

**From:** [Danielle Ingram](#)  
**To:** [Committee of Adjustment \(SM\)](#)  
**Cc:** [Natalie Hardacre](#); [Ronda Werner](#); [Ainsley Rego](#)  
**Subject:** B2024-016 & A2024-057 - 176 Woolwich St, Kitchener  
**Date:** Friday, July 12, 2024 1:23:07 PM

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Good morning,

The City of Waterloo would like to provide the following comments on the consent and minor variance applications noted above for 176 Woolwich Street.

### **Planning**

Planning staff have no comment on the above noted applications. The City of Waterloo planning division will rely on the City of Kitchener planning staff to undertake a fulsome review and evaluate the merits of the application, determine if the application represents good planning, and is in the public interest.

### **Transportation Services**

- The City of Waterloo Official Plan designates Woolwich Street as 20 metres. A road widening is required and must be confirmed by an Ontario Land Surveyor.
- No works can be conducted until a road occupancy permit is granted with specific conditions authorizing a person/company to occupy any portion of City owned right-of-way. A road occupancy permit issued by the City of Waterloo is required each time work within the right-of-way is occurring.
- Be advised that the City's Regulating Work on Highways and Boulevards By-Law # 2014-054 prohibits the obstruction of any highway including right-of-way, by any means whatsoever. Therefore, activities such as, but not limited to, storing, locating or placing of landscape/construction material or equipment on any highway are prohibited.
- Any and all damage to the Woolwich Street right-of-way, including boulevards, sidewalks, curbs, and roads, and anything thereon that, in the opinion of the City of Waterloo's Director of Engineering Services was caused as a result of the construction or the development of the lands, shall be repaired by the owner at its sole expense and to the satisfaction of the Director in his/her sole discretion.
- Upon construction of the new single detached dwelling, a 1.8m wide concrete sidewalk shall be constructed along the front of the property and should be offset 0.3m from the new road widened property line.

### **Engineering**

- As municipal sanitary (gravity drainage) sewer infrastructure is not currently available fronting the severed property, the owner would be required to design to current City of Waterloo standards, and make satisfactory financial arrangements for, the installation of an extension to the municipal sanitary sewer, including obtaining the necessary Municipal system alterations Approval with the City of Waterloo, all prior to severance approval. For further information on the application please visit the City's website at [Municipal system alterations - City of Waterloo](#). Any further enquiries in this regard should be directed to Nolan Beatty – [nolan.beatty@kitchener.ca](mailto:nolan.beatty@kitchener.ca) and [ronda.werner@waterloo.ca](mailto:ronda.werner@waterloo.ca). Alternate sanitary servicing solutions, in accordance with City of Kitchener Official Plan *Section 14.C.1.19. a)* and Regional

Official Plan *Section 2.J.8.* would be considered acceptable. For alternate solutions, proof of Regional/Provincial satisfaction would be required prior to severance approval.

- A Servicing Agreement will be required for a private contractor to complete the construction on extending the sanitary sewer. The agreement should be prepared and signed in agreement with the City of Waterloo prior to severance approval. Should the applicant wish for the City of Waterloo's construction division to complete the work, a request to the City of Waterloo Stormwater Operations and Construction Division will be required and approved by the Manager of Stormwater Operations and Construction prior to severance approval.
- Any new driveways are to be built to City of Kitchener standards. All works are at the owner's expense and all work needs to be completed prior to occupancy of the building.
- A servicing plan showing outlets to the municipal servicing system will be required to the satisfaction of the Engineering Division prior to severance approval.
- A Development Asset Drawing (digital AutoCAD) is required for the new site infrastructure with corresponding layer names and asset information to the satisfaction of the Engineering Division prior to severance approval.
- The owner must ensure that the basement elevation of the building can be drained by gravity to the municipal sanitary sewer. If basement finished floor elevations do not allow for gravity drainage to the existing municipal sanitary system, the owner will have to pump the sewage to achieve gravity drainage from the property line to the municipal sanitary sewer in the right of way.

Thank you,

**Danielle Ingram (she/her)**

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<https://www.waterloo.ca/en/government/committee-of-adjustment.aspx>

For General Inquiries, please email [devservices@waterloo.ca](mailto:devservices@waterloo.ca) or call (519)747-8752.

For Zoning matters, please email [zoning@waterloo.ca](mailto:zoning@waterloo.ca).

For Site Plan matters, please email [siteplan@waterloo.ca](mailto:siteplan@waterloo.ca).