



File No. D07-12-20-0002

July 15, 2020

Hugo Lalonde, Director Land Development  
Caivan Communities  
2934 Baseline Road, Suite 302  
Ottawa, ON K2H 1B2  
[Hugo.lalonde@caivan.com](mailto:Hugo.lalonde@caivan.com)

Attention: Hugo Lalonde  
Director Land Development

Dear Mr. Lalonde:

**Subject: Site Plan Control Application  
Part of 3713 Borrisokane Road**

The City has approved the Site Plan Control application received on January 17<sup>th</sup>, 2020, subject to Owner of the subject lands entering into a Site Plan Agreement and subject to Owner of the subject lands satisfying the conditions contained in the attached Delegated Authority report.

It is important to note that this Site Plan Control Approval will lapse if certain requirements are not fulfilled by July 14, 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 Sean Moore by telephone at 613-580-2424, extension 16481 or by e-mail at [sean.moore@ottawa.ca](mailto:sean.moore@ottawa.ca).

Sincerely,



Sean Moore  
Senior Planner  
Development Review, South

Enclosures(#)

c.c. Councillor Scott Moffatt  
Councillor Jan Harder  
Jeff Shillington, Infrastructure Approvals Project Manager  
Mike Giampa, Transportation Project Manager  
Matthew.Wilson@ottawa.ca, Development Inspections  
Sami Rehman, Environmental Planner  
Mark.Richardson@ottawa.ca, Forester  
[ForestryCirculations@ottawa.ca](mailto:ForestryCirculations@ottawa.ca)  
Dale Stevenson and Rob MacLachlan, Program Manager, Right of Way Branch,  
PIEDD – via email  
Pauline.Prevoist@ottawa.ca, Circulation Clerk - Design Review  
Elizabeth Murphy, Program Manager, Transportation Engineering Services  
John.Buck2@ottawa.ca, Building Inspections  
Terri Hunt, Program Manager - Permit Approvals (include all final/consolidated  
approved Geotechnical and/or Slope Stability studies)  
Mike Levasseur, 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  
Janet Morehouse, Legal Services  
Joumana Tannouri, Securities Administrator, Finance Department  
Carole Legault, Co-ordinator, Accessibility Advisory Committee  
[Jake.Lefebvre@mpac.ca](mailto:Jake.Lefebvre@mpac.ca), Account Manager, MPAC  
OttawaScene Canada Signs, 1565 Chatelain Avenue, Ottawa, ON K1Z 8B5

\*See attached Mailing List for others