

May 9, 2025

Grant Castle Corp.  
18 Adelaide Street,  
Maxille, ON K0C 1T0

**Attention:** Jordan Lupovici & Matt Dupre

**Re: 3155 Palladium Drive – Halo Car Wash  
Ward 6 - Stittsville, Councillor Glen Gower  
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. **General Notes**, Drawing No C001, prepared by LRL, LRL Project No. 230273, dated May 2023, revision 7, dated Mar 19, 2025.
2. **Erosion and Sediment Control Plan**, Drawing No C101, prepared by LRL, LRL Project No. 230273, dated May 2023, revision 7, dated Mar 19, 2025.
3. **Site Development Plan**, Drawing No C201, prepared by LRL, LRL Project No. 230273, dated May 2023, revision 7, dated Mar 19, 2025.
4. **Grading and Drainage Plan**, Drawing No C301, prepared by LRL, LRL Project No. 230273, dated May 2023, revision 7, dated Mar 19, 2025.
5. **Servicing Plan**, Drawing No C402, prepared by LRL, LRL Project No. 230273, dated May 2023, revision 7, dated Mar 19, 2025.
6. **Stormwater Management Plan**, Drawing No C601, prepared by LRL, LRL Project No. 230273, dated May 2023, revision 7, dated Mar 19, 2025.
7. **Pre-Development Watershed Plan**, Drawing No C701, prepared by LRL, LRL Project No. 230273, dated May 2023, revision 7, dated Mar 19, 2025.
8. **Post-Development Watershed Plan**, Drawing No C702, prepared by LRL, LRL Project No. 230273, dated May 2023, revision 7, dated Mar 19, 2025.
9. **Construction Detail Plan**, Drawing No C901, prepared by LRL, LRL Project No. 230273, dated May 2023, revision 7, dated Mar 19, 2025.
10. **Landscape Plan**, Drawing No. L1, prepared by James B Lennox & Associates Ltd Landscape Architects, Consultant Project No. 23MIS2358, dated June 2023, revision 6, dated 04/19/2024.

#### Required Information Received

- The Ministry of Environment, Conservation and Parks Environmental Compliance Approval for industrial sewage works, MECP ECA Approval No. 9856-DDKJUN.
- An irrevocable Letter of Credit in the amount of \$ 398,007.12, OSB95629TOR
- A Certificate of Insurance for a minimum of \$ 5,000,000.

#### Required Information for Permitting

- The owner shall make reference to the approved City of Ottawa plan number # 19021.
- 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 \$10,000, 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](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 Rubina Rasool, by telephone, at 613-580-2424, extension 24221 or by e-mail, at [rubina.rasool@ottawa.ca](mailto:rubina.rasool@ottawa.ca).

Sincerely,



Gabrielle Schaeffer, P.Eng. on behalf of Rubina Rasool  
Senior Engineer - Infrastructure Applications  
Development Review West

c.c.

- Amanda Davidson, File Lead, PDBS
- Rubina Rasool, Project Manager, PDBS
- Kersten Nitsche, Manager, Development Review West
- Josiane Gervais, Transportation Project Manager, Development Review, Transportation Unit
- Matthew Wilson, Supervisor, Development Inspections, PDBS (includes MECP ECA)
- 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), (includes Geotechnical Report)
- [WaterPermits@ottawa.ca](mailto:WaterPermits@ottawa.ca)

- [water-booking@ottawa.ca](mailto:water-booking@ottawa.ca)
- Sean Gamble - West District, ROW Approvals Officer, Right of Way Unit (includes MECP ECA and design sheets in servicing report)
- Paul Mantil - Suburban West, Area Manager Roads
- Sarah MacLaurin, Coordinator - GIS & Data Services, PDBS, and to [gisanddataservices@ottawa.ca](mailto:gisanddataservices@ottawa.ca)
- [R.O.W. Permit Office](#)
- [GeolInformation Centre](#)
- Eva Walrond, Research and Forecasting Unit (include site plan drawing only)
- [Fire Routes](#)
- Ryan Zaichkowsky, 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
- [Planning Circulations](#)
- Matt Dupre - Construction Project Manager [m.dupre@macewen.ca](mailto:m.dupre@macewen.ca)
- Jonah Bonn - Planner [jbonn@firstbay.ca](mailto:jbonn@firstbay.ca)
- Jordan Lupovici - [jlupovici@halowash.com](mailto:jlupovici@halowash.com)
- Maxime Longtin, LRL, [mlongtin@lrl.ca](mailto:mlongtin@lrl.ca)