

April 24, 2024

Nokia
570 March Road
Ottawa, ON
K2K 0J9

Attention: Margaret Wolodarski,

Dear Margaret Wolodarski:

**Re: 600 March Road – Nokia Parking Lot Expansion
Ward 4 - Kanata North, Councillor Cathy Curry
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 Plan**, 121334-SP, prepared by Novatech, dated NOV 09/23, revision 2 dated FEB 14/24.
2. **Landscape Plan**, 121334-L1, prepared by Novatech, dated OCT 02/23, revision 5 dated FEB 08/24.
3. **Landscape Enlargement and Details**, 121334-L2, prepared by Novatech, dated OCT 02/23, revision 5 dated FEB 08/24
4. **Tree Conservation Plan**, 121334-TCR1, prepared by Novatech, dated OCT 02/23, revision 5 dated FEB 08/24.
5. **Existing Tree Inventory**, 121334-TCR2, prepared by Novatech, dated OCT 02/23, revision 5 dated FEB 08/24.
6. **Grading Plan and Erosion & Sediment Control Plan**, 121334-GR, prepared by Novatech, dated OCT 02/23, revision 6 dated APR 1/24.
7. **Pre-Development Stormwater Drainage Plan**, 121334-STM, prepared by Novatech, dated FEB 14/24, revision 2 dated APR 1/24.
8. **Post-Development Stormwater Management Plan**, 121334-SWM, prepared by Novatech, dated OCT 02/23, revision 4 dated APR 1/24.

9. General Plan of Services, 121334-GP, prepared by Novatech, dated OCT 02/23, revision 6 dated APR 1/24

Required Information Received

- An irrevocable Letter of Credit in the amount of \$1,220,266.00, OSB90408TOR
- 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 # 19073.
- 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.
- 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.
- 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 the undersigned at 613-580-2424, Ext. 27566.

Sincerely,



Jean-Miguel Roy
Project Manager
Development Review West

c.c.

- Krishon Walker, File Lead, PRED
- Kersten Nitsche, Manager, Development Review West
- Matthew Wilson, Supervisor, Development Inspections, PRED (include MECP ECA, if applicable)
- Neill Antonympillai, Administrative Clerk, Right of Way Branch
- Joshua Good, Program Manager - Permit Approvals, Building Code Services and to PAB_DAP@ottawa.ca, (include Geotechnical Report and submissions, if applicable)
- Hasnaa Zaknoun, Manager, Wastewater Collection Branch, IWSD
- Sean Gamble - Rural West District, ROW Approvals Officer, Right of Way Unit (include MECP ECA and design sheets, if applicable)
- Paul Mantil - Suburban West, 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](#)
- Barrie Forrester, Supervisor - Street Lighting Asset Management (include Geotechnical Report)
- Krista Tanaka, Program Manager, Road Safety & Traffic Investigations, Transportation Services Department
- TMconstruction@ottawa.ca, Traffic Management
- [Planning Circulations](#)
- [Francois Thauvette](#), Novatech Engineering Consultants
- [James Ireland](#), Novatech Engineering Consultants
- Angela Taggart, Kerryhill
- Kirby Gallagher, Kerryhill
- Terri-Lynn Funnekotter, Nokia