

April 2, 2024

Concorde Properties  
408 Tweedsmuir Avenue  
ON, K1Z 5N5

**Attention:** Mr. Tannis

Dear Jordan Tannis:

**Re: 3 Storey Multifamily Residential Building with 12 Units,  
Ward 15 - Kitchissippi, Councillor Jeff Leiper  
Commence Work Notification - Letter of Undertaking**

Please be advised that the City of Ottawa has reviewed the engineering designs for this site and presently finds the submission to be satisfactory to enable the commencement of work with a Letter of Undertaking. In addition, please review the following conditions for proceeding with the required works:

List of Approved Drawings

1. **Site Plan**, SP-01, prepared by Project1 Studio, project #2327, Revision 8, dated March 20, 2024.
2. **Landscape Plan**, Plan L.1, prepared by James B. Lennox & Associates Inc., Revision 2 dated January 18, 2023.
3. **Removals, Site Servicing, Lot Grading, Drainage, Sediment and Erosion Control Plan**, Plan# C101, prepared by McIntosh Perry Consulting Engineers Ltd, Project# CCO-22-2211, Revision 11, dated March 26, 2024.

List of Approved Reports

1. **Geotechnical investigation**, prepared by Paterson Group, report: PG6030-1, dated December 6, 2021.
2. **Phase I Environmental Site Assessment**, prepared by McIntosh Perry Consulting Engineers Ltd, Project No.: CCO-22-1129 dated, July 21, 2021
3. **Phase II Environmental Site Assessment**, prepared by McIntosh Perry Consulting Engineers Ltd, Project No.: CCO-22-1129 dated, November 18, 2021
4. **Servicing and Stormwater management Report**, prepared by McIntosh Perry Consulting Engineers Ltd, Project No.: CP-22-2211 dated, May 4th, 2022 Revised January 6, 2023.

Required Information Received

- An irrevocable Letter of Credit in the amount of \$ 33,702.23, Bank draft cheque number 781868, from MBL Investment Corp., Bank of Nova Scotia, dated 2023/11/30.

- A Certificate of Insurance for a minimum of \$ 5,000,000, Policy number: 5012296JR, from Intact insurance Company, Policy effective dated 2023/11/30.

#### Required Information for Permitting

- The owner shall make reference to the approved City of Ottawa plan number # 18765.
- A Water Permit will be required for the proposed water works associated with the proposed development. The owner shall pay the cost of materials supplied by the City of Ottawa estimated at \$8,000, exclusive of excavation, backfilling and reinstatement. The statement amount is adjustable upon the project's completion. The charges are in accordance with the Regulatory Code and are subject to revisions annually, effective April 1, 2014. Please contact the service desk at 613-580-2424 extension 22268, 951 Clyde Avenue. Please note that requests for connections greater than 5.5m in length must be made a minimum of seven (7) days in advance.
- The owner shall contact the Right of Way Permit Office to apply for all required permits that may be required. Please contact [ROW Permit Office@ottawa.ca](mailto:ROW_Permit_Office@ottawa.ca).
- The owner acknowledges and agrees that new storm sewers shall not be connected to the City's existing storm sewer system until such time as either: (a) a Certificate of Conformance has been received from a professional engineer certifying that all required Inlet Control Devices have been properly installed, and that the storm sewer system has been installed in accordance with the City-approved engineering drawings and City Sewer Design Guidelines, and is free of any debris; or (b) that a flow limiting orifice plate, designed by an engineer to the satisfaction of the City, has been installed at the storm water outlet prior to connecting upstream storm sewers, such orifice plate not to be removed until (a) has been satisfied.
- The owner acknowledges and agrees that new sanitary sewers shall be restricted from discharging into the City's existing sanitary sewer system until such time as a Certificate of Conformance has been received from a professional engineer certifying that the sanitary sewer system has been installed in accordance with the City-approved engineering drawings and City Sewer Design Guidelines, and is free of any debris.
- The contractor shall make best efforts to ensure a 'tight' sanitary sewer system.
- Please note that the window of no in stream work commences March 15 and continues until June 30.
- The Owner acknowledges and agrees that the City of Ottawa will not issue any building permits for the above site, nor will the Owner request building permits, until such time as Preliminary Approval of the Works has been issued by the Development Inspections Unit, the Grading Plan and Composite Utility Plan are approved in writing by the Development Review Branch, and re-calculated Record sewer design sheets and Record watermain sheets have been resubmitted and reviewed by the Development Review Branch.

Please advise your engineer and contractor that they are permitted to commence the installation of the municipal services. The contractor is also reminded that they are

required to contact the Planning, Real Estate and Economic Development Department, Inspections Branch in order to organize a pre-construction meeting and to ensure all applicable permits have been received prior to commencement of the works. Please contact Matthew Wilson, Supervisor, Development Inspections, PRED at 613-580-2424 ext. 33263, [matthew.wilson@ottawa.ca](mailto:matthew.wilson@ottawa.ca).

Additionally, the contractor and/or your engineer are reminded that they are required to contact the Sewer Use Program in order to arrange the proper agreements or approvals to allow for the discharge of water from construction dewatering activities to the City's sanitary or storm sewer system. Please contact the Sewer Use Duty Officer at 613-2424 ext. 23326 and/or [suppue@ottawa.ca](mailto:suppue@ottawa.ca).

If you have any questions, please contact me, by telephone, at 613-580-2424, extension 14048 or by e-mail, at [Vincent.Duquette@ottawa.ca](mailto:Vincent.Duquette@ottawa.ca).

Sincerely,



Vincent Duquette EIT  
Project Manager  
Development Review, Central Branch

cc:

- John Bernier, File Lead, Central Branch
- Andrew McCreight, Manager - Development Review - Central Branch
- Wally Dubyk, Transportation Project Manager, Central Branch
- Matthew Wilson, Supervisor, Development Inspections, PRED
- Neill Antonypillai, Administrative Clerk, Right of Way Branch
- Akhil Kumar, Program Manager - Permit Approvals, Building Code Services and to [PAB\\_DAP@ottawa.ca](mailto:PAB_DAP@ottawa.ca), (include Geotechnical Report and submissions, if applicable)
- [WaterPermits@ottawa.ca](mailto:WaterPermits@ottawa.ca)
- [Hasnaa Zaknoun](#), Manager, Wastewater Collection Branch, IWSD
- Tyler McQuillen - Central East District, ROW Approvals Officer, Right of Way Unit
- Bryden Denyes - Urban, Area Manager Roads
- Sarah MacLaurin, Coordinator - GIS & Data Services, PRED, and to [gisanddataservices@ottawa.ca](mailto:gisanddataservices@ottawa.ca)
- [Sewer Use Unit](#)
- [R.O.W. Permit Office](#)
- [GeoInformation Centre](#)
- Natalie Pulcine, Research and Forecasting Unit (include site plan drawing only)
- Krista Tanaka, Program Manager, Road Safety & Traffic Investigations, Transportation Services Department
- [TMconstruction@ottawa.ca](mailto:TMconstruction@ottawa.ca), Traffic Management
- [Planning Circulations](#)
- [n.vachon@mchintoshperry.com](mailto:n.vachon@mchintoshperry.com), McIntosh Perry, 115 Walgreen Road, ON, K0A 1L0