Hamilton

COMMITTEE OF ADJUSTMENT

City Hall, 5th floor, 71 Main Street West, Hamilton, ON L8P 4Y5
Telephone (905) 546-2424, ext. 4221, 3935

E-mail: cofa@hamilton.ca

NOTICE OF PUBLIC HEARING CORRECTED Minor Variance

You are receiving this notice because you are either:

- Assessed owner of a property located within 60 metres of the subject property
- Applicant/agent on file, or
- Person likely to be interested in this application

APPLICATION	HM/A-23:207	SUBJECT	136 UPPER MOUNT ALBION RD,
NO.:		PROPERTY:	HAMILTON
ZONE:	"C5, Exception 813" (Mixed	ZONING BY-	Zoning By-law City of Hamilton 05-
	Use Medium Density)	LAW:	200, as Amended 22-207

APPLICANTS: Owner: 1000026563 ONTARIO INC. C/O AMBER LINDSAY

Agent: BOUSFIELDS INC. C/O DAVID FALLETTA

The following variances are requested:

1. An increase in maximum building height to 24 metres shall be permitted for a building above 11 metres abutting a residential or institutional zone instead of the requirement that in addition to Section 10.5.3 (d) (i) and notwithstanding Section 10.5.3 (d) (ii), any building above 11.0 metres may be equivalently increased as the yard increased beyond the minimum yard requirements established in Section 10.5.3 (b) and (c) when abutting a residential or institutional zone to a maximum of 22 metres.

PURPOSE & EFFECT: To facilitate the construction of a Multiple Dwelling.

Notes:

- 1. Insufficient information was provided to determine zoning compliance for the finished floor elevation above grade of any dwelling unit. Additional variances may be required if the conformity cannot be achieved.
- 2. Insufficient information provided to determine underground parking space size and parking lot stable surface material. Additional variances may be required if zoning compliance cannot be achieved.
- Insufficient information provided to determine zoning compliance for landscaped areas and landscaped islands in a parking lot. Additional variances may be required if conformity cannot be achieved.

HM/A-23:207

4. Please note the principle building shall be constructed prior to the construction of all accessory buildings or structures.

This Notice must be posted by the owner of any land which contains seven or more residential units so that it is visible to all residents.

This application will be heard by the Committee as shown below:

DATE:	Thursday, September 7, 2023		
TIME:	11:00 a.m.		
PLACE:	Via video link or call in (see attached sheet for details)		
	2 nd floor City Hall, room 222 (see attached sheet for		
	details), 71 Main St. W., Hamilton		
	To be streamed (viewing only) at		
	www.hamilton.ca/committeeofadjustment		

For more information on this matter, including access to drawings illustrating this request and other information submitted:

- Visit www.hamilton.ca/committeeofadjustment
- Visit Committee of Adjustment staff at 5th floor City Hall, 71 Main St. W., Hamilton
- Call 905-546-CITY (2489) or 905-546-2424 extension 4221, 4130, or 3935

PUBLIC INPUT

Written: If you would like to submit written comments to the Committee of Adjustment you may do so via email or hardcopy. Please see attached page for complete instructions, <u>including deadlines</u> for submitting to be seen by the Committee.

Orally: If you would like to speak to this item at the hearing you may do so via video link, calling in, or attending in person. Please see attached page for complete instructions, including deadlines for registering to participate virtually and instructions for check in to participate in person.

FURTHER NOTIFICATION

If you wish to be notified of future Public Hearings, if applicable, regarding HM/A-23:207, you must submit a written request to cofa@hamilton.ca or by mailing the Committee of Adjustment, City of Hamilton, 71 Main Street West, 5th Floor, Hamilton, Ontario, L8P 4Y5.

If you wish to be provided a Notice of Decision, you must attend the Public Hearing and file a written request with the Secretary-Treasurer by emailing cofa@hamilton.ca or by mailing the Committee of Adjustment, City of Hamilton, 71 Main Street West, 5th Floor, Hamilton, Ontario, L8P 4Y5.



Subject Lands

DATED: August 22, 2023

Jamila Sheffield, Secretary-Treasurer Committee of Adjustment Information respecting this application is being collected under the authority of the Planning Act, R.S.O., 1990, c. P. 13. All comments and opinions submitted to the City of Hamilton on this matter, including the name, address, and contact information of persons submitting comments and/or opinions, will become part of the public record and will be made available to the Applicant and the general public, and may include posting electronic versions.



COMMITTEE OF ADJUSTMENT

City Hall, 5th floor, 71 Main Street West, Hamilton, ON L8P 4Y5 Telephone (905) 546-2424, ext. 4221, 3935

E-mail: cofa@hamilton.ca

PARTICIPATION PROCEDURES

Written Submissions

Members of the public who would like to participate in a Committee of Adjustment meeting are able to provide comments in writing or via email in advance of the meeting. Comments can be submitted by emailing cofa@hamilton.ca or by mailing the Committee of Adjustment, City of Hamilton, 71 Main Street West, 5th Floor, Hamilton, Ontario, L8P 4Y5. **Comments must be received by noon two days before the Hearing.**

Comment packages are available two days prior to the Hearing and are available on our website: www.hamilton.ca/committeeofadjustment

Oral Submissions

Members of the public are also able to provide oral comments regarding Committee of Adjustment Hearing items by participating Virtually through Webex 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

Interested members of the public, agents, and owners <u>must register by noon the day</u> <u>before the hearing</u> to participate Virtually.

To register to participate Virtually by Webex either via computer or phone, please contact Committee of Adjustment staff by email cofa@hamilton.ca. 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, and if applicable the phone number they will be using to call in.

A separate registration for each person wishing to speak is required. Upon registering for a meeting, members of the public will be emailed a link for the Webex meeting the Wednesday afternoon before the hearing. The link must not be shared with others as it is unique to the registrant.

2. In person Oral Submissions

Interested members of the public, agents, and owners who wish to participate in person must sign in at City Hall room 222 (2nd floor) no less than 10 minutes before the time of the Public Hearing as noted on the Notice of Public Hearing.

We hope this is of assistance and if you need clarification or have any questions, please email cofa@hamilton.ca or by phone at 905-546-2424 ext. 4221.

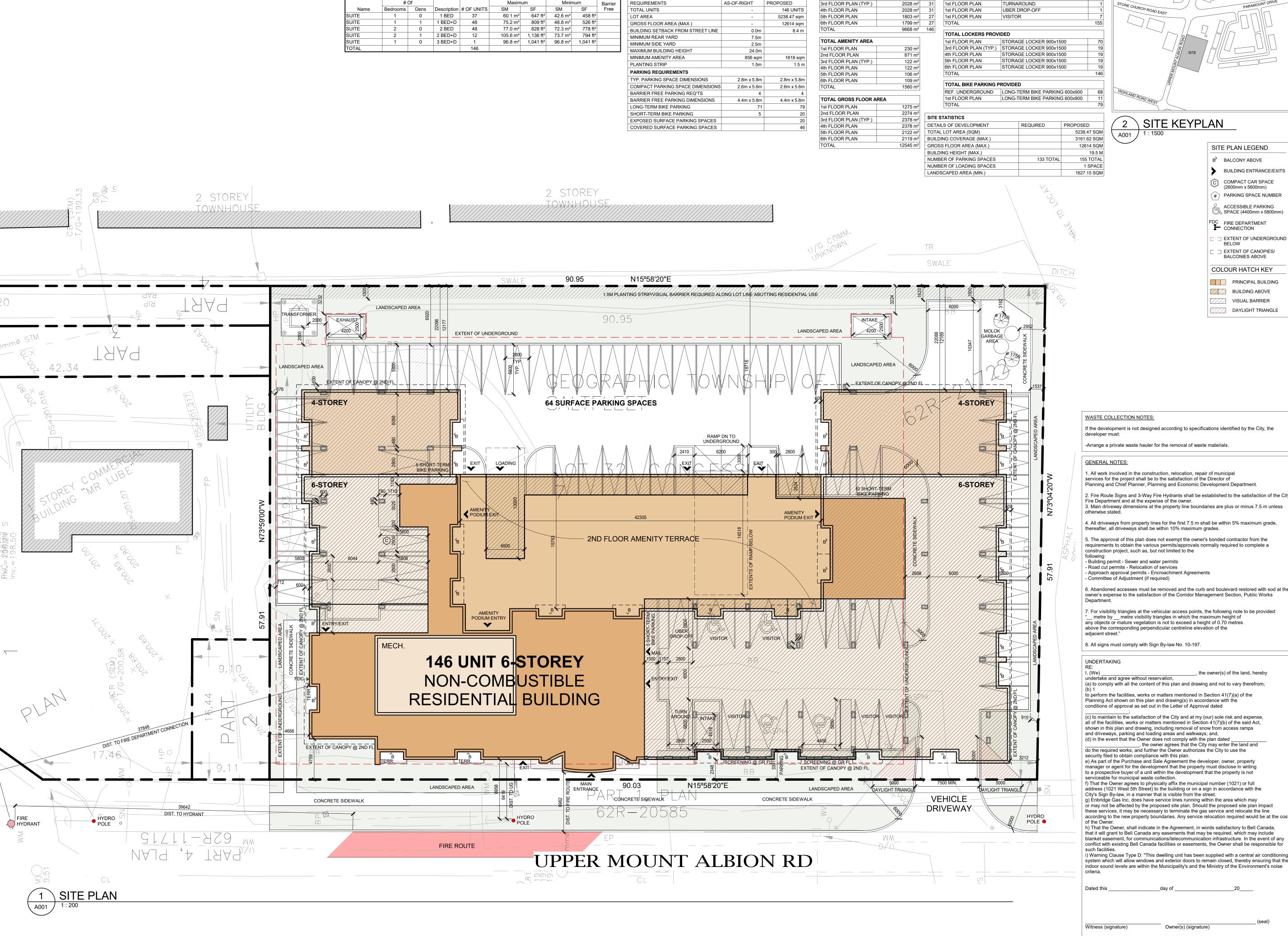
Please note: Webex (video) participation requires either a compatible computer or smartphone and an application (app/program) must be downloaded by the interested party in order to participate. It is the interested party's responsibility to ensure that their device is compatible and operating correctly prior to the Hearing.



Upper Mount Albion

Valery Group 136 Upper Mt Albion Road, Stoney Creek, ON

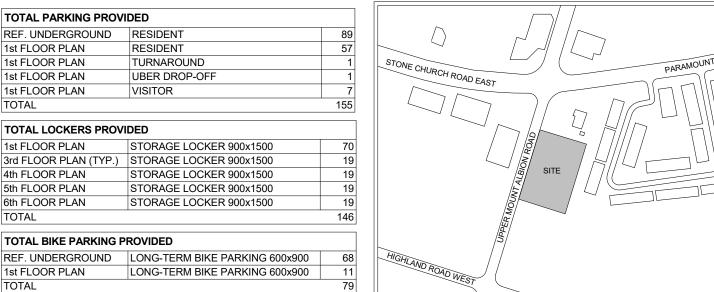




DEVELOPMENT STATISTICS

MIXED USE MEDIUM DENSITY (C5) ZONE, EXCEPTION 813

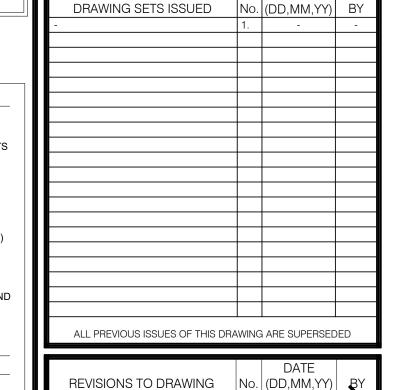
SUITE BREAKDOWN BY TYPE



TOTAL SELLABLE AREA

1st FLOOR PLAN

2nd FLOOR PLAN



BUILDING PERMIT NUMBER:

NOT FOR CONSTRUCTION WITHOUT PERMIT

ARCHITECTURE • SOLUTIONS

KNYMH INC

T 905.639.6595

F 905.639.0394

1006 SKYVIEW DRIVE • SUITE 101

BURLINGTON, ONTARIO • L7P 0V1

KINYIVII-I 2. Fire Route Signs and 3-Way Fire Hydrants shall be established to the satisfaction of the City Fire Department and at the expense of the owner. 3. Main driveway dimensions at the property line boundaries are plus or minus 7.5 m unless

6. Abandoned accesses must be removed and the curb and boulevard restored with sod at the owner's expense to the satisfaction of the Corridor Management Section, Public Works

7. For visibility triangles at the vehicular access points, the following note to be provided: "__ metre by __ metre visibility triangles in which the maximum height of

the owner(s) of the land, hereby

or may not be affected by the proposed site plan. Should the proposed site plan impact these services, it may be necessary to terminate the gas service and relocate the line according to the new property boundaries. Any service relocation required would be at the cost h) That the Owner, shall indicate in the Agreement, in words satisfactory to Bell Canada, that it will grant to Bell Canada any easements that may be required, which may include

system which will allow windows and exterior doors to remain closed, thereby ensuring that the indoor sound levels are within the Municipality's and the Ministry of the Environment's noise

ww.knymh.com info@knymh.com



DA-21-109

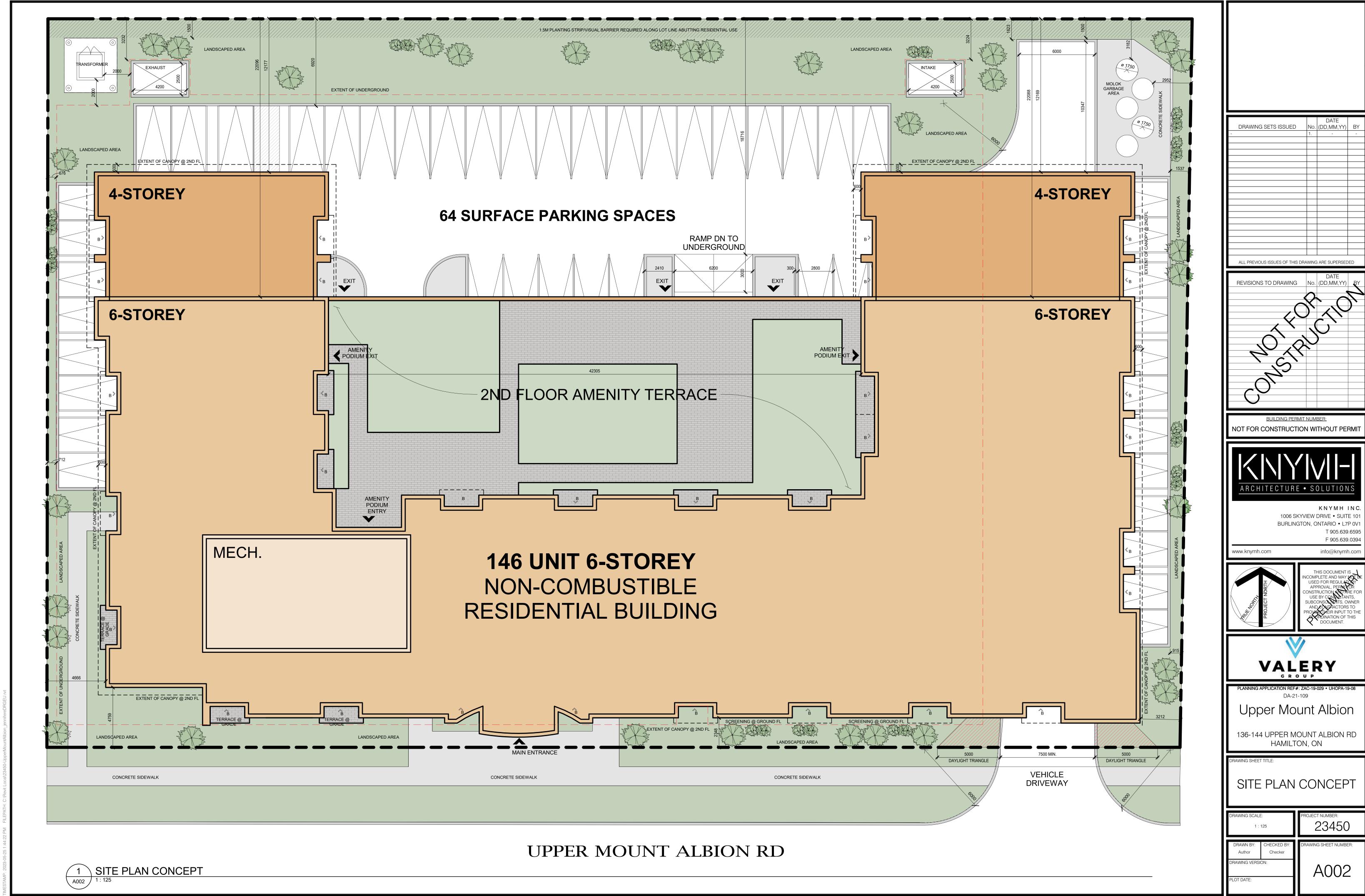
Upper Mount Albion

136-144 UPPER MOUNT ALBION RD HAMILTON, ON

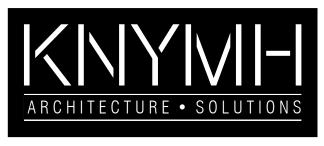
SITE PLAN

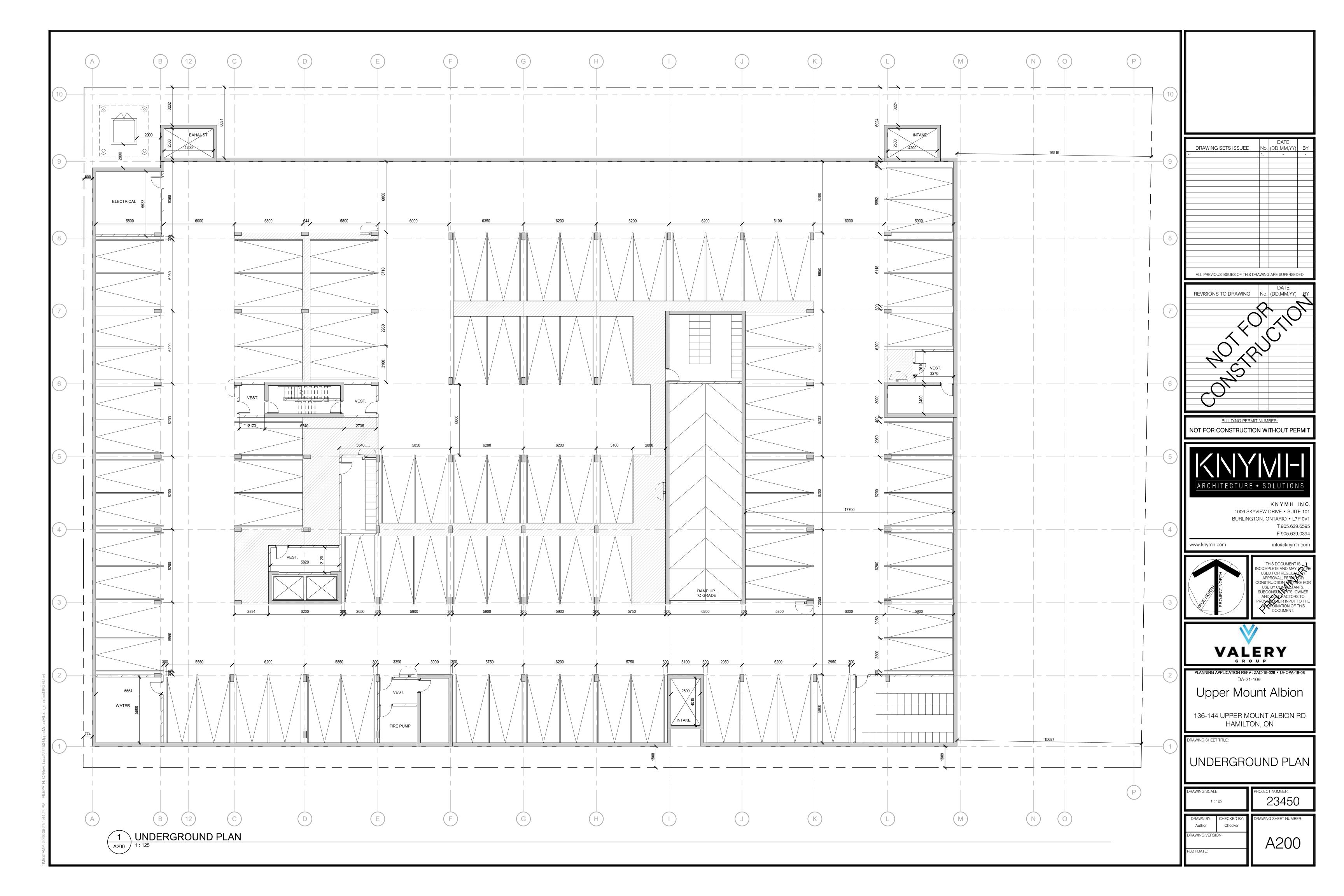
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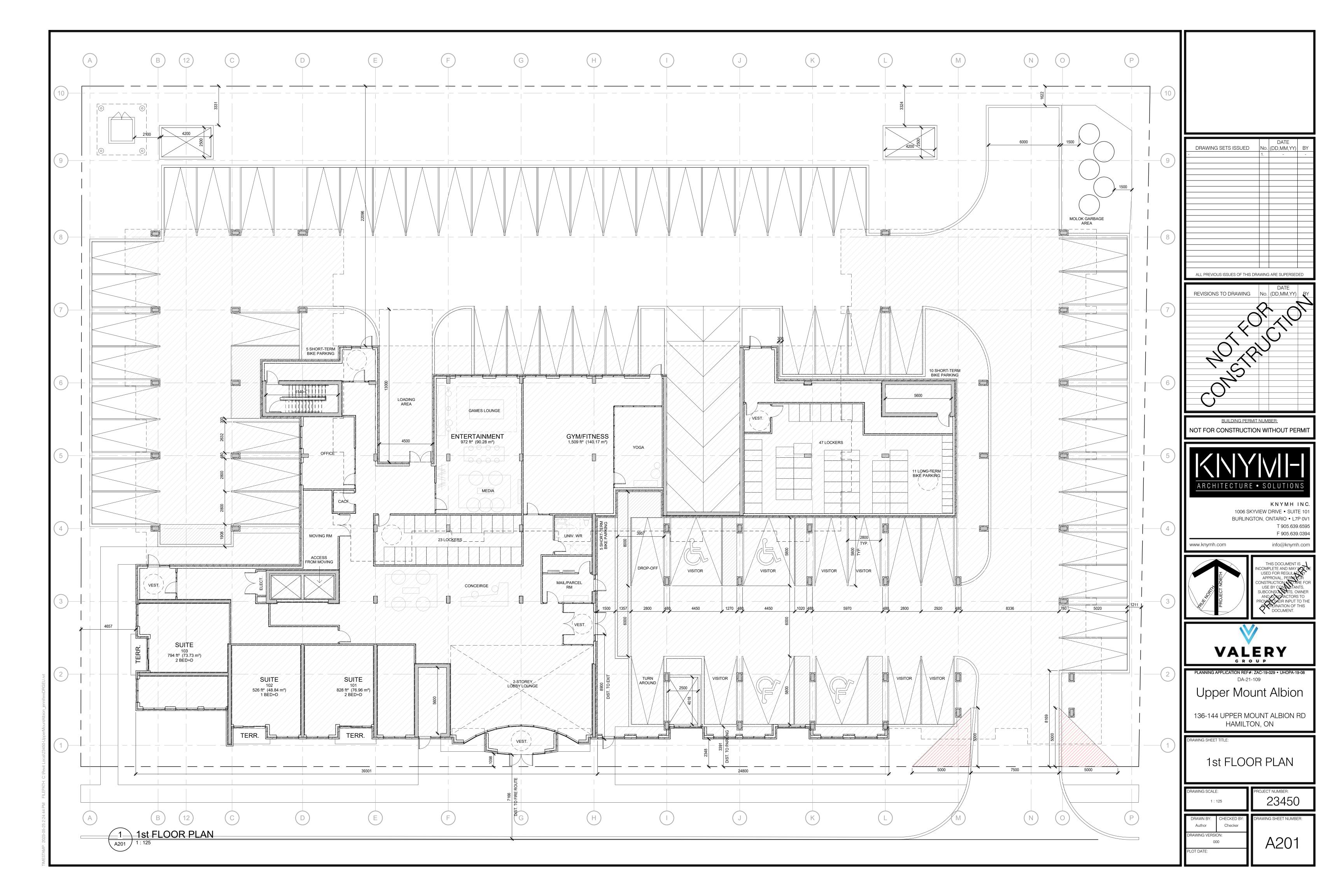
Author

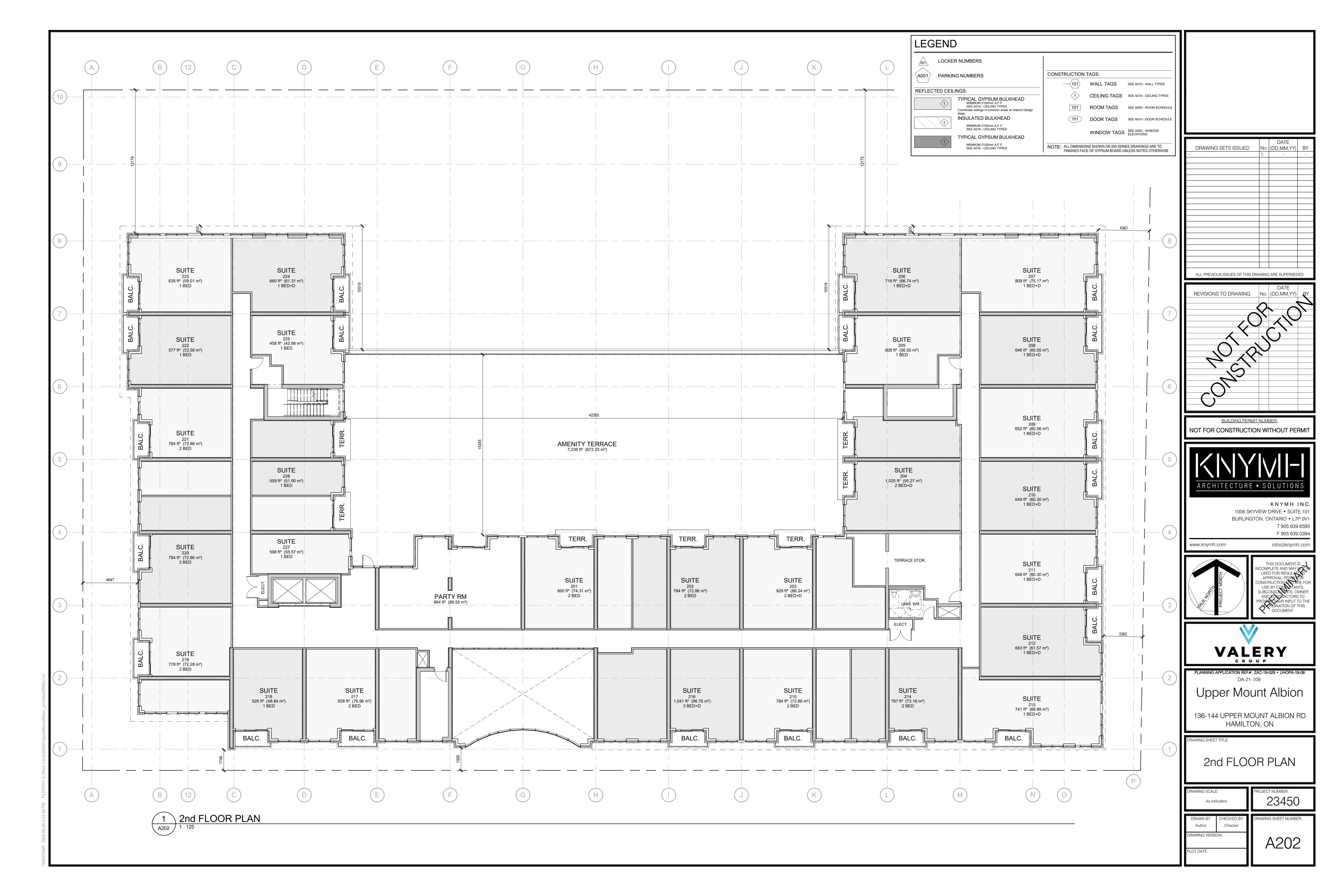


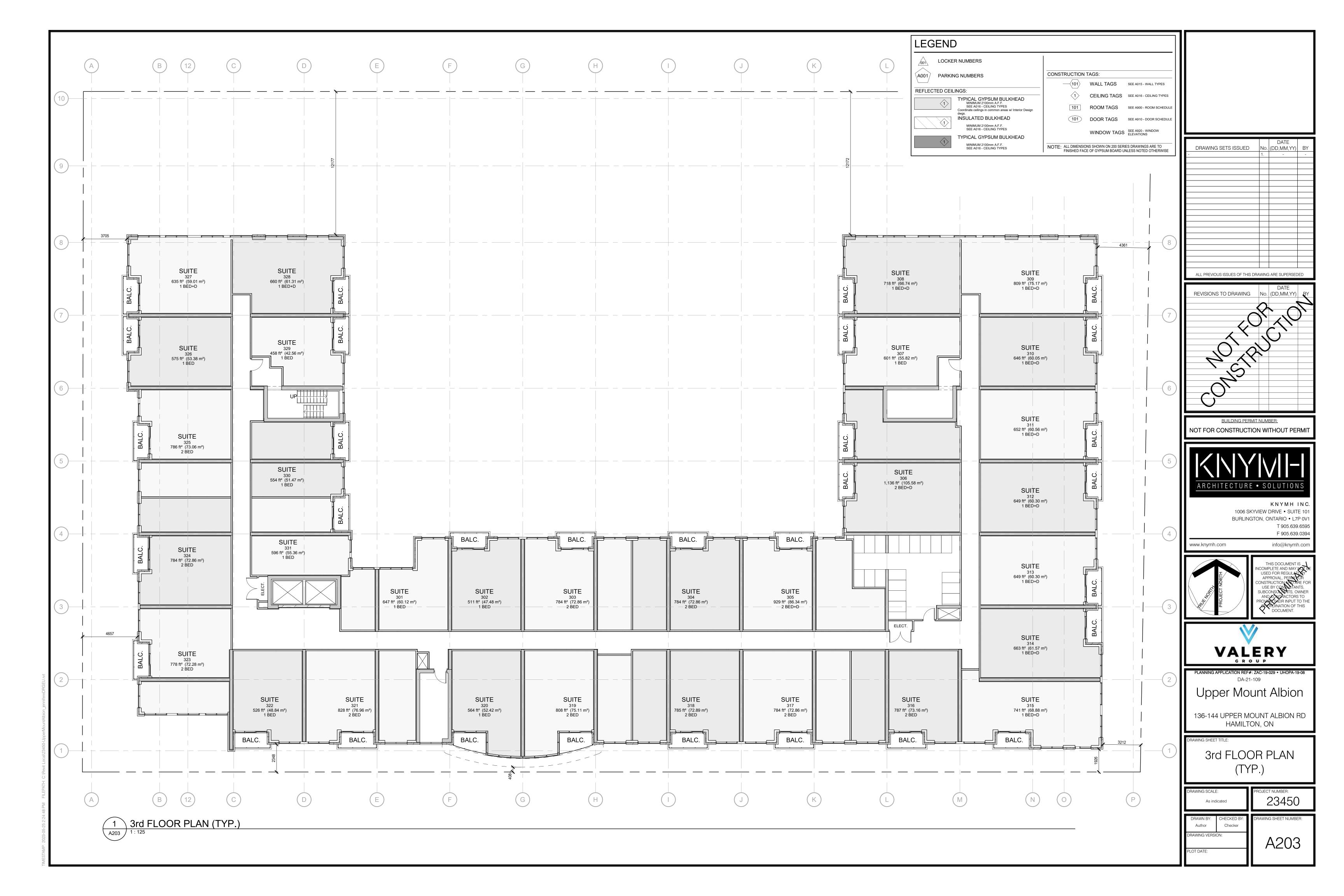
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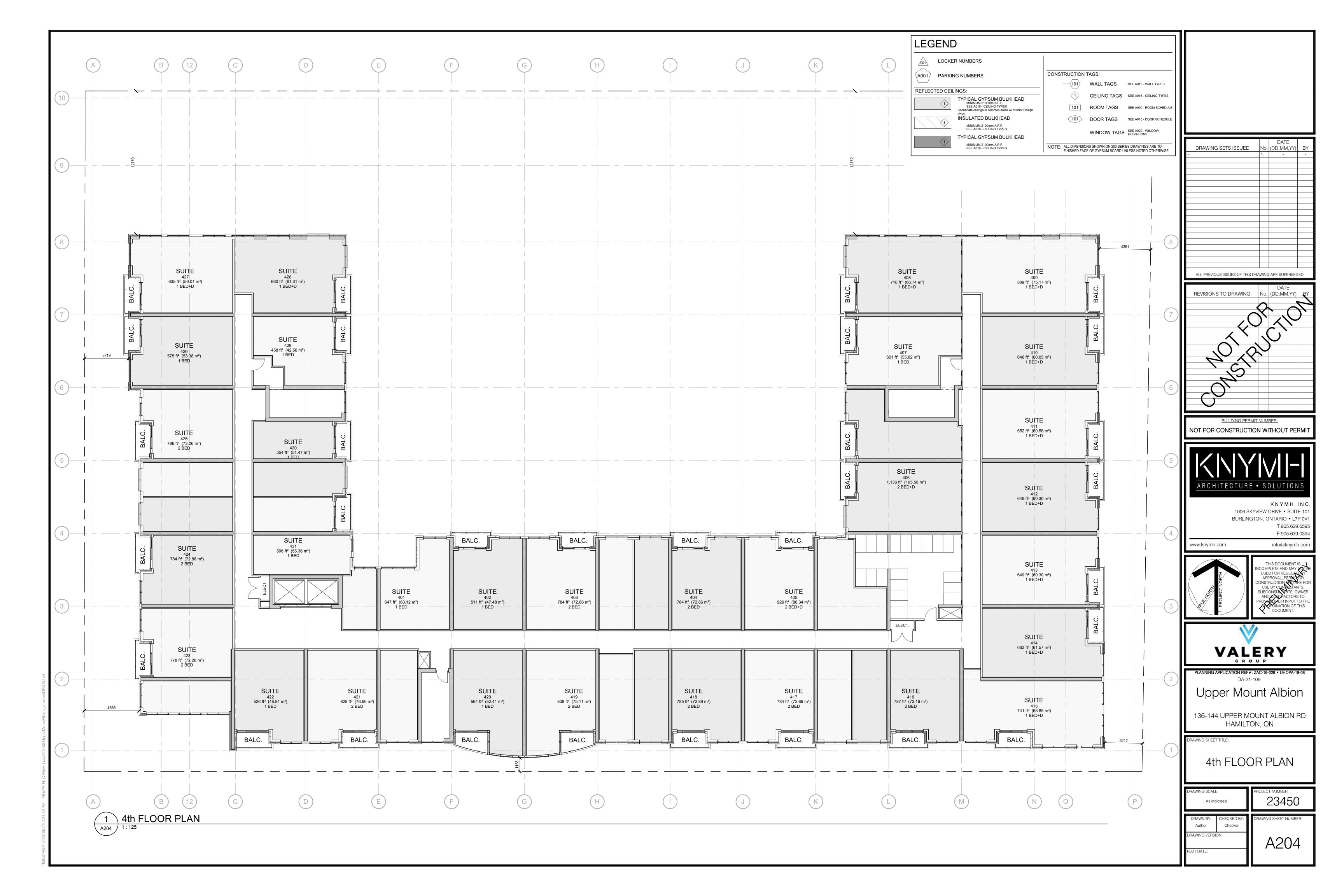


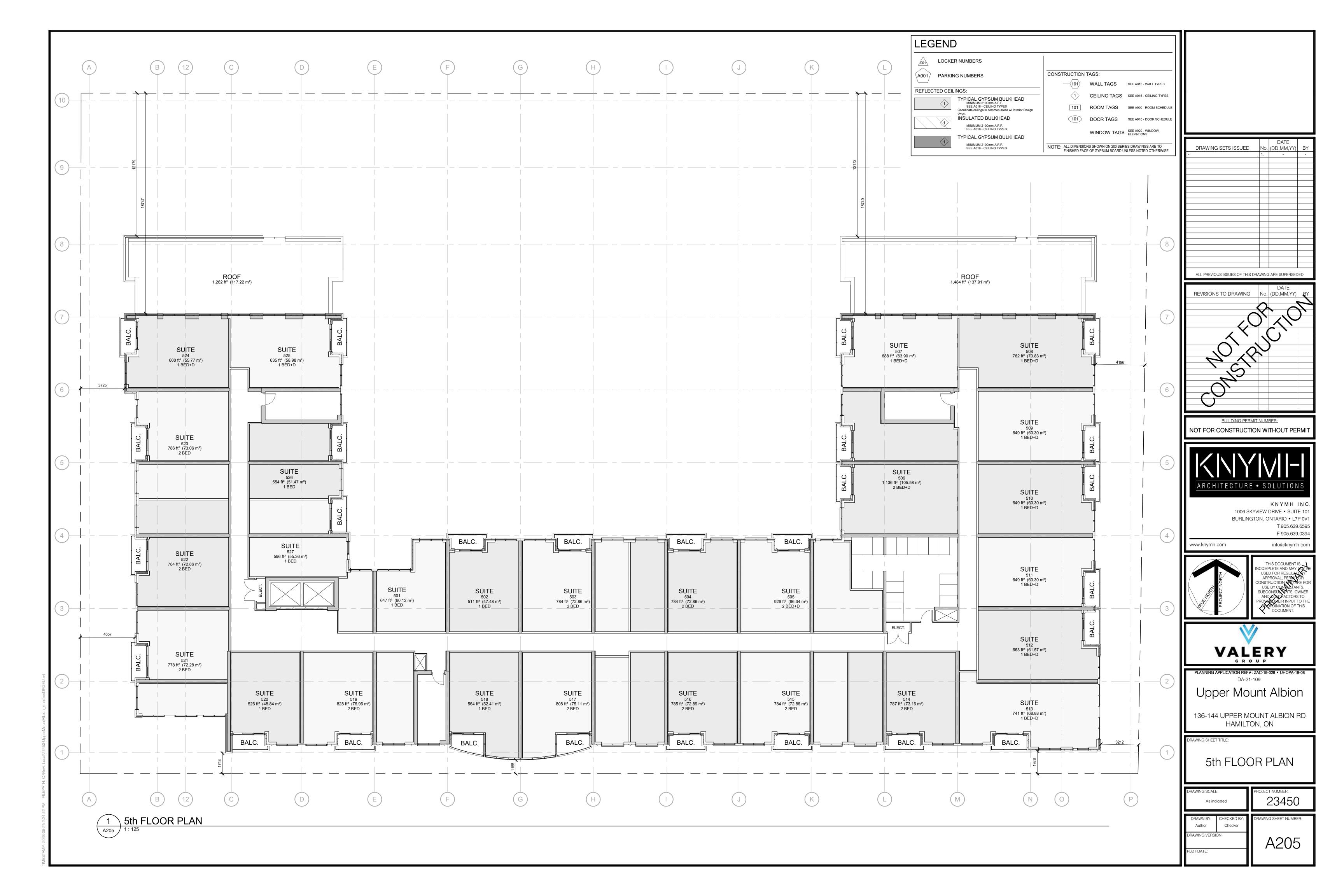


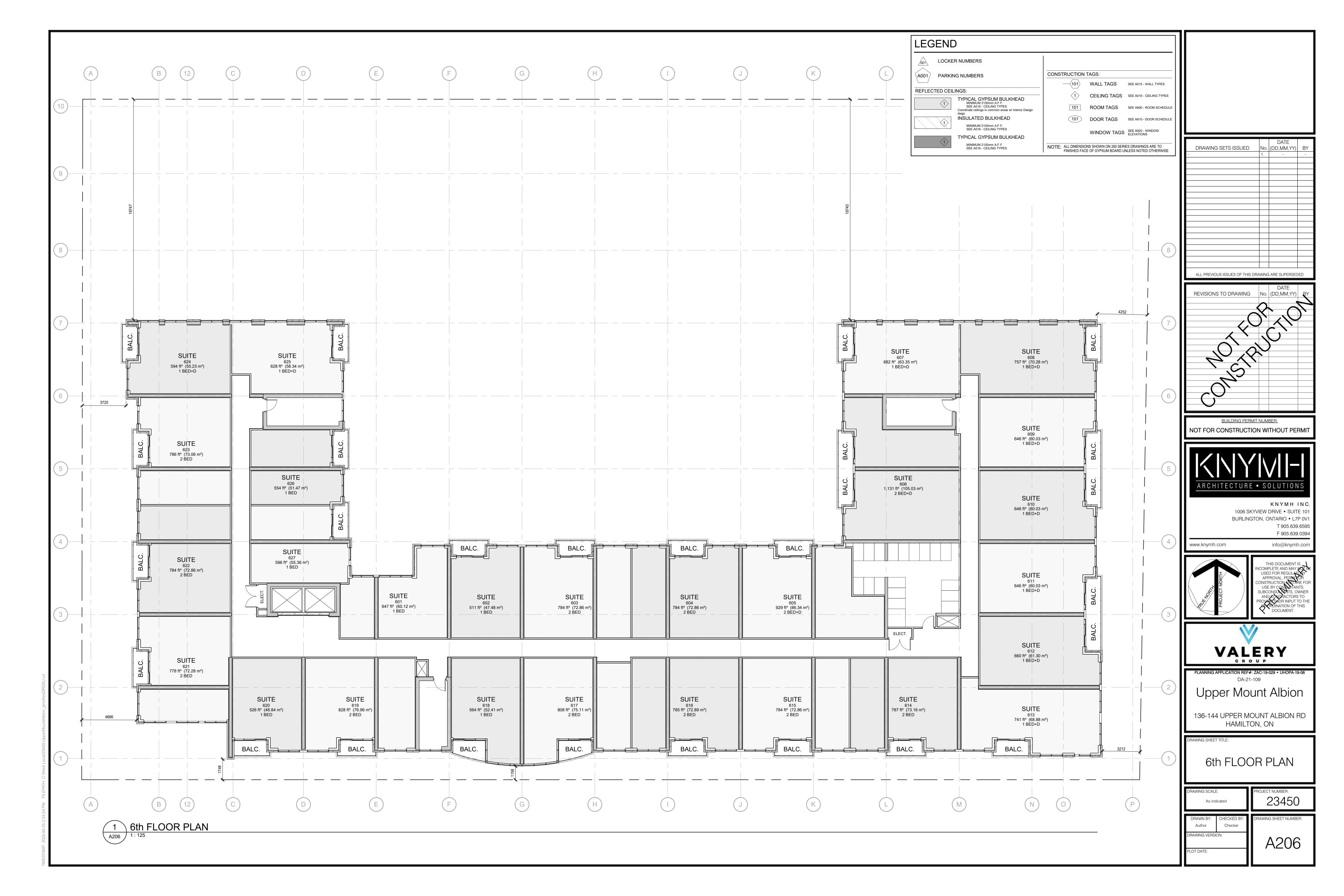






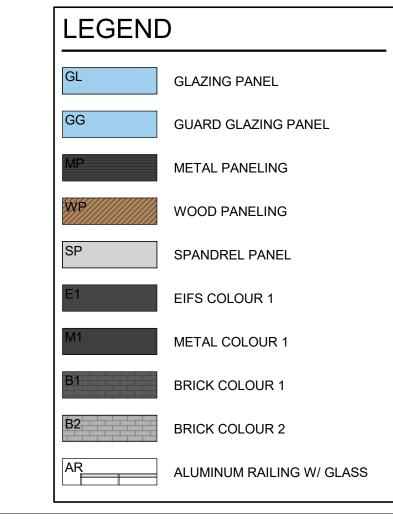








- COVERED PARKING -DRIVE AISLE -



NOTES:

ALL GUARDS TO MEET REQUIREMENTS OF THE O.B.C. 2012. MANUFACTURER/SUPPLIER TO

PROVIDE ENGINEERED, STAMPED SHOP DRAWINGS COMPLETE WITH MOUNTING DETAILS. GUARDS SHALL COMPLY WITH O.B.C. 3.3.1.17, 3.4.6.5 AND 4.1.10.

ALL GLASS IN GUARDS TO COMPLY WITH O.B.C. SB-13.

ALL WINDOWS TO MEET THE REQUIREMENTS OF THE O.B.C. 2012 ARTICLE 3.3.4.8.
PROTECTION OF WINDOWS IN APARTMENT BUILDINGS. WINDOW SUPPLIER TO PROVIDE ENGINEERED STAMPED SHOP DRAWINGS FOR REVIEW.

REFER TO NOICE IMPACT STUDY FOR ADDITIONAL GLAZING REQUIREMENTS. ENSAURE CO-ORDINATION WITH MECHANICAL DRAWINGS FOR EXHAUST WALL BOX

ALL SPANDREL GLASS PANELS ARE TO HAVE A MINIMUM R-VALUE OF R-10, C/W METAL

DOOR AND WINDOW LOCATIONS, DIMENSIONS, DETAILS AND BUILDING MATERIALS MAY VARY DEPENDING ON FINAL BUILDING LAYOUT, AND SHOWN FOR INFORMATION PURPOSES

WALLS / WINDOW WALLS. (REFER TO STRUCTURAL DRAWINGS FOR REQUIRED

ALL WINDOWS AND GLASS DOORS TO MEET MINIMUM ENERGY RATING FOR WINDOWS IN ZONE 5 OF THE O.B.C. SB-10.

METAL FRAME (ALUM.) WINDOWS

METAL FRAME DOORS

0.35 MAX U VALUE 0.35 SOLAR HEAT GAIN COEFFICIENT

KINYIVII-I ARCHITECTURE • SOLUTIONS KNYMH INC 1006 SKYVIEW DRIVE • SUITE 101 BURLINGTON, ONTARIO • L7P 0V1 T 905.639.6595 F 905.639.0394 www.knymh.com info@knymh.com THIS DOCUMENT IS _ 1 ICOMPLETE AND MAY NOT E USED FOR REGULATORY APPROVAL, PERNITOR

VALERY

DA-21-109

Upper Mount Albion

136-144 UPPER MOUNT ALBION RD HAMILTON, ON

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GUARDS SHALL COMPLY WITH O.B.C. 4.3.6. GLAZING LOCATED 1070 OR LESS ABOVE FINISHED FLOOR AND MORE THAN 600mm ABOVE GRADE SHALL BE DESIGNED AS A GUARD AND SHALL COMPLY WITH ALL REQUIREMENTS OF THE O.B.C. ALL DOOR AND WINDOW FRAMES AND SASHES TO MEET THE REQUIREMENTS OF THE O.B.C. 2012 ARTICLE 3.1.5.4. COMBUSTIBLE GLAZING AND SKYLIGHTS. LOCATIONS WITHIN ALUMINUM SCREENS. WINDOW SUPPLIER/INSTALLER IS TO PROVIDE DEFLECTION CONNECTION FOR ALL CURTAIN NON-METAL FRAME WINDOWS/DOORS 0.25 MAX U VALUE 0.35 SOLAR HEAT GAIN COEFFICIENT 0.25 MAX U VALUE 0.35 SOLAR HEAT GAIN COEFFICIENT

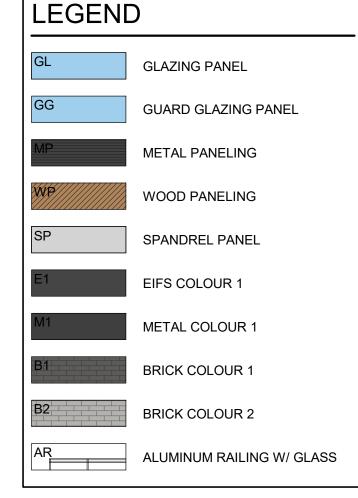
2 EAST ELEVATION

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Author







NOTES:

ALL GUARDS TO MEET REQUIREMENTS OF THE O.B.C. 2012. MANUFACTURER/SUPPLIER TO PROVIDE ENGINEERED, STAMPED SHOP DRAWINGS COMPLETE WITH MOUNTING DETAILS. GUARDS SHALL COMPLY WITH O.B.C. 3.3.1.17, 3.4.6.5 AND 4.1.10. GUARDS SHALL COMPLY WITH O.B.C. 4.3.6.

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METAL FRAME DOORS

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info@knymh.com

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VALERY

DA-21-109

Upper Mount Albion

136-144 UPPER MOUNT ALBION RD HAMILTON, ON

ELEVATIONS

Author

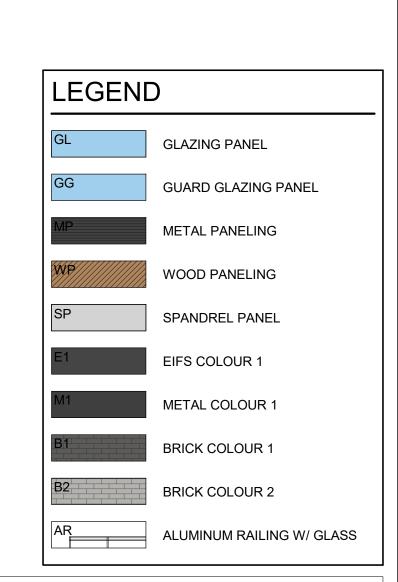
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NOTES:

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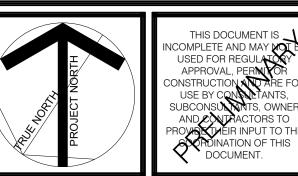
No. (DD,MM,YY) ALL PREVIOUS ISSUES OF THIS DRAWING ARE SUPERSEDED



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DA-21-109

Upper Mount Albion

136-144 UPPER MOUNT ALBION RD

HAMILTON, ON

ELEVATIONS

23450

Author



Project No. 16228

July 28, 2023

VIA E-MAIL (cofa@hamilton.ca)

Jamila Sheffield Secretary Treasurer, Committee of Adjustment City of Hamilton 71 Main Street West, 5th Floor. Hamilton, ON L8P 4Y5

Dear Jamila:

Re: Minor Variance Application

136-144 Upper Mount Albion Road, Hamilton

(Related City File No.'s UHOPA-21-016, ZAC-21-033, DA-22-148)

1.0 INTRODUCTION

As you are aware, we are the planning consultants for 1000026563 Ontario Inc., the owner of the lands at 136 and 144 Upper Mount Albion Road (the "subject site" or "site"). On behalf of our client, we are pleased to submit the enclosed materials in support of a Minor Variance application. The following will provide a brief background of the project, the proposed minor variance, and our rationale for the minor variance.

2.0 BACKGROUND

The subject site has been the subject of an official plan amendment, rezoning and site plan application (File No.'s UHOPA-21-016, ZAC-21-033, and DA-22-148). The following is a summary of the previous approvals that apply to the subject site:

 UHOPA-21-016 – By-law 22-206 was passed by Hamilton City Council on September 14, 2022, in order to re-designate the subject site from *Local Commercial* to *High Density Residential 1* and establish a new Site Specific Policy to permit the development of a multiple dwelling with a maximum density of 280 units per hectare.



- ZAC-21-033 By-law 22-207 was passed by Hamilton City Council on September 14, 2022, in order to rezone the subject site from the Community Commercial (C3,304, 579, H82) Zone to the Mixed Use Medium Density (C5,813) Zone. The Zoning was modified to permit a residential apartment building with a height of 24 metres and other performance standards to implement the proposed concept plan that was presented to the City Council.
- DA-22-148 Site Plan application DA-22-148 received conditional approval on December 1, 2022, to permit the construction of a 6-storey multiple dwelling building.

3.0 REQUIRED MINOR VARIANCE

The proposed building has not changed since By-laws 22-206 and 22-207 were approved by the City Council and Site Plan DA-22-148 received conditional approval. However, as part of the process to clear the conditions for site plan approval, a Zoning Compliance Review was completed and it identified an area of non-conformity. We have reviewed this issue further and determined that it was an oversight during the rezoning and site plan applications. As such, the following minor variance is requested:

Notwithstanding Section 10.5.3 d), the minimum interior side yard abutting a Residential or Institutional Zone shall be 2.5 metres.

4.0 RATIONALE FOR THE PROPOSED MINOR VARIANCE

We have reviewed the proposed minor variance against the four part test in the <u>Planning Act</u> and note the following:

4.1 Test 1 – Does the Proposed Minor Variance maintain the general intent and purpose of the Official Plan?

Yes. The proposed minor variance is required to implement the *High Density Residential 1* designation. More specifically, the original proposal that was presented to Planning Committee and Council in support of application UHOPA-21-016, included a 6-storey residential apartment building with a 2.5 metre interior side yard setback along the south property line abutting the Institutional Zone. In our opinion, the proposal maintains the general intent of the Official Plan, since the UHOPA



application and its supporting justification were based on plans that included a 2.5 metre setback.

4.2 Test 2 – Does the proposed Minor Variance Maintain the general intent and purpose of the Zoning By-law?

Yes. In our opinion, the purpose and intent of the Zoning By-law is to require side yard setbacks in order to provide sufficient space for maintenance, grading, and transition to abutting land uses. In this regard, a detailed review of the proposal against the surrounding land uses was provided as part of rezoning application ZAC-21-033. This included a shadow study and urban design brief, which reviewed the built form impacts and transition related matters. Those studies concluded that the proposed 2.5 metre setback to the institutional Zone to the south is appropriate and desirable in planning and urban design terms. This opinion was supported by City Staff and Council who approved the applications. Accordingly, it is our opinion that the proposed minor variance maintains the general intent and purpose of the zoning by-law, since it provides sufficient space for maintenance, grading and transition, all of which were reviewed and approved as part of the detailed conditional site plan application DA-22-148.

4.3 Test 3 – Is the Minor Variance appropriate for the development of the land?

Yes. In our opinion, the proposed minor variance is appropriate for the development of the land, since it will implement the proposal that accompanied the Official Plan Amendment, rezoning, and site plan applications, all of which have been approved by the City. Furthermore, it will allow for the development of a 6-storey residential apartment building on an underutilized and vacant site in the City's *built-up area* and an area that has supporting commercial amenities, public service facilities and transit.

4.4 Test 4 – Is the Minor Variance minor in nature?

Yes. In our opinion, an assessment of a minor variance against the test of "minor" is not solely a numerical assessment, but also an assessment of impact. Given that the modification to the regulation is an oversight and the plans have been thoroughly reviewed as part of the official plan amendment, rezoning and site plan applications, it is our opinion that the minor variance is minor in impact and is appropriate for the subject site.



5.0 ENCLOSURES

Please find enclosed the following materials in support of the application:

- Application Form; and,
- Architectural Plans (Site Plan, Floor Plans, and Elevations) prepared by KNYMH;

Respectfully Submitted,

Bousfields Mc.

David Falletta, MCIP, RPP

:DF/jobs

Attachment (2)

cc. A. Lindsay, Valery Group



Committee of Adjustment

City Hall, 5th Floor, 71 Main St. W., Hamilton, ON L8P4Y5

Phone: (905) 546-2424 ext. 4221

Email: cofa@hamilton.ca

APPLICATION FOR A MINOR VARIANCE/PERMISSION

UNDER SECTION 45 OF THE PLANNING ACT

1. APPLICANT INFORMATION

	NAME	MAILING A	DDRESS	
Registered Owners(s)				
Applicant(s)				
Agent or Solicitor				
1.2 All correspondence	ce should be sent to	☐ Purchaser ☐ Applicant		☑ Owner ☑ Agent/Solicitor
1.3 Sign should be se	ent to	☐ Purchaser ☐ Applicant		☑ Owner ☐ AgentSolicitor
1.4 Request for digita	l copy of sign	☑Yes* □	No	
If YES, provide email address where sign is to be sent				
1.5 All correspondend	ce may be sent by ema	ail 🗹	Yes*	□ No
If Yes, a valid em	ail must be included fo	or the registered o	wner(s) AN	ID the Applicant/Agen

If Yes, a valid email must be included for the registered owner(s) AND the Applicant/Agent (if applicable). Only one email address submitted will result in the voiding of this service. This request does not guarantee all correspondence will sent by email.

2. LOCATION OF SUBJECT LAND

2.1 Complete the applicable sections:

Municipal Address	136 Upper Mount Albion Road		
Assessment Roll Number	251800365090802		
Former Municipality	Stoney Creek		
Lot		Concession	
Registered Plan Number		Lot(s)	
Reference Plan Number (s)		Part(s)	

2.2	Are there any easements or restrictive covenants affecting the subject land?
	☐ Yes ☑ No
	If YES, describe the easement or covenant and its effect:
	N/A

3. PURPOSE OF THE APPLICATION

Additional sheets can be submitted if there is not sufficient room to answer the following questions. Additional sheets must be clearly labelled

All dimensions in the application form are to be provided in metric units (millimetres, metres, hectares, etc.)

3.1 Nature and extent of relief applied for:

To provide relief from Section 10.4.5(d)(iii) of Zoning By-law 05-200 to allow for a maximu	m
building height of 24.0m for the portion of the building abutting an Institutional Zone (south	1
property line).	

Second Dwelling Unit Second Dwell	☐ Reconstruction of Existing Dwelling

3.2 Why it is not possible to comply with the provisions of the By-law?

Correction to site-specific Zoning By-law 22-207.

3.3 Is this an application 45(2) of the Planning Act.

☐ Yes ☑ No

If yes, please provide an explanation:

N/A

4. DESCRIPTION OF SUBJECT LAND AND SERVICING INFORMATION

4.1 Dimensions of Subject Lands:

Lot Frontage	Lot Depth	Lot Area	Width of Street
90.03m	57.91m	5238.47 sqm	+/- 26.2m

4.2 Location of all buildings and structures on or proposed for the subject lands:(Specify distance from side, rear and front lot lines)					
Existing:					
Type of Structure	Front Yard Setback	Rear Yard Setback	Side Yard Setbacks	Date of Construction	
Proposed:			I		
Type of Structure	Front Yard Setback	Rear Yard Setback	Side Yard Setbacks	Date of Construction	
Multiple Dwelling	0.0m	12.1m	South: 3.2m/North: 4.6m		
4.3. Particulars of a sheets if neces Existing:	<u> </u>	tures on or proposed	for the subject lands (attach additional	
Type of Structure	Ground Floor Area	Gross Floor Area	Number of Storeys	Height	
. , , , , , , , , , , , , , , , , , , ,		0.0001100111001			
Proposed:	T	T			
Type of Structure	Ground Floor Area	Gross Floor Area	Number of Storeys	Height	
Multiple Dwelling	1,275 sqm	12,614 sqm	6	24.0m	
4.4 Type of water supply: (check appropriate box) ☑ publicly owned and operated piped water system ☐ privately owned and operated individual well ☐ other means (specify)					
4.5 Type of storm drainage: (check appropriate boxes) ☑ publicly owned and operated storm sewers ☐ swales		•	☐ ditches ☐ other means	s (specify)	

4.0	l ype of sewage disposal proposed: (check appropriate box) ☑ publicly owned and operated sanitary sewage ☐ system privately owned and operated individual ☐ septic system other means (specify)
4.7	Type of access: (check appropriate box) ☐ provincial highway ☐ municipal road, seasonally maintained ☐ municipal road, maintained all year ☐ municipal road, maintained all year
4.8	Proposed use(s) of the subject property (single detached dwelling duplex, retail, factory etc.): Multiple Dwelling
4.9 7	Existing uses of abutting properties (single detached dwelling duplex, retail, factory etc.): North: Commercial / South: Open Space and Proposed Institutional / West: ROW / East: Residential HISTORY OF THE SUBJECT LAND
7.1	Date of acquisition of subject lands: March 1, 2022
7.2	Previous use(s) of the subject property: (single detached dwelling duplex, retail, factory etc) Commercial
7.3	Existing use(s) of the subject property: (single detached dwelling duplex, retail, factory etc) Vacant
7.4	Length of time the existing uses of the subject property have continued: +/- 15 years
7.5	What is the existing official plan designation of the subject land?
	Rural Hamilton Official Plan designation (if applicable):
	Rural Settlement Area:
	Urban Hamilton Official Plan designation (if applicable) Neighbourhoods
	Please provide an explanation of how the application conforms with the Official Plan. Refer to cover letter.
7.6	What is the existing zoning of the subject land? UHOPA-21-016 and ZAC-21-033
7.8	Has the owner previously applied for relief in respect of the subject property? (Zoning By-lawAmendment or Minor Variance) ☑ Yes □ No
	If yes, please provide the file number: UHOPA-21-016 and ZAC-21-033

7.9	Planning Act?] Yes	cation for consent under Section 53 of the ☑ No
7.10	If a site-specific Zoning By-law Ametwo-year anniversary of the by-law		en received for the subject property, has the spired?
] Yes	☑ No
7.11		lowed must be in	tor of Planning and Chief Planner that the cluded. Failure to do so may result in an
8	ADDITIONAL INFORMATION		
8.1	Number of Dwelling Units Existing:		_
8.2	Number of Dwelling Units Propose	d:	_
8.3	Additional Information (please inclu	ide separate she	et if needed):
	Subject to Site Plan Control applic	cation no. DA-22	2-148

11.1 All Applications ✓ Application Fee Site Sketch Complete Application form Signatures Sheet Other Information Deemed Necessary 11.4 Cover Letter/Planning Justification Report Authorization from Council or Director of Planning and Chief Planner to submit application for Minor Variance ☐ Minimum Distance Separation Formulae (data sheet available upon request) ☐ Hydrogeological Assessment Septic Assessment Archeological Assessment ☐ Parking Study

COMPLETE APPLICATION REQUIREMENTS