

March 15, 2024

RBJ SCHLEGEL HOLDINGS  
325 Max Becker Drive – Suite 201  
Kitchner, ON  
N2E 4H5

**Attention:** Brad Schlegel

Dear Brad Schlegel:

**Re: 1919, 1967 Riverside Drive – Schlegel Villages Ottawa**  
Ward 18 - Alta Vista, Councillor Marty Carr  
**Commence Work Notification**  
**Remaining Works; Early Servicing – Site Plan**

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 for the remaining works that were beyond the Phase 1 limits. In addition, please review the following conditions for proceeding with the required works:

List of Approved Drawings

- 1. Existing Conditions & Removals Plan**, Drawing Number: C100, prepared by McIntosh Perry, Project No.: CC0-21-2955, dated November 2, 2021, revision 7, dated January 22, 2024.
- 2. Site Grading and Drainage Plan**, Drawing Number: C101, prepared by McIntosh Perry, Project No.: CC0-21-2955, dated November 2, 2021, revision 8, dated January 22, 2024
- 3. Site Servicing Plan**, Drawing Number: C102, prepared by McIntosh Perry, Project No.: CC0-21-2955, dated November 2, 2021, revision 8, dated January 22, 2024
- 4. Erosion & Sediment Control Plan**, Drawing Number: C103, prepared by McIntosh Perry, Project No.: CC0-21-2955, dated November 2, 2021, revision 8, dated January 22, 2024
- 5. Plan & Profile STA. 1+000 to 1+130**, Drawing Number: C201, prepared by McIntosh Perry, Project No.: CC0-21-2955, dated March 10, 2023, revision 6, dated January 22, 2024
- 6. Plan & Profile STA. 2+000 to 2+108**, Drawing Number: C202, prepared by McIntosh Perry, Project No.: CC0-21-2955, dated March 10, 2023, revision 6, dated January 22, 2024

**7. Plan & Profile STA. 3+000 to 3+136**, Drawing Number: C203, prepared by McIntosh Perry, Project No.: CC0-21-2955, dated March 10, 2023, revision 6, dated January 22, 2024

Required Information Previously Submitted

- A certified cheque in the amount of \$ 1,444,057.19, Cheque No.: 1012
- 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 # 18600 and Utility Application # CTY2323825.
- 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 \$ 9,000.00, 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 also been installed in accordance with, both, the City-approved engineering drawings, and
    - the City's Sewer Design Guidelines (as amended), 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 currently licensed in Ontario certifying:
  - that the sanitary sewer system has been installed in accordance with the City-approved engineering drawings and City's Sewer Design Guidelines (as amended), and
  - is free of any debris.
- The contractor shall make best efforts to ensure a 'tight' sanitary sewer system.

- The owner acknowledges and agrees that they shall erect Temporary Street Name Signs that are in accordance with schedule B of By-Law 2014-78. The owner shall also ensure that all street construction, servicing, and addressing are in accordance with City requirements for Emergency services and that all Standards and By-Laws are met prior to applying for any building permits.
- 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 Inspections Unit, and
  - 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 re-submitted and reviewed by the Development Review Services.

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](mailto: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](mailto:suppue@ottawa.ca).

If you have any questions, please contact the undersigned at 613-580-2424, Ext. 14388.

Sincerely,



John Sevigny C.E.T.  
Senior Project Manager  
Development Review, South Branch

Planning, Real Estate and Economic Development Department  
City of Ottawa

**cc:**

- Tracey Scaramozzino, Planner, DR South Branch
- Lily Xu, Manager, DR South Branch
- Josiane Gervais, Transportation Project Manager, DR South Branch
- Matthew Wilson, Supervisor, Development Inspections, PRED
- Neill Antnypillai, Administrative Clerk, Right of Way Branch, PRED
- [WaterPermits@ottawa.ca](mailto:WaterPermits@ottawa.ca)
- [Hasnaa Zaknoun](#), Manager, Wastewater Collection Branch, IWSD
- Stuart Ferguson - Urban East District, ROW Approvals Officer, Right of Way Unit
- Matt Kavanagh - Suburban East, Area Manager Roads
- [GeoInformation Centre](#)
- [Sewer Use Unit](#)
- [ROW Permit Office](#)
- Krista Tanaka, Program Manager, Road Safety & Traffic Investigations, Transportation Services Department
- [TMconstruction@ottawa.ca](mailto:TMconstruction@ottawa.ca), Traffic Management
- [Planning Circulations](#)
- Ryan Robineau, McIntosh Perry
- Alison Gosling, McIntosh Perry