

January 25, 2024

Desmond A. Hutchinson
2375 St Laurent Blvd, Ottawa, ON, K1G 6G3

Dear Desmond A. Hutchinson:

**Re: Cornerstone House of Refuge Apostolic Church – 2375 St Laurent Boulevard, Ottawa, ON, K1G 6G3
Ward 10 - Gloucester-Southgate, Councillor Jessica Bradley
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. **Site Servicing Plan**, 20037_SP3, prepared by Reinders + Law LTD, plan #18738, revision #2, dated 04/11/2023.
2. **Site Grading Plan**, 20037_SP4, prepared by Reinders + Law LTD, plan #18738, revision #2, dated 04/11/2023.
3. **Erosion and Sediment Control Plan, Notes & Details**, 20037_SP5, prepared by Reinders + Law LTD, plan #18738, revision #2, dated 04/11/2023.
4. **Composite Utility Plan**, 20037_SP6, prepared by Reinders + Law LTD, plan #18738, revision #2, dated 04/11/2023.
5. **Pre-Development Drainage Plan**, 20037_DR1, prepared by Reinders + Law LTD, plan #18738, revision #0, dated 10/12/2022.
6. **Post Development Drainage Plan**, 20037_DR2, prepared by Reinders + Law LTD, plan #18738, revision #1, dated 02/06/2023.
7. **Building Elevations**, 20037_A200, prepared by Reinders + Law LTD, plan #18738, revision #2, dated 01/27/2023
8. **Planting Plan**, Drawing L1, prepared by OMC Landscape Architecture, plan #18738, revision #3, dated 01/24/2023.
9. **Servicing & Stormwater Management Report**, prepared by Reinders + Law LTD, Project #20037, dated April 11, 2023.
10. **Revised Geotechnical Investigation – Proposed Commercial Development**, prepared by Pinchin, Project #314869, dated April 6, 2023.

Required Information Received

- A Certificate of Insurance for a minimum of \$ 5,000,000.00.

Required Information for Permitting

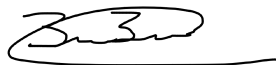
- The owner shall make reference to the approved City of Ottawa plan number # 18738.
- A Water Permit will be required for the proposed water works associated with the proposed development. The owner shall pay the cost of materials supplied by the City of Ottawa estimated at \$ \$2500, exclusive of excavation, backfilling and reinstatement. The statement amount is adjustable upon the project's completion. The charges are in accordance with the Regulatory Code and are subject to revisions annually, effective April 1, 2014. Please contact the service desk at 613-580-2424 extension 22268, 951 Clyde Avenue. Please note that requests for connections greater than 5.5m in length must be made a minimum of seven (7) days in advance.
- The owner shall contact 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 new storm sewers shall not be connected to the City's existing storm sewer system until such time as either: (a) a Certificate of Conformance has been received from a professional engineer certifying that all required Inlet Control Devices have been properly installed, and that the storm sewer system has been installed in accordance with the City-approved engineering drawings and City Sewer Design Guidelines, and is free of any debris; or (b) that a flow limiting orifice plate, designed by an engineer to the satisfaction of the City, has been installed at the storm water outlet prior to connecting upstream storm sewers, such orifice plate not to be removed until (a) has been satisfied.
- The owner acknowledges and agrees that new sanitary sewers shall be restricted from discharging into the City's existing sanitary sewer system until such time as a Certificate of Conformance has been received from a professional engineer certifying that the sanitary sewer system has been installed in accordance with the City-approved engineering drawings and City Sewer Design Guidelines, and is free of any debris.
- The contractor shall make best efforts to ensure a 'tight' sanitary sewer system.
- 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.
- 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, the Grading Plan and Composite Utility Plan are approved in writing by the Development Review Branch, and re-calculated Record sewer design sheets and Record watermain sheets have been resubmitted and reviewed by the Development Review Branch.

Please advise your engineer and contractor that they are permitted to commence the installation of the municipal services. The contractor is also 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.

Additionally, the contractor and/or your engineer are reminded that they are required to contact the Sewer Use Program in order to arrange the proper agreements or approvals to allow for the discharge of water from construction dewatering activities to the City's sanitary or storm sewer system. Please contact the Sewer Use Duty Officer at 613-2424 ext. 23326 and/or suppue@ottawa.ca.

If you have any questions, please contact me, by telephone, at 613-580-2424, extension 29686 or by e-mail, at Bruce.Bramah@ottawa.ca.

Sincerely,



Bruce Bramah, P.Eng
Project Manager
Development Review, South Branch

cc:

- Siobhan Kelly, File Lead, South Branch
- Lily Xu, Manager - Development Review - South Branch
- Patrick McMahon, Transportation Project Manager, South Branch
- Matthew Wilson, Supervisor, Development Inspections, PRED (include MECP ECA, if applicable)
- Neill Antonypillai, Administrative Clerk, Right of Way Branch
- Tina Carrier, Program Manager - Permit Approvals, Building Code Services and to PAB_DAP@ottawa.ca, (include Geotechnical Report and submissions, if applicable)
- WaterPermits@ottawa.ca
- water-booking@ottawa.ca
- Hasnaa Zaknoun, Manager, Wastewater Collection Branch, IWSD
- Tyler McQuillen - Central East District, ROW Approvals Officer, Right of Way Unit (include MECP ECA and design sheets, if applicable)
- Matt Kavanagh - Suburban East, Area Manager Roads
- Sarah MacLaurin, Coordinator - GIS & Data Services, PRED, and to gisanddataservices@ottawa.ca
- [Sewer Use Unit](#)
- [R.O.W. Permit Office](#)
- [GeoInformation Centre](#)

- Natalie Pulcine, Research and Forecasting Unit (include site plan drawing only)
- [Fire Routes](#)
- Krista Tanaka, Program Manager, Road Safety & Traffic Investigations, Transportation Services Department
- TMconstruction@ottawa.ca, Traffic Management
- [Planning Circulations](#)
- Yaser Ayub, Reinders+Law Architecture and Engineering.