



File No. D07-12-19-0067

May 27, 2020

RLA Architecture  
56 Beech Street  
Ottawa, ON K1S 3J6

Attention: Kevin Reid  
[kreid@rodericklahey.ca](mailto:kreid@rodericklahey.ca)

Dear Kevin:

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

The City has approved the Site Plan Control application received on April 17, 2019, 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 April 17, 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 Jenny Kluge by telephone at 613-580-2424, extension 27184 or by e-mail at [Jenny.Kluge@ottawa.ca](mailto:Jenny.Kluge@ottawa.ca).

Sincerely,



Jenny Kluge  
Planner  
Development Review, Central

Enclosures

c.c. Councillor Jeff Leiper  
Shawn Wessel, Infrastructure Approvals Project Manager  
[Matthew.Wilson@ottawa.ca](mailto:Matthew.Wilson@ottawa.ca), Development Inspections  
[Linda.Carkner@ottawa.ca](mailto:Linda.Carkner@ottawa.ca), Right of Way  
[John.Buck2@ottawa.ca](mailto:John.Buck2@ottawa.ca), Building Inspections  
[Tina.Carrier@ottawa.ca](mailto:Tina.Carrier@ottawa.ca), Program Manager - Permit Approvals (include all final/consolidated approved Geotechnical and/or Slope Stability studies)  
[Eric.deGagne@ottawa.ca](mailto:Eric.deGagne@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](mailto: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  
OttawaScene Canada Signs, 1565 Chatelain Avenue, Ottawa, ON K1Z 8B5  
[Planninganddevelopment@bell.ca](mailto:Planninganddevelopment@bell.ca)  
[Municipal.planning@enbridge.com](mailto:Municipal.planning@enbridge.com)  
[mauvaidya@hotmail.com](mailto:mauvaidya@hotmail.com)  
[tanujavidya@hotmail.com](mailto:tanujavidya@hotmail.com)