perimyotis subflavus</i>	END	Roosts in older forests and occasionally barns/structures. Hibernate in damp, draft-free caves. Hunt over water and along streams in a forest.	Yes	Yes	Suitable woodland vegetation communities (i.e., FOM4 and FOM2-1) to support this species are present within the Study Area. Targeted surveys to confirm species presence or absence were not conducted.	No	No

Appendix C

Species of Conservation Concern Habitat Screening

Species of Conservation Concern Habitat Screening

Species	SARO Status and SRANK	Habitat Requirements and Range	Suitable Habitat On Subject Lands	Suitable Habitat On Adjacent Lands	Rationale and Field Observations	Confirmed Habitat On Subject Lands	Confirmed Habitat On Adjacent Lands
Vascular Plants							
Perfoliate Bellwort <i>Uvularia perfoliata</i>	S1S2	Rich, mesic woodlands; dry oak-pine woods and thickets. Range: EcoRegion 7E(3.5) (Argus et al. 1987).	No	Yes	Suitable woodland vegetation communities to support this species are present within the Study Area. Closest record is from Royal Botanical Gardens. Assumed present in woodlands for purposes of severance.	No	No
Aquatic Species							
Eastern Pondmussel <i>Ligumia nasuta</i>	SC S1	Typically found in sheltered areas of lakes in slow-moving areas of rivers and canals. Sand or mud bottoms. Range: Two known populations: delta area of Lake St. Clair and Lyn Creek.	No	Yes	Suitable habitat to support this species may be associated with the regulated watercourse on the adjacent lands. Targeted surveys to confirm species presence or absence were not conducted.	No	No
Reptiles							
Northern Map Turtle <i>Graptemys geographica</i>	SC S3	Lives in rivers and lakeshores. Basks on emergent rocks and fallen trees, and hibernates in deep, slow-moving sections of the river. Range: Great Lakes region and west. Primarily on shores of Georgian Bay, Lake St. Clair, Lake Erie, and Lake Ontario. River include the Thames, Grand, and Ottawa.	No	No	Suitable habitat to support this species is absent from the Study Area. The regulated watercourse on the adjacent lands is shallow (<1 m depth) and primarily functions as a headwater drainage feature.	No	No
Avifauna							
Tundra Swan <i>Cygnus columbianus</i>	S2B,S4N,S3M	Breeds on lakes, ponds and pools situated along river deltas in Alaska and Canada, with some birds nesting at inland sites below treeline. Breeding birds prefer areas with extensive wetlands and lakes with long shorelines that support pondweed. In fall, flocks stage along brackish shorelines of river deltas before moving south, stopping along the way at wetlands in boreal forests. Wintering flocks gather on estuaries, lakes, bays, ponds, and rivers, often close to agricultural fields where they feed (Cornell Lab of Ornithology). Range: Those breeding in eastern Alaska (east of Point Hope) winter in the eastern Great Lakes and all along the East Coast, with the majority wintering in the coastal mid-Atlantic (Cornell Lab of Ornithology).	No	Potentially	Study Area overlaps with migrant population (S3M). Potentially suitable migratory stopover habitat along creek reaches on adjacent lands. The creek reach within the Subject Lands was not observed to be deep enough to be used by this species during field investigations conducted in fall 2025.	No	Potentially suitable
Fish Crow <i>Corvus ossifragus</i>	S1B,S3N,S4M	Occupy waterfront habitats associated with beaches, marshes, estuaries, lakes, and rivers. May also occur around agricultural fields, urban and suburban areas, golf courses and wooded neighborhoods.	No	No	The Study Area is outside of the habitat range of this species.	No	No
Peregrine Falcon <i>Falco peregrinus</i>	SC S4	Nests on tall, steep cliff ledges close to large bodies of water. Also adapted to city life using tall buildings and ledges. Range: Nest in and around Toronto and other southern Ontario cities. majority of breeding is found around Lake Superior.	No	No	Suitable habitat to support this species is absent from the Study Area.	No	No

Species of Conservation Concern Habitat Screening

Species	SARO Status and SRANK	Habitat Requirements and Range	Suitable Habitat On Subject Lands	Suitable Habitat on Adjacent Lands	Rationale and Field Observations	Confirmed Habitat On Subject Lands	Confirmed Habitat on Adjacent Lands
Barn Swallow <i>Hirundo rustica</i>	SC S4B	Nests in natural and disturbed settings where there are vertical faces in silt and sand deposits. Many found along rivers and lakes, but also in active sand and gravel pits. Range: Found across southern Ontario, sparse in northern Ontario. Largest populations found along Lake Erie and Lake Ontario shorelines, and along the Saugeen River.	No	No	Suitable habitat to support this species is absent from the Study Area.	No	No
Wilson's Phalarope <i>Phalaropus tricolor</i>	S2B,S4M	Breed in wetlands, upland shrubby areas, marshes, and roadside ditches.	No	No	Suitable habitat to support this species is absent from the Study Area.	No	No
Purple Martin <i>Progne subis</i>	S3B	This species used to breed along forest edges and rivers with dead snags contained woodpecker holes to nest in. Now they nest where humans provide nesting boxes for them (Cornell Lab of Ornithology).	No	No	As this species is an urbanite that relies almost exclusively on artificial nesting structures, constraints associated with the availability natural habitats on the landscape have not been addressed in the context of the Subject Lands.	No	No
Blue-winged Teal <i>Spatula discors</i>	S3B,S4M	Nests among grasses or herbaceous vegetation and forages in summer in shallow ponds or pond-marsh mixes. Spends time in prairie potholes or large marshes during late summer molt. Migrants use marshes, vegetated wetlands around lakes, and rice fields, and typically stop in freshwater or brackish areas rather than saltwater (Cornell Lab of Ornithology). Range: Found throughout much of Ontario (Cornell Lab of Ornithology).	No	No	Suitable habitat to support this species is absent from the Study Area.	No	No
Canvasback <i>Aythya valisineria</i>	S1B,S3N,S4M	Breeds in small lakes, deep-water marshes, bays, and ponds. Tends toward waters with a dense border of cattails, rushes, and reed grass, but in the boreal forest they use open marshes. Uses marine and freshwater areas including estuaries, lagoons, rivers, ponds, marshes, lakes, and occasionally flooded agricultural fields during migration and wintering (Cornell Lab of Ornithology). Range: Non-breeding range (with some isolated breeding areas) in Southern Ontario. Migration over the Great Lakes (Cornell Lab of Ornithology).	No	No	Suitable habitat to support this species is absent from the Study Area. The watercourse does not support suitable habitat conditions for this species as emergent vegetation was absent and shallow water depths were observed throughout.	No	No
Redhead <i>Aythya americana</i>	S2B,S4N	Shallow cattail/bulrush marshes, lakes, ponds, and fens; preferred nesting usually close to shallow water (most within 2 m) but can be found as far as 266 m from water's edge (OMNR 2000). Range (ON): 3S; 5E(4.5); 6E;7E(1.2) (OMNR 2000).	No	No	Suitable habitat to support this species is absent from the Study Area.	No	No

Species of Conservation Concern Habitat Screening

Species	SARO Status and SRANK	Habitat Requirements and Range	Suitable Habitat On Subject Lands	Suitable Habitat on Adjacent Lands	Rationale and Field Observations	Confirmed Habitat On Subject Lands	Confirmed Habitat on Adjacent Lands
Ruddy Duck <i>Oxyura jamaicensis</i>	S3B, S4N, S5M	Breeds in large marshes, stock ponds, reservoirs, and deep natural basins. Migratory stopover habitat usually includes large, permanent wetlands, lakes, and reservoirs (Cornell Lab of Ornithology). Range: Breeds in southern and parts of central Ontario. Migration habitat in parts of central and northern Ontario (Cornell Lab of Ornithology).	No	No	Suitable habitat to support this species is absent from the Study Area.	No	No
Red-necked Grebe <i>Podiceps grisegena</i>	NAR S3	Breed in quiet inland waters of marshes, or large rivers in open areas among woodlands, where water levels are unlikely to fluctuate. Rarely use areas with less than 4 ha of open water, and prefer stands of emergent vegetation in water at least 0.5-1 m deep (James 1985).	No	No	Suitable habitat to support this species is absent from the Study Area. The watercourse does not support suitable habitat conditions for this species as emergent vegetation and open water habitats were absent and shallow water depths were observed throughout.	No	No
American Coot <i>Fulica americana</i>	NAR S3B, S4N	Inhabits a wide variety of freshwater wetlands from prairie potholes to swamps and marshes to suburban park and sewage ponds to the edges of large lakes. Two features generally characterize all bodies of water where coots breed: (1) heavy stands of emergent aquatic vegetation along at least some portion of the shoreline and (2) at least some depth of standing water within those stands of vegetation. Seasonal wetlands used during years of high water, while drought years cause breeding to be limited to permanent wetlands. Range: Found between British Columbia and Quebec and currently breeding in high densities in the prairies. May be found throughout southern Ontario.	No	No	Suitable habitat to support this species is absent from the Study Area.	No	No
Caspian Tern <i>Hydroprogne caspia</i>	NAR S3B, S5M	Found along ocean coasts and barrier islands as well as interior lakes and rivers. Nest on flat and open areas with little vegetation that are sandy or pebbly. Readily nest on artificial habitats such as dredge-spoil islands. Range: Migrate throughout southern Ontario. Breed primarily north of Lake Ontario.	No	No	Suitable habitat to support this species is absent from the Study Area.	No	No
Black-crowned Night-heron <i>Nycticorax nycticorax</i>	S3B, S2N, S4M	Common in wetlands including saltmarshes, freshwater marshes, swamps, streams, rivers, lakes, ponds, lagoons, tidal mudflats, canals, reservoirs, and wet agricultural fields. Require aquatic habitat for foraging and terrestrial vegetation for cover.	No	No	Suitable habitat to support this species is absent from the Study Area. Although a shallow watercourse is present on the adjacent lands, this feature is narrow and subject to fast flows given the surrounding topography and evidence of washout observed in the valley/land. As such, the feature is unlikely to support suitable foraging conditions for this species.	No	No
Eastern Wood-pewee <i>Contopus virens</i>	SC S4B	Lives in mid-canopy layer of forest clearings and the edges of deciduous and mixed forests. Abundant in middle-aged forests with little understorey. Range: Found across most of southern and central Ontario.	No	Yes	Suitable woodland vegetation communities (i.e., FOM4 and FOM2-1) to support this species are present within the Study Area. Targeted surveys to confirm species presence or absence were not conducted.	No	No

Species of Conservation Concern Habitat Screening

Species	SARO Status and SRANK	Habitat Requirements and Range	Suitable Habitat On Subject Lands	Suitable Habitat on Adjacent Lands	Rationale and Field Observations	Confirmed Habitat On Subject Lands	Confirmed Habitat on Adjacent Lands
Tufted Titmouse <i>Baeolophus bicolor</i>	S3	Deciduous or mixed woods, typically in areas with a dense canopy and many tree species. Also common in orchards, parks, and suburban areas. Rarely found at elevations > 610 m (Cornell Lab of Ornithology). Range: In Ontario: Year-round resident of southwestern Ontario and between Lakes Erie and Ontario (Cornell Lab of Ornithology).	No	Yes	Suitable woodland vegetation communities (i.e., FOM4 and FOM2-1) to support this species are present within the Study Area. Targeted surveys to confirm species presence or absence were not conducted.	No	No
Barn Swallow <i>Hirundo rustica</i>	SC S4B	Barn Swallows are typically found nesting in close association with human rural settlements, such as in old sheds, barns, and under bridges or culverts. This species forages for aerial insects in open habitats including grassy fields, pastures, agricultural fields and farms, lake and river shorelines, wetlands, and clearings. Range: Throughout southern Ontario and as far north as Hudson Bay.	No	Yes	Suitable habitat for this species may occur in association with residential properties located adjacent to the Subject Lands. Targeted surveys to confirm species presence or absence were not conducted.	No	No
Wood Thrush <i>Hylocichla mustelina</i>	SC S4B	Lives in mature deciduous and mixed forests, seeking moist stands with a moderate understory of saplings and shrubs, an open floor with moist soil and decaying leaf litter, and water nearby. Prefer large forests, but will use smaller. Range: Across southern Ontario, less common up north to Lake Superior.	No	Yes	Suitable woodland vegetation communities (i.e., FOM4 and FOM2-1) to support this species are present within the Study Area. Targeted surveys to confirm species presence or absence were not conducted.	No	No
Canada Warbler <i>Cardellina canadensis</i>	SC S5B	Breeds in deciduous and coniferous forests, usually wet, with developed and dense shrub layer. Range: Breeding range is the Boreal Shield, north to the Hudson Plains and south to the Mixedwood Plains. Most abundant along the Southern Shield.	No	Yes	Suitable woodland vegetation communities (i.e., FOM4 and FOM2-1) with dense understory growth to support this species are absent from the Subject Lands. Surrounding woodland communities on adjacent lands align with those present on the Subject Lands, per Conservation Halton ELC mapping, and are expected to support similar habitat conditions. Targeted surveys to confirm species presence or absence were not conducted.	No	No
Insects							
Monarch <i>Danaus plexippus</i>	SC S2N,S4B	Caterpillars confined to areas with milkweed. Adults use diverse habitats with a variety of wildflowers. Range: Most abundant in southern Ontario. During migration, thousands can be seen along the north shores of Lakes Ontario and Erie.	No	No	Suitable habitat to support this species is absent from the Study Area.	No	No

Appendix D

Field Data Collection Sheets



MTE NATURAL ENVIRONMENT FIELD SHEET

Project #: 63624-001 Description: 880 Glenwood Ave - Scoped EIS
 Date: 23-Sep-25 Staff: BGK
 Start Time: 8:59:00 AM End Time: 10:59:00 AM Total Time: 2 hours
 Temp: 20 Cloud %: 100 Precipitation: Light rain
 Wind: 2 Direction: WSW Yesterday: 2.4 mm

BEAUFORT WIND SCALE:

0 Calm, 1 Smoke Drifts, 2 Wind Felt on Face, 3 Leaves in Constant Motion,
 4 Wind Raises Paper, 5 Small Trees Sway, 6 Large Limbs Sway

DATA FOCUS

Amphibians:	1	2	3	Aqua Hab.:		Dripline:		Invertebrates:		Wetland:	
Birds:	M	1	2	Bats:		ELC's:	X	Reptiles:		Other:	Incidentals
Floral:	v	s	a X	BHA:		Habitat:	X	SAR Target:			

NATURAL FEATURES

YES	NO	Description	Mapped (see GPS)	Follow-up Req'd		
				Yes	No	Who
		Man-made Structures: None observed <input type="text"/>				
	X	Barns/Footings/Wells/other(list)				
	X	Rock Piles				
	X	Garbage				


		Natural Vegetation: None observed <input type="text"/>				
	X	Fallen Logs outside woods (#'s)				
	X	Brush Piles				
	X	Snags (raptor perch)				
	X	Tree Cavities (nesting)				
	X	Sentinel Trees				
	X	Butternut Identified				

		Wildlife Features: None observed <input type="text"/>				
	X	Waterfowl nesting (large #'s, # of species)				
	X	Exposed Banks (nesting swallows)				
	X	Stick Nests				
	X	Animal Burrows (>10cm)				
	X	Heronry				
	X	Crayfish mounds				
	X	Sand/gravel on site				
	X	Marsh/open country/shrub				
	?	Winter Deer yards				
	X	Corridor from pond to woods (ampibian movement)				
	?	Bat corridor (shorelines, escarpments)				
	X	Bat hibernacula (caves, mines, crevices, etc.)				

		Aquatic Features: None observed <input type="text"/>				
	X	Pond (woods)	emergents		logs	temp.
	X	Pond (open)	emergents		logs	temp.
	X	Water in woodland	flowing	Yes	pools	
	X	Nat. Stream	flowing	Yes	pools	
	X	Swale	flowing		pools	
	X	Open Drain	flowing		pools	
Springs		Seeps	flowing	Yes	pools	
Creek		River				

Incidental Observations/Notes:

- Some thinning of woodland - cut stumps.
- Some dumping from garden/landscaping.
- Pines moderately-heavily impacted by HEDEHEL
- Mosquitos
- Previous pool at neighbour's house. Pipes dumped in small valley.
- Client and neighbour indicated that the woodland contains RTHA perches or nests in pines, Coyote, Striped Skunk, White-tailed Deer, Eastern Cottontail, Peromyscus sp., Virginia Opossum, Vespertilionidae sp. at night, Bald Eagle in spring (nests in N part of Lasalle Park, returns in fall, has seen adults and juveniles), Great Horned Owl (returns in fall), SYMPFOE (added to plant list as it is a wet indicator species that can't be seen in fall), and Red Fox.

 ELC SUMMARY	SITE: 880 Glenwood Ave, Burlington	POLYGON: 1
	BY: BGK	
	DATES: 2025-09-23	
	UTMZ: 85-95	UTME: 593705.9

POLYGON DESCRIPTION

SYSTEM	SUBSTRATE	TOPOGRAPHIC FEATURES	HISTORY	PLANT FORM	COMMUNITY
<input checked="" type="checkbox"/> TERRESTRIAL <input type="checkbox"/> WETLAND <input type="checkbox"/> AQUATIC	<input type="checkbox"/> ORGANIC <input checked="" type="checkbox"/> MINERAL <input type="checkbox"/> PARENT MIN. <input type="checkbox"/> ACIDIC BEDROCK <input type="checkbox"/> BASIC BEDROCK <input type="checkbox"/> CARB. BEDROCK	<input type="checkbox"/> LACUSTRINE <input type="checkbox"/> RIVERINE <input type="checkbox"/> BOTTOMLAND <input type="checkbox"/> TERRACE <input checked="" type="checkbox"/> VALLEY SLOPE <input type="checkbox"/> TABLELAND <input type="checkbox"/> ROLL. UPLAND <input type="checkbox"/> CLIFF <input type="checkbox"/> TALUS <input type="checkbox"/> CREVICE/CAVE <input type="checkbox"/> ALVAR <input type="checkbox"/> ROCKLAND <input type="checkbox"/> BEACH/BAR <input type="checkbox"/> SAND DUNE <input type="checkbox"/> BLUFF	<input checked="" type="checkbox"/> NATURAL <input checked="" type="checkbox"/> CULTURAL	<input type="checkbox"/> PLANKTON <input type="checkbox"/> SUBMERGED <input type="checkbox"/> FLOATING LVD. <input type="checkbox"/> GRAMINOID <input type="checkbox"/> FORB <input type="checkbox"/> LICHEN <input type="checkbox"/> BRYOPHYTE <input checked="" type="checkbox"/> DECIDUOUS <input type="checkbox"/> CONIFEROUS <input type="checkbox"/> MIXED	<input type="checkbox"/> LAKE <input type="checkbox"/> POND <input type="checkbox"/> RIVER <input type="checkbox"/> STREAM <input type="checkbox"/> MARSH <input type="checkbox"/> SWAMP <input type="checkbox"/> FEN <input type="checkbox"/> BOG <input type="checkbox"/> BARREN <input type="checkbox"/> MEADOW <input type="checkbox"/> PRAIRIE <input type="checkbox"/> THICKET <input type="checkbox"/> SAVANNAH <input type="checkbox"/> WOODLAND <input checked="" type="checkbox"/> FOREST <input type="checkbox"/> PLANTATION
SITE			COVER		
<input type="checkbox"/> OPEN WATER <input type="checkbox"/> SHALLOW WATER <input checked="" type="checkbox"/> SURFICIAL DEP. <input type="checkbox"/> BEDROCK			<input type="checkbox"/> OPEN <input type="checkbox"/> SHRUB <input checked="" type="checkbox"/> TREED		

STAND DESCRIPTION

LAYER	HT	CVR	SPECIES IN ORDER OF DECREASING DOMINANCE (up to 4 sp) THAN; >GREATER THAN; =ABOUT EQUAL TO)	(>>MUCH GREATER)
1 CANOPY	2	4	TILIAME>ACERPLA>>OTHERS	
2 SUB-CANOPY	2 to 3	3	TILIAME=PRUNSER>>OTHERS	
3 UNDERSTORY	3 to 4	1	PRUNSER>TILIAME>SAMBAC	
4 GRD. LAYER	7	4	HEDEHEL>>IMPACAP>MAIARAC	

HT CODES: 1=>25m 2=10<HT 25m 3=2<HT 10m 4=1<HT 2m 5=0.5<HT 1m 6=0.2<HT 0.5m 7=HT<0.2m
 CVR CODES: 0= NONE 1=0%<CVR 10% 2=10<CVR 25% 3=25<CVR 60% 4=CVR>60%

STAND COMPOSITION:		BA:	
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SIZE CLASS ANALYSIS:	O	<10	A	10-24	A	25-50	R	>50
STANDING SNAGS:		<10		10-24	R	25-50		>50
DEADFALL/LOGS:		<10	O	10-24	O	25-50	R	>50

ABUNDANCE CODES: N=NONE R=RARE O=OCCASIONAL A=ABUNDANT

COMM. AGE:	<input type="checkbox"/> PIONEER	<input type="checkbox"/> YOUNG	<input checked="" type="checkbox"/> MID-AGE	<input type="checkbox"/> MATURE	<input type="checkbox"/> OLD GROWTH
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SOIL ANALYSIS:

TEXTURE:	SIS	DEPTH TO MOTTLES/GLEY	g=	NA	G=	NA
MOISTURE:	mod. fresh (1) to fresh (2)	DEPTH OF ORGANICS:	30 cm			
HOMOGENOUS	VARIABLE	X	DEPTH TO BEDROCK:	>1 m		

COMMUNITY CLASSIFICATION:

COMMUNITY CLASS:	ELC CODE
Forest	FO
Deciduous Forest	FOD
ECOSITE: Dry - Fresh Deciduous Forest Ecosite	FOD4
VEGETATION TYPE:	
INCLUSION:	
COMPLEX:	

NOTES:

		SITE: 880 Glenwood Ave.	POLYGON:	1	
		BY:			
		DATES:			
DISTURBANCE EXTENT	0	1	2	3	SCORE
TIMES SINCE LOGGING	>30 YRS	15-30 YRS	5-15 YRS	0-5 YRS	3
INTENSITY OF LOGGING	NONE	FUEL WOOD	SELECTIVE	DIAMETER LIMIT	4
EXTENT OF LOGGING	NONE	LOCAL	WIDESPREAD	EXTENSIVE	
SUGAR BUSH OPERATIONS	NONE	LIGHT	MODERATE	HEAVY	0
EXTENT OF OPERATIONS	NONE	LOCAL	WIDESPREAD	EXTENSIVE	
GAPS IN FOREST CANOPY	NONE	SMALL	INTERMEDIATE	LARGE	1
EXTENT OF GAPS	NONE	LOCAL	WIDESPREAD	EXTENSIVE	
LIVESTOCK (GRAZING)	NONE	LIGHT	MODERATE	HEAVY	0
EXTENT OF LIVESTOCK	NONE	LOCAL	WIDESPREAD	EXTENSIVE	
ALIEN SPECIES	NONE	OCCASIONAL	ABUNDANT	DOMINANT	9
EXTENT OF ALIEN SPECIES	NONE	LOCAL	WIDESPREAD	EXTENSIVE	
PLANTING (PLANTATION)	NONE	OCCASIONAL	ABUNDANT	DOMINANT	0
EXTENT OF PLANTING	NONE	LOCAL	WIDESPREAD	EXTENSIVE	
TRACKS AND TRAILS	NONE	FAINT TRAILS	WELL MARKED	TRACKS OR	3
EXTENT OF TRACKS/TRAILS	NONE	LOCAL	WIDESPREAD	EXTENSIVE	
DUMPING (RUBBISH)	NONE	LIGHT	MODERATE	HEAVY	2
EXTENT OF DUMPING	NONE	LOCAL	WIDESPREAD	EXTENSIVE	
EARTH DISPLACEMENT	NONE	LIGHT	MODERATE	HEAVY	0
EXTENT OF DISPLACEMENT	NONE	LOCAL	WIDESPREAD	EXTENSIVE	
RECREATIONAL USE	NONE	LIGHT	MODERATE	HEAVY	0
EXTENT OF RECR.USE	NONE	LOCAL	WIDESPREAD	EXTENSIVE	
NOISE	NONE	LIGHT	MODERATE	HEAVY	2
EXTENT OF NOISE	NONE	LOCAL	WIDESPREAD	EXTENSIVE	
DISEASE/DEATH OF TREES	NONE	LIGHT	MODERATE	HEAVY	2
EXTENT OF DISEASE/DEATH	NONE	LOCAL	WIDESPREAD	EXTENSIVE	
WIND THROW (BLOW DOWN)	NONE	LIGHT	MODERATE	HEAVY	1
EXTENT OF WIND THROW	NONE	LOCAL	WIDESPREAD	EXTENSIVE	
BROWSE (e.g. DEER)	NONE	LIGHT	MODERATE	HEAVY	9
EXTENT OF BROWSE	NONE	LOCAL	WIDESPREAD	EXTENSIVE	
BEAVER ACTIVITY	NONE	LIGHT	MODERATE	HEAVY	0
EXTENT OF BEAVER	NONE	LOCAL	WIDESPREAD	EXTENSIVE	
FLOODING (pools & puddling)	NONE	LIGHT	MODERATE	HEAVY	3
EXTENT OF FLOODING	NONE	LOCAL	WIDESPREAD	EXTENSIVE	
FIRE	NONE	LIGHT	MODERATE	HEAVY	0
EXTENT OF FIRE	NONE	LOCAL	WIDESPREAD	EXTENSIVE	
ICE DAMAGE	NONE	LIGHT	MODERATE	HEAVY	0
EXTENT OF ICE DAMAGE	NONE	LOCAL	WIDESPREAD	EXTENSIVE	
OTHER	NONE	LIGHT	MODERATE	HEAVY	
EXTENT	NONE	LOCAL	WIDESPREAD	EXTENSIVE	

INTENSITY X EXTENT = SCORE

Appendix E

Species Inventory (Fall 2025)

Species Inventory (Fall 2025)

Scientific Name	Common Name	S-Rank (NHIC 2025)	SARO Status (NHIC 2025)	Migratory Birds Convention Act, 1994	Invasive Exotic Plant Species Ranking (SERO 2025)	Carolinian Zone Status (Oldham 2017)	
						7E	7E-4
Vascular Plants							
<i>Pinus strobus</i>	Eastern White Pine	S5				C	C
<i>Tsuga canadensis</i>	Eastern Hemlock	S5				C	C
<i>Hedera helix</i>	English Ivy	SNA			Category 2	IR	IR
<i>Lonicera canadensis</i>	Canada Fly Honeysuckle	S5				C	R
<i>Sambucus racemosa</i>	Red Elderberry	S5				C	C
<i>Quercus rubra</i>	Northern Red Oak	S5				C	C
<i>Impatiens capensis</i>	Spotted Jewelweed	S5				C	C
<i>Tilia americana</i>	Basswood	S5				C	C
<i>Prunus serotina</i>	Black Cherry	S5				C	C
<i>Acer platanoides</i>	Norway Maple	SNA			Category 1	IU	IC
<i>Acer spicatum</i>	Mountain Maple	S5				U	U
<i>Maianthemum racemosum</i>	Large False Solomon's Seal	S5				C	C
Birds (Incidental)							
<i>Cygnus buccinator</i>	Trumpeter Swan	S4	NAR	X			
<i>Dryobates villosus</i>	Hairy Woodpecker	S5		X			
<i>Cyanocitta cristata</i>	Blue Jay	S5					
<i>Catharus minimus</i>	Gray-cheeked Thrush	S4?B,S4M		X			
Mammals (Incidental)							
<i>Odocoileus virginianus</i>	White-tailed Deer	S5					
<i>Tamias striatus</i>	Eastern Chipmunk	S5					

Appendix F

Significant Wildlife Habitat Screening

Identification of Significant Wildlife Habitat

Seasonal Concentration Areas of Animals

Wildlife Habitat	Suitable ELC Ecosite Code	Habitat Suitability	Candidate SWH		SWH Defining Criteria	Confirmed SWH	
			Subject Lands	Adjacent Lands		Subject Lands	Adjacent Lands
Waterfowl Stopover and Staging Areas (Terrestrial)	No – Suitable ecosites are absent from the Study Area.	No fields with evidence of seasonal flooding from melt water or run-off were identified within the Study Area. No agricultural fields with waste grains and spring sheet water available were documented.	No	No	N/A	No	No
Waterfowl Stopover and Staging Areas (Aquatic)	No – Suitable ecosites are absent from the Study Area.	No ponds, marshes, lakes, bays, coastal inlets, or watercourses are present within the Study Area.	No	No	N/A	No	No
Shorebird Migratory Stopover Area	No – Suitable ecosites are absent from the Study Area.	No shorelines of lakes, rivers or wetlands, including beach areas, bars, seasonally flooded, muddy and un-vegetated shoreline habitat are present within the Study Area.	No	No	N/A	No	No
Raptor Wintering Area	Yes – Suitable Forest (FOD, FOM) and Upland (CUW, CUM) ecosites are present within the contiguous woodland overlapping the Study Area.	The combination of forested and upland ecosites is greater than 20 ha in size based on an aerial review of the surrounding landscape.	No	Yes	Targeted surveys to detect the presence or absence of species were not conducted.	No	No
Bat Hibernacula	No – Suitable ecosites are absent from the Study Area.	No caves, mine shafts, underground foundations or Karsts were identified within the Study Area.	No	No	N/A	No	No
Bat Maternity Colonies	Yes – FOD and FOM vegetation communities are present on, and adjacent to, the Subject Lands.	Mature deciduous and mixed forest stands containing large diameter snag trees (i.e., >25 cm DBH) occurring at sufficient densities (i.e., >10 snags/ha) to support maternity colonies are considered likely to occur within the contiguous woodland.	No	Yes	Targeted surveys to detect the presence or absence of species were not conducted.	No	No
Turtle Wintering Areas	No – Suitable ecosites are absent from the Study Area.	No aquatic habitat (i.e., permanent water bodies, large wetlands, bogs or fens) occurs within the Study Area to support overwintering habitat for turtles.	No	No	N/A	No	No
Reptile Hibernaculum	Yes – Suitable ecosites are present on the Study Area.	No burrows, rock crevices and other natural or naturalized features with the potential to extend below the frost line were identified on the Subject Lands. Adjacent lands are predominantly residential and agricultural and are not expected to support suitable hibernacula sites.	No	No	N/A	No	No
Colonially-Nesting Bird Breeding Habitat (Bank/Cliff)	No – Suitable ecosites are absent from the Study Area.	No suitable exposed soil banks, cliff faces, sandy hills, borrow pits, steep slopes, or other suitable habitat are present.	No	No	N/A	No	No

Identification of Significant Wildlife Habitat

Seasonal Concentration Areas of Animals

Wildlife Habitat	Suitable ELC Ecosite Code	Habitat Suitability	Candidate SWH		SWH Defining Criteria		Confirmed SWH	
			Subject Lands	Adjacent Lands	Subject Lands	Adjacent Lands	Subject Lands	Adjacent Lands
Colonially-Nesting Bird Breeding Habitat (Trees/Shrubs)	No – Suitable ecosites are absent from the Study Area.	No suitable wetland habitat is present on Site and no heron nesting sites/colonies were identified based on GEO mapping (wildlife values area map).	No	No	N/A	No	No	No
Colonially-Nesting Bird Breeding Habitat (Ground)	No – Suitable ecosites are absent from the Study Area.	No islands, peninsulas associated with open water or marshy areas occur within the Study Area.	No	No	N/A	No	No	No
Migratory Butterfly Stopover Areas	Yes – Woodland (FOD, FOM) vegetation communities are present on, and adjacent to, the Subject Lands. Open habitat (CUM) occurs south of the Study Area, adjacent to LaSalle Park.	A butterfly stopover area will be > 10 ha in size, with a combination of forest and field ecosites, and be located within 5 km of Lake Erie or Lake Ontario. Criteria are met as the Study Area is located within 5 km of Lake Ontario and exceeds minimum size thresholds.	No	Yes	Targeted surveys to detect the presence or absence of species were not conducted.	No	No	No
Land Bird Migratory Stopover Areas	Yes – FOD and FOM vegetation communities are present on, and adjacent to, the Subject Lands.	Yes – The Subject Lands are located within 5 km of Lake Ontario and the contiguous woodland is greater than 5 ha in size.	No	Yes	Targeted surveys to detect the presence or absence of species were not conducted. Anecdotal, annual observations of Bald Eagle and Red-tailed Hawk were noted by local residents.	No	No	No
Deer Winter Congregation Areas	Yes – FOD and FOM vegetation communities are present on, and adjacent to, the Subject Lands.	No – Mapping from the MNR GEO database does not identify any deer wintering areas within the Study Area.	No	No	N/A	No	No	No

Identification of Significant Wildlife Habitat

Rare Vegetation Communities

Rare Vegetation Community	Suitable ELC Ecosite Code	Habitat Description	Candidate SWH		SWH Defining Criteria	Confirmed SWH	
			Subject Lands	Adjacent Lands		Subject Lands	Adjacent Lands
Cliffs and Talus Slopes	No – Suitable ecosites are absent from the Study Area.	N/A	No	No	N/A	No	No
Sand Barren	No – Suitable ecosites are absent from the Study Area.	N/A	No	No	N/A	No	No
Alvar	No – Suitable ecosites are absent from the Study Area.	N/A	No	No	N/A	No	No
Old Growth Forest	Yes – FOD and FOM vegetation communities are present on, and adjacent to, the Subject Lands.	Vegetation community composition is not characteristic of an old growth forest. Communities were classified as mid-aged with large trees (i.e., >50 cm dbh) in rare abundance.	No	No	N/A	No	No
Savannah	No – Suitable ecosites are absent from the Study Area.	N/A	No	No	N/A	No	No
Tallgrass Prairie	No – Suitable ecosites are absent from the Study Area.	N/A	No	No	N/A	No	No
Other Rare Vegetation	Yes – A FOD7-4 vegetation community is present on adjacent lands east of the Subject Lands.	The FOD7-4 vegetation community is provincially ranked S2S3.	No	Yes	Due to access restrictions, targeted surveys were not conducted, however, the community has been classified per studies conducted by Conservation Halton.	No	Yes

Identification of Significant Wildlife Habitat Specialized Habitats of Wildlife Considered SWH

Wildlife Habitat	Suitable ELC Ecosite Code	Habitat Suitability	Candidate SWH		SWH Defining Criteria	Confirmed SWH	
			Subject Lands	Adjacent Lands		Subject Lands	Adjacent Lands
Waterfowl Nesting Area	No – Suitable ecosites are absent from the Study Area.	No suitable aquatic habitat occurs within the Study Area to support waterfowl nesting.	No	No	N/A	No	No
Bald Eagle and Osprey Nesting, Foraging, Perching	Yes – FOD and FOM vegetation communities are present on, and adjacent to, the Subject Lands.	Woodland communities overlapping the Study Area are contiguous with the Lake Ontario shoreline. Turtle Pond within Lassalle Park and contain various watercourse reaches.	No	Yes	Targeted surveys to detect the presence or absence of species were not conducted. Anecdotal observations from local residents suggest regular use of the woodland by adult and juvenile Bald Eagles in previous years.	No	No
Woodland Raptor Nesting Habitat	Yes – FOD and FOM vegetation communities are present on, and adjacent to, the Subject Lands.	Forested ecosites are less than 30 ha in size and contain no interior habitat.	No	No	N/A	No	No
Turtle Nesting Areas	No – Suitable ecosites are absent from the Study Area.	No exposed mineral soils (sand or gravel) were identified within 100 m of aquatic habitat.	No	No	N/A	No	No
Springs and Seeps	Yes – FOD and FOM vegetation communities are present on, and adjacent to, the Subject Lands.	Forested areas within the headwaters of a stream or river system are present within the Study Area.	No	Yes	Springs or seeps were identified within the FOD4 community on the Subject Lands.	Yes	No
Amphibian Breeding Habitat (Woodland)	Yes – Forested ecosites are present within the Study Area.	Turtle Pond occurs within the contiguous woodland south of North Shore Boulevard East and may support amphibian breeding habitat.	No	Yes	Due to access restrictions and the scoped nature of this EIA, detailed studies were not completed on the adjacent lands.	No	No
Amphibian Breeding Habitat (Wetlands)	No – Suitable ecosites are absent from the Study Area.	Wetland ecosites isolated (>120m) from woodland ecosites are absent from the Study Area.	No	No	N/A	No	No
Woodland Area-Sensitive Bird Breeding Habitat	Yes – FOD and FOM vegetation communities are present on, and adjacent to, the Subject Lands.	Woodlands overlapping the Study Area do not meet minimum size criteria (i.e., >30 ha) or contain interior forest habitat.	No	No	N/A	No	No

Identification of Significant Wildlife Habitat Habitats of Species of Conservation Concern

Species	Suitable ELC Ecosite Code	Habitat Suitability	Candidate SWH		SWH Defining Criteria		Confirmed SWH	
			Subject Lands	Adjacent Lands	Subject Lands	Adjacent Lands	Subject Lands	Adjacent Lands
Marsh Breeding Bird Habitat	No – Suitable ecosites are absent from the Study Area.	No wetland habitats containing shallow water with emergent aquatic vegetation are present within the Study Area.	No	No	N/A	No	No	
Open County Bird Breeding Habitat	No – Suitable ecosites are absent from the Study Area.	No suitable ecosites >30 ha in size occur within the Study Area.	No	No	N/A	No	No	
Shrub/Early Successional Bird Breeding Habitat	No – Suitable ecosites are absent from the Study Area.	No suitable ecosites >30 ha in size occur within the Study Area.	No	No	N/A	No	No	
Terrestrial Crayfish	No – Suitable ecosites are absent from the Study Area.	Preferred habitat is associated with wet meadows and shallow marshes. Vegetation communities within the Study Area do not meet suitable habitat criteria.	No	No	N/A	No	No	

Identification of Significant Wildlife Habitat

Habitats of Species of Conservation Concern – Special Concern and Rare Wildlife Species

Species	Habitat Suitability	Candidate SWH		Confirmed Presence Criteria	Confirmed SWH	
		Subject Lands	Adjacent Lands		Subject Lands	Adjacent Lands
Perfoliate Bellwort (S1S2)	Rich, mesic to moderately dry deciduous or mixed forests and upland thickets on well-drained, humus-enriched soils.	No	Yes	Although this species was not detected during the fall preliminary reconnaissance survey, as this species blooms in spring and summer, an absence of species observations does not confirm species absence.	No	No
Tufted Titmouse (S3)	Woodland ecotones (i.e., CUW1) present on the Subject Lands = may provide suitable habitat for this species.	No	Yes	Targeted surveys to detect the presence or absence of species were not conducted.	No	No
Eastern Wood-Pewee (SC)	Woodland ecotones (i.e., CUW1) with well-developed undergrowth are present within the Study Area and may provide suitable habitat for this species. Although Eastern Wood-Pewee prefers woodland communities with little understory vegetation, given the extent of woodlands overlapping the Study Area and interspersed anthropogenic areas, suitable forest clearings and woodland edges to support this species are abundant.	No	Yes	Targeted surveys to detect the presence or absence of species were not conducted.	No	No
Wood Thrush (SC)	Woodland ecotones present on, and adjacent to, the Subject Lands may provide suitable habitat for this species.	No	Yes	Targeted surveys to detect the presence or absence of species were not conducted.	No	No

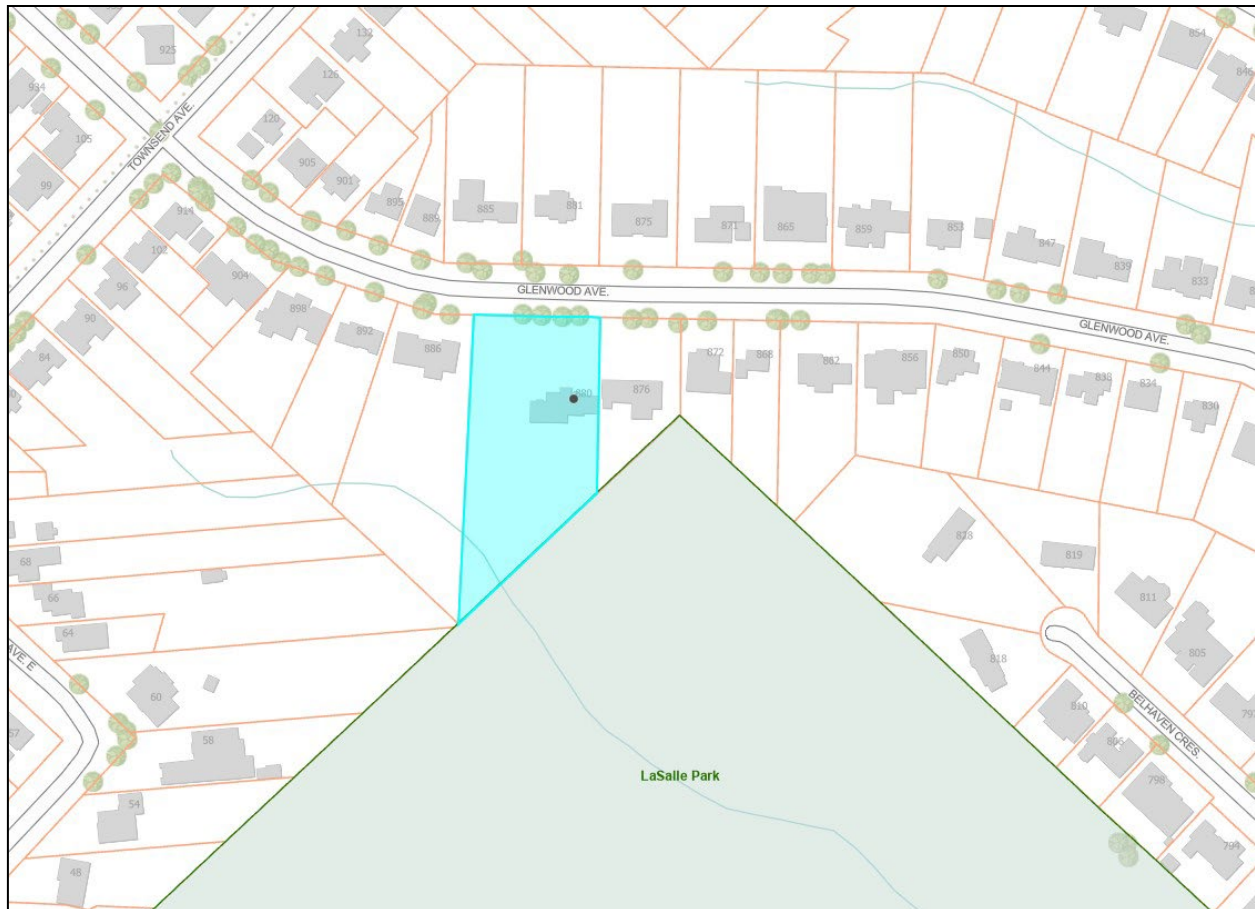
Identification of Significant Wildlife Habitat

Animal Movement Corridors

Wildlife Habitat	Suitable ELC Ecosite Code	Candidate SWH		SWH Defining Criteria	Confirmed SWH	
		Subject Lands	Adjacent Lands		Subject Lands	Adjacent Lands
Amphibian Movement Corridors	No – Suitable ecosites associated with water are absent from the Study Area. Movement corridors are identified where confirmed amphibian breeding habitat is present within wetlands. No confirmed wetland amphibian breeding was identified within the Study Area.	No	No	N/A	No	No

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Owner(s): Janet Simpson and Jennifer Jane Simpson
Address: 880 Glenwood Ave. Burlington
File No. **B-004/24 & A-012/25**
Ward: 1



Staff Comments

Committee of Adjustment

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

The Applicant is advised that the following conditions are required:

- 1) The Applicant shall provide a copy of the draft reference plan prepared by an OLS to the Secretary – Treasurer for review and approval prior to depositing the plan; and

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-
- 2) The Applicant shall submit a surveyor's certificate confirming from an Ontario Land Surveyor that the severed and retained parcels, in their final configuration, meets all the requirements of the applicable Zoning By-law, and that the Secretary-Treasurer receives written confirmation that this condition has been satisfied to the satisfaction of the Zoning Coordinator or designate; and
 - 3) The Applicant shall provide one (1) copy of the Deposited Reference Plan to the satisfaction of the Secretary – Treasurer; and
 - 4) The Applicant shall provide the Secretary –Treasurer one (1) copy of the draft transfer documents.
 - 5) The Applicant shall provide one (1) copy of the wording for the certificate of official to the satisfaction of the Secretary – Treasurer; and
 - 6) The Applicant shall make payment of any outstanding property taxes including all installments levied at the time of the issuance of the consent. Local improvements must be commuted.

Please see attached "Schedule A" for a comprehensive list of conditions of provisional consent.

Date: February 14, 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, and is located in the designated area for lot coverage and floor area ratio. The R2.1 zone requires, among other things, the following:

1.6 COMPLIANCE WITH THIS BY-LAW

1.6.1 No person shall use, cause, or permit the use of any land, building, structure, or part thereof, or erect, repair, or alter, or cause or permit the erection, repairing, or altering of any building or structure which is not in conformity with the provisions of this By-law, EXCEPT as follows:

- (g) No lot shall be changed in area or width by either the conveyance of land or otherwise so that:
 - (i) The lot coverage exceeds the maximum permitted by this By-law,

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- (ii) The existing or resulting lot area, width or yards will be less than the minimum permitted by the provisions of this By-law.

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
Without attached garage or carport: 10% of actual lot width, 3 m minimum on one side

2.24 DRIVEWAY WIDTHS AND LANDSCAPED OPEN SPACE AREA

4) Unless otherwise specified in this by-law, the following combined maximum width of all hard surfaces (driveways plus walkways) and landscaped open space area requirements shall apply for detached, semi-detached, duplex, triplex, fourplex, common element townhouse, common element back-to-back townhouse, and street townhouse dwellings:

- (g) A hammerhead driveway is permitted subject to the following:
- (i) Front or street side lot lines are equal to or greater than 18 m in width.
 - (ii) Maximum width of a walkway shall be 2 m.
 - (iii) The widest point not including the 2 m hammerhead extension shall not exceed a maximum of 7 m.
 - (iv) Shall have a maximum width of 3 m.**
 - (v) Shall have a maximum length of 2 m extending perpendicularly from the driveway.**
 - (vi) Shall be set back a minimum of 0.5 m from the interior and street side lot lines.

See Section 1.13, Illustration No. 5 – Hammerhead Driveway

2) Proposal:

The applicant is proposing to create two new parcels of land by severing one approximately 4,782.41 m², 49.4538 m wide existing lot being 880 Glenwood Avenue.

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This will result in a severed lot (Part 2) of 787.8 m² in area with a width of 20.74 m and a retained lot (Part 1) of 4,022.9 m² in area with a width of 28.71 m.

Both proposed lots will comply with the minimum required lot width and area.

The proposed Retained Lot will provide all required setbacks with the exception of the east side yard. A minor variance will be required to facilitate the creation of the two proposed lots.

Final Development Zoning Review:

Property Address	Parts	Minimum Lot Area	Proposed	Minimum Lot Width	Proposed
880 Glenwood Avenue	From 880 Glenwood Avenue to be: Retained: Parts 1	700 m ²	4,022.9 m ²	18m	28.71 m
880 Glenwood Avenue	From 880 Glenwood Avenue to be: Severed: Parts 2	700 m ²	787.8 m ²	18m	20.74 m

Retained Parcel (Part 1)

The proposed Retained parcel complies with the minimum requirement for lot area and lot width.

It does not comply with the minimum requirement for side yard to the east side yard.

Variance required

1. To permit a south-east side yard of 0.85 m for the existing dwelling instead of the minimum required 2.902 m to facilitate a proposed land severance.
2. To permit a hammerhead driveway with a width of 4.3 m instead of the maximum permitted 3.0 m.
3. To permit a hammerhead driveway with a length of 7.3 m instead of the maximum permitted 2.0 m.

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Severed Parcel (Part 2)

The proposed Severed parcel complies with the minimum requirement for lot area and lot width.

4) Notes and conditions:**Conditions:**

1. Minor variances for the retained parcel are required to be approved prior to final consent.
2. The asphalt driveway crossing the new property line on the severed parcel is to be removed prior to final consent.

Notes:

1. A Pre-Building Approval Application is required for the future development of the property.
2. The subject lands are regulated by Conservation Halton (CH). A permit from CH will be required to be submitted as part of a complete Pre-Building Approval application.
3. The proposed dwelling on the severed parcel is required to show compliance with all zoning regulations at the Pre-Building Approval Stage. Any additional variances required will be the applicant's responsibility to obtain.
4. The variance is being reviewed under Section 45 (1) of the *Planning Act*.

Date: June 25, 2024

Prepared By: Steve Boich

Heritage Planning

The subject lands are identified as having archaeological potential. As such, a Stage 1 Archaeology Assessment is required, at minimum, to be prepared by a qualified professional, prior to any site disturbance. Confirmation that the report was submitted and received by the Ministry is required.

Should previously undocumented archaeological resources be discovered, they may be subject to Section 48 (1) of the *Ontario Heritage Act*. Cease activities immediately and contact the Ministry of Citizenship and Multiculturalism (archaeology@ontario.ca). The

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Funeral, Burial and Cremation Services Act, 2002, S.O. 2002, c.33 requires that any person discovering human remains must notify the police.

Date: June 4, 2025

Prepared By: C. Richer

Site Planning

Site Characteristics			
	Combined	Severed	Retained
Lot Frontage (m)	49.76m	20.74m	28.71m
Lot Area (m²)	4810m ²	788m ²	4022m ²
Existing Land Uses <i>(ex. buildings, structures, driveways, fences, etc...)</i>	Detached dwelling		
Site Grading <i>(ex. Flat and level, significant grade differences)</i>	Sloping from front to back towards Lasalle Park.		
Notable Site Features	Wide, deep and well landscaped property with circular driveway and numerous mature trees covering the rear half of the lot		
Surrounding Land Uses <i>(ex. Adjacent building relationships, natural features, notable adjacencies)</i>	Low-rise residential, with a mix of one, one-and-a-half and two-storey detached homes.		
Nearest Major Intersection	Lasalle Park Road and North Shore Boulevard E		
Neighbourhood Boundaries*	North: Plains Road East East: Burlington Golf and Country Club South: North Shore Boulevard E West: Lasalle Park Road		
<small>*Based on OP, 1997 residential neighbourhood definition</small>			

Neighbourhood Characteristics:

- Areas south of Plains Road East between the Burlington Golf and Country Club and Lasalle Park Road are primarily developed with single detached homes
- The layout of the neighbourhood, south of Townsend Avenue is influenced by its proximity to the lake, and features variable, sloping topography and streets separated from one another by creeks and associated depressional features that are part of the Lake Ontario watershed
- Glenwood Avenue is characterized by expansive properties with mature trees and front yard setbacks that appear larger due to the absence of sidewalks and other features delineating the private and public realms.

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-
- Homes on Glenwood Avenue generally have wide footprints and broad front elevations that are a reflection of the large lot widths
 - Homes on the street represent a range of ages and architectural design styles, with numerous examples of newer homes present next to older homes.
 - Most homes have a sloped roof profile, although there is at least one home with a flat roof and modern design. Most homes feature integral garages
 - Homes on the southwest side of Glenwood Avenue back onto Lasalle Park, a 57-acre City owned park with a marina, picnic areas, creeks, wooded areas and trails
 - Homes on the northeast side of Glenwood Avenue back onto a creek regulated by Conservation Halton
 - Lot frontages on Glenwood Avenue are typically wide, but non-uniform. For example, 868 Glenwood Avenue has a frontage of 18.28 m, whereas 800 Glenwood Avenue has a frontage of 45.72m

Proposed Consent:

The applicant is proposing to sever the subject property to establish a second lot. Both proposed lots exceed the minimum required lot width of 18m and lot area of 700 m². The proposed retained lot will provide all required setbacks except for the east side yard, which will require a minor variance.

The Planning Act, Sections 53 (12) and (51(24))

In evaluating a consent application, the Committee of Adjustment must consider matters under Sections 53 (1), (12), and 51(24) of the *Planning Act*. Specifically, section 51(24) contains a set of criteria that the Committee must “have regard to” when evaluating the proposal.

In staff's opinion the proposal is consistent with the consent criteria under section 51(24), which states the following:

In considering a draft plan of subdivision, regard shall be had, among other matters, to the health, safety, convenience, accessibility for persons with disabilities and welfare of the present and future inhabitants of the municipality and to,

- a) The effect of development of the proposed subdivision on matters of provincial interest as referred to in section 2;

The proposal respects matters of provincial interest as outlined in section 2 of the Planning Act:

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- The impact to ecological systems was assessed in the Scoped Environmental Impact Assessment (EIA) Report dated April 29, 2026 by MTE Consultants Inc., who concluded “no residual natural heritage concerns have been identified that would preclude the proposed severance, provided that drainage is appropriately managed.” To implement this recommendation, staff are recommending a condition be appended to the consent decision requiring the applicant to enter into an agreement under section 53 of the *Planning Act*, registered on title of the severed lot, requiring the new owner to develop the new lot in accordance with a grading and drainage plan demonstrating “that post-construction drainage from the developed (i.e., impermeable) portion of the lot is directed away from the adjacent valley slope”...and that addresses interim drainage and erosion controls. Impacts were also considered as part of the circulation to other departments and agencies. (2a)
- The proposal has no impact to agricultural resources since no agricultural activities are present on site. (2b)
- Natural and mineral resources are not impacted. (2c)
- There are no impacts to significant architectural, cultural, historical or archaeological resources. (2d)
- Energy and water supply and usage are unaffected. (2e)
- The provision and use of communication, transportation, sewage and water services and waste management systems are not significantly affected by the addition of one detached dwelling. (2f)
- Very minor net increase in waste. (2g)
- No impacts to the orderly development of safe and healthy communities. (2h)
- No accessibility impacts. (2h.1)
- The proposal for one additional lot would not generate significant additional demand for educational, health, social, cultural and recreational facilities. (2i)
- The application proposes one additional housing unit, which is encouraged within this area. (2j)
- The adequacy of employment opportunities is unaffected. (2k)
- No implications for the financial and economic well-being of the Province. (2l)
- The requirement that the planning activities of public bodies be coordinated has been met. The Region of Halton and Conservation Halton have reviewed the proposal and have no objection. (2m)
- The proposal does not represent a conflict between public and private interests (2n)
- Public health and safety are unaffected. (2o)
- Staff have assessed the proposal with respect to creating a new building lot for the purposes of constructing a new detached dwelling and have discussed within this report (2p).

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- Matter 2q, requiring transit and pedestrian supportive development does not apply.
- Matter 2r requiring well designed built form does not apply.
- Matter 2s, requiring that greenhouse gas emissions be mitigated and requiring climate adaptation does not apply.

b) Whether the proposed subdivision is premature or in the public interest;

The proposal is not premature. The provision of additional housing with no significant environmental impacts is in the public interest;

c) Whether the plan confirms to the Official Plan and adjacent plans of subdivision, if any;

Official Plan conformity is evaluated in more detail in the following section. In staff's opinion, the proposal conforms with the City's Official Plan;

d) The suitability of the land for the purposes for which is it to be subdivided;

One additional lot is proposed to be created as a result of the proposed consent. Staff have evaluated the request throughout the planning comments of the report. Overall, it is the opinion of staff that the proposed new building lot is suitable for its proposed use.

- (d.1) If any affordable housing units are being proposed, the suitability of the proposed units for affordable housing;

No affordable housing units are proposed, therefore criteria d.1 does not apply

e) The number, width, location and proposed grades and elevations of highways, and the adequacy of them, and the highways linking the highways in the proposed subdivision with the established highway system in the vicinity and the adequacy of them;

The proposal has no impacts to highways, grades or elevations;

f) The dimensions and shapes of the proposed lots;

Staff have evaluated the dimensions and shapes of the proposed lots within later sections of this report and find them to be acceptable.

g) The restrictions or proposed restrictions, if any, on the land proposed to be subdivided or the buildings and structures proposed to be erected on it and the restrictions, if any, on adjoining land;

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The proposal has been evaluated throughout this report as it relates to applicable policies and restrictions.

- h) Conservation of natural resources and flood control;

Conservation Halton has reviewed the proposal and have no objections but have noted that a permit will be required.

- i) The adequacy of utilities and municipal services;

One new lot is proposed. The adequacy of utilities and services has been reviewed by the Region, who have no objections to the proposal;

- j) The adequacy of school sites;

The proposal does not generate any additional demand for school sites;

- k) The area of land, if any, within the proposed subdivision that, exclusive of highways, is to be conveyed or dedicated for public purposes;

No public land dedication is proposed or required as part of the proposal;

- l) The extent to which the plan's design optimizes the available supply, means of supplying, efficient use and conservation of energy;

The plan's design has no impact on the optimization of the available supply, means of supplying, efficient use and conservation of energy; and

- m) The interrelationship between the design of the proposed plan of subdivision and site plan control matters relating to any development on the land, if the land is also located within a site plan control area designated under subsection 41 (2) of this Act;

The applicant is proposing to sever the subject lands to create one additional building lot for the purposes of constructing a new detached dwelling. This development would not be subject to Site Plan Control.

Regional Official Plan:

The subject lands are located within the Urban Area (Map 1) in the Regional Official Plan (ROP). The Urban Area (Section 72) policies of the ROP identify that the goal of the Urban Area and the Regional Urban Structure is to manage growth in a manner that fosters complete communities, enhances mobility across Halton, addresses climate change, and improves housing affordability, sustainability and economic prosperity. Furthermore, Section 72.1(4) states that it is the objective of the Urban Area to ensure that growth takes place commensurately both within and outside of the Built Boundary.

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Per Section 76 of the ROP, 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. The use is permitted in the Burlington Official Plan and Zoning By-law and is consistent with the section 76 of the ROP.

The subject lands are adjacent to lands designated as part of the Regional Natural Heritage System (RNHS) (to the south of the subject lands) according to Map 1 of the ROP. In accordance with Section 118(3.1)c) of the ROP, proposed development located wholly or partially inside or within 120 metres of the RNHS triggers the requirement for an Environmental Impact Assessment (EIA).

The applicant has satisfied this requirement through submission of a scoped Environmental Impact Assessment (EIA) Report dated April 29, 2026 by MTE Consultants Inc. A significant woodland feature extends from Lasalle Park over the rear of the property, although the proposed severed lot is fully outside of the dripline (as staked by Region of Halton staff). The proposed rear property line is also 7.5 m away from the top-of-bank staked by Conservation Halton staff. The hypothetical building envelope for a new home on the severed lot would respect not only the dripline of the woodlands but also a 10 m buffer from the dripline. However because portions of the newly created lot would be inside the 10m buffer from the woodland feature dripline, the report recommends that approval of the consent be conditioned on the developer of the severed lot submitting a site grading and drainage plan, “prepared and stamped by a qualified Professional Engineer, designed in accordance with the City of Burlington Stormwater Management Design Guidelines and any other applicable municipal requirements demonstrating that post-construction drainage from the developed (i.e., impermeable) portion of the lot is directed away from the adjacent valley slope. The plan shall also address interim drainage and erosion controls.” Staff recommend that this be secured through an agreement under section 53 of the *Planning Act*.

Staff have no concerns with the proposal from a Regional Official Plan perspective.

City of Burlington 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 proposed uses conform to the ‘Low-Rise Neighbourhood I’ land use designation under BOP, 2020, which supports gradual, compatible infill development that maintains the existing low-rise character while allowing for

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more diverse housing options. In this designation single-detached and semi-detached dwellings, and duplexes may be permitted.

The proposal meets policies in OP, 1997 in Part VI, Section 4.4, which include:

- (i) where applicable, the policies for infill development contained in Part III, Subsection 2.5.4 of this Plan;

The applicant is seeking to create one additional building lot for the purposes of establishing a new detached dwelling. The following infill policies, contained in Part III, Subsection 2.5.4 of the BOP 1997 are applicable to the subject proposal:

- a. Ground-oriented residential infilling within existing neighbourhoods are encouraged.
- b. New infill development shall be compatible with the surrounding development in terms of height, scale, massing, siting, setbacks, coverage and amount of open space; and in the case of individual applications for consent, the additional policies of Part VI, Subsection 4.4 of this plan apply.
- c. The creation of new housing that is compatible with existing neighbourhoods shall be encouraged.

The applicant is proposing residential infill by way of severing a property within an existing residential neighbourhood and constructing a new detached dwelling on the severed lands in the future.

Although no new development is being proposed on the severed parcel, staff have reviewed a concept plan which depicts a potential development footprint. Based on the footprint, staff are satisfied that the site can accommodate a new detached dwelling that maintains compatibility with the surrounding area with respect to height, scale, massing, siting, setbacks, coverage and open space.

- (ii) the size, configuration and location of the proposed consent should be appropriate for the use proposed considering the municipal services available; or where municipal services are not available, the adequacy of potable water supply and the suitability of the soil for septic tanks;

The subject property is located within the urban boundary of the City and municipal servicing is available to the property. Municipal servicing (water and sanitary services) is provided and managed by Halton Region. When development is proposed to occur, a servicing permit will be required to be obtained from Halton Region prior to receiving site plan approval and a building permit.

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- (iii) the lot size and proposed use of the proposed consent should conform to the provisions of the Zoning By-law, where applicable;

The proposed severed and retained lots would comply with the minimum lot frontage and area requirements of the Zoning By-law.

- (iv) the lot should have a compatible width and area with lots in the immediate vicinity;

The severed parcel is proposed to have a smaller depth than lots within the immediate vicinity. Staff acknowledge that a variety of lot sizes exist in the subject neighbourhood and that there is currently no uniform lot size. Nonetheless, the proposed property fabric complies with the zoning requirements for lot width and lot area, provides enough space for a dwelling that can be situated in a compatible manner compared to surrounding dwellings, and can maintain a consistent streetscape. Staff are of the opinion that the intent of this policy is maintained.

- (v) any new lots intended for building must front on an existing public or common element road;

Both the proposed severed and retained parcels will have frontage onto Glenwood Avenue.

- (vi) a traffic hazard shall not be created by access to a road with limited sight lines on curves or grades;

The road configuration of all surrounding public roads would be maintained and would not be altered as a result of the proposed consent application.

The property currently supports a circular driveway with two accesses to Glenwood Avenue. Based on the location of the accesses, one would remain on the retained lands, and one is located on what is proposed to become the severed lands. The applicant is proposing to convert the driveway on the retained lands into a hammerhead driveway so that it no longer crosses the proposed lot line. The applicant intends to remove the driveway from the severed parcel, and a new driveway will be proposed in conjunction with a future residential development.

- (vii) provision shall be made for future streets, and lot creation and development shall not preclude or inhibit future development of surrounding lands, where applicable;

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The subject proposal seeks to sever an existing residential property to create one additional residential lot. Staff are satisfied that the proposed consent would not preclude or inhibit any future development of the subject lands or surrounding area.

- (viii) the proposed consent should not extend into areas susceptible to flooding or erosion, or adversely affect drainage patterns;

Grading and drainage details will be reviewed by Site Engineering staff when applicable planning applications are submitted for future proposed development to ensure that stormwater is managed appropriately. The lands are also regulated by Conservation Halton, who are generally in support of the application but have noted that a Conservation Halton Permit will be required in the future.

- (ix) the frontage of new lots intended for building should generally not be less than approximately 40 per cent of the lot depth;

The frontage of lots is considered to ensure that proposed lots are configured in a manner to establish orderly development. Using the 40% of lot depth measure is a guideline used to assess new proposed lots. When lots are too narrow the size and type of built form, site circulation, parking, and other site considerations may be constricted and limited.

Both parcels have an irregular shape. The proposed retained lands have a depth ranging from 68.36 metres to 87.95 metres, and a lot width of 28.71 metres. As such, this proposal meets the criterion as it relates to the depth on the east side, but not the west side. Notwithstanding, staff are of the opinion that the intent of the policy is met, given that a large frontage over 10m in excess of the zoning standard is being maintained.

The proposed severed parcel has a lot depth ranging from 32.69 metres on one side, to 44.77 metres on the other side. In this case, the frontage of 20.74 metres is greater than 40% of the lot depth in both cases, and therefore the criterion is met on this parcel.

- (x) within Neighbourhood Character Areas, the proposed development shall achieve consistency with neighbourhood character; and

Not applicable. The subject property is not located within the Shoreacres, Roseland or Indian Point Neighbourhood Character Areas.

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- (xi) within Neighbourhood Character Areas, the minimum lot widths and areas of proposed new lots Neighbourhood Character Areas shall meet or exceed the average lot width and lot area of single detached residential lots fronting on both sides of the same street within 120 m of the subject property.

Not applicable. The subject property is not located within the Shoreacres, Roseland or Indian Point Neighbourhood Character Areas.

Staff have evaluated the proposed consent based on the applicable policies of the City of Burlington Official Plan and are of the opinion that the intent of the policies has been met.

Burlington Zoning By-law 2020, as amended:

The subject lands are zoned Residential Low-Density ('R2.1') Zone in accordance with Map No. 3 of Zoning By-law 2020, as amended. A detached dwelling is a permitted use pursuant to the applicable zoning. The proposal complies with the requirements of the Zoning By-law, except for the proposed variances relating to the existing dwelling and the proposed driveway. Staff have evaluated the proposed variances in the following section of this report.

Recommendation:

Staff have reviewed the proposed Consent variance in accordance with the policies of the Official Plan and the requirements of the Zoning By-law and have no objection to the proposal subject to the below condition.

Consent Condition

That the applicant to enter into an agreement under section 53 of the *Planning Act* with the City of Burlington to the satisfaction of the Director of Community Planning, registered on title of the severed parcel, requiring:

1. Submission of a grading and drainage plan prepared and stamped by a qualified Professional Engineer, designed in accordance with the City of Burlington Stormwater Management Design Guidelines and any other applicable municipal requirements, demonstrating that post-construction drainage from the developed (i.e., impermeable) portion of the lot will be directed away from the adjacent valley slope and addressing interim drainage and erosion controls during construction.

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2. That the owner grade and develop the property in accordance with the above grading and drainage plan.

Minor Variances

1) City of Burlington Official Plan:

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

Regional Official Plan (2009):

The subject lands are located within the Urban Area (Map 1) in the Regional Official Plan (ROP). The Urban Area (Section 72) policies of the ROP identify that the goal of the Urban Area and the Regional Urban Structure is to manage growth in a manner that fosters complete communities, enhances mobility across Halton, addresses climate change, and improves housing affordability, sustainability and economic prosperity. Furthermore, Section 72.1(4) states that it is the objective of the Urban Area to ensure that growth takes place commensurately both within and outside of the Built Boundary.

Per Section 76 of the ROP, 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. The use is permitted in the Burlington Official Plan and Zoning By-law and is consistent with the section 76 of the ROP.

The lands are adjacent to lands designated RNHS, in accordance with Map 1 of the ROP. This has been discussed within the consent portion of this report.

Staff have no concerns with the proposal from a Regional Official Plan perspective.

Burlington's Official Plan (1997 and 2020)

Yes

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 to permit a reduced south-east side yard of 0.85 m for the existing dwelling instead of the minimum required 2.902 m, and to permit a hammerhead driveway that exceeds length and width requirements meets the general intent and purpose of the Official Plan for the following reasons:

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- The variance represents the existing east side yard setback condition and is related to the house already present on site. The side yard is not being reduced because of the severance. The side yard setback on the opposite side of the house, which is changing, exceeds the zoning standard and ranges from 3.21m to 3.47m, providing ample space for access and maintenance.
- The proposed (existing) setback is compatible with the surrounding neighbourhood consistent with policy 8.3.1(a) (General Objectives) of BOP, 2020, which states that the form of new development in Residential Neighbourhood Areas must be balanced with other considerations like compatibility and integration within existing residential neighbourhoods. Some properties on Glenwood feature a small side yard setback. The neighbouring home to the east features a 1.2 m wide side yard setback and the home at 872 Glenwood Avenue features an approximately 1m wide east side yard setback.
- The setback corresponds to a portion of the house that is small in scale, and which does not generate undue physical (including form) or functional adverse impact on the neighbour at 876 Glenwood Avenue, consistent with compatibility requirements of the OP, 2020 and 1997. The setback is related to an integral one-storey garage with a depth of approximately 7 m.
- The proposed hammerhead driveway has been created through the removal of half of the existing circular asphalt driveway, rather than the addition or expansion of the asphalt area and will result in a net decrease in hard surface area on the retained parcel.
- The proposed hammerhead driveway is compatible with the range of driveway types present on the street, which includes multiple properties with full circular driveways, including 847, 875, 876 and 865 Glenwood Avenue
- The hammerhead driveway will maintain a significant, continuous area of soft landscaping in the front yard, consistent with most properties on the street

2) City of Burlington Zoning By-law 2020:

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

Yes

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The intent of the zoning regulation requiring a minimum side yard of 10% of the lot width is to maintain proportional spacing between dwellings based on the size of a lot. The proposed variance is consistent with this intent for the following reasons:

- The lot width is proposed to change as a result of the proposed consent. The existing lot width is 49.45 metres, which would require a side yard setback of 4.94 metres. The reduction of the lot width resulting from the consent would bring the existing setback closer to the requirement, given that the requirement would become smaller.
- The setback is on the east side and already exists. No physical changes to the siting of the dwelling, or the relationship of the existing dwelling to the dwelling on the east side are proposed.
- The setback on the west side of the property exceeds the zoning standard and would provide access to the rear yard.

The general intent and purpose of the limitations on hammerhead driveway length and width are to restrict the amount of the front yard occupied by hard surfaces. The proposed variances are consistent with this intent and purpose for the following reasons:

- The retained parcel will maintain an exceptionally large front yard dominated by soft landscaping, resulting from the significant front yard setback of over 27 m, and the expansive lot width of 28.71m. The hammerhead driveway comprises a minority of the yard area, maintaining a width of approximately 5.2 metres for most of the driveway length (20% of lot width).

3) Desirability:

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

Yes

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

- The proposal represents a reasonable form of infill development. The existing dwelling is sited on the east side of the property, which leaves a vacant space within the streetscape on the west side. By severing the property, there would be an opportunity for a new dwelling to be located within the empty space on the west side of the property.

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- The setback reduction would enable the existing house and garage to remain, and facilitate the infilling of the streetscape with a compatibly sized home on a new lot that fits within the existing range of lot widths and areas already present on the street.
- The proposed hammerhead driveway variances are the result of the owner removing over half of their existing circular driveway, which will reduce the percentage of the front yard occupied by hard surfaces

4) Minor in Nature:

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

Yes

The variance for the side yard setback on the east side of the property represents an existing condition. The variance seeks to recognize this existing setback based on the new lot frontage. The existing dwelling would not be moving any closer to the adjacent dwelling than what currently exists.

The proposed new hammerhead driveway is less extensive and covers less of the front yard than a circular driveway and is the result of truncating the circular driveway rather than expanding the existing driveway area. The variances are minor in nature when compared against the unusually large size of the front yard.

Recommendation:

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

Date: May 12, 2026

Prepared By: John O'Reilly

Site Photographs

Attachments:

Attachment No. 1 – Site Photos (June 6, 2025)

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Existing Dwelling – 880 Glenwood Avenue



Vacant Portion of Land Beside Dwelling



Existing Dwelling and Dwelling to East

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Streetscape to West



Existing home and driveway



Existing Circular Driveway



Area of property to be severed

Development Engineering

Development Engineering has no objection to the proposed consent and minor variances being granted, subject to the following conditions:

1. Provide Draft Reference Plan that identifies the existing and new lots, existing or proposed easements that are clearly labeled with part numbers.
2. Submit a Stormwater Management Brief, for approval, that is stamped and certified by a Professional Engineer and completed in accordance with the City's Stormwater Management Design Guidelines. Each lot shall manage stormwater independent of each other and without adverse impacts to neighboring properties.

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3. Submit a Geotechnical Report provided any infiltration galleries, soak-away-pits, etc. are proposed and or required as part of the stormwater management design

 4. Provide an overall servicing, grading and drainage plan for the severed and retained parcels, for approval. The plan shall be stamped and signed by a Professional Engineer or an Ontario Land Surveyor and shall provide for the following for all severed and retained parcels:
 - a. Existing building envelopes and setbacks from property lines;
 - b. Proposed maximum building envelopes and setbacks from property lines;
 - c. Proposed top of foundation wall and finished floor elevations;
 - d. Existing and proposed ground elevations;
 - e. Existing ground elevations on adjacent properties and road allowances to sufficiently determine existing drainage patterns;
 - f. Demonstrate that drainage will be controlled within the property limits of the severed and retained parcels, by use of swales (with subdrain if swale gradient is less than 2%), soak-away pits, rear yard catchbasins, etc.;
 - g. Existing and proposed service connection locations;
 - h. Existing and proposed driveway locations (which must maintain a 1.2 metre clearance from above ground utilities) and slopes;
 - i. Existing and proposed retaining walls;
 - j. Existing and proposed fence;
 - k. Existing trees with base elevations (both private and City owned), including diameter at breast height. Please indicate which trees, if any, are to be removed;
 - l. Existing and proposed utility poles and boxes; and
 - m. Closest municipal hydrant. Please either show the location on the plan or indicate the location with a note.

Carry out the following to the satisfaction of the Director of Engineering Services and the Director of Community Planning:

NOTES:

Prior to applying for a Building Permit, obtain a Grading and Drainage Clearance Certificate from Engineering Services. For the issuance of a Grading and Drainage Clearance Certificate the following will be required for each severed lot:

- A Grading and Drainage Clearance Certificate application fee;
- A refundable grading, drainage and site maintenance deposit in an amount to be determined for the completion of the approved grading and servicing site work and to ensure that the site is maintained, and the road allowance is not damaged during construction, to the satisfaction of the Director of Engineering Services;

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- A detailed servicing, grading and drainage plan, for approval, which conforms to the overall servicing, grading and drainage plan and shows the proposed building envelop, grading, drainage, servicing layouts and required driveway changes;
 - Erosion and sediment control for the disturbed ground area. Please show the necessary erosion and sediment control on the plan; and
 - An Entrance Permit for any new driveway curb depressions.

Please note that additional reports, plans, documents, and requirements may be applicable as more information regarding the proposal and design is provided.

Date: June 4, 2025

Prepared By: Garry R. Colorado Hernandez

Forestry

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

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

Date: June 6, 2025

Prepared By: R. Shaw-Lukavsky

Building

Building has reviewed the proposed minor variance application have no comments. Please note the location of the house is shown to be existing with no proposed construction or changes to the *limiting distance* along the east property line.

Date: Jun 5, 2025

Prepared By: T. Le

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Transportation Planning

Deemed Road Width Analysis

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

Date: June 28/2024

Prepared By: Dan Ozimkovic

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

Date: June 4, 2025

Prepared By: Stephanie Robinson

Legal – Realty Services

NOTE: The Owner, its successors and assigns, shall pay cash in lieu of parkland dedication prior to building permit issuance in an amount to be determined by the Manager of Realty Services based on the current parkland dedication policy at that time.

Date: May 30, 2025

Prepared By: Karen Lanza

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: May 28, 2025

Prepared By: L. Bray

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Conservation Halton

Consent (Severance) and Minor Variance Application
880 Glenwood Avenue
City of Burlington
Owner: Janet Elizabeth Simpson
Agent: RV Associates c/o David Nelson
CH Files: PMVG-2730, PSEV-834
CH Related File: PFCG-82

Conservation Halton (CH) staff has reviewed the application materials for the attached abovementioned consent and minor variance applications 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 5.1.1-5.2.8] and/or provincial plans).

Proposal

CH staff understands the applicant is proposing to sever a portion of 880 Glenwood Avenue, Burlington to create a new, 788 m² lot. Variances are required to permit reductions in south-east side yard setbacks and to permit a hammerhead driveway with a larger width and length than typically permitted.

Conservation Authorities Act and Ontario Regulation 41/24

Effective April 1, 2024, CH's previous regulation, Ontario Regulation 162/06 ("Regulation of Development, Interference with Wetlands and Alterations to Shorelines and Watercourses") under Section 28 of the *Conservation Authorities Act* (CA Act) was repealed and replaced by Ontario Regulation 41/24 ("Prohibited Activities, Exemptions and Permits"). Complementary provisions under Part VI ("Regulation of Areas Over Which Authorities Have Jurisdiction") and Part VII ("Enforcement and Offences") of the CA Act were proclaimed on the same date.

CH regulates all watercourses, valleylands, wetlands, Lake Ontario Shoreline and hazardous lands as well as lands adjacent to these features. Based on CH's Approximate Regulation Limit (ARL) mapping, the subject property at 880 Glenwood Avenue is adjacent to a tributary of Lasalle Creek and contains the flooding and erosion hazards associated with that watercourse. CH regulates 15 metres (previously 7.5m under Ontario Regulation 162/06) from the greater of the flooding and erosion hazards associated with watercourses. Permits are required from CH prior to undertaking development activities within CH's regulated areas and applications for development are reviewed under the 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>).

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CH staff staked the physical top of bank on August 10, 2023, and confirmed that the physical top of bank is considered to be stable. As the proposed new lot will be 7.5m from the staked top of bank, it will contain CH regulated areas as CH regulates 15m from the top of bank. The existing dwelling on the lot to be retained is more than 7.5m from the top of bank but may be partially within the 15m regulatory allowance.

Through the review of planning applications, CH generally recommends a lot line setback of 15m from the greater of the flooding or erosion hazards to ensure new lots are not regulated by CH. However, as CH policies permit development activities between 7.5-15m of the top of bank, and the development envelope shown on the proposed severance plan is outside of CH regulated areas, CH has no regulatory concerns with the proposed severance or minor variances. Future development activities within CH regulated areas will be subject to CH Permits.

Ontario Regulation 686/21 - Provincial Planning Statement (Sections 5.1.1-5.2.8)

As the minor variances and severance relate to the creation of a lot that will occur outside of flooding and erosion hazards (including 6m erosion access allowance), the application is consistent with the Natural Hazards Sections (5.1.1-5.2.8) of the PPS.

Recommendation:

Based on the above, CH has no objections to the approval of these Consent and Minor Variance applications subject to the following condition:

1. That the applicable CH Consent and Minor Variance review fees (in accordance with [CH's fee schedule](#)) be paid to Conservation Halton.

Should any changes to the proposed development arise through the Consent or Minor Variance processes, please circulate CH for further review and comment related to natural hazards and to identify any regulatory and permitting requirements.

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 the undersigned with any questions.

Date: June 3, 2025

Prepared By: Ashley Gallagher

Burlington Hydro

This is regarding the request for a minor variance at 880 Glenwood Avenue, City of Burlington File number B-004-2024 and A-012-2025.

**COMMITTEE OF ADJUSTMENT
CONSENT AND MINOR VARIANCE
STAFF REPORTS**

Burlington Hydro has no objection to this request, nor comments to make on any of the provided documents. The existing overhead hydro service for 880 Glenwood Avenue is supplied by the easternmost utility pole shown on the survey drawing 'SVY_880 Glenwood Ave(Rv1),' nearest the property line shared with 876 Glenwood Avenue, and is unaffected by plans to sever the existing lot.

Date: June 2, 2025

Prepared By: Stephenie Forsyth, C.Tech

Region of Halton

Re: Regional Comments – Consent & Minor Variance
880 Glenwood Avenue
City of Burlington, Region of Halton
File: B-004/2024 & A-012/2025

Regional staff have reviewed the above noted Consent and Minor Variance Application and offer the following comments:

The applications are proposed to facilitate the following:

- Sever 787.8 m² from the existing 4,782.41 m², 49.4538 m wide residential lot for the purpose of constructing a new single-family dwelling.
- This will result in a severed lot (Part 2) of 787.8 m² in area with a width of 20.74 m and a retained lot (Part 1) of 4,022.9 m² in area with a width of 28.71 m.
- Both the severed and retained parcel will comply with the minimum lot width and area requirements.
- To obtain relief through Minor Variance Application A-012-2025 to recognize the deficient side yard setback for the existing dwelling (retained parcel) and address the proposed hammerhead driveway which exceeds the maximum permitted width and depth.

Bill 185: Cutting Red Tape to Build More Homes Act, 2024

Due to Provincial legislation, as of July 1, 2024, 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 a continued scope of interests for the Region and the Conservation Authorities in these matters.

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As outlined in the MOU, the Region has an interest in supporting our local municipal partners by providing review and comments on a scope of interests that include:

- Water and Wastewater Infrastructure;
- Regional Transportation Systems including stormwater management infrastructure and acoustic mitigation on Regional right-of-ways;
- Waste Collection;
- Affordable and Assisted Housing;
- Responsibilities associated with a specific mandate prescribed by legislation (e.g. sourcewater protection, public health); and
- Other Regional services that have a land component

Waste Management:

To ensure that Regional waste collection services can be provided in a safe and cost-effective manner, this proposal has been reviewed against the Region's Development Design Guidelines for Source Separation of Solid Waste. Halton Region provides the following comments:

- Regional waste will provide curbside collection services to the new residential lots once construction has been completed and the units have been occupied.

Regional Infrastructure:

In accordance with the MOU, and to ensure water and wastewater services are provided in accordance with Regional requirements, Halton Region provides the following comments:

No documentation or drawings were submitted with the application showing the location of the existing water service and/or sanitary sewer lateral for the existing property. Regional records indicate that the existing house on the property is currently serviced by both an existing water service and sanitary sewer lateral that is connected to the existing watermain and sewer on Glenwood Avenue. Information on the existing services is summarized below.

Existing Services

There are existing services adjacent to the site that consists of the following:

- Watermain:
 - A 300mm diameter watermain is located on Glenwood Avenue adjacent to the property.
- Sanitary Sewer:
 - A 200mm diameter sanitary sewer is located on Glenwood Avenue adjacent to the property.

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Regional Staff have no objections to the consent from a Regional Servicing perspective, provided that the notes outlined in Schedule "A" are included in the Decision and subsequently satisfied, it is determined that the locations of the existing or proposed services do not cross property lines, and a service permit is issued for the new lot.

Regional Transportation:

Regional staff have no comment from a transportation perspective as the subject property does not abut, nor is it within proximity to a Regional road.

Finance:

NOTE: The Owner will be required to pay all applicable Regional Development Charges (DCs) in accordance with the Region of Halton Development Charges By-law(s), as amended. If a subdivision (or other form of development) agreement is required, a portion of the Regional DCs for residential units may be payable upon execution of the agreement or in accordance with the terms and conditions set out in the agreement. In addition, commencing January 1, 2017 every owner of land located in Halton Region intended for residential development will be subject to the Front-ending Recovery Payment. Residential developments on lands located in Halton Region that prior to January 1, 2017 are part of a Regional allocation program, or have an executed Regional/Local Subdivision or consent agreement, or have an executed site plan agreement with the Local Municipality, or received a notice in writing from the Local Municipality that all requirements under the Planning Act have been met, or obtained a building permit are not subject to the Front-ending Recovery Payment.

The above note is for information purpose only. All residential development applicants and every owner of land located in Halton Region assume all of the responsibilities and risks related to the use of the information provided herein.

Please visit our website at <https://www.halton.ca/The-Region/Finance-and-Transparency/Financing-Growth/Development-Charges-Front-ending-Recovery-Payment> to obtain the most current information which is subject to change.

Contamination:

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

Conclusion:

Based upon the above, Regional Staff have no objection to the above noted applications, subject to the conditions and notes outlined in Schedule "A".

**COMMITTEE OF ADJUSTMENT
CONSENT AND MINOR VARIANCE
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Date: June 11, 2025Prepared By: Amanda Roger

“SCHEDULE A” - CONDITIONS AND ADVISORY NOTES

**REGION OF HALTON CONDITIONS –
880 Glenwood Avenue (B-004/2024)**

The following conditions must be met to the satisfaction of the Region of Halton:

1. That the Owner determines the location of all existing and proposed municipal water services, curb valves, hydrants and sanitary sewer laterals that service this property and the proposed lots and submit to the Region’s Developer Project Manager a drawing showing the relationship of these services to the new proposed lot lines. (Condition Cleared June 18 2025)
2. The Owner must demonstrate that no private sanitary sewer laterals, pipes and/or private water service connections, lines or pipes cross existing or proposed property lines in accordance with Region bylaws and policies to the satisfaction of the Region.
3. The Owner is required to provide a separate water service connection and sanitary sewer lateral from the existing services on Glenwood Avenue to the new lot that is to be created.
4. The Owner shall contact the Regional Services Permit Section for review and approval of the proposed water and sanitary servicing, to obtain water and sanitary sewer Services Permits, and pay all necessary fees.
5. Any existing water service, sanitary service lateral, watermains and/or sanitary sewers to be disconnected from the system and abandoned must be decommissioned per the standards and specifications of the Region of Halton. The applicant is advised to contact Halton's Permits and Development Inspection Section for details on abandoning water and sanitary services.

The following NOTES are required to be included in the Decision.

- i. The Owner is advised that once all conditions have been satisfied and the final consent for the severance has been granted, the Owner will be required to contact Halton's Public Works Department, Services Permits Group, (905) 825-6000 extension 7878, Services Permits Technician, to supply copies of their detailed servicing drawings, to review any water and wastewater servicing concerns, obtain a Services Permit(s) and pay all necessary fees. Any water or wastewater service connections that currently exist to the property, that will not be utilized, currently exist in duplication or are deemed substandard, will be

**COMMITTEE OF ADJUSTMENT
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required to be disconnected at their respective mains by the Owner. The Owner can at any time investigate with their builder and contractor, and by obtaining utility locates, the size and location of existing services within the road allowance in order to design the Owner's individual site servicing. The Owner will also be responsible for obtaining all applicable plumbing/building/servicing/excavation/municipal consent etc. permits from the City of Burlington for work they plan to undertake on private property and within the City road allowance.

- ii. The Owner will be required to pay all applicable Regional Development Charges (DCs) in accordance with the Region of Halton Development Charges By-law(s), as amended. If a subdivision (or other form of development) agreement is required, a portion of the Regional DCs for residential units may be payable upon execution of the agreement or in accordance with the terms and conditions set out in the agreement. In addition, commencing January 1, 2017 every owner of land located in Halton Region intended for residential development will be subject to the Front-ending Recovery Payment. Residential developments on lands located in Halton Region that prior to January 1, 2017 are part of a Regional allocation program, or have an executed Regional/Local Subdivision or consent agreement, or have an executed site plan agreement with the Local Municipality, or received a notice in writing from the Local Municipality that all requirements under the Planning Act have been met, or obtained a building permit are not subject to the Front-ending Recovery Payment.

The above note is for information purpose only. All residential development applicants and every owner of land located in Halton Region assume all of the responsibilities and risks related to the use of the information provided herein.

Please visit our website at <https://www.halton.ca/The-Region/Finance-and-Transparency/Financing-Growth/Development-Charges-Front-ending-Recovery-Payment> to obtain the most current information which is subject to change.

* * * *

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“Schedule A” – Conditions of Provisional Consent
880 Glenwood Avenue
File #: B-004-2024

- 1) The Applicant shall provide a copy of one (1) Draft Reference Plan prepared by an OLS to the Secretary – Treasurer for review and approval prior to depositing the plan; and
- 2) The Applicant shall submit a surveyor’s certificate confirming from an Ontario Land Surveyor that the severed and retained parcels, in their final configuration, meets all the requirements of the applicable Zoning By-law, and that the Secretary-Treasurer receives written confirmation that this condition has been satisfied to the satisfaction of the Zoning Coordinator or designate; and
- 3) The Applicant shall provide one (1) copy of the Deposited Reference Plan to the satisfaction of the Secretary – Treasurer; and
- 4) The Applicant shall provide the Secretary –Treasurer one (1) copy of the draft transfer documents; and
- 5) The Applicant shall provide one (1) copy of the wording for the certificate of official to the satisfaction of the Secretary – Treasurer; and
- 6) The Applicant shall ensure Minor Variances for the retained parcel are approved prior to final consent to the satisfaction of the Zoning Supervisor or their designate; and
- 7) The Applicant shall make payment of any outstanding property taxes including all installments levied at the time of the issuance of the consent. Local improvements must be commuted; and
- 8) The Applicant shall remove the asphalt driveway crossing the new property line on the severed parcel prior to final consent to the satisfaction of the Zoning Supervisor or their designate; and
- 9) The Applicant shall enter into an agreement under section 53 of the *Planning Act* with the City of Burlington to the satisfaction of the Director of Community Planning or their designate, registered on title of the severed parcel, requiring:
 - a) Submission of a grading and drainage plan prepared and stamped by a qualified Professional Engineer, designed in accordance with the City of Burlington Stormwater Management Design Guidelines and any other applicable municipal requirements, demonstrating that post-construction drainage from the developed (i.e., impermeable) portion of the lot will be directed away from the adjacent

**COMMITTEE OF ADJUSTMENT
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valley slope and addressing interim drainage and erosion controls during construction; and

- b) That the owner grade and develop the property in accordance with the above grading and drainage plan; and
- c) The subject lands are identified as having archaeological potential. As such, a Stage 1 Archaeology Assessment is required, at minimum, to be prepared by a qualified professional, prior to any site disturbance. Confirmation that the report was submitted and received by the Ministry is required.

Should previously undocumented archaeological resources be discovered, they may be subject to Section 48 (1) of the Ontario Heritage Act. Cease activities immediately and contact the Ministry of Citizenship and Multiculturalism (archaeology@ontario.ca). The Funeral, Burial and Cremation Services Act, 2002, S.O. 2002, c.33 requires that any person discovering human remains must notify the police.

- 10) The Applicant shall submit a Draft Reference Plan that identifies the existing and new lots, existing or proposed easements that are clearly labeled with part numbers to the satisfaction of the Director of Engineering Services or their designate; and
- 11) The Applicant shall submit a Stormwater Management Brief, for review and approval, that is stamped and certified by a Professional Engineer and completed in accordance with the City's Stormwater Management Design Guidelines to the satisfaction of the Director of Engineering Services or their designate. Each lot shall manage stormwater independent of each other and without adverse impacts to neighboring properties; and
- 12) The Applicant shall submit a Geotechnical Report provided any infiltration galleries, soak-away-pits, etc. are proposed and or required as part of the stormwater management design to the satisfaction of the Director of Engineering Services or their designate; and
- 13) The Applicant shall provide an overall servicing, grading and drainage plan for the severed and retained parcels, for approval to the satisfaction of the Director of Engineering Services or their designate. The plan shall be stamped and signed by a Professional Engineer or an Ontario Land Surveyor and shall provide for the following for all severed and retained parcels:
 - a. Existing building envelopes and setbacks from property lines;
 - b. Proposed maximum building envelopes and setbacks from property lines;
 - c. Proposed top of foundation wall and finished floor elevations;
 - d. Existing and proposed ground elevations;

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- e. Existing ground elevations on adjacent properties and road allowances to sufficiently determine existing drainage patterns;
 - f. Demonstrate that drainage will be controlled within the property limits of the severed and retained parcels, by use of swales (with subdrain if swale gradient is less than 2%), soak-away pits, rear yard catchbasins, etc.;
 - g. Existing and proposed service connection locations;
 - h. Existing and proposed driveway locations (which must maintain a 1.2 metre clearance from above ground utilities) and slopes;
 - i. Existing and proposed retaining walls;
 - j. Existing and proposed fence;
 - k. Existing trees with base elevations (both private and City owned), including diameter at breast height. Please indicate which trees, if any, are to be removed;
 - l. Existing and proposed utility poles and boxes; and
 - m. Closest municipal hydrant. Please either show the location on the plan or indicate the location with a note; and
- 14) The Applicant shall pay the applicable Conservation Halton Consent and Minor Variance review fees (in accordance with [CH's fee schedule](#)) to the satisfaction of Conservation Halton; and
- 15) The Owner shall demonstrate that no private sanitary sewer laterals, pipes and/or private water service connections, lines or pipes cross existing or proposed property lines in accordance with Region bylaws and policies to the satisfaction of the Halton Region; and
- 16) The Owner shall provide a separate water service connection and sanitary sewer lateral from the existing services on Glenwood Avenue to the new lot that is to be created to the satisfaction of the Halton Region; and
- 17) The Owner shall contact the Regional Services Permit Section for review and approval of the proposed water and sanitary servicing, to obtain water and sanitary sewer Services Permits, and pay all necessary fees to the satisfaction of the Halton Region; and
- 18) The Owner shall disconnect any existing water service, sanitary service lateral, watermains and/or sanitary sewers from the system and abandoned must be decommissioned per the standards and specifications of the Region of Halton. The applicant is advised to contact Halton's Permits and Development Inspection Section for details on abandoning water and sanitary services to the satisfaction of the Halton Region.

NOTICE OF PUBLIC HEARING

Janet Simpson and Jennifer Jane Simpson, the owners of 880 Glenwood Ave. Burlington, have applied to the Committee of Adjustment for Consent to Sever a parcel of land for the creation of one new lot, along with associated Minor Variances to the requirements of Zoning By-law 2020, as amended. The property in question is **880 Glenwood Ave. Burlington (see attached key map, severance sketch and site plan)**.

Retained Parcel (Part 1): Lot width 28.71m, Lot Area: 4,022.9 m²

Severed Parcel (Part 2): Lot width 20.74m, Lot Area: 787.8 m²

This proposal results in the following variances from the provision(s) of the zoning by-law for the retained parcel only:

1. To permit a south-east side yard of 0.85 m for the existing dwelling instead of the minimum required 2.902 m to facilitate a proposed land severance.
2. To permit a hammerhead driveway with a width of 4.3 m instead of the maximum permitted 3.0 m.
3. To permit a hammerhead driveway with a length of 7.3 m instead of the maximum permitted 2.0 m.

You have received this notice as stipulated by the *Planning Act* because your property is within 60 metres of the property noted above. The application materials are available on request by contacting Committee of Adjustment staff by one of the methods listed above. A copy of the Agenda, containing staff reports and drawings, can be viewed online under the Meeting Agenda tab at **Burlington.ca\coa on or after May 4th, 2026**.

Committee of Adjustment Hearings will be hybrid-conducted in person and virtually. All members of the public, applicants and their agents will now have the option to participate in the public meeting process in person at City Hall in Council Chambers, or remotely via Zoom Webinar Video Conferencing Technology. The Committee of Adjustment will meet to consider the above application under Section 45 and 53 of the *Planning Act*, 1990, as amended on:

WEDNESDAY MAY 20, 2026

This application is scheduled to be heard at or after **1:00 pm**.

How to participate if I have comments or concerns?

Written Submissions

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

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

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

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

Oral Submissions

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

1. Virtual Oral Submissions

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

2. In person Oral Submissions

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

Attend or View the Committee of Adjustment Hearing:

If you do not wish to participate, but would like to follow along, the hearing will be held in person at City Hall in Council Chambers and live through a Zoom Webinar. Instructions, links and phone numbers for joining the meeting will be posted on the Committee of Adjustment webpage the day prior to the scheduled meeting. The link will be active at **12:30 p.m.**

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

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

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

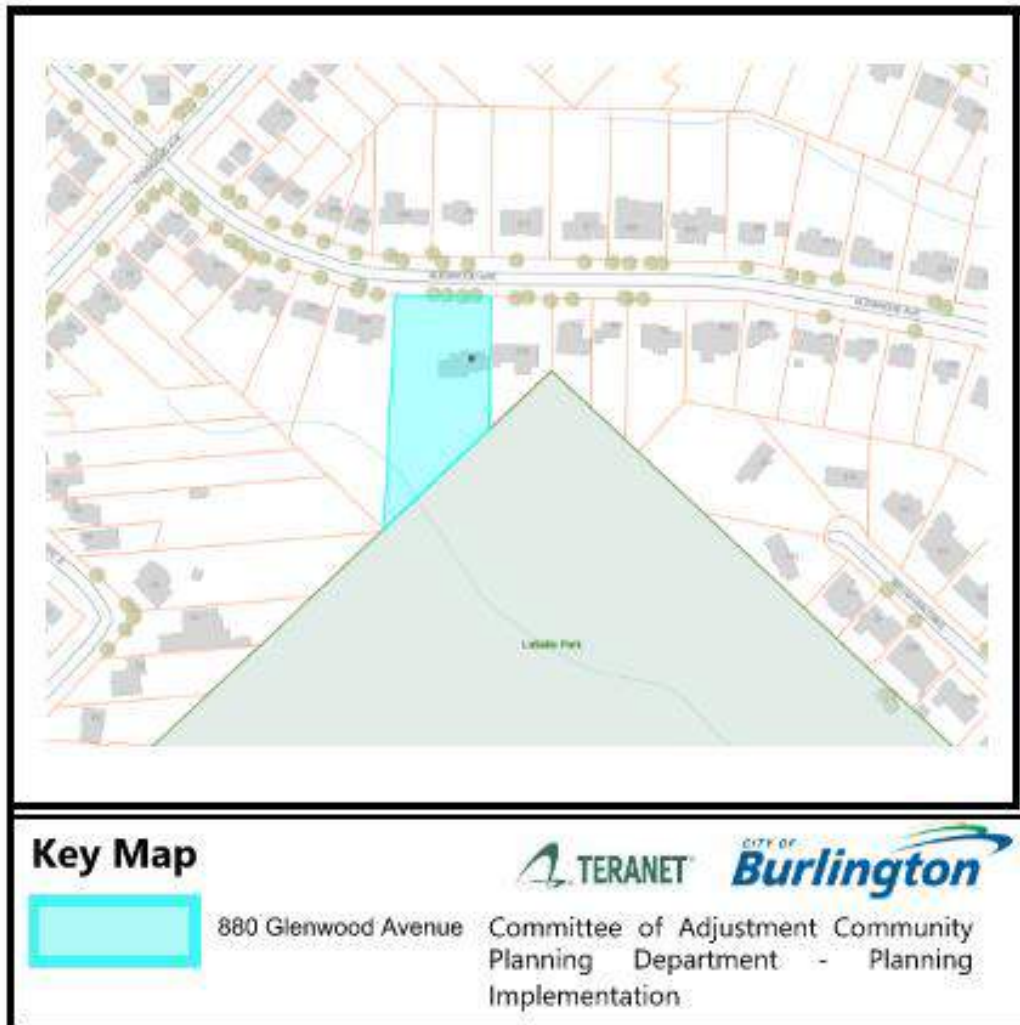
Yours truly,



Catherine Susidko-Petriczko
Secretary-Treasurer
Committee of Adjustment

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

Key Map



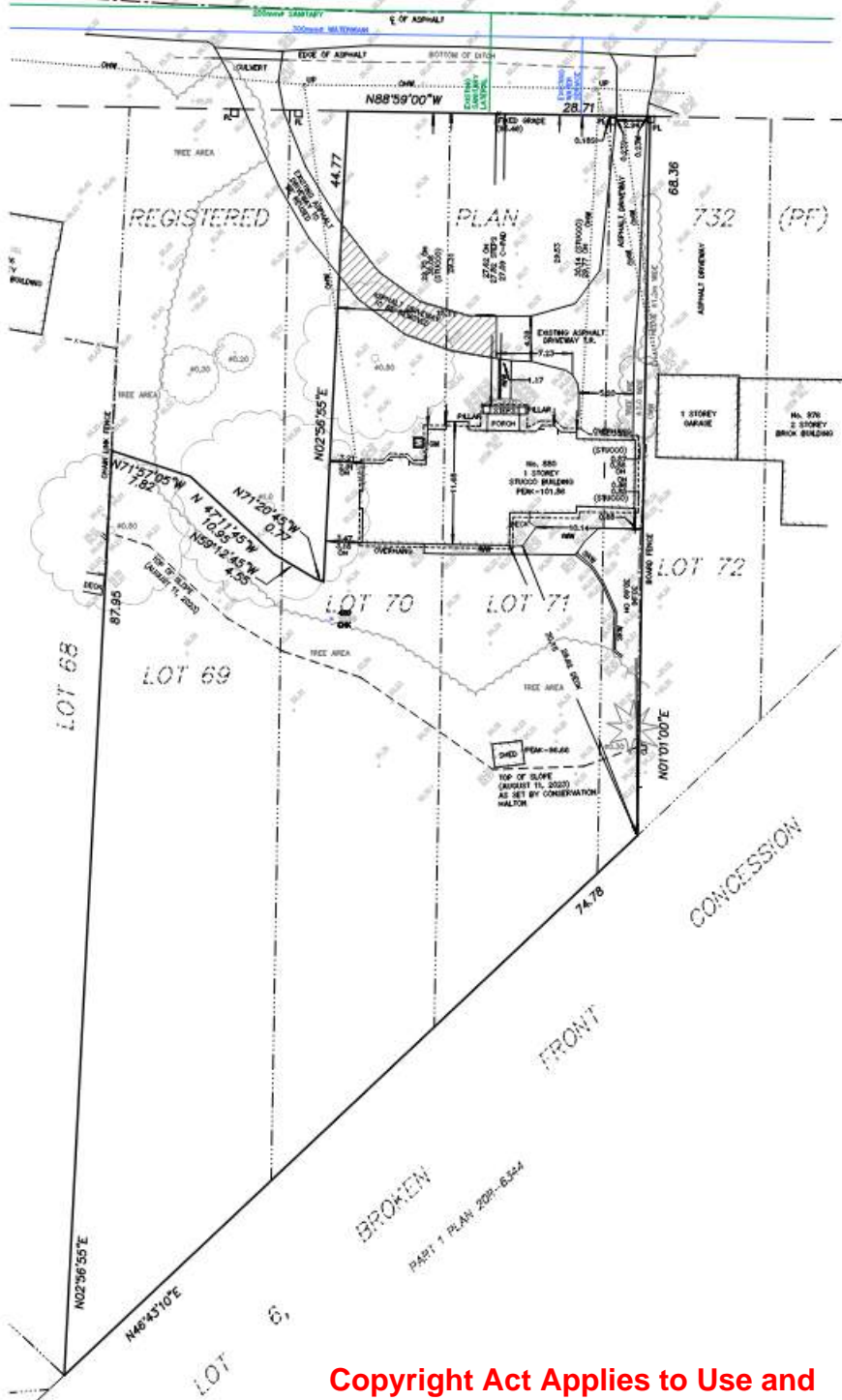
CITY OF BURLINGTON ZONING BY-LAW 2020
ZONING REGULATION - R2.1 DESIGNATED AREA

ZONE	REQUIRED	PROVIDED
LOT WIDTH (Ø 9.5m)	18.0m (min)	22.02m
LOT AREA	700.00sq.m. (min)	4022.85sq.m.
FRONT YARD	11.0m (min)	23.31m
REAR YARD	10.0m (min)	30.15m
SIDE YARD	2.90m	0.85m EAST 3.21m WEST
STREET SIDE YARD	4.5m (min)	N/A
BUILDING AREA		220.23 sq.m. (EXISTING DWELLING) 6.36 sq.m. (EXISTING ACCESSORY) 227.29 sq.m. (TOTAL AREA)
LOT COVERAGE	35% (max)	5.8%
BUILDING HEIGHT	8.5m (max)	6.40m
FLOOR AREA RATIO	0.45:1 (max)	0.07:1
DWELLING DEPTH	18.00 (max)	11.68m
DEEMED STREET WIDTH	20.0m	20.12m EXISTING
HARDSCAPE AREA		509.66sq.m.
HARDSCAPE COVERAGE		12.7%

EXISTING 1 STOREY DWELLING



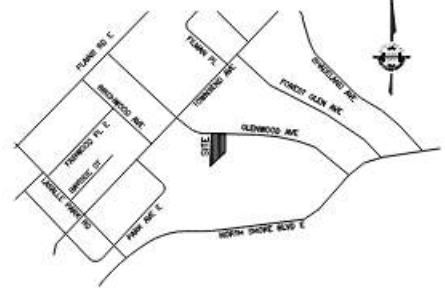
GLENWOOD AVENUE
(DECATED BY REGISTERED PLAN 732(PF))



SITE PLAN
SCALE 1:300

Copyright Act Applies to Use and Production

880 GLENWOOD AVENUE
SITE PLAN FOR MINOR VARIANCE



KEYPLAN

NOT TO SCALE

GEOGRAPHIC LOCATION NOTE

PART OF
LOTS 69, 70 & 72
AND ALL OF
LOT 71
REGISTERED PLAN 732 (PF)
IN THE

CITY OF BURLINGTON
REGIONAL MUNICIPALITY OF HALTON

SCALE 1 : 300

MacKAY, MacKAY & PETERS LIMITED - ONTARIO LAND SURVEYORS
© 2025

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

BENCHMARK NOTE

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

LEGEND

- XXX.XX DENOTES EXISTING ELEVATIONS
- OH DENOTES OVERHAND
- OHW DENOTES OVERHEAD WIRES
- UP DENOTES UTILITY POLE
- PL DENOTES PELLAR
- INW DENOTES INTERLOCK WALKWAY
- C-PAO DENOTES CONCRETE PAD
- AC DENOTES AIR CONDITIONER
- GM DENOTES GAS METER
- CNW DENOTES CONCRETE WALKWAY
- CLF DENOTES CHAIN LINK FENCE
- DENOTES DECIDUOUS TREE SCALED TO CANOPY, TRUNK SIZE SHOWN IN METRES
- DENOTES CONIFEROUS TREE SCALED TO CANOPY, TRUNK SIZE SHOWN IN METRES
- OH DENOTES OVERHAND
- DENOTES DOWNSPOUT
- DENOTES DIRECTION OF DRAINAGE
- DENOTES SILT FENCE
- DENOTES TREE PROTECTION ZONE
- DENOTES TREE PROTECTION BARRIER
- DENOTES MATERIAL STORAGE, FILL PLACEMENT
- DENOTES CONSTRUCTION ACCESS

NOTES

- 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 GRASSES PRIOR TO CONSTRUCTION INCLUDING ROAD AND LOT LINE GRASSES
- PUMP PUMP AND DOWNSPOUTS TO DRAIN TO PERMEABLE SURFACE VIA SPLASH PADS
- CONTRACTOR MUST CHECK AND VERIFY ALL DIMENSIONS AND JOB CONDITIONS BEFORE PROCEEDING WITH WORK
- BOUNDARY DIMENSIONS ARE AS SHOWN ON A SEVERANCE SKETCH BY MMP LIMITED DATED APRIL 12 2024 (23-164-SEV)
- 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

CAUTION

- THIS IS NOT ORIGINAL COPY UNLESS EMBOSSED
- THIS PRODUCT SHALL NOT BE USED EXCEPT FOR THE PURPOSES INDICATED IN TITLE BLOCK
- THIS PRODUCT IS NOT A PLAN OF SURVEY AND SHALL NOT BE USED FOR TRANSACTION OR MORTGAGE PURPOSES
- THIS PRODUCT IS PROTECTED BY COPYRIGHT INCLUDING ALL RELATED DIGITAL PRODUCTS

CERTIFICATION NOTE

BOUNDARY DIMENSIONS SHOWN HEREON ARE DERIVED FROM LAND REGISTRY OFFICE RECORDS AND SURVEY RECORDS OF MMP LIMITED
EXISTING BUILDING SETBACKS AS SHOWN
EXISTING BUILDING HEIGHT AS SHOWN
EXISTING LOT COVERAGE AS SHOWN
EXISTING BUILDING SITE STATISTICS AS SHOWN

APRIL 21, 2025
DATE

ASAR BHERI, O.L.S., P.Eng.
FOR: MacKAY, MacKAY & PETERS LIMITED

- 3 APRIL 6, 2025 ROOF OVERHAND ADDED TO PLAN
- 2 FEBRUARY 3, 2025 REVISED PER CITY COMMENTS
- 1 NOVEMBER 15, 2024 SITE PLAN COMPLETED

No. DATE REVISIONS

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



CU(20) Halton/Registered Plans (P7)PFP 0732 (P7)LOT 69, 70, 71, 72(23-164)SP(23-164-SP)eng

DRAWN BY: CHECKED BY: PROJECT No. DWG. No.
A.R. A.B. 23-164-SP 1

**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: Steve Boich

PROPERTY INFORMATION

Municipal Address(es) of property:

880 Glenwood Avenue

Legal Description of property: Residential property in Aldershot, Burlington
The subject lands are: all of Lots 69, 70, and 71, and Part of Lot 72 on Plan 732.

Official Plan Designation: Yes Current Zoning Designation R2.1

OWNER(S) INFORMATION:

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

Janet Elizabeth Simpson

Mailing Address: 880 Glenwood Avenue City: Burlington

Postal Code: L7T2J9 Home Phone: [REDACTED] Mobile Phone: _____

Work Phone: _____ E-Mail: [REDACTED]

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

Name:

David Nelson, RV Associates

Business Address: 191 Main Street South, ON City: Waterdown

Postal Code: LOR2HO 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.

A proposed development to create a new residential lot (supported by consent application B-004-2024), requires a Minor Variance application.

Variance(s) Requested	Zoning Bylaw Requirement
1. To permit a south east side yard of 0.85m for the existing dwelling to facilitate a proposed land severance.	Minimum sidelot of 2.902m required
2. To permit a hammerhead driveway width of 4.29m and length of 7.23m to facilitate a proposed land severance.	Maximum hammerhead width is 3m Maximum hammerhead length is 2m

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? 1. This variance is minor because it applies to a
 sidelot beside a garage that was built in 1945 when the minimum requirement for a larger side lot of 2.902m didn't apply.

2. The hammerhead variances for the driveway are minor because they apply to a portion of the driveway that was built decades ago when such requirements did not exist.

2. Why are the variance(s) desirable for the appropriate use of the land? The variances are desirable
 to allow continued use of the property, the garage, and the driveway.

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

PROPERTY DETAILS (please complete all fields):				
Date property purchased:	Date property first built on:	Date of proposed construction:		
June 1961 <small>mmm/dd/yyyy</small>	1945 <small>mmm/dd/yyyy</small>	2026 <small>mmm/dd/yyyy</small>		
Existing Use of the Subject Property (check one):		Length of time the existing uses of the subject property have continued:		
Detached Dwelling <input checked="" type="checkbox"/> Semi-Detached Dwelling <input type="checkbox"/> Townhouse Dwelling <input type="checkbox"/> Street Townhouse Dwelling <input type="checkbox"/> Stacked Townhouse Dwelling <input type="checkbox"/> Apartment <input type="checkbox"/> Mixed Use <input type="checkbox"/> Hi Rise <input type="checkbox"/> Commercial <input type="checkbox"/> Industrial <input type="checkbox"/> Vacant <input type="checkbox"/> Other <input type="checkbox"/> _____		Proposed Use of the Land:		
		Residential		
Existing Uses of Abutting Properties (check all that apply)				
Residential <input checked="" type="checkbox"/> Commercial <input type="checkbox"/> Industrial <input type="checkbox"/> Multi-Residential <input type="checkbox"/> Vacant <input type="checkbox"/> Hydro right-of-way <input type="checkbox"/> Railway right-of-way <input type="checkbox"/> Provincial Highway <input type="checkbox"/> Park <input type="checkbox"/> Other <input type="checkbox"/> _____ Conservation Halton Lands: Lake Ontario <input type="checkbox"/> Creek <input type="checkbox"/> Storm Water Management Pond/Channel <input type="checkbox"/> Ravine <input type="checkbox"/>				
Additional Information				
Is liquor sold on site? Y <input type="checkbox"/> or N <input checked="" type="checkbox"/>				
Is the property on the Municipal Cultural Heritage Register for the City of Burlington? Y <input type="checkbox"/> N <input checked="" type="checkbox"/> Unknown <input type="checkbox"/>				
Type of Access to the Subject Lands				
Provincial Highway <input type="checkbox"/>	Municipal Road <input checked="" type="checkbox"/>	Private Road <input type="checkbox"/>	Water <input type="checkbox"/>	Other(specify) <input type="checkbox"/>
Municipal Services Provided				
Water <input checked="" type="checkbox"/>	If not available, by what means is it provided: _____			
Sanitary Sewers <input checked="" type="checkbox"/>	If not available, by what means is it provided: _____			
Storm Sewers <input checked="" type="checkbox"/>	If not available, by what means is it provided: _____			
IS THE SUBJECT LAND(S) THE SUBJECT OF ANY OF THE FOLLOWING DEVELOPMENT APPLICATIONS:				
<input type="checkbox"/> Official Plan Amendment <input type="checkbox"/> Zoning By-law Amendment <input type="checkbox"/> Building Permit <input type="checkbox"/> Site Development Plan <input type="checkbox"/> Plan of Subdivision <input type="checkbox"/> Previous Minor Variance <input checked="" type="checkbox"/> Consent B-004-2024				

FOR RESIDENTIAL DETACHED OR SEMI-DETACHED DWELLINGS

Dimensions of Property			Street Width (see first page of application for how to obtain)			Lot Coverage	Corner Lot? Y <input type="checkbox"/> N <input checked="" type="checkbox"/>
Frontage	Depth	Area	Actual	Deemed	Required		
49.45m	120.64m	4022.9 m ²	20.12m	20m	No widening req'd	6.80%	

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)	221.8M ²	Ground Floor Area (incl. attached garage)	M ²
Gross Floor Area:	273.9 M ²	Gross Floor Area:	M ²
Number of Storeys:	1	Number of Storeys:	
Width:	27.79 M	Width:	M
Length:	11.46 M	Length:	M
Height:	101.86 M	Height:	M
Garage/Car Port		Garage/Car Port	
Detached?	Y <input type="checkbox"/> N <input checked="" type="checkbox"/>	Detached?	Y <input type="checkbox"/> N <input type="checkbox"/>
Gross Floor Area:	36.03 M ²	Gross Floor Area:	M ²
Width:	5.57 M	Width:	M
Length:	6.47M	Length:	M
Height:	100.43 M	Height:	M
Accessory Structures (Shed, Gazebo, etc)		Accessory Structures	
Gross Floor Area:	6.36 M ²	Gross Floor Area:	M ²
Width:	2.52 M	Width:	M
Length:	2.52 M	Length:	M
Height:	2.43 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:	29.31 M	Front:	M
Rear:	22.84 M	Rear:	M
Side/Street Side: east	.85 M	Side/Street Side:	M
Side/Other Side: west	3.21 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)			Have you applied for Site Plan Approval?	
Frontage	Depth	Area	Actual	Deemed	Required	Density	Y <input type="checkbox"/> N <input type="checkbox"/>
							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)			Have you applied for Site Plan Approval? Y <input type="checkbox"/> N <input type="checkbox"/> File #:	
Frontage	Depth	Area	Actual	Deemed	Required		Density

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.

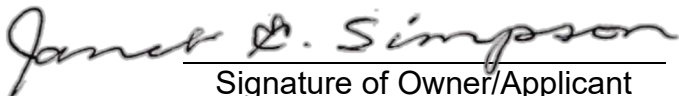
A sign will be made available to you after completion of the zoning review of your application(s) and you are directed to post each sign in a prominent location that will enable the public to observe the sign.

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	Property Address
<u>Janet E. Simpson</u>	<u>880 Glenwood Avenue</u>
	<u>02/04/2025</u>
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: Jennifer Simpson (POA) for Janet Simpson

I, Janet E. Simpson of the Region of Halton in the City
 (print name) (Region/City/County) (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 of Ottawa in the Province Ontario
 (Region/City/County) (City/Town/Township)

this 12 day of February 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: 880 Glenwood Avenue, Burlington, Ontario

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

Janet E. Simpson
 Print Name

OWNERS AUTHORIZATION

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

I, Janet E. Simpson being the registered owner of the subject lands, hereby
(print name)

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

application for a Minor Variance.

Janet E. Simpson
Signature of Owner

02/04/2025

Date (mmm/dd/yyyy)

Notice of collection of personal information

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

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

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

<p>Minor Variance Application Checklist</p> <p>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.</p>	
<p>LOCATION AND MEASUREMENTS OF SHED, DECK OR OTHER STRUCTURES</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Setbacks <input checked="" type="checkbox"/> Height <input checked="" type="checkbox"/> Area <input checked="" type="checkbox"/> Length <input checked="" type="checkbox"/> Width 	
<p>ELEVATIONS</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Metric <input checked="" type="checkbox"/> Front <input checked="" type="checkbox"/> Rear <input checked="" type="checkbox"/> Side 1 <input checked="" type="checkbox"/> Side 2 	
<p>FLOOR PLANS</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Metric <input checked="" type="checkbox"/> North Arrow <input checked="" type="checkbox"/> Gross Floor Area Calculation <input checked="" type="checkbox"/> Ground Floor Area Calculation <input checked="" type="checkbox"/> Floor Area Ratio (where applicable) 	

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

Janet D. Simpson

 Signature of Owner/Agent

02/04/2025

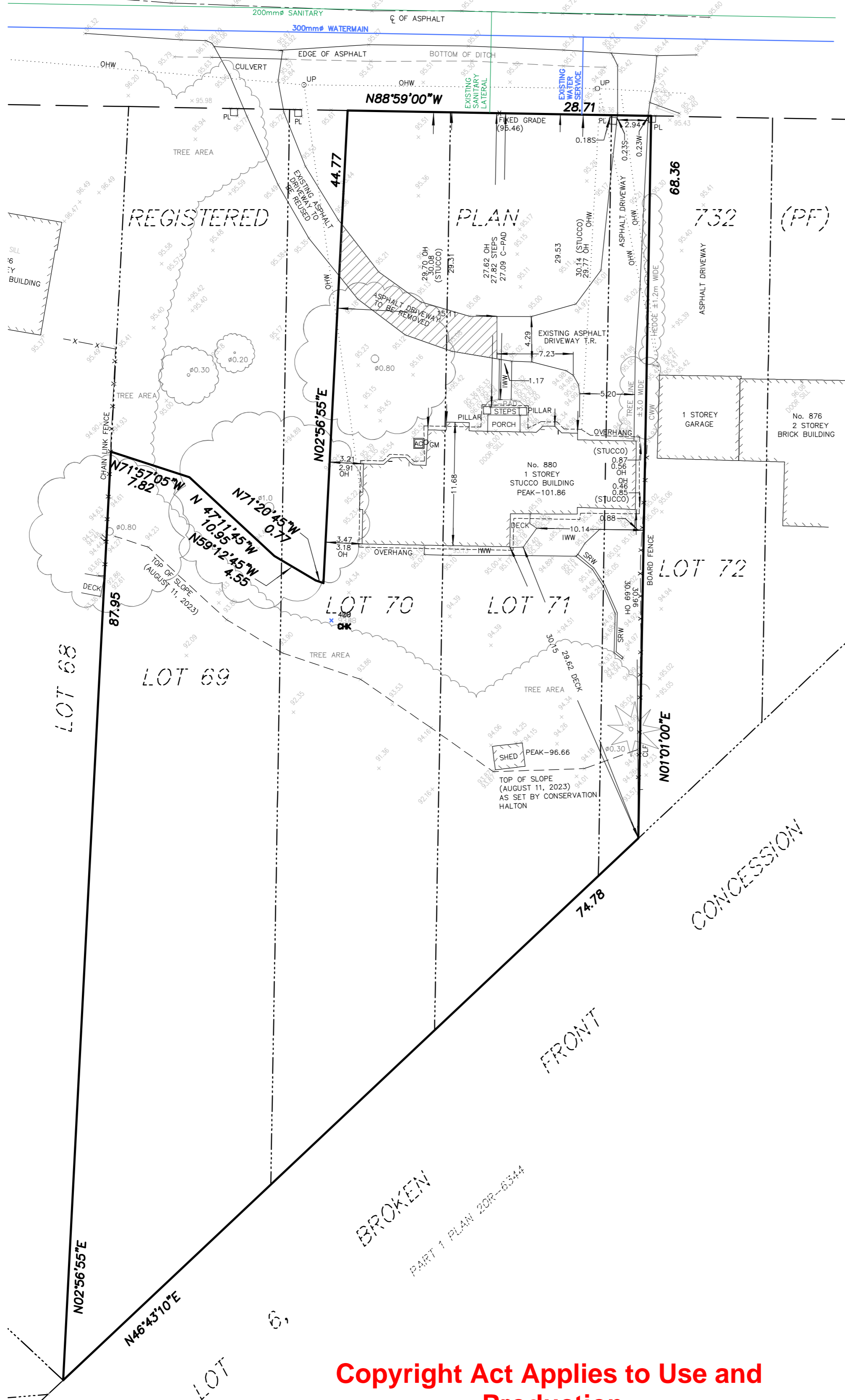
 Date (mmm/dd/yyyy)

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

ZONE	REQUIRED	PROVIDED
LOT WIDTH (@ 9.1m)	18.0m (min)	29.02m
LOT AREA	700.0sq.m. (min)	4022.88sq.m.
FRONT YARD	11.0m (min)	29.31m
REAR YARD	10.0m (min)	30.15m
SIDE YARD	2.90m	0.85m EAST 3.21m WEST
STREET SIDE YARD	4.5m (min)	N/A
BUILDING AREA		220.93 sq.m. (EXISTING DWELLING)
		6.36 sq.m. (EXISTING ACCESSORY)
		227.29 sq.m. (TOTAL AREA)
LOT COVERAGE	35% (max)	5.6%
BUILDING HEIGHT	8.5m (max)	6.40m
FLOOR AREA RATIO	0.45:1 (max)	0.07:1
DWELLING DEPTH	18.00 (max)	11.68m
DEEMED STREET WIDTH	20.0m	20.12m EXISTING
HARDSCAPE AREA		509.66sq.m.
HARDSCAPE COVERAGE		12.7%
EXISTING 1 STOREY DWELLING		



GLENWOOD AVENUE
(DEDICATED BY REGISTERED PLAN 732(PF))



KEYPLAN NOT TO SCALE

GEOGRAPHIC LOCATION NOTE
PART OF
LOTS 69, 70 & 72
AND ALL OF
LOT 71
REGISTERED PLAN 732 (PF)
IN THE
CITY OF BURLINGTON
REGIONAL MUNICIPALITY OF HALTON
SCALE 1 : 300
MackAY, MackAY & PETERS LIMITED - ONTARIO LAND SURVEYORS
© 2025

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. 297
ELEVATION = 77.799 METRES (CGVD 1928:1978 ADJUSTMENT)
BENCHMARK SET ON PLATE ON WEST FACE AT NORTHWEST CORNER OF PUMPING STATION ON SOUTH SIDE OF NORTH SHORE BOULEVARD AT THE WESTERLY BOUNDARY OF THE BURLINGTON GOLF AND COUNTRY CLUB PROPERTY

LEGEND
XXX.XX DENOTES EXISTING ELEVATIONS
OHW DENOTES OVERHEAD WIRES
UP DENOTES UTILITY POLE
PL DENOTES PILLAR
IWW DENOTES INTERLOCK WALKWAY
C-PAD DENOTES CONCRETE PAD
AC DENOTES AIR CONDITIONER
GM DENOTES GAS METER
CWW DENOTES CONCRETE WALKWAY
CLF DENOTES CHAIN LINK FENCE
DENOTES DECIDUOUS TREE SCALED TO CANOPY, TRUNK SIZE SHOWN IN METRES
DENOTES CONIFEROUS TREE SCALED TO CANOPY, TRUNK SIZE SHOWN IN METRES
OH DENOTES OVERHANG
DENOTES DOWNSPOUT
DENOTES DIRECTION OF DRAINAGE
DENOTES SILT FENCE
DENOTES TREE PROTECTION ZONE
DENOTES TREE PROTECTION BARRIER
DENOTES MATERIAL STORAGE, FILL PLACEMENT
DENOTES CONSTRUCTION ACCESS

NOTES
- 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
- SUMP PUMP AND DOWNSPOUTS TO DRAIN TO PERMEABLE SURFACE VIA SPLASH PADS
- CONTRACTOR MUST CHECK AND VERIFY ALL DIMENSIONS AND JOB CONDITIONS BEFORE PROCEEDING WITH WORK
- BOUNDARY DIMENSIONS ARE AS SHOWN ON A SEVERANCE SKETCH BY MMP LIMITED DATED APRIL 12 2024 (23-164-SEV)
- 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

CAUTION
- THIS IS NOT ORIGINAL COPY UNLESS EMBOSSED
- THIS PRODUCT SHALL NOT BE USED EXCEPT FOR THE PURPOSES INDICATED IN TITLE BLOCK
- THIS PRODUCT IS NOT A PLAN OF SURVEY AND SHALL NOT BE USED FOR TRANSACTION OR MORTGAGE PURPOSES
- THIS PRODUCT IS PROTECTED BY COPYRIGHT INCLUDING ALL RELATED DIGITAL PRODUCTS

CERTIFICATION NOTE
BOUNDARY DIMENSIONS SHOWN HEREON ARE DERIVED FROM LAND REGISTRY OFFICE RECORDS AND SURVEY RECORDS OF MMP LIMITED
EXISTING BUILDING SETBACKS AS SHOWN
EXISTING BUILDING HEIGHT AS SHOWN
EXISTING LOT COVERAGE AS SHOWN
EXISTING BUILDING SITE STATISTICS AS SHOWN

APRIL 21, 2025
DATE
AISAR BHERI, OLS, P.Eng.
FOR: MACKAY, MACKAY & PETERS LIMITED

No.	DATE	REVISIONS
3	APRIL 4, 2025	ROOF OVERHANG ADDED TO PLAN
2	FEBRUARY 3, 2025	REVISED PER CITY COMMENTS
1	NOVEMBER 15, 2024	SITE PLAN COMPLETED

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:	CHECKED BY:	PROJECT No.	DWG. No.
A.R.	A.B.	23-164-SP	1

Copyright Act Applies to Use and Production

SITE PLAN
SCALE 1:300

880 GLENWOOD AVENUE

FLOOR PLANS FOR CALCULATIONS OF FLOOR AREA RATIO

GEOGRAPHIC LOCATION NOTE

LOT 71

AND PART OF

LOTS 69, 70 & 72

REGISTERED PLAN 732 (PF)

IN THE

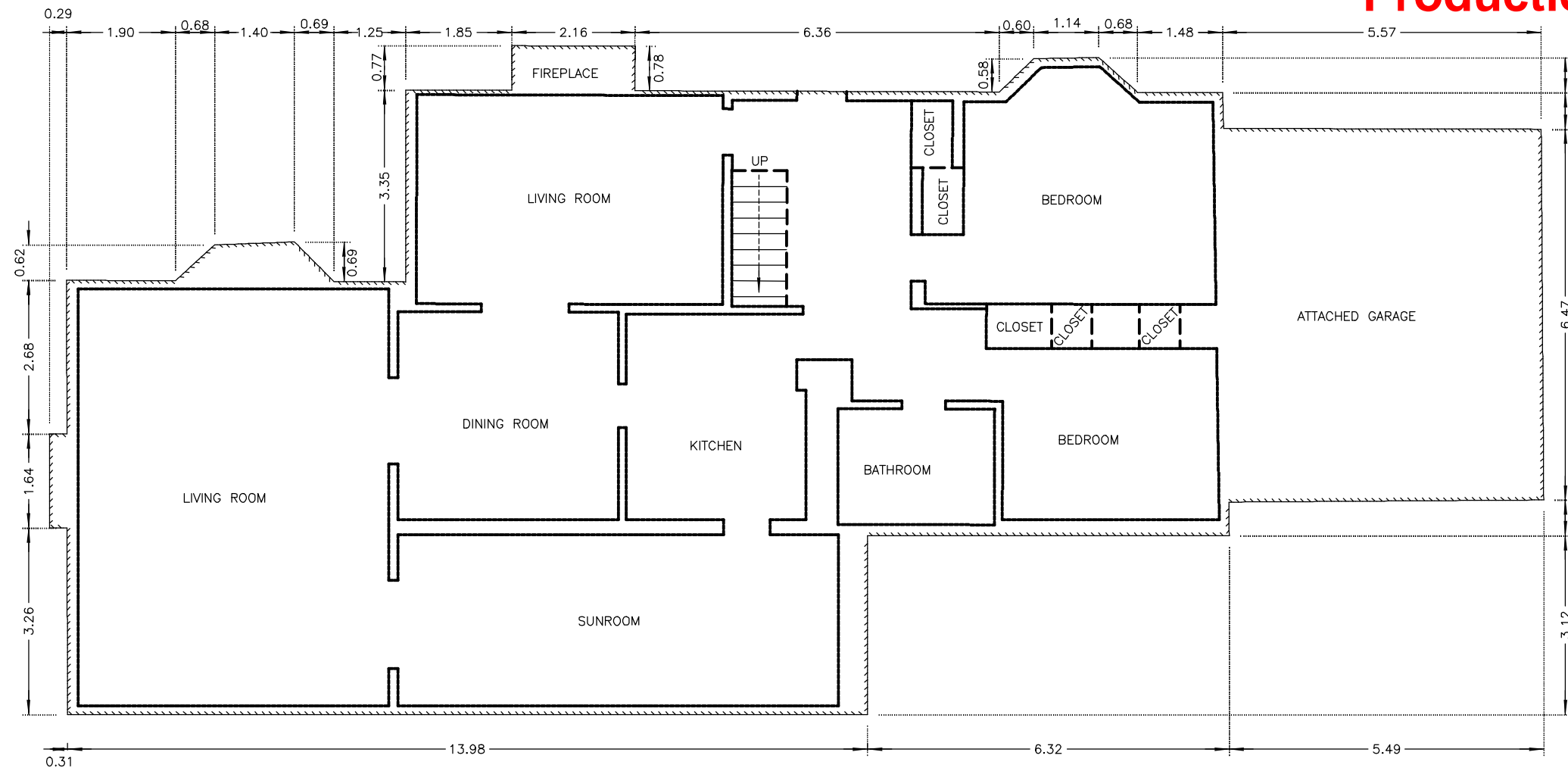
CITY OF BURLINGTON

REGIONAL MUNICIPALITY OF HALTON

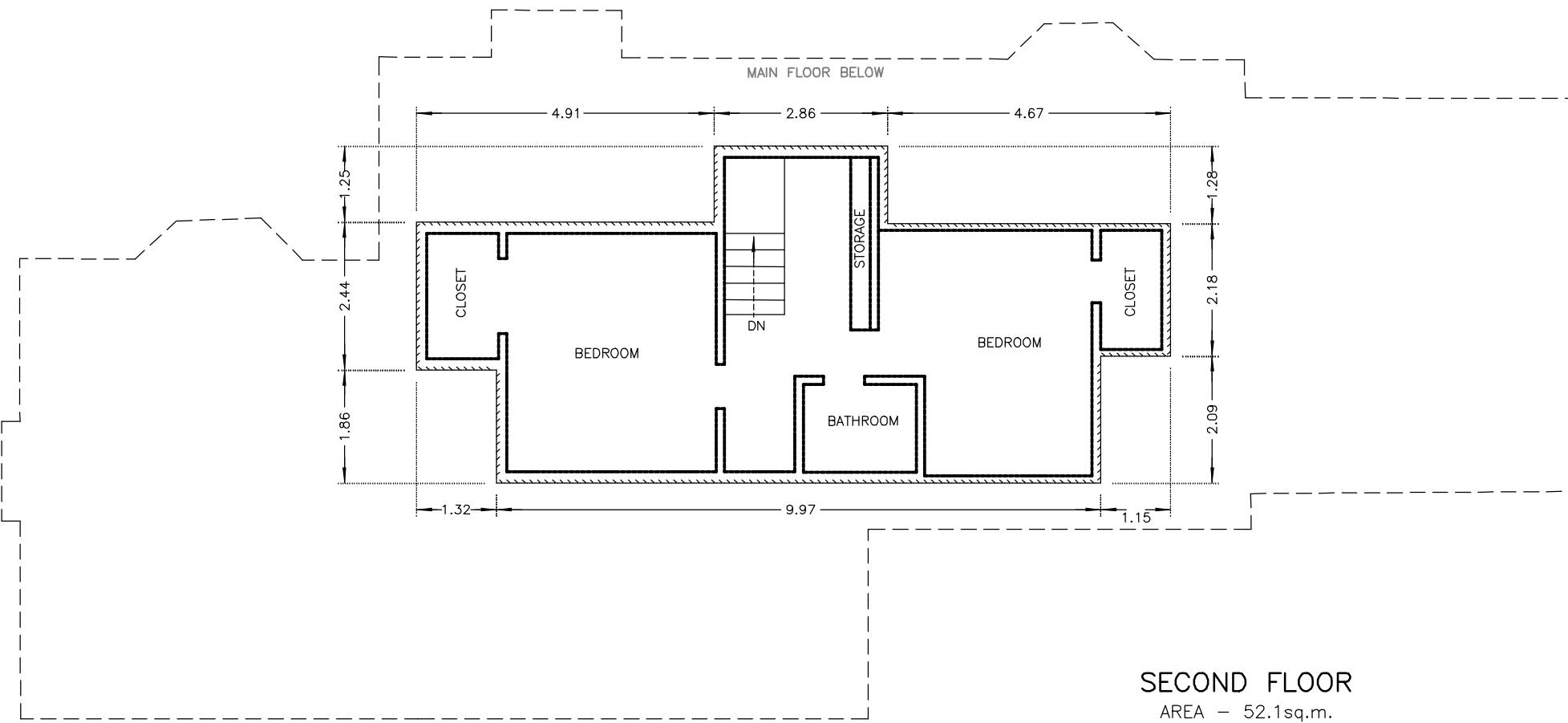
SCALE 1 : 100



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© 2025



GROUND FLOOR
AREA - 221.8sq.m.

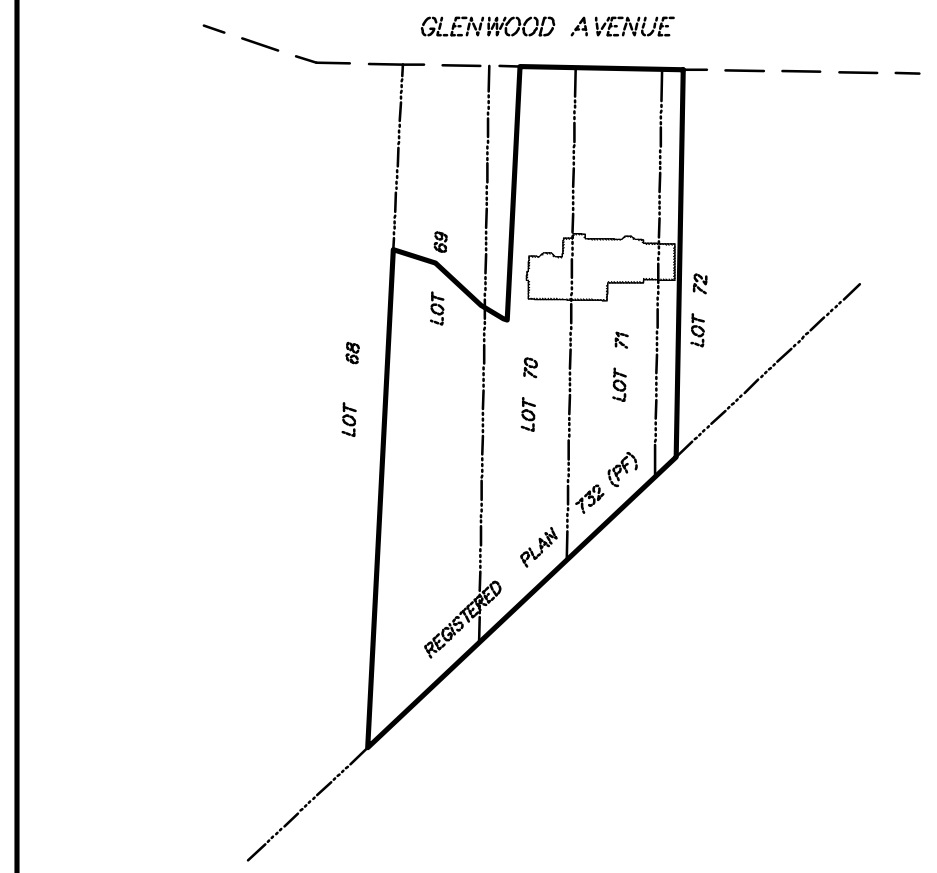


SECOND FLOOR
AREA - 52.1sq.m.

(LANDS TO BE RETAINED)
LOT AREA - 4022.9sq.m.

FLOOR AREA RATIO = 6.80%
 $273.9\text{sq.m.} / 4022.9\text{sq.m.} = 0.0680$

FLOOR AREA RATIO = 0.07:1



KEYPLAN

NOT TO SCALE

NOTES

- THIS PRODUCT SHALL NOT BE USED EXCEPT FOR THE PURPOSES OF FLOOR AREA RATIO
- THIS PRODUCT SHALL NOT BE USED AS A BASE FOR DESIGN
- THE FIELD WORK WAS COMPLETED ON OCTOBER 24, 2024



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

E:\(20) Halton\Registered Plans (PF)\RP 0732 (PF)\LOT 69, 70, 71, 72\23-164\SK\23-164-SK.dwg

DRAWN BY: A.R.	CHECKED BY: A.B.	PROJECT No. 23-164-SK	DWG. No. 1
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FRONT ELEVATION



FRONT ELEVATION



REAR ELEVATION



SIDE ELEVATION

Copyright Act Applies to Use and Production

880 GLENWOOD AVENUE
ELEVATIONS

GEOGRAPHIC LOCATION NOTE

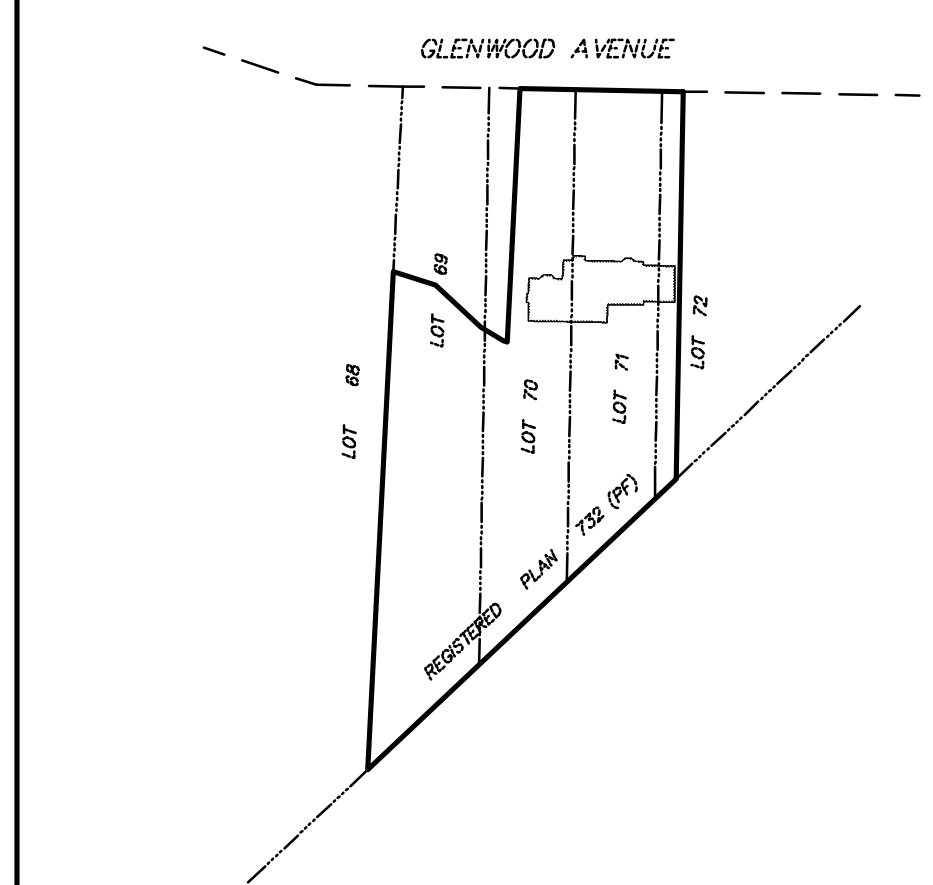
LOT 71
AND PART OF
LOTS 69, 70 & 72
REGISTERED PLAN 732 (PF)

IN THE
CITY OF BURLINGTON
REGIONAL MUNICIPALITY OF HALTON

SCALE 1 : 100



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KEYPLAN

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SINCE 1906

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Unit 101
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L7N 3J5
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halton@mmplimited.com
mmplimited.com

E:\(20) Halton\Registered Plans (PF)\RP 0732 (PF)\LOT 69, 70, 71, 72\23-164\SK\23-164-SK.dwg

DRAWN BY: A.R.	CHECKED BY: A.B.	PROJECT No. 23-164-SK	DWG. No. 1
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