



File No. D07-12-18-0007

June 6, 2018

J.L Richards & Associates Limited  
864 Lady Ellen Place  
Ottawa, ON K1Z 5M2

Attention: Marc Rivet  
Applicant

Dear: Mr. Rivet:

**Subject: Site Plan Control Application  
2720 Richmond Road**

The City has approved the Site Plan Control application received on January 29, 2018, subject to Owner of the subject lands entering into a Site Plan Agreement.

It is important to note that this Site Plan Control Approval will lapse if certain requirements are not fulfilled by June 1, 2019. Specific details of the requirements will be provided to you once it has been indicated that the Owner is prepared to enter into an agreement with the City. These requirements may include, but are not limited to the following:

- Site Plan Agreement is signed.
- Security in the form of a Letter of Credit – in the City's standard format and wording, certified cheque or bank draft is provided.
- Certificate of Liability Insurance provided.
- Any required fees are paid

Please note that the documents referred to above, if not submitted in the City's required format(s), will be returned, resulting in a delay issuing a building permit and/or a commence work order.

Also enclosed is a copy of the approved plan(s). We will retain the original site plan(s).

If you have any questions or concerns, please contact me by telephone at 613-580-2424, extension 24488 or by e-mail at stream.shen@ottawa.ca.

Sincerely,



Stream Shen MCIP RPP  
Planner II  
Development Review

- c.c. Councillor Mark Taylor  
Gabrielle Schaeffer, Infrastructure Approvals Project Manager, PIED (include 1 set of approved/signed mylars)  
Matthew Wilson, Program Manager - Development Inspection West, PIED  
Linda Carkner, Program Manager, Right of Way  
Pauline Prevost, Circulation Clerk - Design Review, PIED (site plan)  
Matthew Graham, Manager (A) - Building Inspections, Building Code Services, PIED  
Doug Durham, Program Manager - Permit Approvals, Building Code Services, PIED (include all final/consolidated approved Geotechnical and/or Slope Stability studies)  
Mike Levasseur, Zoning Plan Examiner, Building Code Services Branch, PIED (2 copies)  
Municipal Addressing/Sign Officers, Permit Approvals Unit, Building Code Services Branch, PIED (Site Plan)  
Joseph Langiano, Right of Way Agreements Coordinator  
Amanda Phanenhour, Supervisor - By-Law Enforcement, Emergency & Protective Services Department  
Tanya Marshall, Law Clerk, City Clerk & Solicitor Department  
Joumana Tannouri, Securities Administrator, Finance Department (no plans)  
Chris Farley Ratcliffe, Account Manager, MPAC  
OttawaScene Canada Signs, 1565 Chatelain Avenue, Ottawa, ON K1Z 8B5 (no attachments)  
Joan Zacharias, Rogers Communications Canada Inc.  
Enbridge Gas Distribution  
Bill Hamilton, Real Estate Advisor, CREO  
Ian Fleming, Zayo  
Eric Lalande, RVCA  
Scott Ritchie, Hydro Ottawa Limited