

April 4, 2025

Karnak Developments
Unit A5 - 2100 Thurston Drive
Ottawa ON K1G 4K8

Attention: Tommy Ladouceur

**Re: 436 Athlone Avenue
Ward 15 - Kitchissippi, Councillor Jeff Leiper
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, A1.0 prepared by Rosaline J. Hill Architect Inc., dated March 01, 2022 revision 12 dated 2024/07/04.
2. Tree Conservation Report and Landscape Plan, L.1 prepared by James B. Lennox & Associates Inc, dated April 29, 2022, revision 10 dated 07/03/2024.
3. Front Elevation, A2.1, prepared by Rosaline J. Hill Architect Inc., dated JAN 2023, revision 10 dated 2024/06/19
4. Rear Elevation, A2.2, prepared by Rosaline J. Hill Architect Inc., dated JAN 2023, revision 10 dated 2024/06/19
5. Left Elevation, A2.3, prepared by Rosaline J. Hill Architect Inc., dated JAN 2023, revision 10 dated 2024/06/19
6. Right Elevation, A2.4, prepared by Rosaline J. Hill Architect Inc., dated JAN 2023, revision 10 dated 2024/06/19
7. Site Service Plan, C-1, prepared by D.B. Gray Engineering Inc., dated May 05, 2022, revision 5 dated JUL 3-24.
8. Existing Conditions, Grading Plan and Sediment Control Plan, C-2, prepared by D.B. Gray Engineering Inc., dated May 05, 2022, revision 5 dated JUL 3-24.
9. Notes and Drainage Plan, C-3, prepared by D.B. Gray Engineering Inc., dated May 05, 2022, revision 5 dated JUL 3-24.

Required Information Received

- An irrevocable Letter of Credit in the amount of \$31,237.46.
- A Certificate of Insurance for a minimum of \$5,000,000.

Required Information for Permitting

- The owner shall refer to the approved City of Ottawa plan number #18769.
- 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 \$13,381.00, 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 Permits@ottawa.ca](mailto:ROW_Permits@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, Development and Building Services 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, PDBS 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 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 Brett Hughes by telephone at 613-580-2424 Ext. 32541 or by e-mail at brett.hughes@ottawa.ca.

Sincerely,

Brett Hughes

Brett Hughes BEng.
Project Manager
Development Review Central

c.c.

- Jean-Charles Renaud, File Lead, PDBS
- Andrew McCreight, Manager, Development Review Central
- Wally Dubyk, Transportation Project Manager, Development Review, Transportation Unit
- Matthew Wilson, Supervisor, Development Inspections, PDBS
- Neill Antonympillai, Administrative Clerk, Right of Way Branch
- Akhil Kumar, Program Manager - Permit Approvals, Building Code Services and to PAB_DAP@ottawa.ca,
- WaterPermits@ottawa.ca
- water-booking@ottawa.ca
- [Hasnaa Zaknoun](#), Manager, Wastewater Collection Branch, IWSD
- Tyler McQuillen - Central West District, ROW Approvals Officer, Right of Way Unit (include MECP ECA and design sheets, if applicable)
- Bryden Denyes - Urban, Area Manager Roads

- Sarah MacLaurin, Coordinator - GIS & Data Services, PDBS, and to gisanddataservices@ottawa.ca
- [Sewer Use Unit](#)
- [R.O.W. Permit Office](#)
- [GeolInformation Centre](#)
- Paula.moon@ottawa.ca
- Natalie Pulcine, Research and Forecasting Unit (include site plan drawing only)
- Krista Tanaka, Program Manager, Road Safety & Traffic Investigations, Transportation Services Department
- TMconstruction@ottawa.ca, Traffic Management
- Barry Forrester, Supervisor - Street Lighting Asset Management (include Geotechnical Report)
- [Planning Circulations](#)
- Ryan Faith, D.B. Gray Engineering