



**SITE PLAN CONTROL APPLICATION
SITE PLAN APPROVAL REPORT
PLANNING, DEVELOPMENT AND BUILDING SERVICES DEPARTMENT**

Site Location: 1412 Stittsville Main Street

File No.: D07-12-24-0167

Date of Application: December 12, 2024

This SITE PLAN CONTROL application submitted by Christine McCuaig, Q9 Planning + Design Inc., on behalf of Elite Living Developments Inc., is APPROVED pursuant to the conditions stated in this report.

And the following plans are approved:

1. **Site Plan**, Drawing No. A050, prepared by Prime Architecture, dated 2025-05-26, revision 1.10 dated 2025-10-14.
2. **Elevations – Northeast & Southeast**, Drawing No. A200, prepared by Prime Architecture, dated 2025-05-26, revision 1.8 dated 2025-07-24.
3. **Elevations – S/W & NW**, Drawing No. A201, prepared by Prime Architecture, dated 2025-05-26, revision 1.8 dated 2025-07-24.
4. **Landscape Plan**, Drawing No. L1.01, prepared by Levstek Consultants Inc., dated July 2024, revision 4 dated JULY 22/25.
5. **Landscape Plan Soil Volume Data Layer**, Drawing No. L1.01B, prepared by Levstek Consultants Inc., dated July 2024, revision 4 dated JULY 22/25.
6. **Tree Conservation Plan / Report**, Drawing No. L1.02, prepared by Levstek Consultants Inc., dated July 2024, revision 3 dated JULY 22/25.
7. **Complex Site Plan**, Drawing No. A051, prepared by Prime Architecture, dated 2025-03-26, revision 1.10 dated 2025-10-14.
8. **Removal, Siltation and Erosion Control Plan**, Drawing SC-1, prepared by Tatham Engineering, dated SEPT 2024, revision 6 dated NOV. 2025.
9. **Site Grading Plan**, Drawing No. SG-1, prepared by Tatham Engineering, dated SEPT 2024, revision 6 dated NOV. 2025.

10. **Site Servicing Plan**, Drawing No. SS-1, prepared by Tatham Engineering, dated SEPT 2024, revision 6 dated NOV. 2025.
11. **Details Plan 1**, Drawing No. DET-1, prepared by Tatham Engineering, dated SEPT 2024, revision 6 dated NOV. 2025.
12. **Details Plan 2**, Drawing No. DET-2, prepared by Tatham Engineering, dated SEPT 2024, revision 6 dated NOV. 2025.
13. **Details Plan 3**, Drawing No. DET-3, prepared by Tatham Engineering, dated SEPT 2024, revision 6 dated NOV. 2025.

And as detailed in the following reports:

1. **Geotechnical Investigation**, prepared by LRL Engineering, LRL File No. 220610, dated September 2022, revised August 2025.
2. **Phase One Environmental Site Assessment**, prepared by LRL Engineering, LRL File No. 240811, dated February 5, 2025.
3. **1412 Stittsville Main Street Phase Two Environmental Site Assessment**, prepared by Tatham Engineering, File 524659, dated March 14, 2025.
4. **Noise Impact Study of the Proposed Residential Development**, prepared by Pinchin Ltd., Pinchin File 346098, dated August 28, 2024.
5. **1412 Stittsville Main Street Site Servicing & Stormwater Management Report**, prepared by Tatham Engineering, File 524659, dated November 26, 2025.

And subject to the following Requirements, General and Special Conditions:

Requirements

1. The Owner shall submit a certificate of insurance in a form satisfactory to the City. The certificate of insurance must be issued in favor of the City of Ottawa in an amount not less than five million dollars per occurrence, must contain an endorsement naming the City as an additional insured and an unconditional thirty days' notice of any material change or cancellation of the policy.

General Conditions

1. **Execution of Letter of Undertaking**

The Owner shall execute the City's standard Letter of Undertaking and satisfy the conditions contained within this Site Plan Approval Report. In the event the Owner fails to execute the required Letter of Undertaking, submit any required fees and/or securities within three (3) years, and attain permits, this approval shall lapse.

2. **Barrier Curbs**

The Owner acknowledges and agrees that the parking areas and entrances shall have barrier curbs and shall be constructed in accordance with the drawings of a design professional, such drawings to be approved by the General Manager, Planning, Development and Building Services.

3. **Water Supply for Fire Fighting**

The Owner shall provide adequate water supply for fire fighting for every building. Water supplies may be provided from a public water works system, automatic fire pumps, pressure tanks or gravity tanks.

4. **Reinstatement of City Property**

The Owner shall reinstate, at its expense and to the satisfaction of the General Manager, Planning, Development and Building Services, any property of the City, including, but not limited to, sidewalks, curbs and boulevards, which is damaged as a result of the subject development.

5. **Construction Fencing**

The Owner acknowledges and agrees to install construction fencing, at its expense, in such a location as may be determined by the General Manager, Planning, Development and Building Services.

6. **Extend Internal Walkway**

The Owner shall extend internal walkways beyond the limits of the subject lands to connect to existing or proposed public sidewalks, at the sole expense of the Owner, to the satisfaction of the General Manager, Planning, Development and Building Services.

7. **Completion of Works**

The Owner acknowledges and agrees that no new building will be occupied on the lands until all requirements with respect to completion of the Works as identified in this Letter of Undertaking have been carried out and received Approval by the General Manager, Planning, Development and Building Services, including the installation of municipal numbering provided in a permanent location visible during both day and night and the installation of any street name sign on relevant streets. Notwithstanding the non-completion of the foregoing Works, occupancy of a lot or structure may otherwise be permitted, if in the sole opinion of the General Manager, Planning, Development and Building Services, the aforesaid Works are proceeding satisfactorily toward completion. The Owner shall obtain the prior consent of the General Manager, Planning, Development and Building Services for such occupancy in writing.

Until all requirements with respect to completion of the Works as identified in this Letter of Undertaking have been carried out and received Approval by the General Manager, Planning, Development and Building Services, the Owner shall give

notice to the City of a proposed conveyance of title to any building at least thirty (30) days prior to any such conveyance. No conveyance of title to any building shall be effective unless the Owner has complied with this provision.

Nothing in this clause shall be construed as prohibiting or preventing the approval of a consent for severance and conveyance for the purposes of obtaining financing.

8. **Development Charges**

The Owner shall pay development charges to the City in accordance with the by-laws of the City.

9. **Permits**

The Owner shall obtain such permits as may be required from municipal or provincial authorities and shall file copies thereof with the General Manager, Planning, Development and Building Services.

10. **Works on City Road Allowances**

Any Works required to be done by the Owner on City road allowances shall be according to the specifications and by-laws of the City. The Owner, or its contractor, shall be required to obtain all the necessary permits for road cuts prior to the disruption of the City road allowance and it is further understood and agreed that the aforementioned cuts shall be reinstated to the satisfaction of the Director, Infrastructure Services.

11. **Video Examination**

Video examination of storm and sanitary sewers 200mm or larger in diameter shall be required by the General Manager, Planning, Development and Building Services, at the Owner's expense, before final Acceptance or Approval of the Works.

12. **Testing**

The Owner may be required by the City to perform qualitative and quantitative testing, at the Owner's expense, of any materials which have been or are proposed to be used in the construction of any of the Works required by this Agreement to determine whether they are in conformity with applicable standards as determined by the General Manager, Planning, Development and Building Services.

13. **Provision of As-Built Drawings**

The Owner shall supply to the General Manager, Planning, Development and Building Services, one set of mylar or plastic film as-constructed road, grading and service drawings including the location of all Works, certified under seal by a Professional Engineer, licensed in the Province of Ontario, for City records upon Acceptance and Approval of the Works. Furthermore, the Owner shall provide the As-built Drawings and the attribute data for the Works in a form that is compatible with the City's computerized systems.

Special Conditions

14. Professional Engineering Inspection

The Owner shall have competent Professional Engineering inspection personnel on-site during the period of construction, to supervise the Works, and the General Manager, Planning, Development and Building Services, shall have the right at all times to inspect the installation of the Works. The Owner acknowledges and agrees that should it be found in the sole opinion of the General Manager, Planning, Development and Building Services, that such personnel are not on-site or are incompetent in the performance of their duties, or that the said Works are not being carried out in accordance with the approved plans or specifications and in accordance with good engineering practice, then the General Manager, Planning, Development and Building Services, may order all Work in the project to be stopped, altered, retested or changed to the satisfaction of the General Manager, Planning, Development and Building Services.

15. Private Approach Detail

The Owner acknowledges and agrees that all private approaches serving the proposed development shall be designed and constructed, at the sole expense of the Owner, in accordance with the City's "Curb Return Entrances – Uncontrolled Intersections" Plan, Drawing No. SC7.1, dated March 2007 and revised March 2021, and the Owner shall comply with the City's Private Approach By-law, being No. 2003-447, as amended.

16. Noise Control Attenuation Measures

The Owner acknowledges and agrees to implement the noise control attenuation measures recommended in the approved Noise Impact Study as follows:

- (a) the development is to be equipped with central air conditioning;
- (b) prior to the issuance of a building permit, a review of building components (windows, walls, doors) is required and must be designed to achieve indoor sound levels within the City's and the Ministry of the Environment, Conservation and Parks' noise criteria. A letter shall be prepared by a qualified professional and provided to the General Manager, Planning, Development and Building Services confirming the plans submitted for building permit issuance have incorporated any and all mitigation measures to achieve the required indoor sound levels;
- (c) upon completion of the development and prior to occupancy and/or final building inspection, a professional engineer, licensed in the Province of Ontario with expertise in the subject of acoustics related to land use planning, shall be retained to visit the lands, inspect the installed noise control measures and satisfy themselves that the installed recommended interior noise control measures comply with the measures in the approved Noise Impact Study of the Proposed Residential Development referenced herein. The professional engineer shall prepare, sign and stamp a letter to the General Manager, Planning, Development and Building Services (the

“Certification Letter”) stating that they certify acoustical compliance with all requirements of the applicable conditions in this Letter of Undertaking, to the satisfaction of the General Manager, Planning, Development and Building Services.

17. Notice – Noise Control Attenuation Measures

The Owner acknowledges and agrees that notice, as per the clauses as written directly below, shall be included in all agreements of purchase and sale and lease agreements to inform prospective purchasers and tenants of these matters. The notice shall include, but not be limited to, the following:

Type D – Central Air Conditioning

“The purchaser/lessee for themselves, their heirs, executors, administrators, successors and assigns, acknowledges being advised that this dwelling unit has been supplied with a central air conditioning system which will allow windows and exterior doors to remain closed, thereby ensuring that the indoor sound levels are within the City of Ottawa’s and the Ministry of the Environment, Conservation and Parks’ noise criteria.”

Ending Paragraph

“The purchaser/lessee covenants with the vendor/lessor that the above clauses, verbatim, shall be included in all subsequent agreements of purchase and sale and lease agreements for the lands described herein, which covenant shall run with the said lands.”

18. Geotechnical Investigation

The Owner acknowledges and agrees that it shall retain the services of a geotechnical engineer, licensed in the Province of Ontario, to ensure that the recommendations of the approved Geotechnical Investigation (the “Report”), referenced herein, are fully implemented. The Owner further acknowledges and agrees that it shall provide the General Manager, Planning, Development and Building Services with confirmation issued by the geotechnical engineer that the Owner has complied with all recommendations and provisions of the Report, prior to construction of the foundation and at the completion of the Works, which confirmation shall be to the satisfaction of the General Manager, Planning, Development and Building Services.

19. Protection of City Sewers

(a) Prior to the issuance of a building permit, the Owner shall, at its expense:

(i) obtain a video inspection of the City Sewer System within Stittsville Main Street prior to any construction to determine the condition of the existing City Sewer System prior to construction on the lands and to provide said video inspection to the General Manager, Planning, Development and Building Services.

(b) Upon completion of construction on the lands, the Owner shall, at its expense and to the satisfaction of the General Manager, Planning, Development and Building Services:

- (i) obtain a video inspection of the existing City Sewer System within Stittsville Main Street to determine if the City Sewer System sustained any damages as a result of construction on the lands; and
- (ii) assume all liability for any damages caused to the City Sewer System within Stittsville Main Street and compensate the City for the full amount of any required repairs to the City Sewer System.

20. **Stormwater Management Memorandum**

Prior to the issuance of Building Permit and/or Commence Work Notification, the Owner acknowledges and agrees to provide the General Manager, Planning, Development and Building Services, with a memorandum prepared by a Professional Engineer, licensed in the Province of Ontario, confirming that the designed roof-top scuppers and associated spill point elevations will be set equivalent to the top of the control weir of the approved roof drain elevation(s). The Owner further acknowledges and agrees that said memorandum shall be to the satisfaction of the General Manager, Planning, Development and Building Services, and all associated costs shall be the Owner's responsibility.

21. **Stormwater Works Certification**

Upon completion of all stormwater management Works, the Owner acknowledges and agrees to retain the services of a Professional Engineer, licensed in the Province of Ontario, to ensure that all measures have been implemented in conformity with the approved Plans and Reports, referenced herein. The Owner further acknowledges and agrees to provide the General Manager, Planning, Development and Building Services with certificates of compliance issued by a Professional Engineer, licensed in the Province of Ontario, confirming that all recommendations and provisions have been implemented in accordance with the approved Plans and Reports referenced herein.

22. **Inlet Control Devices (ICDs)**

The Owner acknowledges and agrees to install and maintain in good working order the required in-ground stormwater inlet control devices, as recommended in the approved Site Servicing & Stormwater Management Report, referenced. The Owner further acknowledges and agrees it shall assume all maintenance and replacement responsibilities in perpetuity. The Owner shall keep all records of inspection and maintenance in perpetuity, and shall provide said records to the City upon its request.

23. **Water Demand for Fire Fighting**

The Owner acknowledges and agrees that the City's boundary conditions were provided for the subject development site setting out the available municipal water supply. The Owner further acknowledges and agrees that prior to building permit

issuance, a letter shall be prepared by a qualified Building Code professional, licensed in the Province of Ontario, and provided to the General Manager, Planning, Development and Building Services confirming the plans submitted for building permit issuance have incorporated any and all requirements of the Fire Underwriters Survey, 2020, or as amended, to achieve the low construction coefficient used within the proposed building design.

24. **Water Plant**

The Owner acknowledges and agrees that the water plant within the lands is a private watermain. The Owner further acknowledges and agrees that the private watermain and appurtenances thereto are to be maintained by the Owner at its own expense, in perpetuity. The Owner performing maintenance on critical infrastructure, such as private watermains and private fire hydrants, shall maintain adequate records as proof of having done so in accordance with applicable regulations, and that the records shall be retained for review by the City and or the Ottawa Fire Services when requested.

25. **Private Storm Sewer Connection to City Sewer System**

The Owner acknowledges and agrees that any new storm sewers to be installed as part of this development shall not be connected to the City's existing storm sewer system until such time as either:

- (a) a certificate of conformance and As-built Drawings have been received from a Professional Engineer, licensed in the Province of Ontario, certifying that all required inlet control devices have been properly installed to City Standards or Specifications, and that the storm sewer system has been installed in accordance with the approved engineering drawings for site development and City Sewer Design Guidelines. The inlet control devices shall be free of any debris; or
- (b) a flow limiting orifice plate, designed by a Professional Engineer licensed in the Province of Ontario and to the satisfaction of the City, has been installed at the storm water outlet prior to connecting any upstream storm sewers. Such orifice plate shall not be removed until subsection (a) above has been satisfied and approved by the General Manager, Planning, Development and Building Services.

26. **Site Lighting Certificate**

- (a) The Owner acknowledges and agrees, prior to the issuance of a building permit, to provide the City with a certificate from an acceptable professional engineer, licensed in the Province of Ontario, which certificate shall state that the exterior site lighting has been designed to meet the following criteria:
 - (i) it must be designed using only fixtures that meet the criteria for full cut-off (sharp cut-off) classification, as recognized by the Illuminating Engineering Society of North America (IESNA or IES); and

- (ii) it must result in minimal light spillage onto adjacent properties. As a guideline, 0.5 fc is normally the maximum allowable spillage.
- (b) The Owner acknowledges and agrees that, upon completion of the lighting Works and prior to the City releasing any associated securities, the Owner shall provide certification satisfactory to the General Manager, Planning, Development and Building Services, from a Professional Engineer, licensed in the Province of Ontario, that the site lighting has been constructed in accordance with the Owner's approved design plan.

27. Waste Collection

The Owner acknowledges and agrees that residential cart (and/or container) garbage, recycling, and organic waste collection will be provided by the City from a centralized refuse room or area. The Owner shall provide, at its own expense, adequate storage for the containers and carts and acknowledges it is recommended that they be placed on a concrete floor. The Owner shall provide an adequately constructed road for direct access to the garbage/recycling/organic waste storage room or area suitable for garbage/recycle/organic waste collection vehicles. Any additional services (i.e. winching of containers) may result in extra charges. It is expressly acknowledged that this service may be amended or discontinued at the City's sole discretion, if in the City's opinion, access is not appropriate or due to policy/process changes within the operating department.

28. Parkland Dedication

- (a) The Owner acknowledges and agrees that the conveyance requirement to the City is 140 square metres.
- (b) The Owner covenants and agrees that the conveyance requirement has been calculated at the rate set out below in accordance with the Parkland Dedication By-law, being By-law No. 2022-280, as amended:
 - (i) For cash-in-lieu of conveyance of parkland (residential > 18 units/net ha):
 - i. one hectare per 1,000 net residential units but shall not exceed a maximum of 10% of the gross land area where less than or equal to five hectares.

29. Cash-In-Lieu of Conveyance of Parkland

- (a) Prior to issuance of first occupancy permit for residential occupancies, and at building permit issuance for non-residential occupancies, the Owner acknowledges and agrees to pay cash-in-lieu of conveyance of parkland. Pursuant to the City's Parkland Dedication By-law, being By-law No. 2022-280, as amended, 40% of said funds collected shall be directed to City wide funds (Account 830015), and 60% shall be directed to Ward 6 Account Number 830295 .
- (b) The Owner shall also pay the parkland appraisal fee of \$850.00 plus H.S.T. of \$110.50.

30. **Bell Canada**

The Owner agrees that should any conflict arise with existing Bell Canada facilities where a current and valid easement exists within the subject area, the Owner shall be responsible for the relocation of any such facilities or easements at their own cost. It shall be noted that it is the responsibility of the Owner to provide entrance/service duct(s) from Bell Canada's existing network infrastructure to service this development. In the event that no such network infrastructure exists, in accordance with the Bell Canada Act, the Owner may be required to pay for the extension of such network infrastructure. If the Owner elects not to pay for the above noted connection, Bell Canada may decide not to provide service to this development.

December 4, 2025

Date



Kersten Nitsche
Manager (A), Development Review
West, Planning, Development and
Building Services Department

Enclosure: Site Plan Control Application approval – Supporting Information



SITE PLAN CONTROL APPROVAL APPLICATION SUPPORTING INFORMATION

File Number: D07-12-24-0167

SITE LOCATION

1412 Stittsville Main Street, and as shown on Document 1.

SYNOPSIS OF APPLICATION

The subject property is located along the west side of Stittsville Main Street between Warner Colpits Lane and Mulkin Street. The site is a vacant, rectangular parcel with an area of 1408.90 square metres, lot depth of 70.5 metres, and approximately 20 metres of frontage along Stittsville Main Street. Surrounding uses include a community centre and park to the east, a commercial plaza to the north, and residential to the south and east. Further north and south along Stittsville Main Street there are additional institutional uses and commercial uses within walking distance of the site.

On September 29, 2025, the City of Ottawa approved a Minor Zoning By-law Amendment application to permit a reduced minimum parking rate of 0.8 spaces per dwelling unit and an increased maximum driveway width of 3.8 metres for a double traffic lane that leads to less than 20 parking spaces. The by-law was enacted by City Council on October 22, 2025, and is now in full force and effect with all possibility of appeals exhausted.

The proposed development includes a three-storey residential apartment building containing a total of 18 units. Outdoor amenity is provided at the rear of the proposed building. A total of 18 motor vehicle parking spaces and 18 bicycle parking spaces are provided. Vehicle parking is located at the rear of the property and is accessed from a 3.8-metre access off Stittsville Main. The driveway has been designed with a landscaped passing lay-by to allow for vehicles travelling in opposite directions to use the access simultaneously.

Residential Units and Types

Dwelling Type	Number of Units
Apartment	18

Related Applications

The following applications are related to this proposed development:

- Zoning By-law Amendment – D02-02-24-0035

DECISION AND RATIONALE

This application is approved for the following reasons:

- The proposal conforms to the applicable provisions of the Official Plan and the Stittsville Main Street Secondary Plan, including policies specific to the Suburban Transect and Mainstreet Corridor designation in the Official Plan (Sections 5.4 and 6.2), as well as the Mainstreet designation in the Secondary Plan (Section 3.1).
- The proposal is consistent with the Stittsville Main Street Community Design Plan.
- A Zoning By-law Amendment (File No. D02-02-24-0035) addressing minimum required parking and maximum driveway width has been approved. The associated by-law was enacted by City Council on October 22, 2025, and is now in full force and effect with all possibility of appeals exhausted.
- The proposal complies with all applicable zoning provisions (except those addressed through above-noted Zoning By-law Amendment), including the provisions of the TM9[3065] H(15) (Traditional Mainstreet, Subzone 9, Urban Exception 3065, Maximum Building Height of 15 metres) zoning.
- All technical issues have been resolved to the satisfaction of the City, through approved drawings or inclusion of conditions.
- Conditions of approval are included in this report to ensure the proposed development conforms with City policies and guidelines.
- The proposed development demonstrates appropriate site design and represents good planning.

PARKLAND DEDICATION

Parkland dedication, in accordance with By-law 2022-280, is being satisfied within this approval through the taking of cash-in-lieu of parkland as detailed in the above conditions.

CONSULTATION DETAILS

Councillor's Comments

Councillor Glen Gower indicated the following comments:

- I would really like to encourage a street level design that would allow for commercial in the future. “Live-Work Unit” potential. The Stittsville Main CDP encourages street level commercial/active use.
- The zoning changes are very minor – can they be dealt with under delegated authority instead of coming to committee?
- I assume Stittsville Main Street Public Realm Plan is being applied by the applicant and staff?
- The main resident concern is from the neighbours immediately south, with concerns about privacy. I have a couple requests that I'll pass along to the applicant directly.

Response to Councillor Comments

Applicant has indicated that while commercial is not proposed currently, the ground floor design is not prohibitive of future alternative use with necessary renovations.

The associated Zoning By-law Amendment has been approved under staff-delegated authority.

Staff have reviewed the Stittsville Main Street Public Realm plan as part of the review of the application.

It is understood that the Applicant has met with Councillor Gower to discuss the concerns of the resident immediately south of the site.

Public Comments

This application was subject to public circulation under the Public Notification and Consultation Policy. There were public comments received online and staff considered these comments.

Technical Agency/Public Body Comments

Bell Canada

The applicant has been provided comments from Bell Canada, which are to be addressed directly with Bell Canada.

Telus Communications

The applicant has been provided comments from Telus Communications, which are to be addressed directly with Telus Communications.

Enbridge Gas Distribution

The applicant has been provided comments from Enbridge Gas Distribution, which are to be addressed directly with Enbridge Gas Distribution.

Hydro Ottawa (Local Distribution)

The Owner has been provided comments from Hydro Ottawa, which are to be addressed directly with Hydro Ottawa. The presence of existing underground infrastructure along Stittsville Main Street was flagged.

Mississippi Valley Conservation Authority

The Mississippi Valley Conservation Authority does not object to the application.

Canada Post

The Owner has been provided with comments from Canada Post, which are to be addressed directly with Canada Post.

Advisory Committee Comments

N/A

APPLICATION PROCESS TIMELINE STATUS

This Site Plan application was not processed by the On Time Decision Date. The Council approved timeline has not been met. With the applicant's concurrence, the application was put on hold following formal review to allow for issue resolution.

Contact: Colette Gorni Tel: 613-580-2424, ext. 21239 or e-mail:
Colette.Gorni@ottawa.ca

Document 1 – Location Map



 D02-02-24-0035 24-0866-D I:\CO\2024\Zoning_Key_Plan\StittsvilleMain_1412	LOCATION MAP / PLAN DE LOCALISATION ZONING KEY PLAN / SCHÉMA DE ZONAGE  1412 Stittsville Main Street  Existing Flood Plain (Section 58) / Plaine inondable (Article 58)
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