



File No. D07-12-16-0025

May 24, 2019

Tess Gilchrist, Project Planner  
Novatech  
200-240 Michael Cowpland Drive  
Ottawa, ON K2M 1P6

Dear Ms. Gilchrist:

**Subject: Site Plan Control Application  
3025 Albion Road North**

The City has approved the Site Plan Control application received on November 13, 2018, subject to the 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 May 23, 2020. 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.

The Owner of the subject lands is required to enter into a Site Plan Agreement with the City. Please arrange for legal representation as soon as possible to review this Site Plan Approval and the title to the subject lands. Please note that the City will require that all Agreement(s) entered into with the City shall require postponement(s) of any encumbrance(s) on title at the time of registration of the Agreement(s) with the City on the subject lands, and any lands to be conveyed to the City as a condition of Site Plan Approval are required to be conveyed free and clear of any encumbrance(s) on title.

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 Wendy Tse by telephone at 613-580-2424, extension 12585 or by e-mail at [wendy.tse@ottawa.ca](mailto:wendy.tse@ottawa.ca).

Sincerely,



Wendy Tse  
Planner  
Development Review, South

Enclosures

c.c. Councillor Diane Deans  
Councillor Riley Brockington  
Adam Baker, Infrastructure Approvals Project Manager  
Matthew Wilson, Program Manager - Development Inspection East, MC 27-61  
Colin Simpson, Program Manager, Transportation Engineering Services  
John Buck, Manager - Building Inspections, Building Code Services  
Patrick Kennedy, Program Manager - Permit Approvals, Building Code Services  
(include all final/consolidated approved Geotechnical and/or Slope Stability studies), MC 01-11  
Mike Levasseur, Zoning Plan Examiner, Building Code Services Branch  
Municipal Addressing/Sign Officers, Permit Approvals Unit, Building Code Services Branch (Site Plan)  
Joseph Langiano, Right of Way Agreements Coordinator  
Jake Gravelle, Supervisor - By-Law Enforcement, Emergency & Protective Services Department  
Wendy Hickson, Development Agreement Officer  
Christine Enta, Legal Counsel, City Clerk & Solicitor Department  
Joumana Tannouri, Securities Administrator, Finance Department  
Chris Farley Ratcliffe, Account Manager, MPAC  
David Kiar, CREO, MC 01-86