

October 20, 2023

Parks and Recreation

City of Ottawa  
110 Laurier Avenue West  
Ottawa, ON  
K1P 1J1

**Attention:** Nupur Chakravorty (nupur.chakravorty@ottawa.ca)

Dear Nupur Chakravorty:

**Re: Corkery Community Centre  
3447 Old Almonte Road  
Ottawa, Ontario  
K0A 1L0**

**Ward 5 - West Carleton-March, Councillor Clarke Kelly  
Commence Work Notification - Letter of Undertaking**

Please be advised that the City of Ottawa has reviewed the engineering designs for this site and presently finds the submission to be satisfactory to enable the commencement of work with a Letter of Undertaking. In addition, please review the following conditions for proceeding with the required works:

List of Approved Drawings

- 1. Grading, Drainage, Servicing, Sediment and Erosion Control plan** - C101-CCO-21-3339, prepared by McIntosh Perry, Revision 13, dated July 13, 2023.
- 2. Pre-Development Drainage plan** – PRE - CCO-21-3339, prepared by McIntosh Perry, Revision 13, dated July 13, 2023.
- 3. Post-Development Drainage plan** – POST - CCO-21-3339, prepared by McIntosh Perry, Revision 13, dated July 13, 2023.

Required Information for Permitting

- The owner shall make reference to the approved City of Ottawa plan number # 18972.

- the Right of Way Permit Office to apply for all required permits that may be required. Please contact [ROW Permit Office@ottawa.ca](mailto:ROW_Permit_Office@ottawa.ca).
- The owner acknowledges and agrees that flow limiting orifice plates, designed by an engineer to the satisfaction of the City, will be installed at the storm water management ponds outlets prior to connecting the SWM ponds to the outlet ditches.
- Please note, no clearing of vegetation shall occur between April 15 and August 15, unless a qualified biologist has determined that no bird nesting is occurring within 5 days prior to the clearing. A pre-clearing survey for active stick nests and cavity nests shall also be conducted between April 1 and April 15, in order to identify and protect early-nesting owls and raptors.
- Please note that the window of no in-stream work commences March 15 and continues until June 30 of every year.
- The Owner acknowledges and agrees that the City of Ottawa will not issue any building permits for the above site, nor will the Owner request building permits, until such time as Preliminary Approval of the Works has been issued by the Development Inspections Unit, and the Grading Plan is approved in writing by the Development Review Branch.

The Owner and the contractor are reminded that they are required to contact the Planning, Real Estate and Economic Development Department, Inspections Branch in order to organize a pre-construction meeting and to ensure all applicable permits have been received prior to commencement of the works. Please contact Matthew Wilson, Supervisor, Development Inspections, PRED at 613-580-2424 ext. 33263, [matthew.wilson@ottawa.ca](mailto:matthew.wilson@ottawa.ca).

If you have any questions, please contact the undersigned at [derek.kulyk@ottawa.ca](mailto:derek.kulyk@ottawa.ca).

Sincerely,



Derek Kulyk P.Eng.  
Project Manager  
Development Review, Rural Branch

cc:

- Sean Harrigan, File Lead, Rural Branch
- Adam Brown, Manager - Development Review - Rural Branch
- Mike Giampa, Transportation Project Manager, Rural Branch
- Matthew Wilson, Supervisor, Development Inspections, PRED (include MECP ECA, if applicable)
- Neill Antonypillai, Administrative Clerk, Right of Way Branch

- Joshua Good, Program Manager - Permit Approvals, Building Code Services and to [PAB\\_DAP@ottawa.ca](mailto:PAB_DAP@ottawa.ca), (include Geotechnical Report and submissions, if applicable)
- Sean Gamble - Rural West District, ROW Approvals Officer, Right of Way Unit (include MECP ECA and design sheets, if applicable)
- Jean-Sebastien Rousseau - Rural, Area Manager Roads
- Sarah MacLaurin, Coordinator - GIS & Data Services, PRED, and to [gisanddataservices@ottawa.ca](mailto:gisanddataservices@ottawa.ca)
- [R.O.W. Permit Office](#)
- [GeoInformation Centre](#)
- Natalie Pulcine, Research and Forecasting Unit (include site plan drawing only)
- [Fire Routes](#)
- Barrie Forrester, Supervisor - Street Lighting Asset Management (include Geotechnical Report)
- Krista Tanaka, Program Manager, Road Safety & Traffic Investigations, Transportation Services Department
- [TMconstruction@ottawa.ca](mailto:TMconstruction@ottawa.ca), Traffic Management
- Shane Foubister, OHIG Co-ordinator
- Sharon Lee, OHIG Data Scientist
- [Planning Circulations](#)
- Jessie Smith, CSV Architects ([smith@csv.ca](mailto:smith@csv.ca))

#### List of Approved Reports

1. **Geotechnical Investigation**, Revised Final Report (supersedes final report dated July 20, 2021), Project Number: OTT-21010977-A0, Project Name: Geotechnical Investigation, Corkery Community Centre Expansion, 3447 Old Almonte Road, Carp, Ontario; prepared by EXP Services Inc., dated April 28, 2023.
2. **Servicing & Stormwater Management Report**, Corkery Community Centre - 3447 Old Almonte Road, Project No.: CCO-21-3339; prepared by McIntosh Perry Consulting Engineers Ltd., dated July 10, 2023.
3. **Hydrogeological Assessment and Terrain Analysis**, Corkery Community Centre, 3447 Old Almonte Road, Ottawa, On., Project No.: CCO-21-3339-01, prepared by McIntosh Perry Consulting Engineers Ltd., Revision 4, dated July 5, 2023.