



Committee of Adjustment

Agenda

Date: October 21, 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 2372 Lakeshore Road_A-047-2026

1 - 47

Proposal:

The applicant is proposing the construction of a rear balcony above the first storey adjoining a wall facing the rear yard.

Variances Required:

1. To permit a balcony located above the first storey adjoining a wall facing the rear yard within an LN4 zone.
2. To permit a 4.0 m projection from exterior wall instead of the maximum permitted 3.0 m for a balcony located above the first storey.

8. Regular Items

Proposal:

The applicant is proposing the construction of two 73 m² accessory buildings to the west of the existing detached dwelling. The proposed accessory buildings are located entirely within the DNA (North Aldershot Development) Zone, while the existing detached dwelling is located in the RNA1 (North Aldershot Residential) Zone. Although accessory buildings are permitted in the DNA Zone, they are only permitted when accessory to a detached dwelling located within the same zone. As the DNA zone does not contain the primary detached dwelling, the accessory buildings do not meet the permitted use provisions of the zone.

Variances required:

1. To permit an accessory (storage) building in the DNA zone which is not accessory to a detached dwelling.
2. To permit an accessory (garage) building in the DNA zone which is not accessory to a detached dwelling.
3. To permit a floor area of 73 m² instead of the maximum permitted 50 m² for a proposed one-storey rear accessory (storage) building.
4. To permit a floor area of 73 m² instead of the maximum permitted 50 m² for a proposed one-storey rear accessory (garage) building.
5. To permit a building height of 5.5 m instead of the maximum permitted 4.6 m for a proposed one-storey rear accessory (storage) building with a peaked roof.
6. To permit a building height of 5.5 m instead of the maximum permitted 4.6 m for a proposed one-storey rear accessory (garage) building with a peaked roof.

9. Other Business

9.1 Correspondence

9.2 Items for Discussion

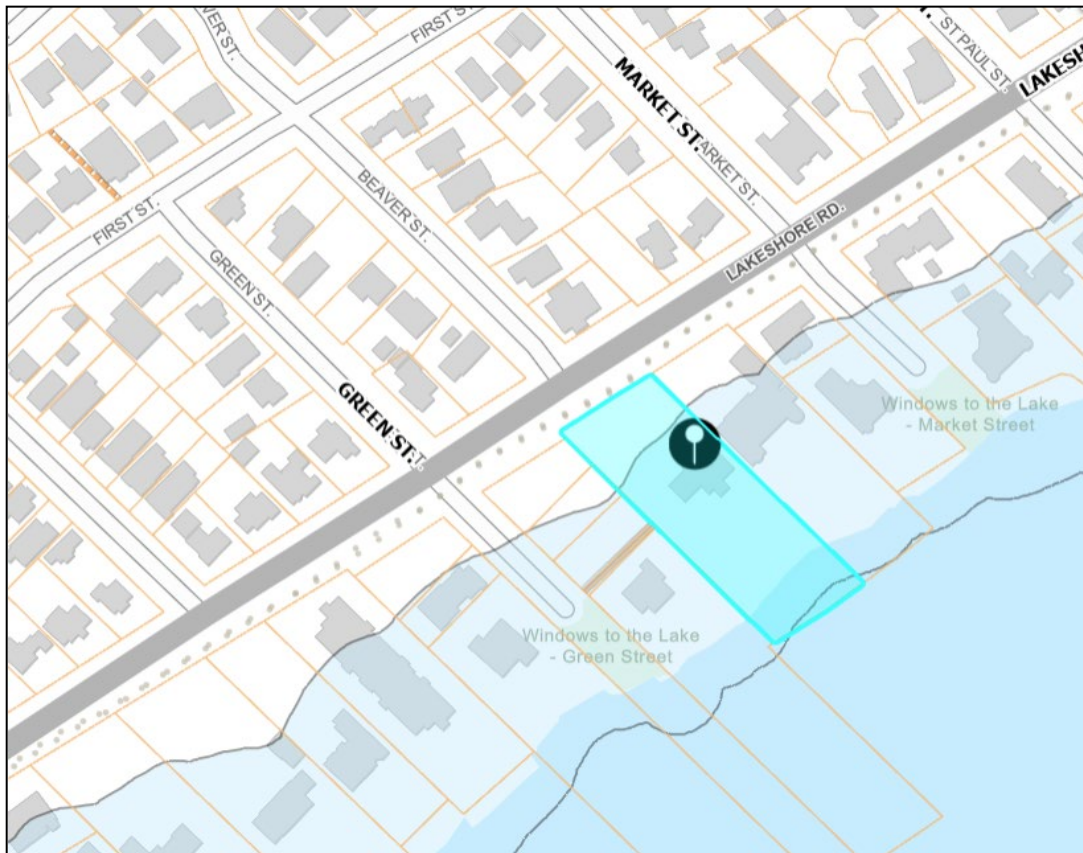
9.3 Date of Next Meeting

9.4 Motion to Approve Committee of Adjustment Meeting Minutes

10. Adjournment

**COMMITTEE OF ADJUSTMENT
MINOR VARIANCE
STAFF REPORTS**

Owner(s): Cheryl Karen Van Leeuwen
Address: 2372 Lakeshore Rd. Burlington
File No. **A-047/26**
Ward: 2



Staff Comments:

Committee of Adjustment

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

Date: August 12, 2026_____

Prepared By: E. Shacklette

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Zoning**1) Background information:**

The subject property is zoned LN4, Low Rise Neighbourhood, under Zoning By-Law 09-2026, as amended. The LN4 zone requires, among other things, the following:

5.4 Balconies, Decks, Residential Patios, and Porches

c) Balconies and decks located above the first storey and adjoining a wall facing the interior side yard or rear yard are not permitted in the LN1 to LN7 zones outside the following areas:

f) Additional regulations for balconies, and decks above the first storey:

ii) Maximum projection from exterior wall: 3 metres.

History / Background:

The under-construction dwelling received zoning clearance on October 24, 2025 under Zoning By-law 2020. The balcony was not proposed at that time. As such, the balcony has been separately reviewed under Zoning By-law 09-2026.

2) Proposal:

The applicant is proposing the construction of a rear balcony above the first storey adjoining a wall facing the rear yard in conjunction with the existing dwelling.

3) Variances required:

1. To permit a balcony located above the first storey adjoining a wall facing the rear yard within an LN4 zone.
2. To permit a 4.0 m projection from exterior wall instead of the maximum permitted 3.0 m for a balcony located above the first storey.

4) Notes and conditions:**Condition:**

1. A Pre-Building Approval Application is required.

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Notes:

1. Conservation Halton approval is required.
2. Variances have been identified based on the plans submitted for zoning review. If additional variances are identified when a Consolidated Pre-Building Permit Application is made, they will be the responsibility of the applicant to obtain.
3. The zoning review is based on the portion of the site affected by the proposed development only.
4. The variances identified are based on the plans provided. Any changes to the plans resulting in additional variances will be the responsibility of the applicant to obtain.
5. The application has been reviewed under Section 45(1) of the Planning Act.

Date: August 24, 2026Prepared By: S. Boich**Site Planning**

Site Characteristics	
Lot Frontage (m)	40.71m
Lot Area (m²)	3663.9m ²
Existing Land Uses <i>(ex. buildings, structures, driveways, fences, etc...)</i>	Two storey dwelling under construction
Site Grading <i>(ex. Flat and level, significant grade differences)</i>	Moderate grade difference from front yard to rear property line
Notable Site Features	Abuts Lake Ontario
Surrounding Land Uses <i>(ex. Adjacent building relationships, natural features, notable adjacencies)</i>	Low rise Residential, mid-rise residential
Nearest Major Intersection	Guelph Line and Lakeshore Road
Neighbourhood Boundaries* *Based on OP, 1997 <i>residential neighbourhood</i> definition	North: New Street East: Guelph Line South: Lake Ontario West: Seneca Avenue

Neighbourhood Characteristics:

- The subject lands are located on the south side of Lakeshore Road within an established residential neighbourhood along the Lake Ontario shoreline.

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- The surrounding neighbourhood is characterized predominantly by detached residential dwellings on lots that vary in size and configuration. Properties fronting Lakeshore Road generally contain larger lots and larger, individually designed dwellings, while the residential lots on the streets to the north are generally smaller and more regularly configured.
 - The subject property is larger than many of the surrounding residential properties and is consistent with the generally larger lot fabric found along this portion of Lakeshore Road.
 - Residential development in the area consists primarily of one and two-storey detached dwellings exhibiting a variety of architectural styles, building forms and ages. The Lakeshore Road streetscape includes a number of larger custom-designed homes that contribute to a varied rather than uniform built form.
 - Properties on the south side of Lakeshore Road are oriented toward Lake Ontario, with rear yards generally functioning as private outdoor amenity areas and taking advantage of views toward the lake.
 - Balconies and other elevated outdoor amenity areas are present within the surrounding neighbourhood. The dwelling on the property immediately east of the subject lands contains a balcony oriented toward Lake Ontario, and balconies are also present on properties along Green Street, including balconies located toward the street.
 - Mature landscaping and vegetation are common throughout the neighbourhood and contribute to the established residential character and separation between properties.

A site visit was conducted on September 15, 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 will be in accordance with Local Official Plans and Zoning By-laws. Given that Detached Dwellings on existing lots and accessory structures 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.

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Official Plan, 1997 & 2020

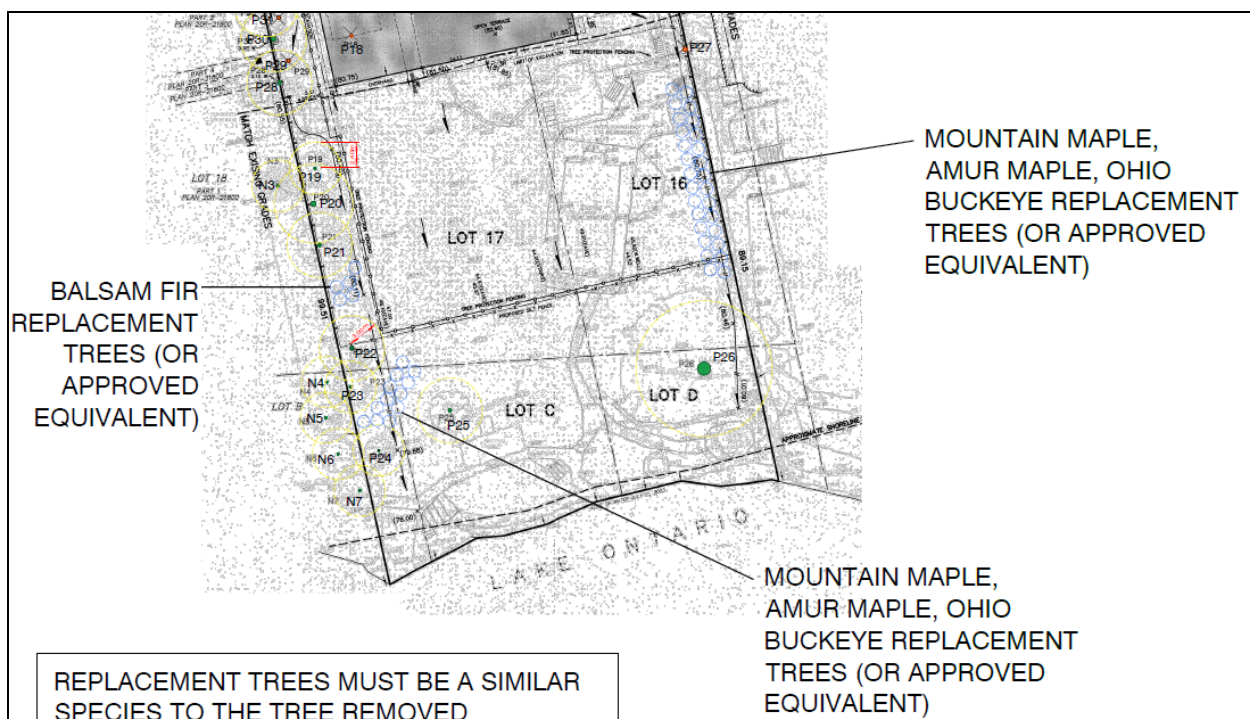
Parts of Burlington Official Plan, 2020 (BOP, 2020) are not in-force due to ongoing Ontario Land Tribunal Appeals, so applications are reviewed against a combination of in-force policies under BOP, 2020 and the older Burlington Official Plan 1997 (BOP, 1997).

The proposed variance 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 Section 8.3.1(a)-(b) of the BOP, 2020 recognizes that Residential Neighbourhood Areas will evolve over time to accommodate growth and changing demographics, while requiring that the form of new development be balanced with other planning considerations and achieve compatibility and integration within existing residential neighbourhoods, the proposal is consistent with these objectives in the following ways:
 - The proposed balcony is integrated into the existing dwelling and maintains the established low-rise residential form of the property.
 - The balcony is recessed within the H-shaped building form and is oriented primarily toward Lake Ontario. Neighbouring properties are shielded from overlook by the wings of the building.
 - The subject property is substantially larger than many surrounding residential lots and provides significant separation from adjoining properties.
 - Balconies and elevated outdoor amenity areas are present within the surrounding neighbourhood, including on nearby lakefront properties.
 - The proposal represents a minor alteration to an existing residential use and does not alter the overall function or character of the neighbourhood.
- 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 balcony maintains substantial separation from adjoining properties, with approximately 13.91m to the west lot line and 10.77m to the east lot line.
 - The recessed configuration of the balcony and projecting portions of the dwelling limit side-facing views toward neighbouring backyards.
 - The subject dwelling and the dwelling to the east are offset from one another, further limiting direct overlook between the properties.

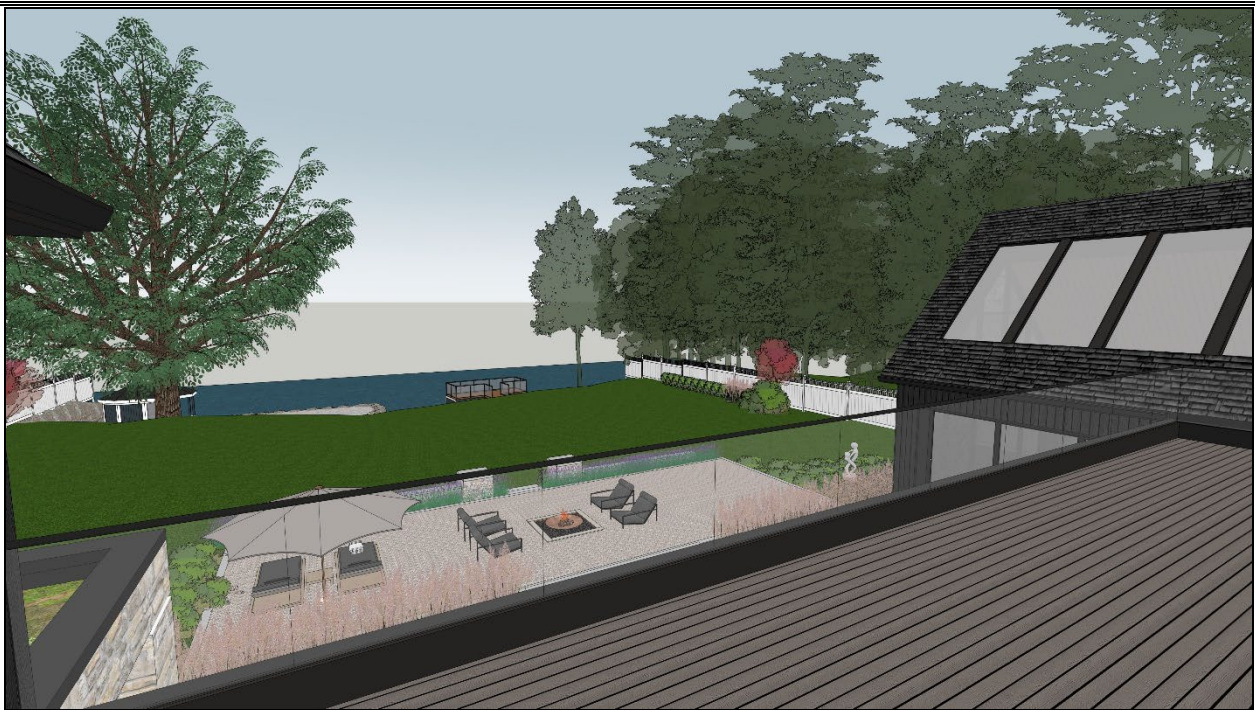
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- The balcony is oriented primarily toward Lake Ontario, with the dwelling located approximately 44.53 m from the rear lot line creating additional offset to the abutting eastern property.
- A tree permit has been approved to replace and add trees removed through construction, including new planting within the primary potential sightline toward the adjoining eastern property.
- Of the limited portion of the neighbouring rear yard visible from the balcony, much of this view is expected to be screened as the approved replacement planting becomes established.
- The additional 1.0 m balcony projection is not anticipated to create a material increase in overlook beyond what could otherwise occur from a second-storey window facing the rear yard.
- Based on the substantial setbacks, recessed building configuration, dwelling offset and approved landscaping, no undue privacy or overlook impacts are anticipated.



*Excerpt from the approved tree permit showing the location of the approved plantings
(Tree Permit No. TREE-1162/25)*

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Rendering provided by applicant showing the view from the proposed balcony looking southwest



Rendering provided by applicant showing the view from the proposed balcony looking east

2) City of Burlington Zoning By-law 2020:

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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 (Balcony Located Above the First Storey)

The general intent and purpose of Section 5.4(c) of Burlington Zoning By-law 2020 is to limit the location of balconies above the first storey, thereby protecting the privacy and enjoyment of neighbouring properties and minimizing potential overlook associated with elevated outdoor amenity spaces. The proposed minor variance maintains this intent for the following reasons:

- The balcony is recessed within the dwelling, with projecting portions of the building limiting lateral views toward the adjoining properties.
- The balcony maintains substantial separation from the adjoining properties, with setbacks of approximately 14.60 m from the west lot line and 12.2 m from the east lot line.
- The subject dwelling and the neighbouring dwelling are offset from one another, further limiting direct views into neighbouring private amenity areas.
- The balcony is primarily oriented toward Lake Ontario, with the dwelling located approximately 44.53 m from the rear lot line, resulting in substantial separation from the rear of the property.
- Existing mature vegetation provides screening, and an approved tree permit requires replacement planting within the primary potential sightline toward the adjoining property.
- Of the limited portion of the adjoining rear yard that may be visible from the balcony, much of this view is expected to be further screened as the approved replacement planting becomes established.
- Given the substantial separation, recessed building configuration, dwelling offset and landscaping, the balcony is not anticipated to result in undue privacy or overlook impacts.

Yes – Variance No.2 (Projection from Exterior Wall)

The general intent and purpose of Part 1, Section 5.4(f)(ii) of Burlington Zoning By-law 2020 is to limit the projection of balconies above the first storey in order to control the scale and extent of elevated outdoor amenity spaces, maintain appropriate separation from surrounding properties, and minimize potential privacy, overlook and massing impacts. The proposed minor variance maintains this intent for the following reasons:

- The proposed balcony projects 4.0 m instead of the permitted 3.0 m, representing an additional projection of 1.0 m.
- The additional projection remains contained within the recessed portion of the dwelling and does not extend beyond the rearward projecting portions of the building.
- The additional depth does not significantly increase lateral sightlines toward the adjoining properties beyond what is permitted.

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- Given the recessed balcony configuration, the additional 1.0 m projection is not anticipated to result in a meaningfully greater privacy or overlook impact than could otherwise occur from a rear-facing second-storey window.
 - The substantial side-yard separation and approved replacement tree planting further mitigate the limited views toward adjoining private amenity areas.
 - The increased projection therefore does not materially alter the scale, separation or privacy relationship between the proposed balcony and surrounding properties.

3) Desirability:

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

Yes

The proposed minor variance is desirable for the appropriate development and use of the land, building and structure for the following reasons:

- The balcony provides functional outdoor amenity space that takes advantage of the property's lakefront setting while remaining recessed within the dwelling and substantially separated from adjoining properties.
- The balcony's orientation, building configuration, existing vegetation and approved replacement tree planting minimize potential privacy and overlook impacts on neighbouring properties.
- No concerns with the proposed variances were identified by commenting departments or agencies.

4) Minor in Nature:

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

Yes

The proposed minor variance is minor in nature for the following reasons:

- Although an above-first-storey rear-facing balcony is not permitted, the practical impacts are limited by the recessed building configuration, substantial side-yard separation and lakeward orientation.
- The additional 1.0 m of balcony projection does not materially increase privacy, overlook or massing impacts compared with a permitted 3.0 m projection.
- The limited potential views toward adjoining rear yards will be further mitigated by existing vegetation and replacement planting secured through the approved tree permit.

Cumulative Effects of Multiple Variances and Other Planning Matters:

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NA

Recommendation:

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

Date: October 6, 2026

Prepared By: Ryan Kochuta

Report Schedules & Attachments:

Attachment No. 1 (Site Photos)



View from the front



View of the dwelling under construction



View of the dwelling under construction and the abutting property to the east



View of the abutting property to the east

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View of the abutting property to the east from the location of the balcony



View of the abutting property to the east



View of the dwelling under construction and the abutting property to the west



View of the abutting property to the west from the location of the balcony



View of the abutting property to the west from the location of the balcony



View of the abutting property to the west

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

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the Grading and Drainage Clearance Certificate process.

Date: September 9, 2026

Prepared By: R.Bardaloo

Forestry

Forestry has reviewed the application and has no objection to the proposed minor variance(s).

Date: September 10, 2026

Prepared By: J. Lee

Building

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

Transportation Planning

Deemed Road Width Analysis

The deemed right-of-way width through this section of Lakeshore Road 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 Lakeshore Road adjacent to the subject site.

While Minor Variances do not require lands be conveyed to the City, it shall be noted that private infrastructure is not permitted within the lands of deemed width whether above, below, or at grade.

Date: August 25th 2026

Prepared By: T.Kirchknopf

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

Date: September 16th 2026

Prepared By: T.Kirchknopf

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.

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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: August 27, 2026

Prepared By: L. Bray

Agency Comments:

Halton Region

Regional Contaminated Sites Database:

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

Regional Staff have reviewed the Minor Variance application proposing the construction of a rear balcony above the first storey adjoining a wall facing the rear yard in conjunction with the existing dwelling. Variance are requested to the location of the balcony and the maximum permitted balcony projection from the exterior wall.

- 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, Staff offer the following comments:
 - The property is located within the jurisdiction of the Halton-Hamilton Source Protection Plan (SPP). The Halton-Hamilton SPP can be accessed online at: <http://www.protectingwater.ca/>
 - The property is located in an Intake Protection Zone 2 (VS= 6.3).
 - 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.

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- Attached to these comments is a factsheet for the applicant, regarding the Source Water Protection program and the important role landowners play in protecting drinking water sources.
- Regional Staff have no objections to the Minor Variance application.

Date: September 17, 2026

Prepared By: Navjot Kaur

Conservation Halton

Conservation Halton (CH) staff has reviewed the Minor Variance Application and materials for 2372 Lakeshore Road, Burlington as per our regulatory responsibilities under the Conservation Authorities Act (CA Act) and Ontario Regulation 41/24 and our provincially delegated responsibilities under Ontario Regulation 686/21 (e.g., acting on behalf of the province to ensure decisions under the Planning Act are consistent with the natural hazards policies of the Provincial Planning Statement [PPS, Sections 5.1.11-5.2.8] and/or provincial plans).

Proposal

Under Section 45(1) of the *Planning Act*, the applicant is requesting the Committee of Adjustment to authorize a minor variance to:

1. To permit a balcony located above the first storey adjoining a wall facing the rear yards within an LN4 zone; and,
2. To permit a 4.0m projection from exterior wall instead of the maximum permitted 3.0m for a balcony located above the first storey.

Conservation Authorities Act and Ontario Regulation 41/24

Conservation Halton (CH) regulates all watercourses, valleylands, wetlands, Lake Ontario Shoreline, hazardous lands (e.g. flooding and erosion hazards, dynamic beaches, unstable soil and bedrock), as well as lands adjacent to these features. The subject property is regulated by CH as it is within the flooding and erosion hazards associated with the shoreline of Lake Ontario. CH regulates 15 metres from the greatest hazard associated with the Lake Ontario/Hamilton Harbour shoreline. CH's regulatory policies establish development setbacks along the shoreline based on the condition of any existing shoreline protection works, maintenance access to and along shoreline protection works, and allowances for stable slope, flooding and erosion hazards.

A Permit (Permit No. 9293 REVISED, CH File: RAPP-9624) for the development activity associated with the requested variances was previously issued.

The proposed development activity identified within the Minor Variance Application is generally representative of the development activities approved under Permit #9293; however, the previously approved covered terrace is now proposed to include a second storey balcony. The overall scope of works is consistent with that approved through the

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CH Permit and would still meet setback requirements for non-habitable development. Staff is of the opinion that a Revised Permit is not required at this time. Accordingly, CH has no concerns with the requested variances from a regulatory perspective.

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

In addition to CH's regulatory responsibilities (described above), CH also has provincially delegated responsibilities under Ontario Regulation 686/21: Mandatory Programs and Services, including acting on behalf of the Province to ensure that decisions under the *Planning Act* are consistent with the Natural Hazards Sections (5.1.1-5.2.8) of the Provincial Planning Statement (PPS). CH staff have no concerns with the requested variances from a PPS perspective.

Recommendation

Based on the above, CH has no objection to the requested variances or the approval of the Minor Variance application.

The overall development activity associated with this Minor Variance Application is generally consistent with CH Permit #9293 and staff is of the opinion that a Revised Permit is not required.

Should any changes to the proposed development arise through the Minor Variance process, or for future development, please circulate CH for further review and to identify any regulatory and permitting requirements.

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

Date: September 30, 2026
Revised: October 6, 2026

Prepared By: Justin Dodds

Burlington Hydro

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

Date: September 23, 2026

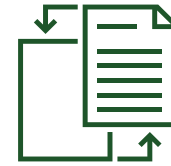
Prepared By: Carlos Gaviria

Source Water Protection Factsheet

halton.ca

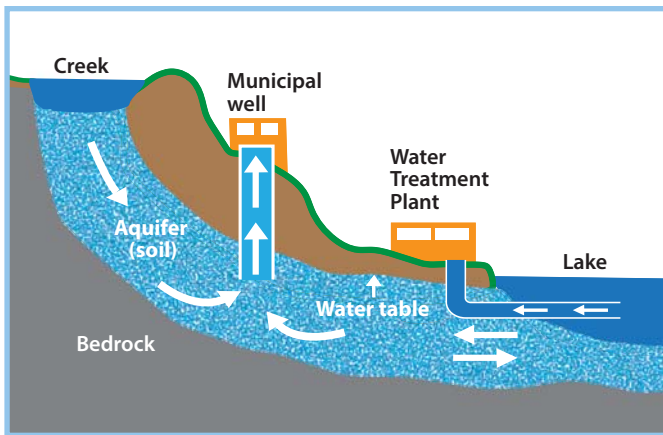


Planning and Building Applications



Sources of drinking water

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



Protecting Halton's drinking water

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



Source water protection and Planning/Building Applications

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

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

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

Is my property in a vulnerable area?

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

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

How is my application reviewed?

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

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

Step 1

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



Step 2

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



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

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

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

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

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



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

RETHINK
WATER



Enjoy Conserve Protect





Burlington **hydro** inc.

September 22, 2026

2372 Lakeshore Rd,
Burlington, ON

Attention: Alex Blanchard, 905-574-1504, alex@carrothersandassociates.com, Carrothers and Associates.

Re: Proposed rear yard balcony

Mr. Blanchard,

This letter serves as confirmation that Burlington Hydro Incorporated ("BHI") has reviewed the proposed rear yard balcony designs forming part of building permit file number **540-02-A047/26** submitted to the City of Burlington's Building Department.

Upon reviewing the submitted permit application drawings, and through review of BHI records, the proposed rear yard balcony shall not interfere with the access of the existing hydro service in the property.

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

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

RP



Burlington**hydro**_{inc.}

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

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

Regards,

Carlos Gaviria C.E.T.
Engineering Services Technician

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

SEP. 23/2020
RP

NOTICE OF PUBLIC HEARING

Cheryl Karen Van Leeuwen of 2372 Lakeshore Rd. 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 **2372 Lakeshore Rd. Burlington** (see map).

The applicant is proposing the construction of a rear balcony above the first storey adjoining a wall facing the rear yard. This proposal results in the following variances:

1. To permit a balcony located above the first storey adjoining a wall facing the rear yard within an LN4 zone.
2. To permit a 4.0 m projection from exterior wall instead of the maximum permitted 3.0 m for a balcony located above the first storey.

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 **October 5, 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 OCTOBER 21, 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

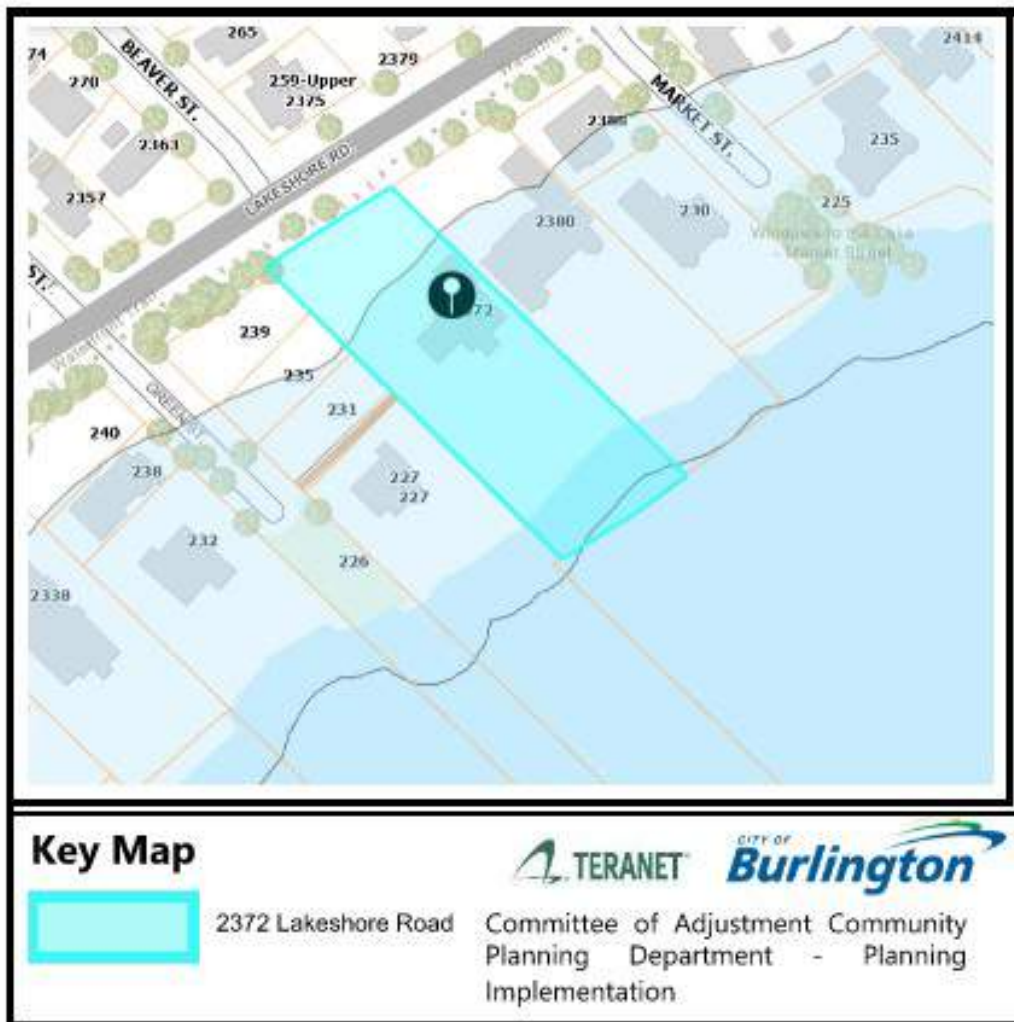
Yours truly,



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



July 31, 2026

Committee of Adjustment – Planning Services

City of Burlington 426 Brant Street, PO Box 5013, Burlington ON. L7R3Z6

Attn: Secretary Treasurer

Project Address: 2372 Lakeshore Road, Burlington, On. L7R 1B6

Carrothers and Associates Inc. are the consultants to (the owner) Cheryl Karen van Leeuwen, of the lands municipally known as 2372 Lakeshore Road in Burlington, Ontario. On behalf of the owner, we are pleased to provide this submission letter to address items #1 through #4 on page 10 of the Minor Variance application.

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

The minor variance will facilitate the rear yard balcony for a single-family custom home currently under construction that is consistent and compatible with the existing community-built form character along Lakeshore Road and Lake Ontario. The subject property should be evaluated on its own merits, and we believe the development will enhance the property. Furthermore, there are no combination of any other variances that will result in the over-building on the Subject Property to the detriment of the community. Therefore, it is our opinion that the requested variance is minor in nature.

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

The proposed development is intended to further facilitate the use of the property for residential purposes with minimal land use impacts anticipated. The proposed dwelling massing has been designed and sited in a manner that is respectful of the current conditions and constraints on site. The proposed balcony has no direct clear unobstructed view into a neighbouring back yard. The property backs directly onto Lake Ontario, while the rest of the home has been designed within the parameters of the Zoning By-Law. The variance, in our opinion, is appropriate and desirable for the subject lands.

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

The Subject Property is located within an established residential neighbourhood, and our proposal is consistent and compatible with the existing community character. The general intent and purpose of the BOP, 2020, is to encourage new residential development, including new homes, in residential neighbourhood areas while recognising that the form of development must be balanced with other considerations like compatibility and integration within existing residential neighbourhoods. Many homes in this area are a mix of larger one (1) and two (2) storey dwellings with attached or detached garages and the proposed development will “fit in” with these built forms.

There are no natural heritage features on or adjacent to the subject property that will be adversely impacted by our proposal. The allowance for a rear yard balcony will help maximize the views and enjoyment of the Lake Ontario site-specific development while not infringing on any neighbouring privacies. The remainder of the home has been designed within the parameters of the Zoning By-Law, and the requested variance in our opinion is appropriate and desirable for the Subject Lands.

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

Variance 1 – Balcony located above the 1st storey facing a rear yard.

The general purpose and intent of the Zoning By-Law is to implement the policies of the Official Plan through specific permissions and regulations. The Subject Property is currently zoned “LN4” and permits the construction of the new single-family dwelling.

The intent of the zone provision related to rear yard balconies not being permitted above the first storey is to ensure that neighbours’ enjoyment of their private spaces (ie: yards, decks, pools) are not being infringed upon with the overlook potential.

The provisioning of the rear yard balcony above the first floor at 2372 Lakeshore we believe is desirable given a few site-specific factors. Along the easterly property line, the proposed balcony has a side yard setback of 10.7m to the property line and 13.8m setback to the neighbouring home. It is important to note that the new house development is much closer to Lakeshore Road than the easternly neighbouring house (due to shoreline regulations) This will ensure that both rear facades are not aligned, therefore eliminating any direct overlooking views from the proposed balcony into the neighbouring yard. The proposed balcony will not project any further into the rear yard than the house and will be directly concealed by the 2nd storey exterior façade. Adding further provisions to mitigate any privacy concerns along the easternly property line, there are various existing mature large trees along with twenty-six (26) new proposed Balsam Fir trees to be planted as part of the Forestry replanting program under Landscape Permit # TREE-1162/25. We believe all these provisions, combined will help mitigate any privacy concerns with regard to the abutting eastern property and ensure that the new balcony development is appropriate for the subject lands.

Similarly, along the westerly side of the property, the rear yard balcony above the first floor at 2372 Lakeshore is desirable given a few site-specific factors. The proposed balcony faces directly to Lake Ontario and has a side yard setback of 13.9 m to the property line. It will be fully concealed by the new second storey wall massing and new pitched gabled roof and will have no direct overlooking sightlines into the neighbouring yards. We believe, all of these provisions combined with the existing mature tree growth, will help mitigate any privacy concerns regarding the abutting western properties, and ensure that the new development is appropriate for the subject lands.

Conclusion

As described above, the requested variance will allow for reinvestment to occur on the Subject lands in a matter that is compatible and in keeping with the current streetscape of the neighbourhood. It will allow future enjoyment of the properties unique setting with views to Lake Ontario while eliminating any privacy concerns to the easternly and westerly neighbouring properties.

The requested variance satisfies the four tests of Section 45 (1) of the Planning Act and in our opinion represents good design and planning.

Regards,



David Carrothers
Carrothers and Associates Inc. 905.574.1504 ext. 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 ActDiscussed the application with a City Zoning Examiner and Development Planner Y ☐ or N ☒

Name of Planner: _____ Name of Zoning Examiner: _____

PROPERTY INFORMATION

Municipal Address(es) of property:

2372 Lakeshore Road

Legal Description of property:

Part of Lots 7, 9, 11, 18 and all of Lots 3 + 17, Registered Plan No. 84
Part of Lots B + D and all of Lot C, Registered Plan No. 86Official Plan Designation: Residential Low Density Current Zoning Designation LN4**OWNER(S) INFORMATION:**

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

Cheryl van Leeuwen

Mailing Address: _____ City: _____

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

Work Phone: _____ E-Mail: _____

AGENT INFORMATION (if applicable): (This person will be the primary point of contact if provided)Name: Alex Blanchard + David Carrothers / Carrothers and AssociatesBusiness Address: 3-505 York Boulevard City: HamiltonPostal Code: L8R 3K4 Home Phone: _____ Mobile Phone: _____

Work Phone: _____ E-Mail: _____

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

- New rear yard balcony for new Custom Home

Variance(s) Requested	Zoning Bylaw Requirement
5.4.c) Balcony located above the first storey facing a rear yard	Not permitted
5.4.f) ii) Maximum projection from exterior wall: 4 metres	3.0 metres

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? Refer to Justification Report
- Why are the variance(s) desirable for the appropriate use of the land? Refer to Justification Report
- Do the variance(s) meet the intent and purpose of the Official Plan? Refer to Justification Report
- Do the variance(s) meet the intent and purpose of the Zoning By-law? Refer to Justification Report

PROPERTY DETAILS (please complete all fields):

Date property purchased: 12/15/1995 mmm/dd/yyyy	Date property first built on: +/- 60 years mmm/dd/yyyy	Date of proposed construction: 06/08/2026 mmm/dd/yyyy
---	--	--

Existing Use of the Subject Property (check one):

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

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

+/- 60 years

Proposed Use of the Land:

Residential SFD

Existing Uses of Abutting Properties (check all that apply)

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

Additional Information

Is liquor sold on site? Y ☐ or N ☒

Is the property on the Municipal Cultural Heritage Register for the City of Burlington? Y ☐ N ☒
Unknown ☐

Type of Access to the Subject Lands

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

Municipal Services Provided

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

IS THE SUBJECT LAND(S) THE SUBJECT OF ANY OF THE FOLLOWING DEVELOPMENT APPLICATIONS:

☐ Official Plan Amendment ☐ Zoning By-law Amendment ☒ Building Permit
☐ Site Development Plan ☐ Plan of Subdivision ☐ Previous Minor Variance ☐ Consent

FOR RESIDENTIAL DETACHED OR SEMI-DETACHED DWELLINGS

Dimensions of Property			Street Width (see first page of application for how to obtain)			Lot Coverage	Corner Lot?
Frontage	Depth	Area	Actual	Deemed	Required		
40.7m	94.3m	3663.9m ²	0	30m		20.6%	Y ☐ N ☒

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

(attach additional page if required)

UNDER CONSTRUCTION

EXISTING (Dwelling/Building)		PROPOSED (Dwelling /Building/Addition)	
Ground Floor Area (incl. attached garage)	M ²	Ground Floor Area	599.9 M ²
Gross Floor Area:	M ²	Gross Floor Area:	851.9 M ²
Number of Storeys:		Number of Storeys:	2
Width:	M	Width:	31.5 M
Length:	M	Length:	34.7 M
Height:	M	Height:	10.4 M
Garage/Car Port	N/A	Garage/Car Port	
Detached?	Y ☐ N ☐	Detached?	Y ☐ N ☒
Gross Floor Area:	M ²	Gross Floor Area:	92.9 M ²
Width:	M	Width:	7.6 M
Length:	M	Length:	12.2 M
Height:	M	Height:	9.2 M
Accessory Structures (Shed, <u>Gazebo</u> , etc.)		Accessory Structures	N/A
Gross Floor Area:	9.6 M ²	Gross Floor Area:	M ²
Width:	3.4 M	Width:	M
Length:	3.4 M	Length:	M
Height:	2.7 M	Height:	M
Other (<u>pool</u> , additional sheds, decks, driveways, etc.)		Other	N/A
Gross Floor Area:	M ²	Gross Floor Area:	M ²
Width:	T.B.R.	Width:	M
Length:	M	Length:	M
Height:	M	Height:	M

LOCATION of all existing and proposed buildings and structures

EXISTING		PROPOSED	
Front:	M	Front:	13.26 M
Rear:	M	Rear:	44.53 M
Side/Street Side:	M	Side/Street Side:	3.00 M
Side/Other Side:	M	Side/Other Side:	5.21 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

Cheryl van Leeuwen

Property Address

2372 Lakeshore Road



Signature of Owner/Applicant

2026/06/08

Date (mmm/dd/yyyy)

AFFIDAVIT

*Please fill out at time of submission of application

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

Agent: _____

I, Alex Blanchard 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 Region of Halton in the City of Burlington.
(Region/City/County) (City/Town/Township)

this 8 day of July 2026.


Signature of Commissioner, etc.
Roxanne Marie Gosse, a
Commissioner, etc., Province of
Ontario, for The Corporation of the
City of Burlington.
Expires October 25, 2027.


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: 2372 Lakeshore Road

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

Cheryl van Leeuwen
Print Name

OWNERS AUTHORIZATION

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

I, Cheryl van Leeuwen being the registered owner of the subject lands, hereby
(print name)

Authorize David Carrothers/Alex Blanchard to prepare, submit and act on my behalf with respect to this
(print agent name)

application for a Minor Variance.

Cheryl Van Leeuwen
Signature of Owner

06/08/2026
Date (mmm/dd/yyyy)

Notice of collection of personal information

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

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

Minor Variance Application Checklist Please add a check mark beside the items you have provided with your application. Illegible drawings or those missing required details will be returned to applicant.	Select (✓)
LEGAL SURVEY (must be prepared and signed and dated by an Ontario Land Surveyor) * For new development, a Proposed Building Plan stamped by an Ontario Land Surveyor or Professional Engineer may be required.	☒
OR	
DETAILED SITE PLAN (must be prepared and stamped by Professional Engineer, Ontario Land Surveyor or Professional Architect). A legal survey may still be required at the discretion of staff.	☐
AND	
PLAN and ELEVATION DRAWINGS which include the following as applicable: (Missing details or illegible drawings will be sent back to the applicant for correction)	☒
SITE PLAN ☒ Metric Scale ☒ North Arrow ☒ Frontage ☒ Depth ☒ Lot Area ☒ Lot Coverage ☐ Deemed Street Line ☐ Existing Front Yard Setbacks ☐ Existing Rear Yard Setbacks ☐ Existing Side Yard Setbacks ☐ Existing Street Side Yard Setbacks ☐ Existing Porch, Stairs and Overhang Setbacks ☒ Proposed Front Yard Setbacks ☒ Proposed Rear Yard Setbacks ☒ Proposed Side Yard Setbacks ☒ Proposed Street Side Yard Setbacks ☒ Proposed Porch, Stairs and Overhang Setbacks ☒ Streets (Public and Private) ☒ Street Names ☒ Parking (Dimensioned spaces, Driveway Width, Arrangement) ☐ Railways (Location of them and setbacks to structures) ☒ All Watercourses and/or Conservation Halton Areas(creeks, lakes, etc)	

Minor Variance Application Checklist

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

LOCATION AND MEASUREMENTS OF SHED, DECK OR OTHER STRUCTURES

- ☐ Setbacks
- ☐ Height
- ☐ Area
- ☐ Length
- ☐ Width

ELEVATIONS

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

FLOOR PLANS

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

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



Signature of Owner/Agent



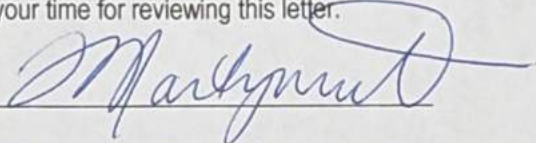
Date (mmm/dd/yyyy)

To: The Committee of Adjustment Department, City of Burlington
For: Minor Variance Application for 2372 Lakeshore Road

Re: Neighbours Consent Letter

We, the undersigned, are neighbours of 2372 Lakeshore Road, have reviewed the plans as submitted to the Committee of Adjustment, and have no objections to the proposed rear yard balcony. We support the applicants Cheryl and John.

Thank you for your time for reviewing this letter.

Signature: 

Name: Terri Martyniuk

Date: Aug 24 2026

Address: 

CARROTHERS + ASSOCIATES

ARCHITECTURAL DESIGN + INTERIORS

To: The Committee of Adjustment Department, City of Burlington

For: Minor Variance Application for 2372 Lakeshore Road

Re: Neighbours Consent Letter

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Thank you for your time for reviewing this letter.

Signature: John Beattie Gillian K Beattie

Name: JOHN BEATTIE GILLIAN K BEATTIE

Date: 8/20/2026

Address: [REDACTED]

To: The Committee of Adjustment Department, City of Burlington

For: Minor Variance Application for 2372 Lakeshore Road

Re: Neighbours Consent Letter

We, the undersigned, are neighbours of 2372 Lakeshore Road, have reviewed the plans as submitted to the Committee of Adjustment, and have no objections to the proposed rear yard balcony. We support the applicants Cheryl and John.

Thank you for your time for reviewing this letter.

Signature:   _____

Name: _____

Date: _____

Address 

To: The Committee of Adjustment Department, City of Burlington

For: Minor Variance Application for 2372 Lakeshore Road

Re: Neighbours Consent Letter

We, the undersigned, are neighbours of 2372 Lakeshore Road, have reviewed the plans as submitted to the Committee of Adjustment, and have no objections to the proposed rear yard balcony. We support the applicants Cheryl and John.

Thank you for your time for reviewing this letter.

Signature:  _____

Name: _____

Date: _____

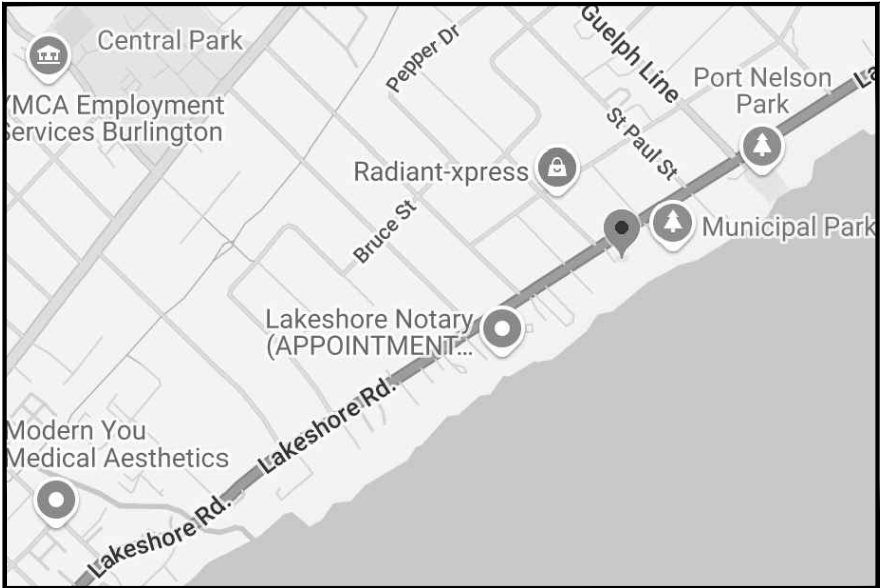
Address:  _____

PRIVATE RESIDENCE

PROPOSED REAR YARD BALCONY

TO AN EXISTING ISSUED PERMIT #26 001871.

2372 LAKESHORE ROAD, BURLINGTON ON. L7R 1B6



LOCATION MAP:

ZONING AND PROPERTY STATISTICS		
ADDRESS:	2372 LAKESHORE ROAD, BURLINGTON	
ZONING:	LN4	
	BY-LAW:	EXISTING:
MIN. LOT AREA:	425.0 sqm	3663.9 sqm
MIN. LOT WIDTH:	15.0 m	40.7 m

FLOOR AREA RATIO		
	BY-LAW:	PROPOSED:
BASEMENT FLOOR (NOT INCLUDED)		344.1 sqm
GARAGE		92.9 sqm
MAIN FLOOR		496.0 sqm
SECOND FLOOR		355.6 sqm
TOTAL FLOOR AREA:	N/A	944.5 sqm

LOT COVERAGE		
	BY-LAW:	PROPOSED:
BUILDING FOOTPTINT (GARAGE INCLUDED)		20.6% 756.7 sqm
TOTAL MAX. COVERAGE	35% 1,285.7 sqm	20.6% 756.7 sqm

SETBACKS		
	BY-LAW:	PROPOSED:
FRONT YARD TO HOUSE	6.00 m	13.26 m
REAR YARD TO HOUSE	9.00 m	44.53 m
RIGHT YARD TO HOUSE	1.80 m	5.21 m
LEFT YARD TO HOUSE	1.80 m	3.00 m
MAX. DWELLING DEPTH	N/A	34.71 m
MAX. BUILDING HEIGHT	13.00 m	10.35 m
MIN. PARKING SPACES	2	2



PROPOSED FRONT ELEVATION (FOR REFERENCE ONLY):



PROPOSED REAR ELEVATION (FOR REFERENCE ONLY):

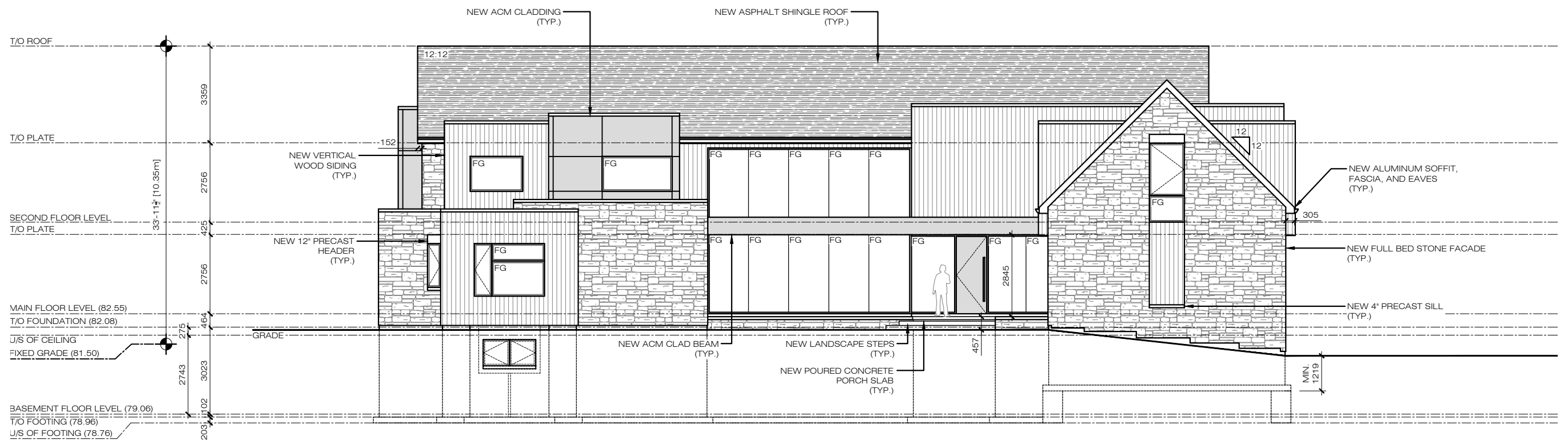
ISSUED FOR COMMITTEE OF ADJUSTMENT ONLY	Project Name:		PRIVATE RESIDENCE NEW REAR YARD BALCONY						Drawn By:	
									Checked By:	
									Scale:	N/A
									Date:	JULY 2026
									Project No.	2024-85
									A1	
Sheet Title:		COVER PAGE & ZONING STATS								
				1	JULY 08/26	ISSUED FOR Co/A	DC			
				No.	Date:	Issue/Revision	By:			

ISSUED FOR
COMMITTEE OF
ADJUSTMENT ONLY

Project Name:
PRIVATE RESIDENCE
NEW REAR YARD BALCONY

2372 LAKESHORE ROAD
BURLINGTON, ON, L7R 1B6

Sheet Title:
FRONT ELEVATION

[illegible]

FRONT ELEVATION

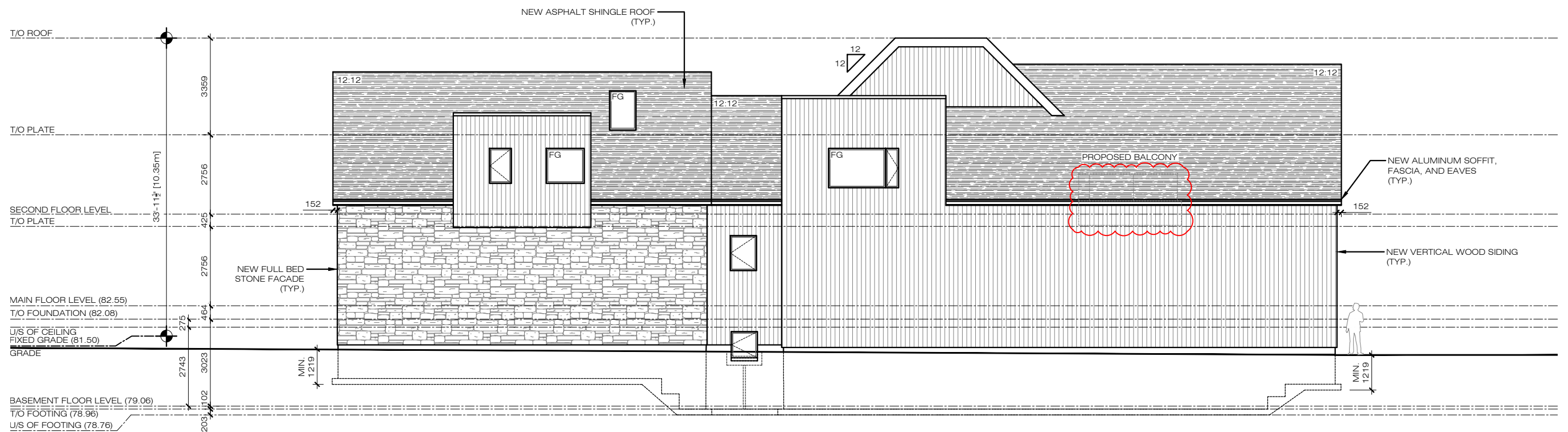
ISSUED FOR
COMMITTEE OF
ADJUSTMENT ONLY

Project Name:
PRIVATE RESIDENCE
NEW REAR YARD BALCONY

2372 LAKESHORE ROAD
BURLINGTON, ON, L7R 1B6

Sheet Title:
RIGHT SIDE ELEVATION

1	JULY 08/26	ISSUED FOR CMA	DC
No.	Date:	Issue/Revision	By:



RIGHT SIDE ELEVATION

ISSUED FOR
COMMITTEE OF
ADJUSTMENT ONLY

PRIVATE RESIDENCE
NEW REAR YARD BALCONY

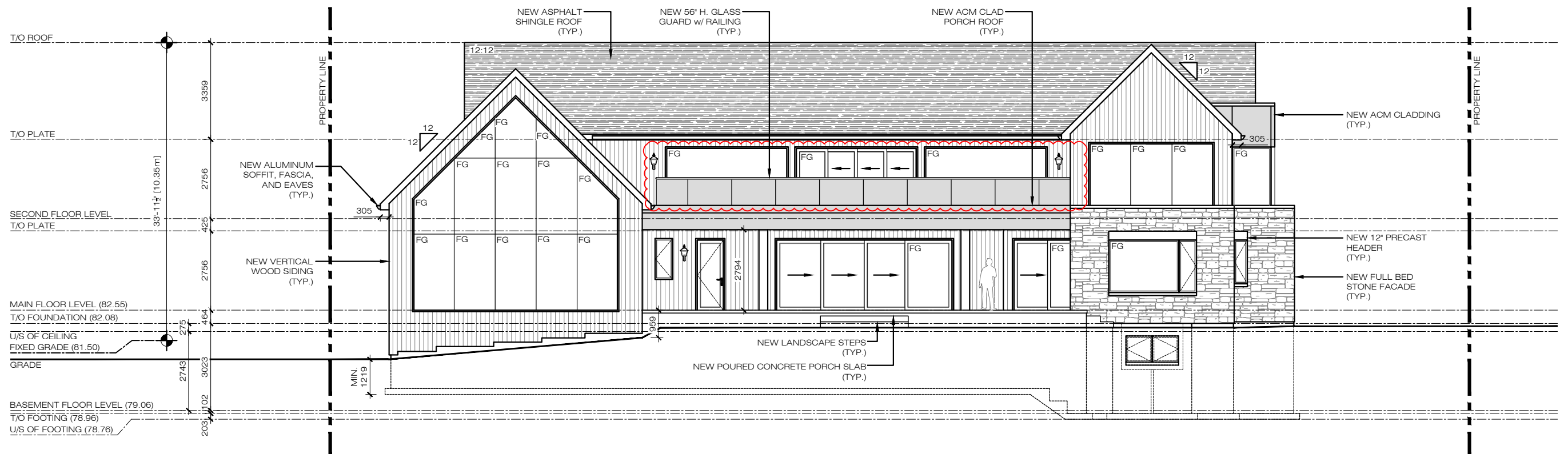
2372 LAKESHORE ROAD
BURLINGTON, ON. L7R 1B6

REAR ELEVATION

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Date:	JUL Y 2026	
Project No.	2024-85	

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Drawn By:	
Checked By:	
Scale:	1:150
Date:	JUL Y 2026
Project No.	2024-85



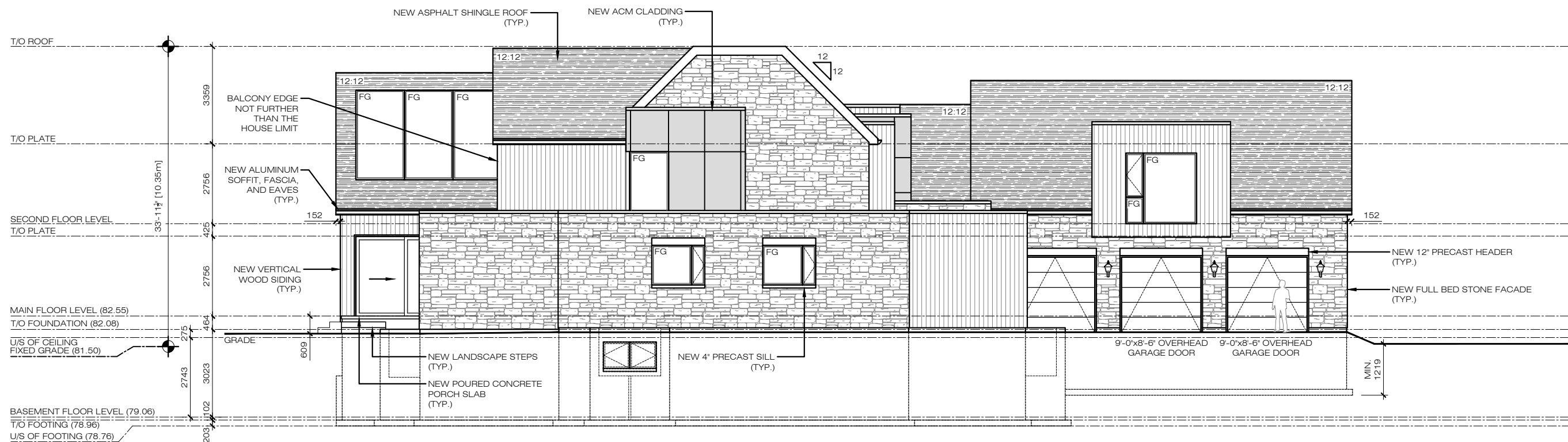
REAR ELEVATION

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Project Name:
PRIVATE RESIDENCE
NEW REAR YARD BALCONY

2372 LAKESHORE ROAD
BURLINGTON, ON, L7R 1B6

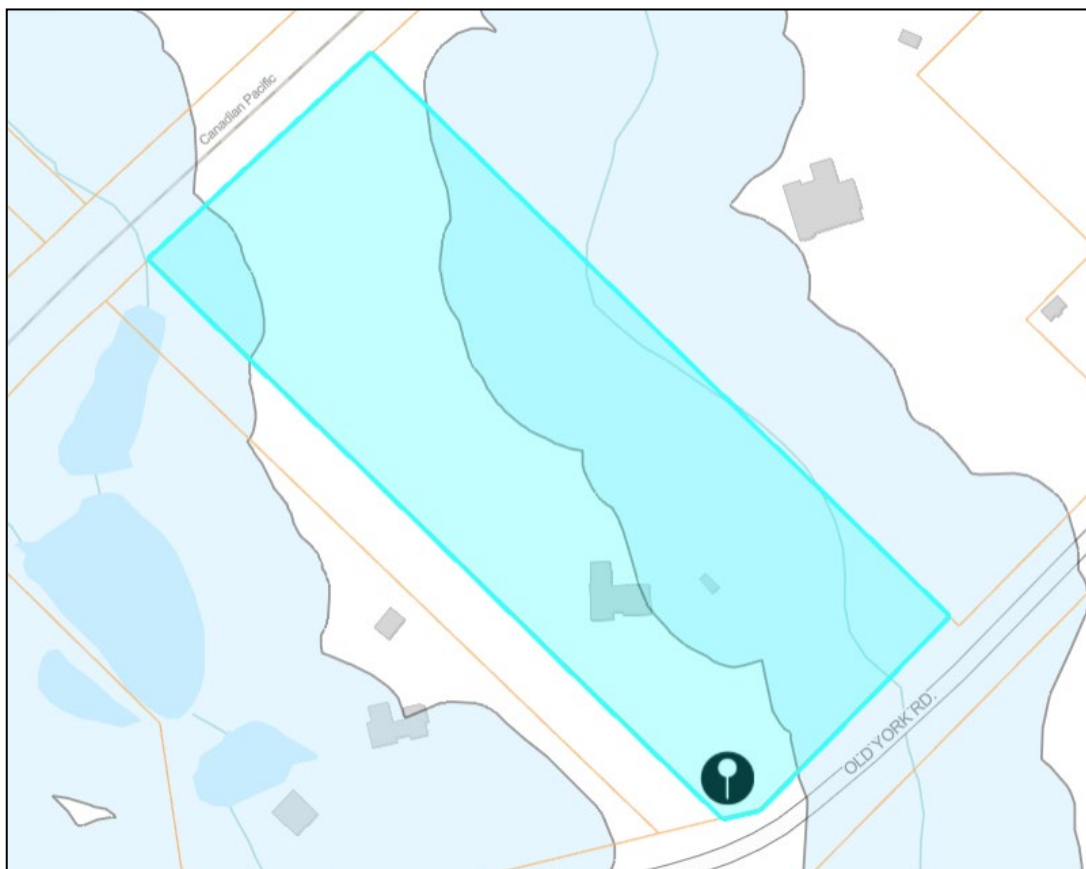
Sheet Title:
LEFT SIDE ELEVATION

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LEFT SIDE ELEVATION

**COMMITTEE OF ADJUSTMENT
MINOR VARIANCE
STAFF REPORTS**

Owner(s): Haiping Zhang and Zhe Wang
Address: 615 Old York Rd. Burlington
File No. **A-042/26**
Ward: 1



Staff Comments:

Committee of Adjustment

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

Date: July 9, 2026

Prepared By: E. Shacklette

Zoning

The subject property encompasses three zoning designations under Zoning By-law 2020, as amended: **DNA** (North Aldershot Development), **RNA1** (North Aldershot Residential), and **O3-196** (Open Space, Site-Specific Exception No. 196).

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Zoning By-law 2020:

PART 1: GENERAL CONDITIONS AND PROVISIONS
--

1.7 INTERPRETATION OF ZONE BOUNDARIES

1.7.1 Where any uncertainty exists as to the location of any boundary of any zone, the following rules shall apply:

- (g) **Where a property or lot has two or more zoning designations, the zoning boundary between the designations shall be the limit from which the zoning regulations shall apply.**

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:
- (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: 0.5 m
 - **Maximum floor area: 50 m²**
 - Maximum one storey
 - **Maximum height (peaked roof): 4.6 m**
 - Maximum height (flat roof): 3.5 m

PART 16: DEFINITIONS

Accessory Building or Structure

A detached building or structure that is not used for human habitation, unless it has been approved as an additional residential unit, the use of which is naturally and normally incidental to, subordinate to, or exclusively devoted to a principal use or building and located on the same lot. Accessory Buildings are 50% or more enclosed by walls or privacy screens and may include a detached garage, workshop, shed, additional residential unit, and/or pool house. Accessory Structures may include arbours, unenclosed gazebos, pergolas, play structures, and/or detached car ports exclusive of patios or decks.

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Floor Area

The total area of the floor measured to the outside of all outside walls or the centre of common walls, excluding any basement, cellar, garage, car port, unenclosed porch, or unenclosed veranda. A basement associated with a restaurant use, used for storage purposes shall not be included in the calculation of permitted floor area.

For Accessory Buildings or Structures, floor area means the total area of all floors measured to the outside of all exterior walls or posts. Storage area may be included within the roofline

Proposal:

The applicant is proposing the construction of two 73 m² accessory buildings to the west of the existing detached dwelling. The proposed accessory buildings are located entirely within the DNA (North Aldershot Development) Zone, while the existing detached dwelling is located in the RNA1 (North Aldershot Residential) Zone. Although accessory buildings are permitted in the DNA Zone, they are only permitted when accessory to a detached dwelling located within the same zone. As the DNA zone does not contain the primary detached dwelling, the accessory buildings do not meet the permitted use provisions of the zone.

Variances required:

1. To permit an accessory (storage) building in the DNA zone which is not accessory to a detached dwelling.
2. To permit an accessory (garage) building in the DNA zone which is not accessory to a detached dwelling.
3. To permit a floor area of 73 m² instead of the maximum permitted 50 m² for a proposed one-storey rear accessory (storage) building.
4. To permit a floor area of 73 m² instead of the maximum permitted 50 m² for a proposed one-storey rear accessory (garage) building.
5. To permit a building height of 5.5 m instead of the maximum permitted 4.6 m for a proposed one-storey rear accessory (storage) building with a peaked roof.
6. To permit a building height of 5.5 m instead of the maximum permitted 4.6 m for a proposed one-storey rear accessory (garage) building with a peaked roof.

Condition:

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

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Notes:

1. Conservation Halton approval is required.
2. Variances have been identified based on the plans submitted for zoning review. If additional variances are identified when a Pre-Building Approval is made, they will be the responsibility of the applicant to obtain.
3. The zoning review is based on the portion of the site affected by the proposed development only.
4. The variances are being reviewed under Section 45(1) of the *Planning Act*.

Date: 4 August 2026Prepared By: Erin Ruby**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 with a future submission, prior to any site disturbance. Confirmation that the report was submitted and received by 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.

Condition

- That the applicant retain a qualified professional to prepare a Stage 1 Archaeology Assessment and provide confirmation that it has been submitted and received by the Ministry of Citizenship and Multiculturalism, to the satisfaction of the Director of Community Planning or their delegate.

Date: 19 August 2026Prepared By: Chloe Richer**Site Planning**

Site Characteristics	
Lot Frontage (m)	98.77 m
Lot Area (m²)	32,703 m ²
Existing Land Uses (ex. buildings, structures, driveways, fences, etc...)	Two-storey dwelling, accessory building (shed), pool.

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Site Grading <i>(ex. Flat and level, significant grade differences)</i>	Varied topography
Notable Site Features	Large lot (3.27ha), long lot (294.72 m). Woodland feature and tributary of Grindstone Creek (north-east side of property)
Surrounding Land Uses <i>(ex. Adjacent building relationships, natural features, notable adjacencies)</i>	Tributary of Grindstone Creek along the north-east property line, low-rise residential further north-east and south-west, cemetery to the south-east, railway to the north-west.
Nearest Major Intersection	Howard Road and Plains Road West
Neighbourhood Boundaries* *Based on OP, 1997 <i>residential neighbourhood</i> definition	North: CP Railway East: Grindstone Creek South: Highway 403 West: Plains Road West/Highway No. 6

Neighbourhood Characteristics:

- The site is located in North Aldershot, a distinctive area of the city that contains natural features of significance and separates two urban areas.
- The lands are surrounded by forested areas, low-rise residential, agricultural and cemetery uses on a variety of lot sizes and shapes.
- Properties in the identified neighbourhood generally contain detached dwellings and are zoned RNA1 (North Aldershot Residential).

An initial site visit was conducted on August 31, 2026, and a second site visit with the City's Environmental Planning staff present took place on September 11, 2026. 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) & Greenbelt Plan (2017):

The proposal meets the general intent and purpose of the Greenbelt Plan (2017) (the "Greenbelt Plan") and the Regional Official Plan, 2022 (ROP, 2022) for the following reasons:

- According to the Regional Official Plan (2022), the subject lands fall within the Greenbelt Plan area and are designated Natural Heritage System (NHS).

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-
- The subject lands are designated Regional Natural Heritage System (RNHS), as delineated on Map 1 of the Region's Official Plan (ROP), as amended, and are located outside of the Regional Urban Boundary. The subject lands are also within the North Aldershot Policy Area of the ROP, with the objective to limit the amount of development in the area while preserving significant natural areas. Section 138 (10) of the ROP permits accessory buildings and structures in the North Aldershot Policy Area.
 - Given the proposed location of the proposed accessory buildings in relation to the RNHS, the ROP's Environmental Impact Assessment (EIA) requirements are triggered in accordance with Sections 118 (3), (3.1) c) and 139.3.7 (4).
 - Based on a site visit with the City's Senior Environmental Planner, it has been confirmed that the subject parcel is located within the Greenbelt Natural Heritage System and contains portions of known Key Natural Heritage Features and Key Hydrologic Features as listed below. These Key Features are all contained within the Significant Woodland – Valleyland, and not within the area of proposed development. Tableland trees also occur on the subject lands that are not part of the Natural Heritage System.
 - Significant woodlands
 - Fish Habitat
 - Candidate Significant valleyland
 - Candidate Significant Wildlife Habitat
 - Potential Species at Risk Habitat
 - Permanent stream
 - Potential for seeps
 - Key Features within the Greenbelt Natural Heritage system are protected from development and site alteration, notwithstanding any exceptions in policy 3.2.5.1. The proposed development is not permitted within the Key Features or the 30m Vegetation Protection Zone (VPZ). However, based on site visit observations and the low risk posed, an EIA is not warranted as the development and site alterations are located sufficiently outside of the Key Features and the 30m VPZ. Additionally, the grades and topography on site appear to further limit potential encroachment of machinery towards the dripline of the Significant Woodland; as such, tree protection hoarding is not being suggested as mitigation.
 - This also satisfies the intent of the natural heritage policies of the ROP and Burlington Official Plan that development have no negative impacts on the Regional Natural Heritage System and City Natural Heritage System.
 - Staff recommend the following note be included in the decision:
 - Given the presence of tableland trees within the proximity of the development footprint, the landowner is expected to conduct due diligence with respect to federal and provincial legislation that protects wildlife from direct harm. Applicable legislation includes the provincial Species Conservation Act and Fish and Wildlife Act, and the federal Migratory Bird Act and Regulations, and the Species at Risk Act. Note that this legislation applies to all trees/vegetation areas on site, including the Key Features. The landowner should avoid tree removal and vegetation clearing during May to September of any given year to avoid contravening the Acts. This

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timing window represents the main breeding and active season for birds and bats. As best practice for development, any permitted tree removal should occur outside this timing window.

- For information, the Official Plan and Greenbelt Plan contemplate and encourage enhancement on lands on which development activities occur. Based on site visit observations, the landowner is actively planting trees; the landowner is encouraged to continue good stewardship of the lands by planting native trees and shrubs (preferably within the buffer to the woodland) and avoiding tree removals from the woodlands that occur along the eastern portion of the site. Native plant lists can be obtained online from local Conservation Halton.

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 site is split designated 'Infill Residential', 'Environmental Protection Area' and 'North Aldershot Special Study Area' according to Schedule 'D'/Schedule 'K' (Comprehensive Land Use Plan – North Aldershot Planning Area/ Land Use – North Aldershot) of the BOP, 1997/BOP, 2020. The proposed accessory buildings are to be located within the portion of the site designated 'Infill Residential'. BOP, 1997 permits detached dwellings within the 'Infill Residential' designation. Accessory buildings are considered accessory to the permitted detached dwelling use.
- 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 will not result in undue physical impacts, as the accessory buildings maintain a subordinate presence to the detached dwelling located on the lot, are appropriately scaled in relation to the lot area and are setback a sufficient distance from abutting properties and Old York Road. Therefore, there are no impacts associated with overlook, privacy, or amenity areas.

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?

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Yes

Variance 1 & 2 (To permit two proposed accessory buildings in the DNA zone)

The application requests a variance to allow two accessory buildings (garage and storage) in the DNA zone which are not accessory to a detached dwelling. They are not accessory to the existing detached dwelling on the property because despite being on the lot together, the detached dwelling and the proposed accessory buildings are in two different zone categories. The general intent and purpose of the by-law regulation is to ensure that a lot does not exist which contains accessory buildings with no associated principal dwelling unit. Zone boundaries act as lot lines for the purposes of zoning interpretation. The proposed minor variance is consistent with this intent for the following reasons:

- Despite not being in the same zone as the detached dwelling, the proposed accessory buildings are located on the same lot and therefore are accessory uses to the detached dwelling, meeting the intent to have accessory buildings associated with a principal dwelling.

Variances 3-6 (To permit an increased floor area and building height for two accessory buildings)

The application requests variances to permit two accessory buildings with a floor area of 73m² instead of the maximum permitted 50 m² and a height of 5.5 m instead of the maximum permitted 4.6 m. The general intent and purpose of regulations for accessory buildings is to ensure that accessory buildings remain secondary to their associated dwelling units; maintain an appropriate scale and massing; and minimize their visual impact on surrounding properties. The requested minor variances are consistent with this intent for the following reasons:

- The accessory building regulations do not account for lot size. In this case, staff consider an increased floor area of 23 m² for each of the accessory buildings as appropriate on the lot given its larger size (3.27 ha). In the context of the larger lot size, the proposed buildings will still maintain a secondary presence on the lot.
- The requested 0.9m increase in building height is also mitigated by the design of the accessory buildings and the proposed location of the accessory buildings on the property. In terms of design, the accessory buildings would still maintain the appearance of a one-storey building. In terms of setback, the accessory buildings would maintain a north-east side yard setback of approximately 87 m and a southwest side yard setback ranging from 2.96 m – 3.29 m which exceeds the required side yard setback of 1.2 m.
- The accessory buildings would not present negative visual impacts to the streetscape as the closest accessory building is to be setback further than the dwelling and 114.43 m from Old York Road.

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3) Desirability:

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

Yes

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

- The accessory buildings allow for storage while being designed in such a way that is compatible with the residential use of the land and does not negatively impact the Regional Natural Heritage System/City Natural Heritage System.
- The accessory buildings are well setback (114.43m) from Old York Road, therefore do not negatively impact the streetscape or the surrounding area.
- Although larger and taller than permitted by the Zoning By-law, the accessory buildings maintain a subordinate presence on the property and are appropriate in the context of a larger lot (3.27 ha).

4) Minor in Nature:

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

Yes

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

- The variances allow for the construction of accessory buildings that compliment the existing residential use of the land.
- The variances would not result in undue massing, shadowing, privacy, functional impacts, or environmental impacts and therefore is minor in overall effect.

Cumulative Effects of Multiple Variances and Other Planning Matters:

Two of the variances are technical in nature and result from the location of the proposed accessory buildings not being located within the same zone as the detached dwelling, although they are located on the same lot as a detached dwelling. The remaining variances relate to the floor area and height of the proposed accessory buildings. If approved, the variances would allow for two accessory buildings that are larger than permitted. Staff are of the opinion that any cumulative impacts are mitigated given the larger lot size and due to the proposed siting of the accessory buildings on the lot relative to Old York Road.

Recommendation:

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

Note:

1. Given the presence of tableland trees within the proximity of the development footprint, the landowner is expected to conduct due diligence with respect to federal and provincial legislation that protects wildlife from direct harm. Applicable legislation includes the provincial Species Conservation Act and Fish and Wildlife Act, and the federal Migratory Bird Act and Regulations, and the Species at Risk Act. Note that this legislation applies to all trees/vegetation areas on site, including the Key Features. The landowner should avoid tree removal and vegetation clearing during May to September of any given year to avoid contravening the Acts. This timing window represents the main breeding and active season for birds and bats. As best practice for development, any permitted tree removal should occur outside this timing window.

Date: September 29, 2026

Prepared By: Melissa Dalrymple, MCIP, RPP

Report Schedules & Attachments:

Attachment No. 1 (Site Photos)



View of the subject lands from Old York Road



Approximate location of proposed accessory buildings.

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View of existing dwelling



View of woodlands

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: August 18, 2026

Prepared By: R. Maximo

Forestry

Forestry has reviewed the application and has no objection to the proposed minor variance(s).

Date: August 11, 2026

Prepared By: J. Lee

Building

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

Date: August 24, 2026

Prepared By: T. Esau

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Transportation Planning

Deemed Road Width Analysis

Old York Road is under the authority of the City of Burlington and the deemed right-of-way width is 30 metres. The right-of-way adjacent to the subject site is approximately 30 metres therefore no additional lands are required.

Date: July 10, 2026

Prepared By: D. Napoli

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

Date: August 6th 2026

Prepared By: Taylor Kirchknopf

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: August 6, 2026

Prepared By: L. Bray

Agency Comments:

Halton Region

Regional Staff have reviewed the Minor Variance application proposing the construction of two 73 m² accessory buildings to the west of the existing detached dwelling. Variance are requested to permit the accessory buildings in the DNA zone with floor area and building height over the maximum permitted.

- 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

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planning and development. The MOU also defines the continued scope of interests for the Region and the Conservation Authorities in these matters.

- Regional Staff have no objections to the Minor Variance application.

Date: August 21, 2026

Prepared By: Navjot Kaur

Conservation Halton

Recommendation

CH has no objection to the requested variances from a regulatory or PPS perspective. The proposed works are consistent with the development activities reviewed and approved through the issued DCL (RNOL-3429).

Should any changes arise through the Minor Variance process, or for future development, please circulate CH for further review and to identify any regulatory and permitting requirements.

Full comments are available and attached to the end of this report.

Date: August 13, 2026

Prepared By: Justin Dodds

Canadian Pacific Railway

CP Rail did not respond to request for comments.

Burlington Hydro

August 19, 2026

615 Old York Rd, Burlington, ON

Attention: Henry Wang, 905-604-6960, henry@wangarchitects.ca, Agent

Re: Proposed two accessory buildings

Mr. Wang,

This letter serves as confirmation that Burlington Hydro Incorporated ("BHI") has reviewed the proposed two accessory buildings designs forming part of building permit file number **540-02-A-042/26** submitted to the City of Burlington's Building Department.

Upon reviewing the submitted permit application drawings, and through review of BHI records, the proposed two accessory buildings shall not interfere with the access of the existing easement between the two blocks in the property.

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

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

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

Date: August 24, 2026

Author: Carlos Graviria

August 13, 2026

Erin Shacklette – Secretary Treasurer
City of Burlington – Committee of Adjustment
426 Brant St
Burlington, ON, L7R 3Z6

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

To Erin Shacklette:

Re: Minor Variance Application
File Number: A-042-2026
615 Old York Road, Burlington
CH File Number: PMVG-2834; CH Related File: RNOL-3429
Applicant: Henry Wang Owner: Haiping Zhang & Zhe Wang

Conservation Halton (CH) staff has reviewed the Minor Variance Application and materials for 615 Old York Road, Burlington as per our regulatory responsibilities under the *Conservation Authorities Act* (CA Act) and Ontario Regulation 41/24 and our provincially delegated responsibilities under Ontario Regulation 686/21 (e.g., acting on behalf of the province to ensure decisions under the *Planning Act* are consistent with the natural hazards policies of the Provincial Planning Statement [PPS, Sections 5.1.11-5.2.8] and/or provincial plans).

Proposal

Under Section 45(1) of the *Planning Act*, the applicant is requesting the Committee of Adjustment to authorize a minor variance to:

1. Permit the construction of an accessory (storage) building in the DNA zone which is not accessory to a detached dwelling.
2. Permit the construction of an accessory (garage) building in the DNA zone which is not accessory to a detached dwelling.
3. Permit a floor area of 73 m² instead of the maximum permitted 50 m² for a proposed one-storey rear accessory (storage) building.
4. Permit a floor area of 73 m² instead of the maximum permitted 50 m² for a proposed one-storey rear accessory (garage) building.
5. Permit a building height of 5.5 m instead of the maximum permitted 4.6 m for a proposed one-storey rear accessory (storage) building with a peaked roof.
6. Permit a building height of 5.5 m instead of the maximum permitted 4.6 m for a proposed one-storey rear accessory (garage) building with a peaked roof.

Conservation Authorities Act and Ontario Regulation 41/24

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

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

Based on a review of the plans submitted and CH's Approximate Regulation Limit (ARL) mapping, the proposed development associated with the requested variances is located outside of CH's regulated area. As such, CH has no objection to the requested variances.

A CH Development Clearance Letter (DCL) was previously issued (May 19, 2026), for the proposed development activities on the subject property (CH File No. RNOL-3429). The development activities identified in this Minor Variance Application match those which were previously cleared under that Letter.

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

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

Recommendation

CH has no objection to the requested variances from a regulatory or PPS perspective. The proposed works are consistent with the development activities reviewed and approved through the issued DCL (RNOL-3429).

Should any changes arise through the Minor Variance process, or for future development, please circulate CH for further review and to identify any regulatory and permitting requirements.

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

Sincerely,



Justin Dodds
Planning and Regulation Analyst
jdodds@hrca.on.ca

NOTICE OF PUBLIC HEARING

Haiping Zhang, Zhe Wang, 615 Old York Rd. Burlington have applied to the Committee of Adjustment for a Minor Variance to the requirements of Zoning By-law 2020, as amended. The property in question is **615 Old York Rd. Burlington** (see map).

The applicant is proposing the construction of two 73 m² accessory buildings to the west of the existing detached dwelling. The proposed accessory buildings are located entirely within the DNA (North Aldershot Development) Zone, while the existing detached dwelling is located in the RNA1 (North Aldershot Residential) Zone. Although accessory buildings are permitted in the DNA Zone, they are only permitted when accessory to a detached dwelling located within the same zone. As the DNA zone does not contain the primary detached dwelling, the accessory buildings do not meet the permitted use provisions of the zone. This proposal results in the following variances:

Variances required:

1. To permit an accessory (storage) building in the DNA zone which is not accessory to a detached dwelling.
2. To permit an accessory (garage) building in the DNA zone which is not accessory to a detached dwelling.
3. To permit a floor area of 73 m² instead of the maximum permitted 50 m² for a proposed one-storey rear accessory (storage) building.
4. To permit a floor area of 73 m² instead of the maximum permitted 50 m² for a proposed one-storey rear accessory (garage) building.
5. To permit a building height of 5.5 m instead of the maximum permitted 4.6 m for a proposed one-storey rear accessory (storage) building with a peaked roof.
6. To permit a building height of 5.5 m instead of the maximum permitted 4.6 m for a proposed one-storey rear accessory (garage) building with a peaked roof.

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 **October 5, 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 OCTOBER 21, 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

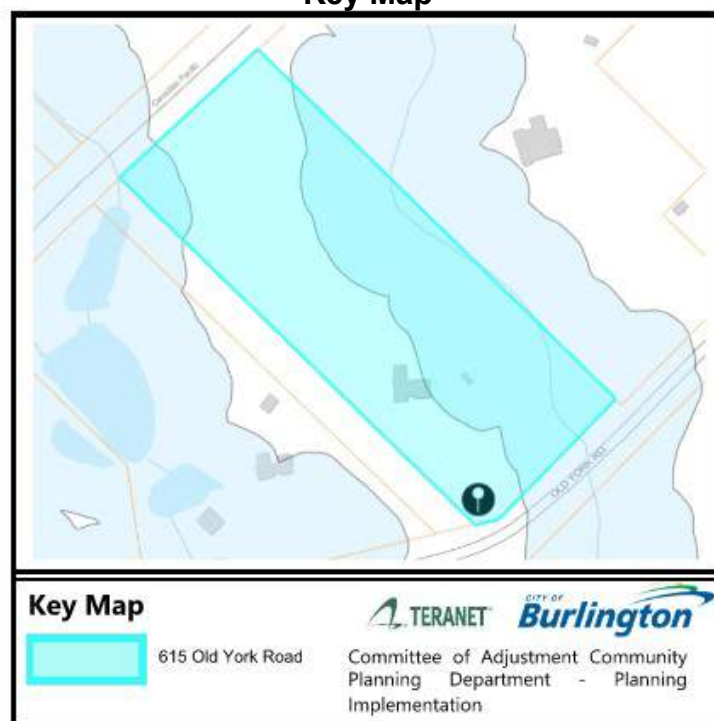
Yours truly,



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: _____

PROPERTY INFORMATION

Municipal Address(es) of property:

615 Old York Rd

Legal Description of property:

Part of Lot 29, Registered Plan 1333

Official Plan Designation: _____ Current Zoning Designation DNA RNA1 O3-196

OWNER(S) INFORMATION:

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

HAIPING ZHANG & ZHE WANG

Mailing Address: _____ City: _____

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

Work Phone: _____ E-Mail: _____

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

Name:

Henry Wang

Business Address: 3950 14th Ave. City: Markham

Postal Code: L3R 0A9 Home Phone: _____ Mobile Phone: _____

Work Phone: _____ E-Mail: _____

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

Proposed detached garage building

Proposed storage building

Variance(s) Requested	Zoning Bylaw Requirement
Refer to attached page	

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

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

The increased floor area represents a modest amount of additional floor area within the context of a large 8-acre property.

The increased height is limited to 0.9 m and remains consistent with the scale of a typical residential accessory building

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

The proposed accessory buildings are intended to accommodate the owner's larger personal vehicles, including a pickup truck, as well as landscaping and property maintenance equipment required to maintain the extensive grounds associated with the 8-acre residential property

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

The requested variances maintain the general intent and purpose of the City of Burlington Official Plan. The subject property is designated for residential use and contains an existing detached dwelling. The proposed accessory structure is intended solely for purposes ancillary to the residential use of the property and does not alter the established use, character, or function of the lands

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

The proposed variances will allow for a functional accessory building while maintaining the intent of the Zoning By-law.

PROPERTY DETAILS (please complete all fields):

Date property
purchased:

06/21/2019
mmm/dd/yyyy

Date property
first built on:

05/01/1987
mmm/dd/yyyy

Date of
proposed
construction:

2026-08
mmm/dd/yyyy

Existing Use of the Subject Property (check one):

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

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

39 Years

Proposed Use of the Land:

Single dwelling + two accessory Buildings

Existing Uses of Abutting Properties (check all that apply)

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

Additional Information

Is liquor sold on site? Y ☐ or N ☒

Is the property on the Municipal Cultural Heritage Register for the City of Burlington? Y ☐ N ☒
Unknown ☐

Type of Access to the Subject Lands

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

Municipal Services Provided

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

private well

Septic System

Sump Pit

IS THE SUBJECT LAND(S) THE SUBJECT OF ANY OF THE FOLLOWING DEVELOPMENT

APPLICATIONS: ☐ Official Plan Amendment ☐ Zoning By-law Amendment ☒ Building Permit
☐ Site Development Plan ☐ Plan of Subdivision ☐ Previous Minor Variance ☐ Consent

FOR RESIDENTIAL DETACHED OR SEMI-DETACHED DWELLINGS

Dimensions of Property			Street Width (see first page of application for how to obtain)			Lot Coverage	Corner Lot? Y ☐ N ☒
Frontage	Depth	Area	Actual	Deemed	Required		
98.77m	294.72m	32,703m ²		30m		1.2%	

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

(attach additional page if required)

EXISTING (Dwelling/Building)

Ground Floor Area (incl. attached garage) ±249	M ²
Gross Floor Area: ±349	M ²
Number of Storeys: 2	
Width: ±20.8	M
Length: ±17.4	M
Height: ±10	M

Garage/Car Port

Detached?	Y ☐ N ☒
Gross Floor Area:	M ²
Width:	M
Length:	M
Height:	M

Accessory Structures (Shed, Gazebo, etc)

Gross Floor Area: ±14	M ²
Width: ±4	M
Length: ±4	M
Height: ±4	M

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

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

PROPOSED (Dwelling/Building/Addition)

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

Garage/Car Port

Detached?	Y ☒ N ☐
Gross Floor Area: 72.5	M ²
Width: 9.14	M
Length: 7.93	M
Height: 5.5	M

Accessory Structures

Gross Floor Area: 72.5	M ²
Width: 9.14	M
Length: 7.93	M
Height: 5.5	M

Other

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

LOCATION of all existing and proposed buildings and structures

EXISTING

Front: 78.66	M
Rear: 193.33	M
Side/Street Side: 19.61	M
Side/Other Side: 152.44	M

PROPOSED

Front: 114.43	M
Rear: 159.23	M
Side/Street Side: 2.96	M
Side/Other Side: 99	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.

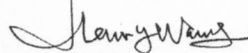
I UNDERSTAND THAT EACH SIGN MUST BE POSTED AT LEAST 10 DAYS BEFORE THE HEARING, AND WILL REMAIN POSTED AND BE REPLACED, IF NECESSARY, UNTIL THE DAY FOLLOWING THE HEARING.

Owner Name

Haiping Zhang

Property Address

615 Old York Rd



Signature of Owner/Applicant

06/17/2026

Date (mmm/dd/yyyy)

AFFIDAVIT

*Please fill out at time of submission of application

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

Agent: _____

I, Haiping Zhang 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 Region of Halton in the City of Burlington
(Region/City/County) (City/Town/Township)

this 2nd day of July, 2026, Nabonita Singh, a Commissioner,
etc., Province of Ontario, for The
Corporation of the City of
Burlington. Expires August
27, 2028

Nabonita Singh
Signature of Commissioner, etc.

Haiping Zhang
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: 615 OLD YORK ROAD, BURLINGTON

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

Haiping Zhang
Signature of Owner

HAIPING ZHANG
Print Name

OWNERS AUTHORIZATION

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

I, Haiping Zhang being the registered owner of the subject lands, hereby
(print name)

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

application for a Minor Variance.

[Signature]
Signature of Owner

06/17/2026
Date (mmm/dd/yyyy)

Notice of collection of personal information

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

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

Variances required:

1. To permit an accessory (storage) building in the DNA zone which is not accessory to a detached dwelling.
2. To permit an accessory (garage) building in the DNA zone which is not accessory to a detached dwelling.
3. To permit a floor area of 73 m² instead of the maximum permitted 50 m² for a proposed one-storey rear accessory (storage) building.
4. To permit a floor area of 73 m² instead of the maximum permitted 50 m² for a proposed one-storey rear accessory (garage) building.
5. To permit a building height of 5.5 m instead of the maximum permitted 4.6 m for a proposed one-storey rear accessory (storage) building with a peaked roof.
6. To permit a building height of 5.5 m instead of the maximum permitted 4.6 m for a proposed one-storey rear accessory (garage) building with a peaked roof.

Minor Variance Application Checklist Please add a check mark beside the items you have provided with your application. Illegible drawings or those missing required details will be returned to applicant.	Select (✓)
LEGAL SURVEY (must be prepared and signed and dated by an Ontario Land Surveyor) * For new development, a Proposed Building Plan stamped by an Ontario Land Surveyor or Professional Engineer may be required.	☒
OR	
DETAILED SITE PLAN (must be prepared and stamped by Professional Engineer, Ontario Land Surveyor or Professional Architect). A legal survey may still be required at the discretion of staff.	☒
AND	
PLAN and ELEVATION DRAWINGS which include the following as applicable: (Missing details or illegible drawings will be sent back to the applicant for correction)	☒
SITE PLAN ☐ Metric Scale ☐ North Arrow ☐ Frontage ☐ Depth ☐ Lot Area ☐ Lot Coverage ☐ Deemed Street Line ☐ Existing Front Yard Setbacks ☐ Existing Rear Yard Setbacks ☐ Existing Side Yard Setbacks ☐ Existing Street Side Yard Setbacks ☐ Existing Porch, Stairs and Overhang Setbacks ☐ Proposed Front Yard Setbacks ☐ Proposed Rear Yard Setbacks ☐ Proposed Side Yard Setbacks ☐ Proposed Street Side Yard Setbacks ☐ Proposed Porch, Stairs and Overhang Setbacks ☐ Streets (Public and Private) ☐ Street Names ☐ Parking (Dimensioned spaces, Driveway Width, Arrangement) ☐ Railways (Location of them and setbacks to structures) ☐ All Watercourses and/or Conservation Halton Areas(creeks, lakes, etc)	

Minor Variance Application Checklist

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

LOCATION AND MEASUREMENTS OF SHED, DECK OR OTHER STRUCTURES

- ☐ Setbacks
- ☐ Height
- ☐ Area
- ☐ Length
- ☐ Width

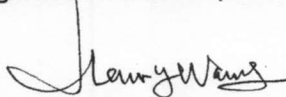
ELEVATIONS

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

FLOOR PLANS

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

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



Signature of Owner/Agent

06/17/2026

Date (mmm/dd/yyyy)

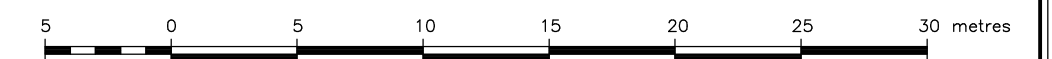
PROPOSED PLAN
SCALE 1:1250

CANADIAN PACIFIC RAILWAY

P.I.N. 07192-0021 (LT)

TOPOGRAPHIC SURVEY OF
PART OF LOT 29
REGISTRAR'S COMPILED PLAN 1333
CITY OF BURLINGTON
REGIONAL MUNICIPALITY OF HALTON

SCALE 1 : 300



ALEX MARTON LTD.
ONTARIO LAND SURVEYORS

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METRIC

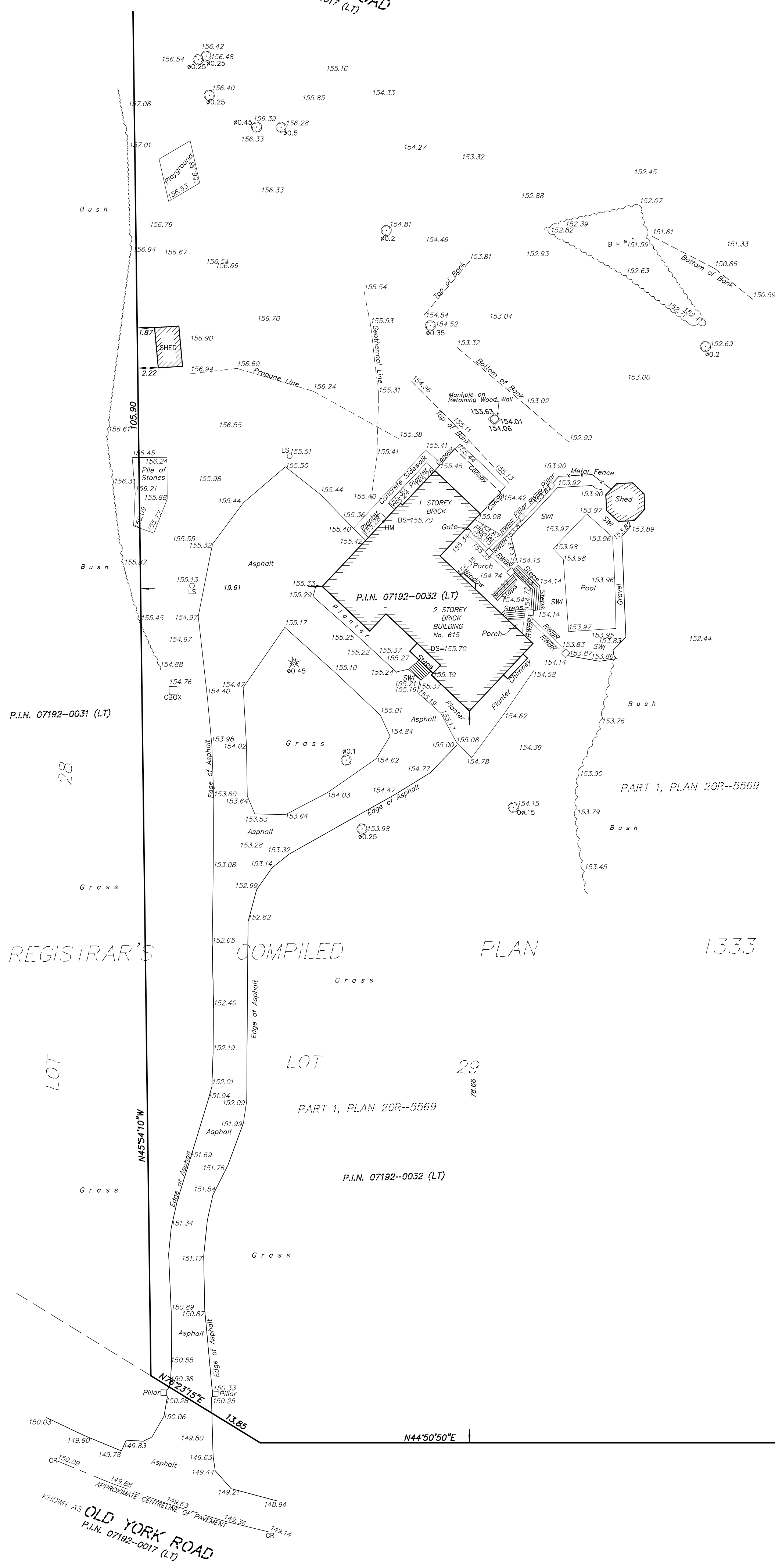
DISTANCES SHOWN ON THIS PLAN ARE IN METRES
AND CAN BE CONVERTED TO FEET BY DIVIDING BY 0.3048.

ELEVATION NOTE

ELEVATIONS SHOWN HEREON ARE GEODETIC
AND ARE DERIVED FROM GPS OBSERVATIONS
USING REAL TIME NETWORK OBSERVATIONS.

LEGEND

LS	DENOTES	LIGHT STANDARD
RWBR	"	BRICK RETAINING WALL
SWI	"	INTERLOCKING PAVEMENT
DS	"	DOOR SILL
CR	"	CENTERLINE
HM	"	HYDRO METER
CBOX	"	CABLE BOX
Ø	"	DIAMETER
☉	"	DECIDUOUS TREE
★	"	CONIFEROUS TREE



SURVEYOR'S CERTIFICATE

I CERTIFY THAT:
THE FIELD OBSERVATIONS REPRESENTED ON THIS PLAN
WERE COMPLETED ON THE 13TH DAY OF NOVEMBER, 2020.

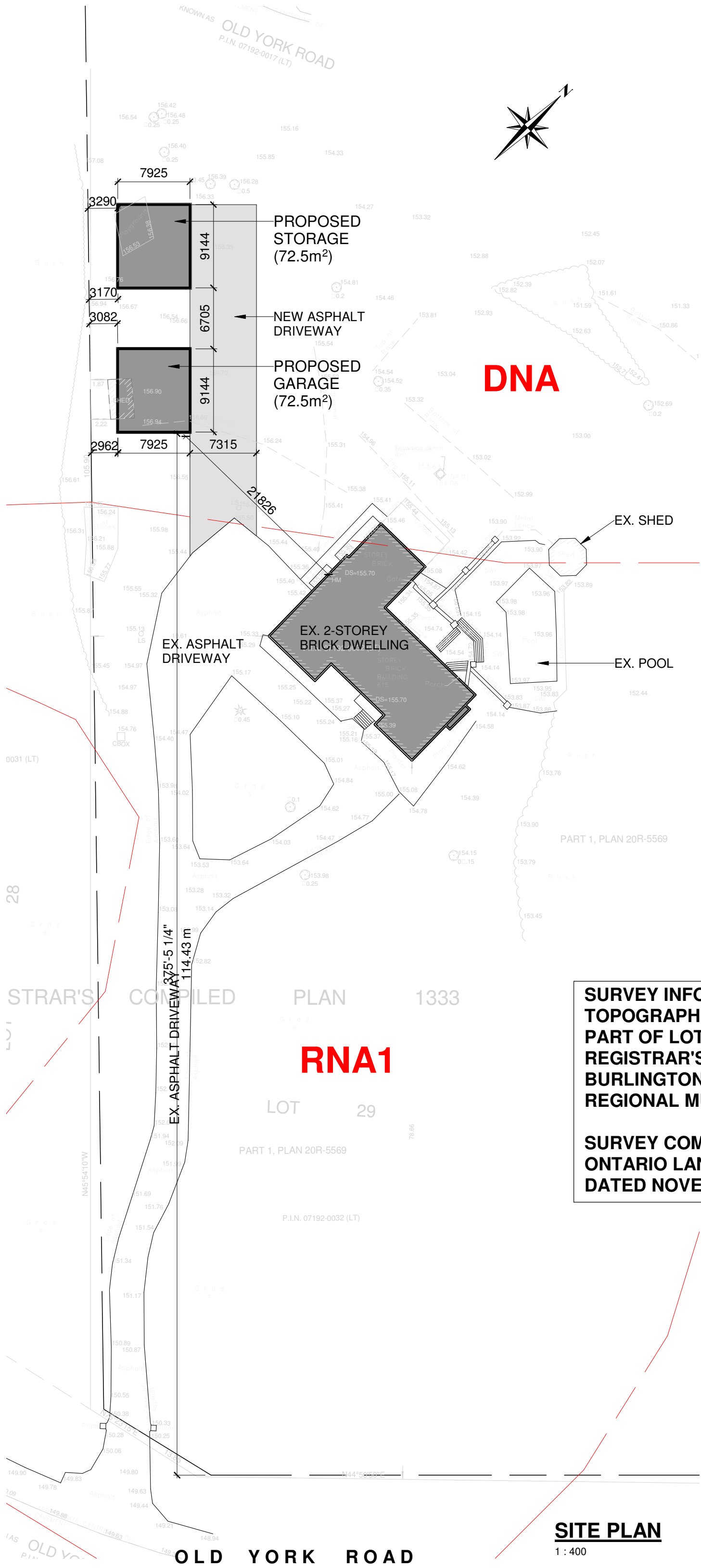
NOVEMBER 18, 2020
DATE

ALEX MARTON
ONTARIO LAND SURVEYOR

CAUTION

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

ALEX MARTON LIMITED ONTARIO LAND SURVEYORS 160 APPLEWOOD CRESCENT, UNIT 8, CONCORD, ONTARIO, L4K 4H2 PHONE: 905-879-9889 FAX: 905-879-0770 E-MAIL: alex@amsurveying.ca WEBSITE: www.amsurveying.ca	
PARTY CHIEF: K.Z.	FILE NAME: 2020-279.DWG
DRAWN: A.K.	PLOT SCALE: 1:300
CHECKED: A.M.	PROJECT No. 2020-279



DNA

RNA1

SURVEY INFO:
TOPOGRAPHIC SURVEY OF
PART OF LOT 29
REGISTRAR'S COMPILED PLAN 1333 CITY OF
BURLINGTON
REGIONAL MUNICIPALITY OF HALTON

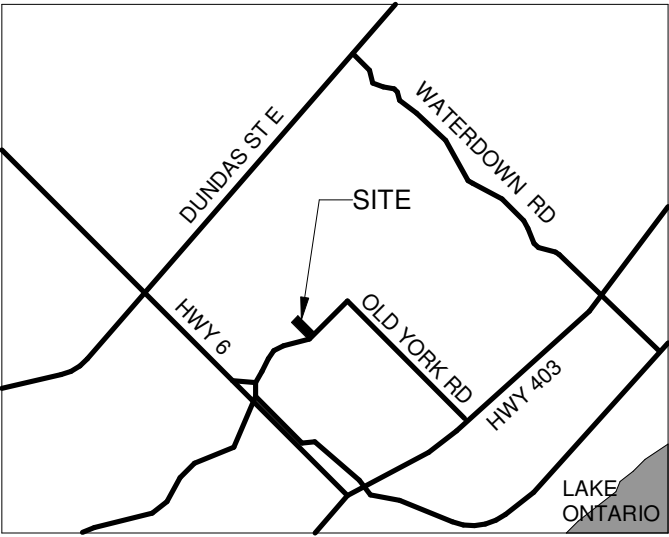
SURVEY COMPLETED BY ALEX MARTON LIMITED,
ONTARIO LAND SURVEYORS
DATED NOVEMBER 18 , 2020

SITE PLAN
1 : 400

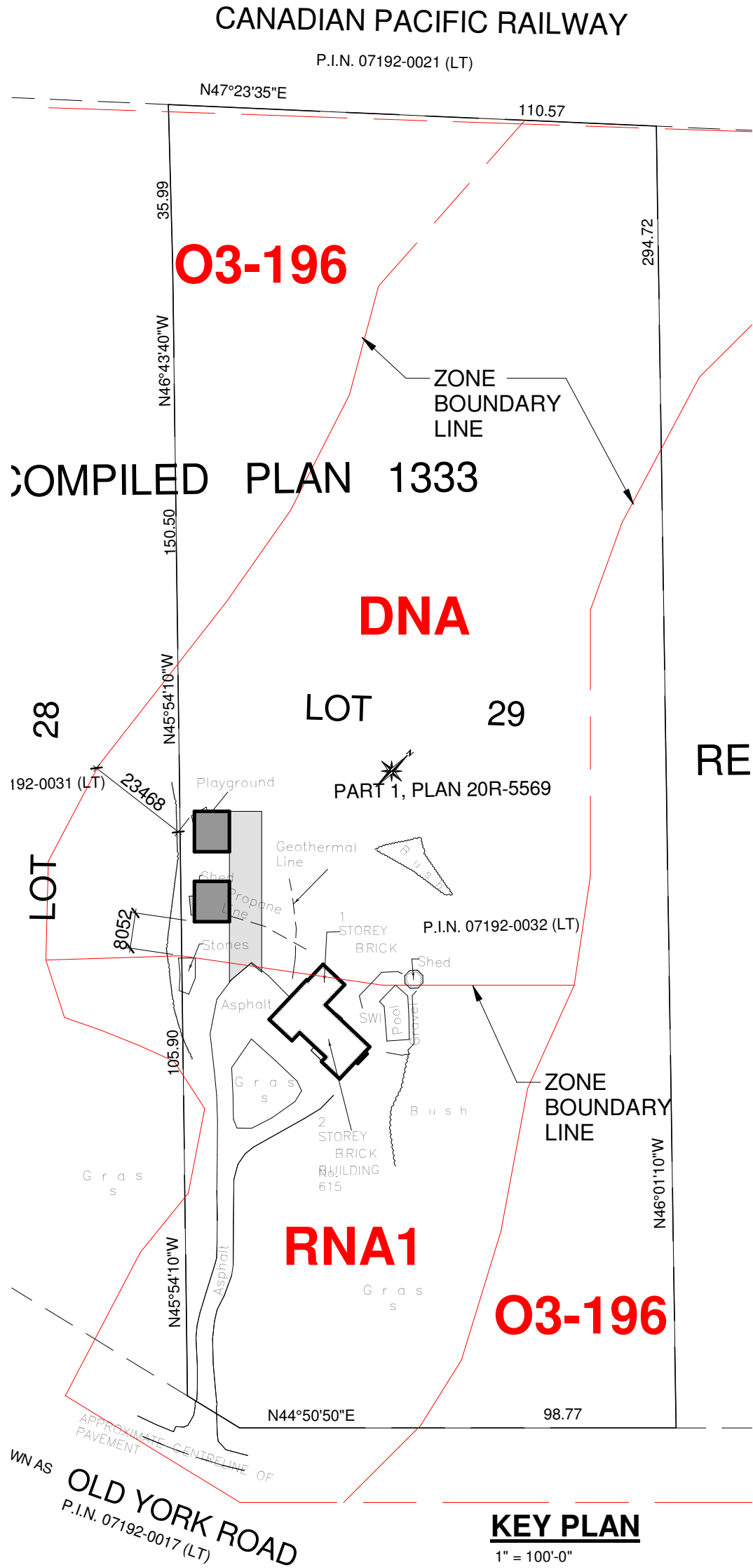
SITE STATISTICS		
ZONING CATOGORY: DNA		
LOT AREA 32,703 m² (8.08 ACRE)		
DESCRIPTION	PROPOSED	
	GARAGE	STORAGE
HEIGHT	5.5 m	5.5 m
FRONT YARD SETBACK		
SIDE YARD SETBACKS	2.962 m	3.17 m
REAR YARD SETBACK		
FLOOR AREA		
EXCLUDING CONC. PORCH, BSMNT. WALKOUT, EXT. STEPS, CANOPY		
	FLOOR AREA	
GARAGE	72.5 m²	
STORAGE	72.5 m²	
MAIN BUILDING	249 m²	
TOTAL	394 m²	
LOT COVERAGE	1.2%	

615 OLD YORK ROAD

BURLINGTON, TORONTO, ON



LOCATION MAP



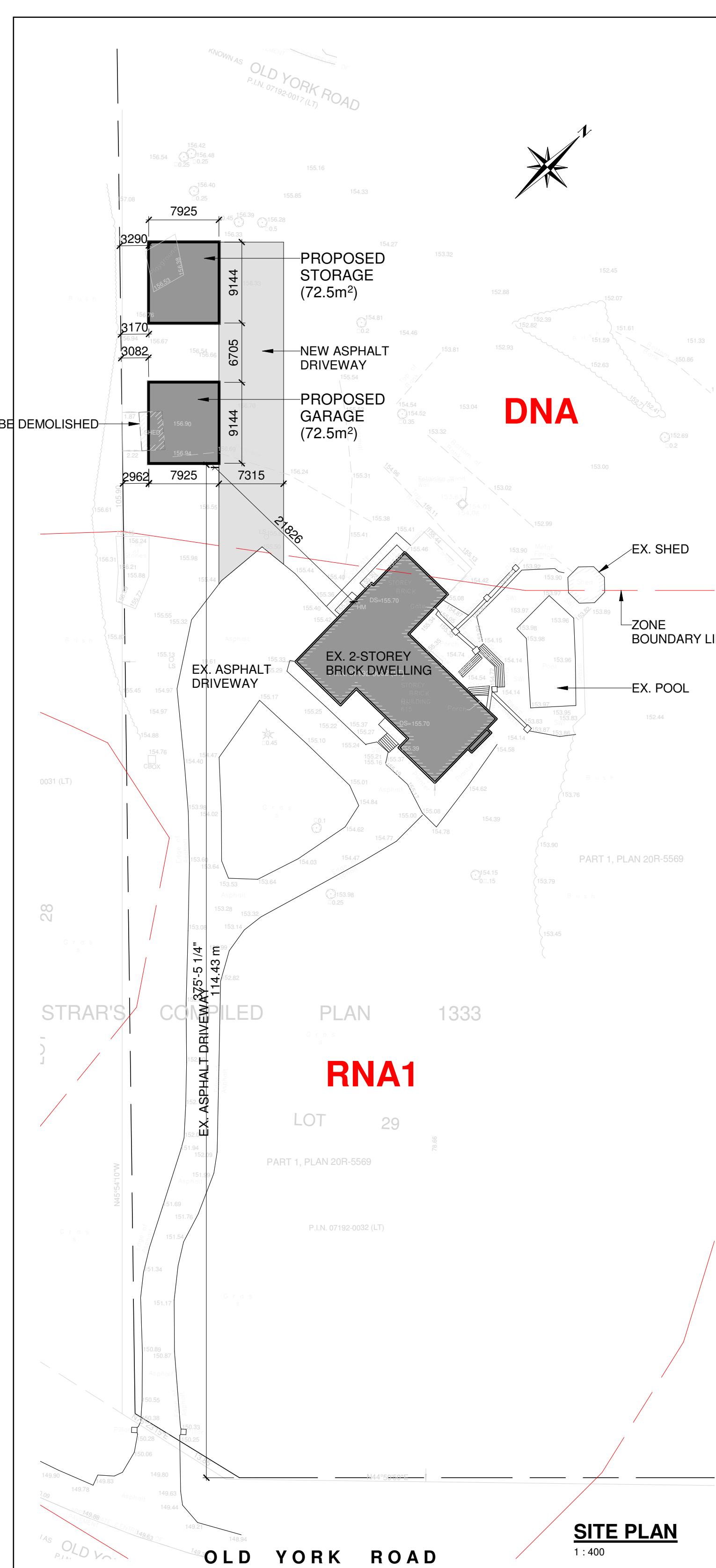
KEY PLAN
1" = 100'-0"

9	2026-06-17	MINOR VARIANCE APPLICATION	HW
8	2026-05-29	ZONING REVIEW	HW
7	2026-05-04	ZONING REVIEW	HW
6	2026-04-28	CLIENT REVIEW	HW
5	2026-04-21	CLIENT REVIEW	HW
4	2026-03-16	ZONING REVIEW	HW
3	2026-03-03	CLIENT REVIEW	HW
2	2026-03-02	CLIENT REVIEW	HW
1	2026-02-18	CLIENT REVIEW	HW
No.	Date:	Issued/Revision: By	



WANG ARCHITECTS INC.
3950 14th Ave, Unit 609
Markham, ON L3R 0A9
T: 905-604-6960
E: info@wangarchitects.ca
www.wangarchitects.ca

Project :		
GARAGE ADDITION		
615 OLD YORK ROAD BURLINGTON ONTARIO		
Drawing Name :		
SITE PLAN		
Date	FEB 2026	Project No : W00125
Scale :	As indicated	
Drawn by :	Author	Drawing No :
Checked by :	Checker	A1



DNA

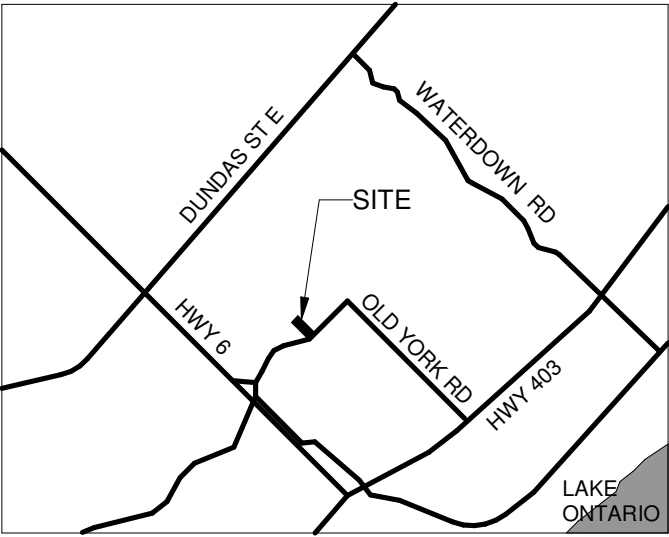
O3-196

SITE STATISTICS		
ZONING CATOGORY: DNA		
LOT AREA 32,703 m ² (8.08 ACRE)		
DESCRIPTION	PROPOSED	
	GARAGE	STORAGE
HEIGHT	5.5 m	5.5 m
FRONT YARD SETBACK		
SIDE YARD SETBACKS	2.962 m	3.17 m
REAR YARD SETBACK		
FLOOR AREA		
EXCLUDING CONC. PORCH, BSMNT. WALKOUT, EXT. STEPS, CANOPY		
	FLOOR AREA	
GARAGE	72.5 m ²	
STORAGE	72.5 m ²	
MAIN BUILDING	249 m ²	
TOTAL	394 m ²	
LOT COVERAGE	1.2%	

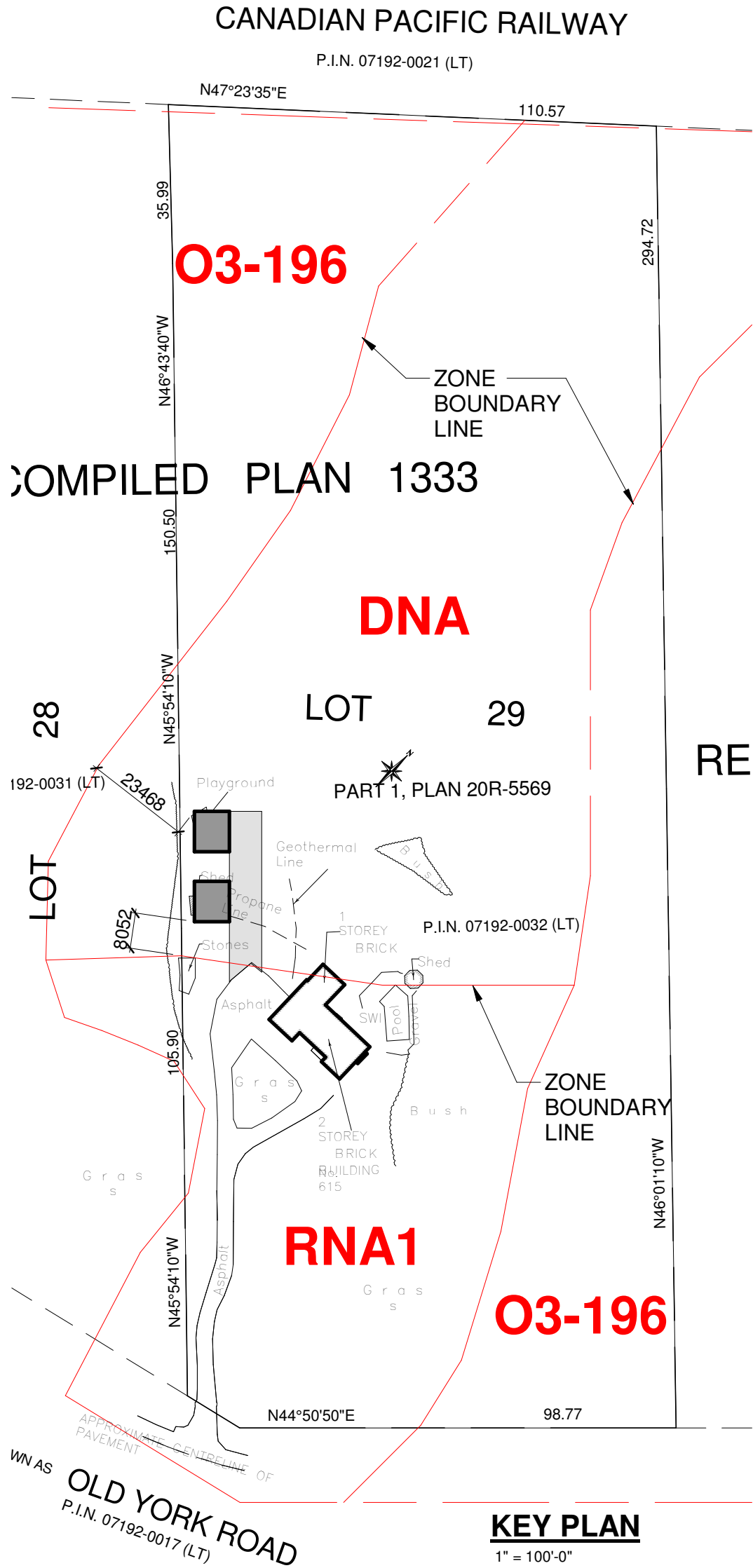
SITE PLAN
1 : 400

615 OLD YORK ROAD

BURLINGTON, TORONTO, ON



LOCATION MAP



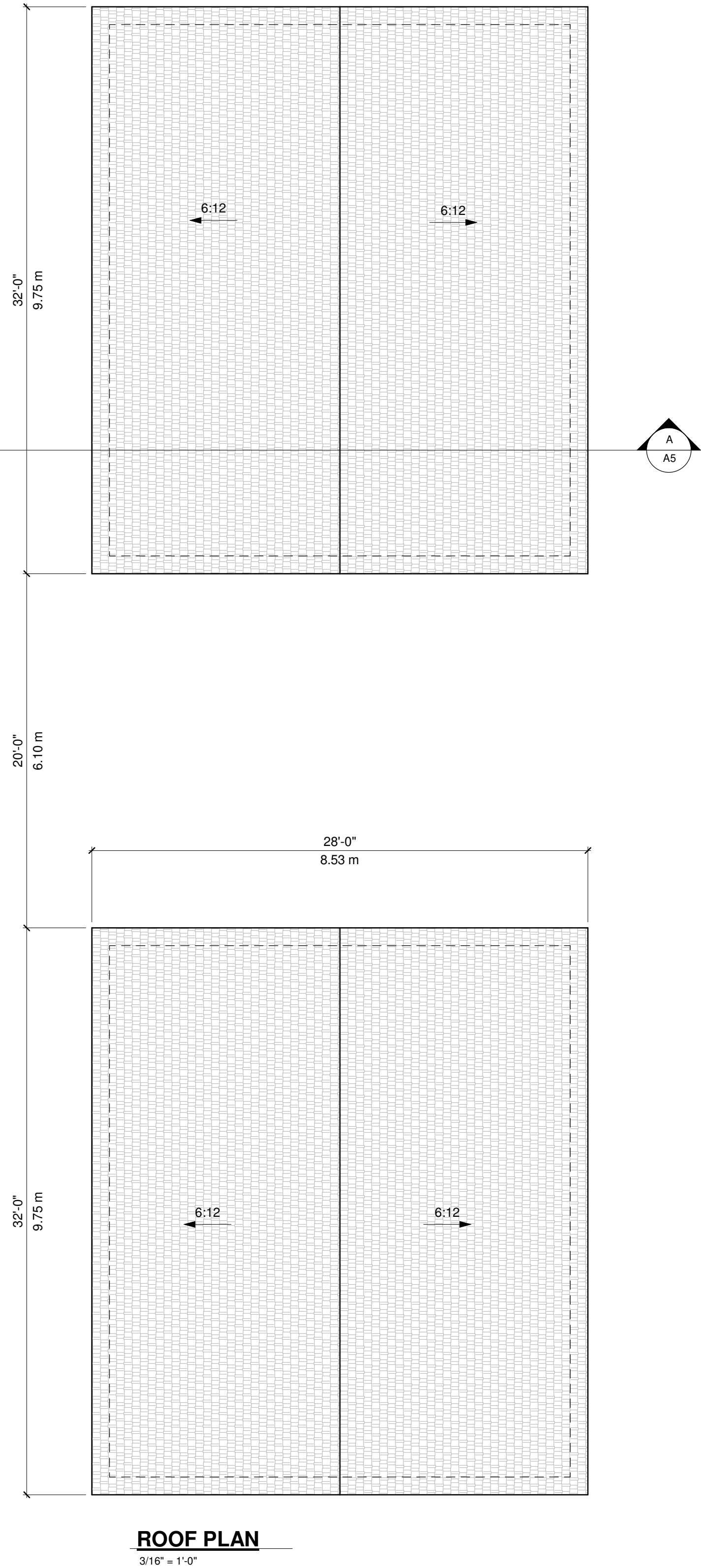
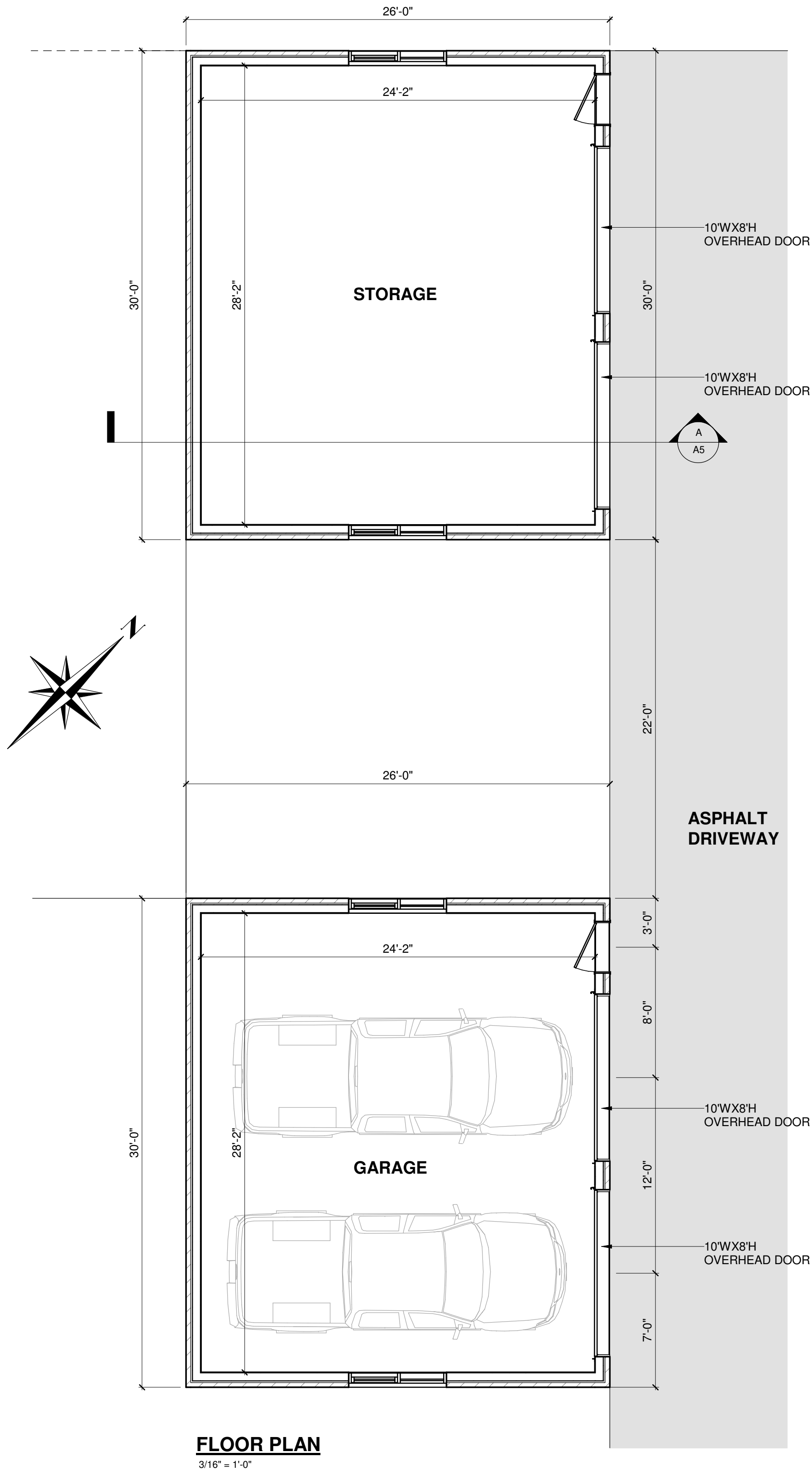
KEY PLAN
1" = 100'-0"

9	2026-06-17	MINOR VARIANCE APPLICATION	HW
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6	2026-04-28	CLIENT REVIEW	HW
5	2026-04-21	CLIENT REVIEW	HW
4	2026-03-16	ZONING REVIEW	HW
3	2026-03-03	CLIENT REVIEW	HW
2	2026-03-02	CLIENT REVIEW	HW
1	2026-02-18	CLIENT REVIEW	HW
No.	Date:	Issued/Revision:	By



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Project :		
GARAGE ADDITION		
615 OLD YORK ROAD BURLINGTON ONTARIO		
Drawing Name :		
SITE PLAN		
Date	FEB 2026	Project No : W00125
Scale :	As indicated	
Drawn by :	Author	Drawing No :
Checked by :	Checker	A1



8	2026-06-17	MINOR VARIANCE APPLICATION	HW
7	2026-05-29	ZONING REVIEW	HW
6	2026-05-04	ZONING REVIEW	HW
5	2026-04-28	CLIENT REVIEW	HW
4	2026-03-16	ZONING REVIEW	HW
3	2026-03-03	CLIENT REVIEW	HW
2	2026-03-02	CLIENT REVIEW	HW
1	2026-02-18	CLIENT REVIEW	HW
No.	Date:	Issued/Revision:	



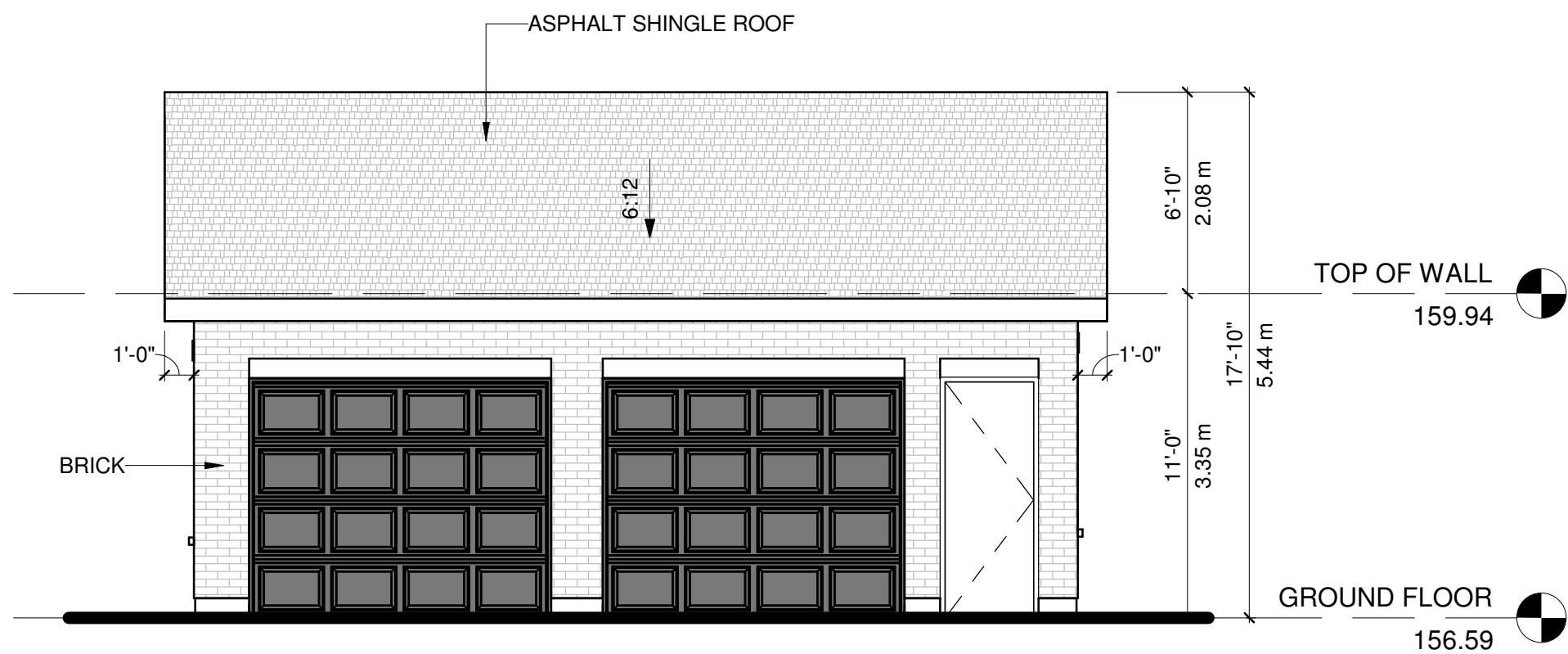
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Project :
GARAGE ADDITION

615 OLD YORK ROAD
BURLINGTON ONTARIO

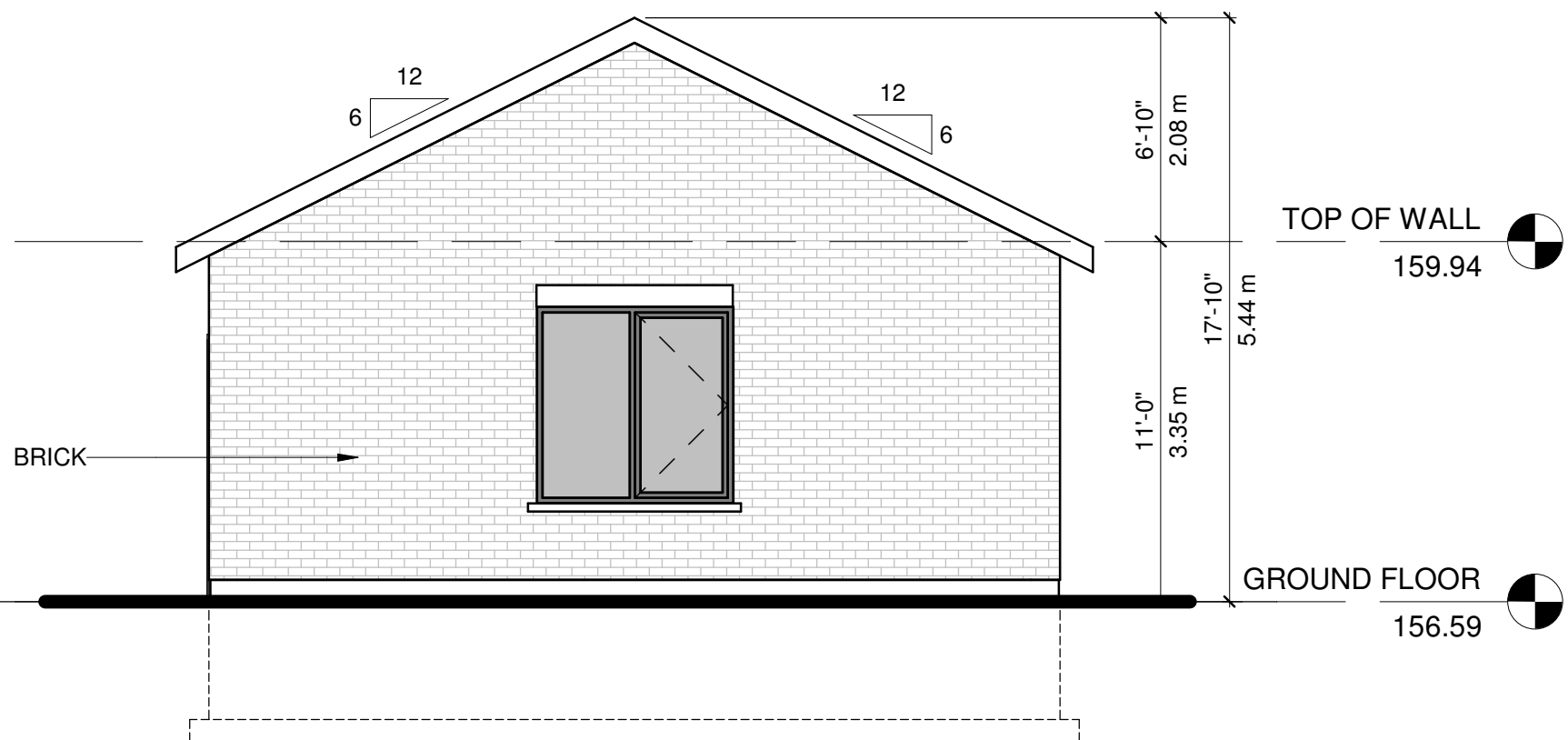
Drawing Name :
FLOOR PLAN & ROOF PLAN

Date	FEB 2026	Project No :	W00125
Scale :	3/16" = 1'-0"	Drawing No : A2	
Drawn by :	Author		
Checked by :	Checker		



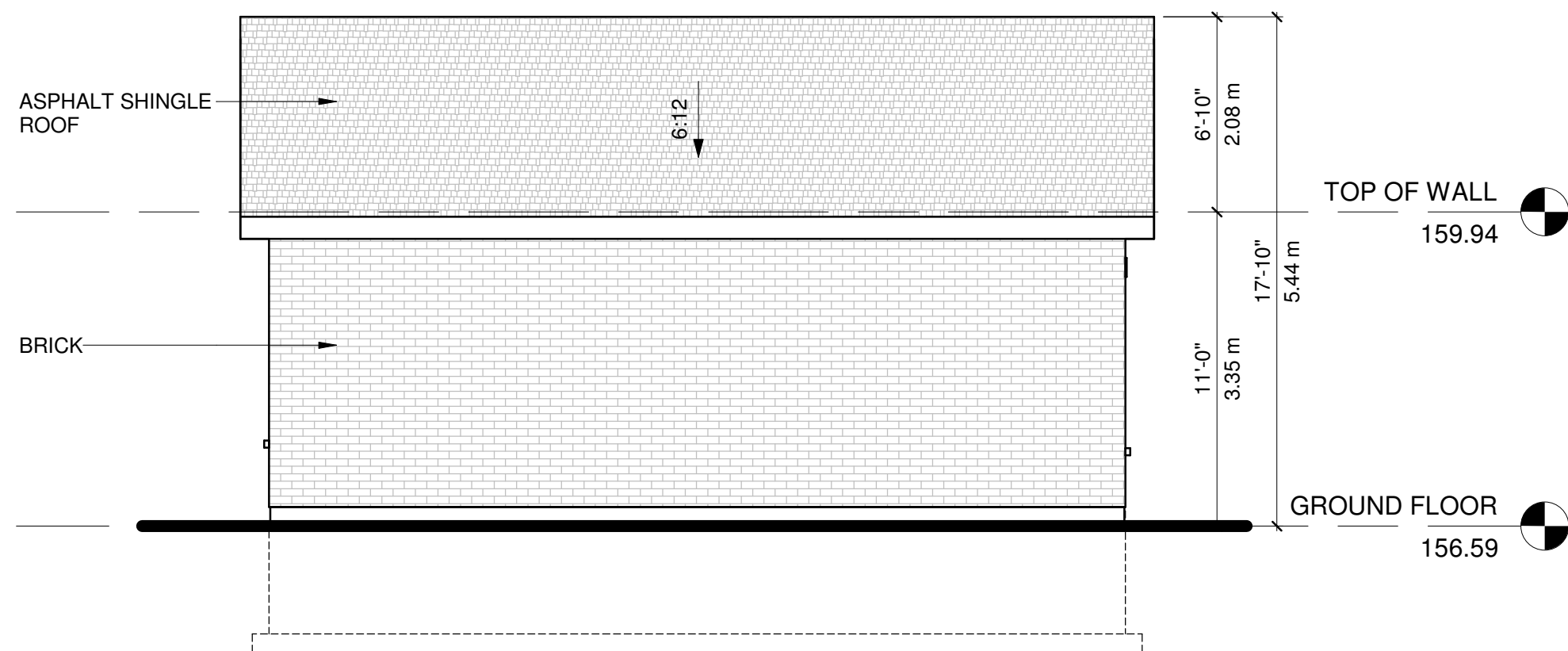
GARAGE - EAST ELEVATION

3/16" = 1'-0"



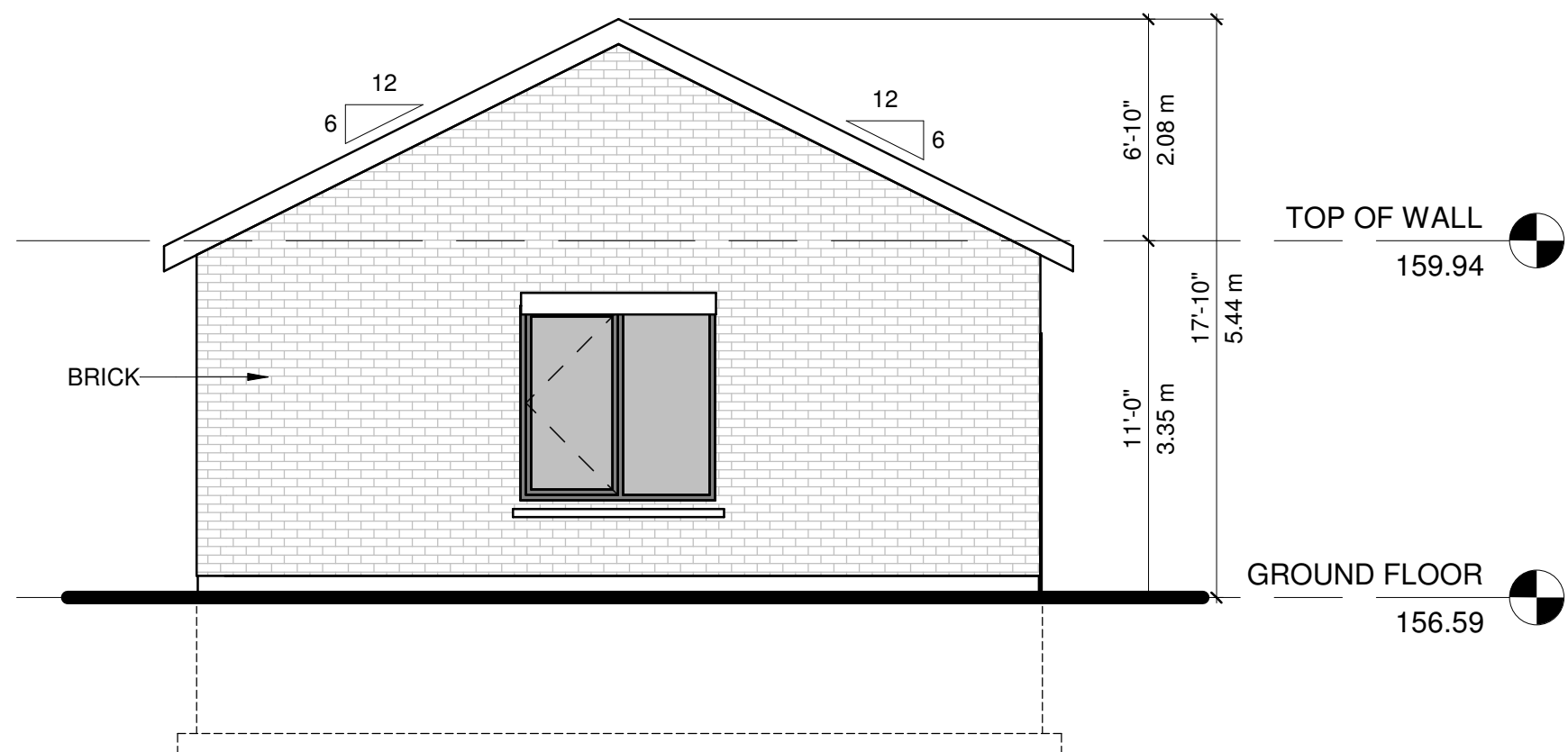
GARAGE - NORTH ELEVATION

3/16" = 1'-0"



GARAGE - WEST ELEVATION

3/16" = 1'-0"



GARAGE - SOUTH ELEVATION

3/16" = 1'-0"

7	2026-06-17	MINOR VARIANCE APPLICATION	HW
6	2026-05-29	ZONING REVIEW	HW
5	2026-05-04	ZONING REVIEW	HW
4	2026-03-16	ZONING REVIEW	HW
3	2026-03-03	CLIENT REVIEW	HW
2	2026-03-02	CLIENT REVIEW	HW
1	2026-02-18	CLIENT REVIEW	HW
No.	Date:	Issued/Revision:	By



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Project :

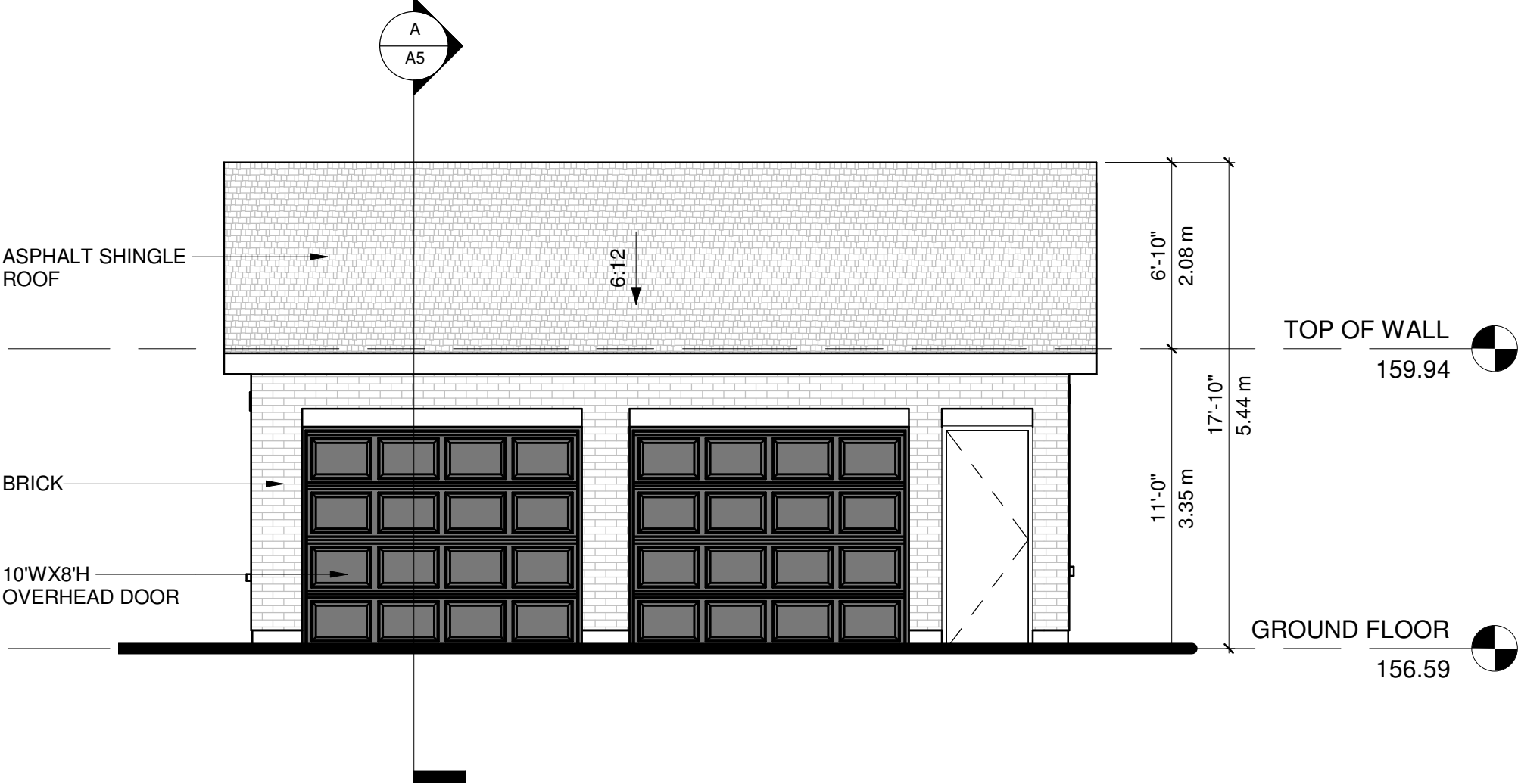
GARAGE ADDITION

615 OLD YORK ROAD
BURLINGTON ONTARIO

Drawing Name :

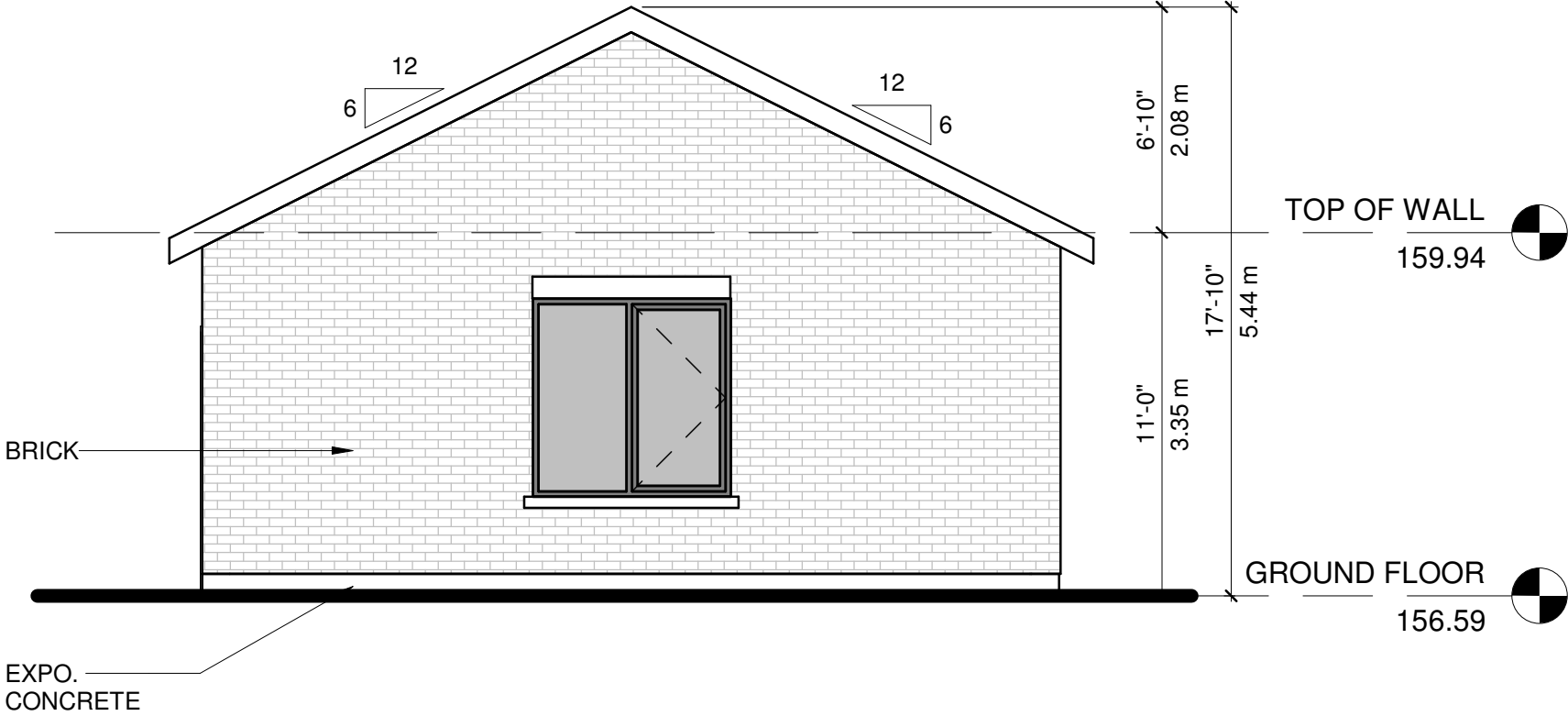
GARAGE ELEVATIONS

Date	FEB 2026	Project No :	W00125
Scale :	3/16" = 1'-0"		
Drawn by :	Author	Drawing No :	A3
Checked by :	Checker		



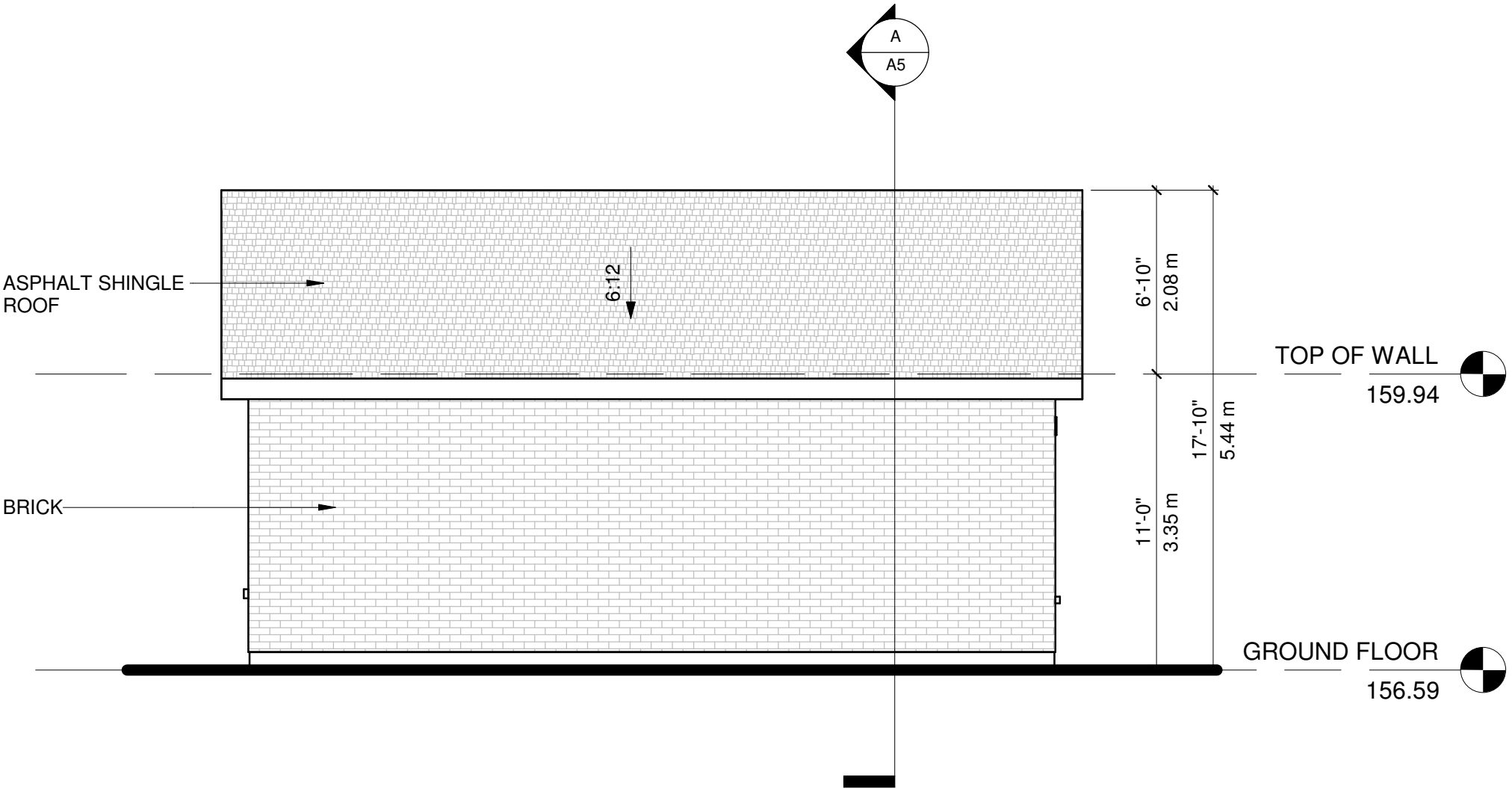
STORAGE - EAST ELEVATION

3/16" = 1'-0"



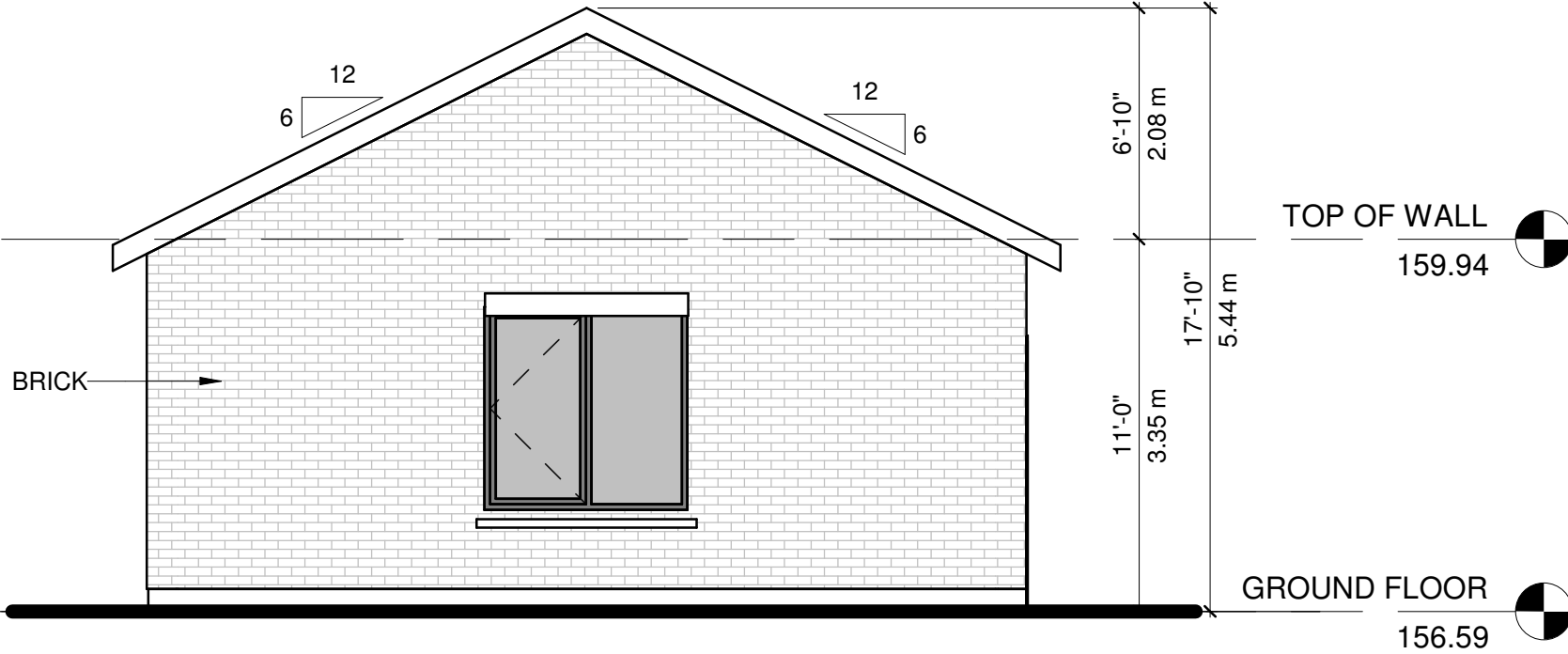
STORAGE - NORTH ELEVATION

3/16" = 1'-0"



STORAGE - WEST ELEVATION

3/16" = 1'-0"



STORAGE - SOUTH ELEVATION

3/16" = 1'-0"

7	2026-06-17	MINOR VARIANCE APPLICATION	HW
6	2026-05-29	ZONING REVIEW	HW
5	2026-05-04	ZONING REVIEW	HW
4	2026-03-16	ZONING REVIEW	HW
3	2026-03-03	CLIENT REVIEW	HW
2	2026-03-02	CLIENT REVIEW	HW
1	2026-02-18	CLIENT REVIEW	HW
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Project :

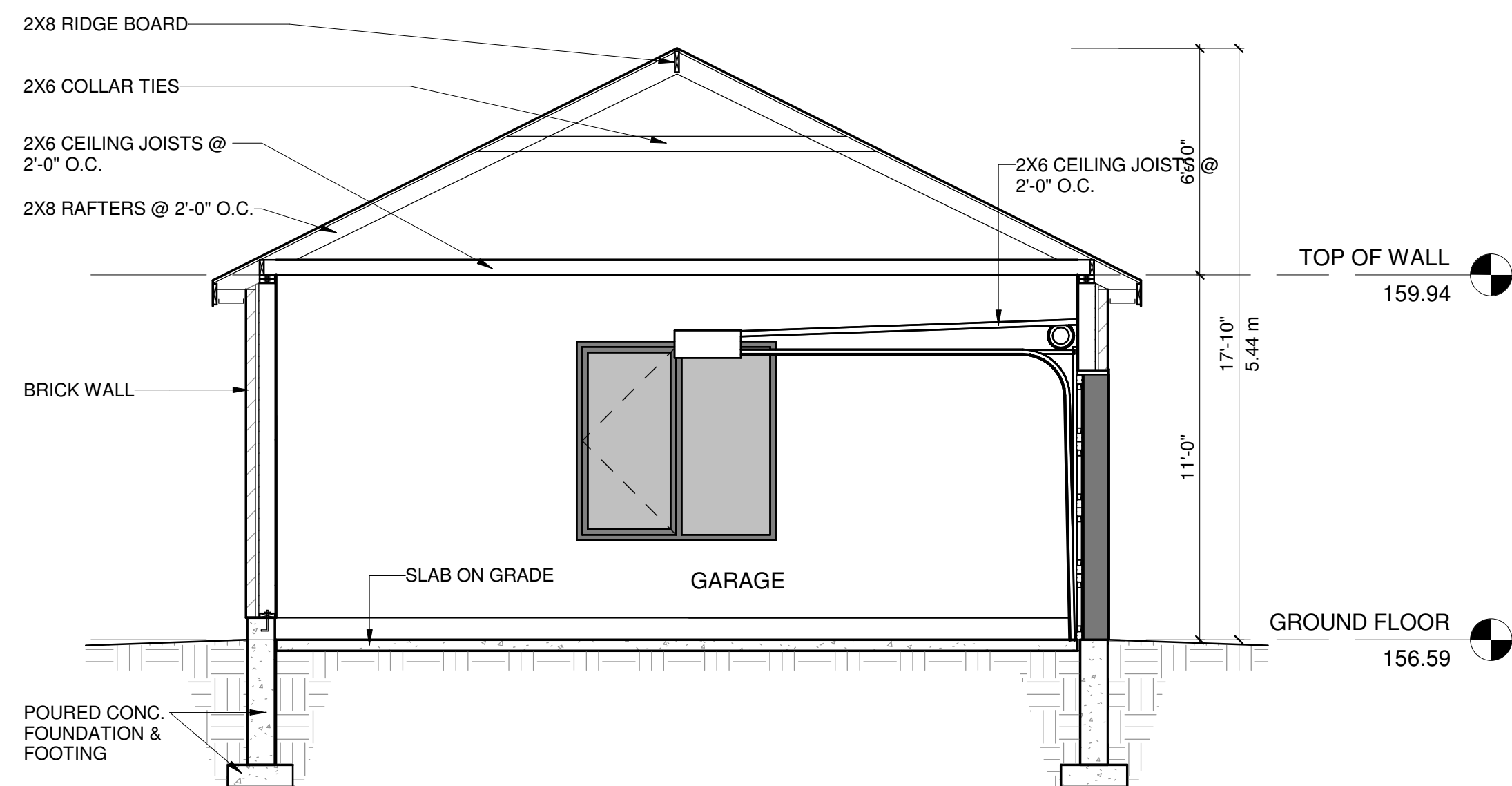
GARAGE ADDITION

615 OLD YORK ROAD
BURLINGTON ONTARIO

Drawing Name :

STORAGE ELEVATIONS

Date	FEB 2026	Project No :	W00125
Scale :	3/16" = 1'-0"		
Drawn by :	Author	Drawing No :	A4
Checked by :	Checker		



SECTION A
1/4" = 1'-0"

4	2026-06-17	MINOR VARIANCE APPLICATION	HW
3	2026-05-29	ZONING REVIEW	HW
2	2026-05-04	ZONING REVIEW	HW
1	2026-03-16	ZONING REVIEW	HW
No.	Date:	Issued/Revision:	By



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Project :

GARAGE ADDITION

615 OLD YORK ROAD
BURLINGTON ONTARIO

Drawing Name :

SECTION

Date	FEB 2026	Project No :	W00125
Scale :	1/4" = 1'-0"		
Drawn by :	Author	Drawing No :	A5
Checked by :	Checker		