



File No. D07-12-19-0097

March 11, 2020

J.L. Richards & Associates Limited  
700 - 1565 Carling Avenue,  
Ottawa, ON K1Z 8R1

Dear Katelyn:

**Subject: Site Plan Control Application  
864 Lady Ellen Place**

On March 6, 2020, the City **approved** the Site Plan Control application, 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 March 6, 2021**. 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 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.

If you have any questions or concerns, please contact Tracey Scaramozzino by telephone at 613-580-2424, extension 12545 or by e-mail at [tracey.scaramozzino@ottawa.ca](mailto:tracey.scaramozzino@ottawa.ca).

Sincerely,



Tracey Scaramozzino, MCIP RPP  
File Lead  
Development Review, South

Enclosures(#)

c.c. Councillor Riley Brockington  
Adam Baker, Infrastructure Approvals Project Manager  
Wally Dubyk, Transportation Project Manager  
Matthew.Wilson@ottawa.ca, Development Inspections  
Mark.Richardson@ottawa.ca, Forester  
[ForestryCirculations@ottawa.ca](mailto:ForestryCirculations@ottawa.ca)  
John.Buck2@ottawa.ca, Building Inspections  
Terri.Hunt@ottawa.ca, Program Manager - Permit Approvals (include all final/consolidated approved Geotechnical and/or Slope Stability studies)  
Mike.Levasseur@ottawa.ca, Zoning Plan Examiner  
Addressing and Signs  
Joseph Langiano, Right of Way Agreements Coordinator  
[Jake.Gravelle@ottawa.ca](mailto:Jake.Gravelle@ottawa.ca), By-Law Enforcement  
Wendy.Hickson@ottawa.ca, Development Agreement Officer  
Joumana Tannouri, Securities Administrator, Finance Department  
[Jake.Lefebvre@mpac.ca](mailto:Jake.Lefebvre@mpac.ca), Account Manager, MPAC  
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