



**SITE PLAN CONTROL APPLICATION
SITE PLAN APPROVAL REPORT
PLANNING, DEVELOPMENT AND BUILDING SERVICES DEPARTMENT**

Site Location: 342, 344, 346, 348 Queen Mary Street

File No.: D07-12-25-0076

Date of Application: June 10, 2025

This SITE PLAN CONTROL application submitted by NCTL Investments Inc. (c/o Carine Toham Ngoy is APPROVED upon resolution of the conditions stated in this report

And as detailed in the following report(s):

1. **Tree Information Report**, prepared by Dendron Forestry Services, dated May 14, 2024.
2. **Geotechnical Investigation**, prepared by Kollaard Associates Engineers, dated February 24, 2025.
3. **Phase I Environmental Site Assessment**, prepared by Kollaard Associate Engineers, dated July 26, 2024.

And subject to the following Requirements, General and Special Conditions:

Requirements

1. The Owner shall submit a certificate of insurance in a form satisfactory to the City. The certificate of insurance must be issued in favor of the City of Ottawa in an amount not less than five million dollars per occurrence, must contain an endorsement naming the City as an additional insured and an unconditional thirty days notice of any material change or cancellation of the policy.

General Conditions

1. **Execution of Letter of Undertaking**

The Owner shall execute the City's standard Letter of Undertaking and satisfy the conditions contained within this Site Plan Approval Report. In the event the Owner fails to execute the required Letter of Undertaking, submit any required fees and/or securities within three (3) years, and attain permits, this approval shall lapse.

2. **Update to Plans and Reports**

The Owner acknowledges and agrees, prior to the preparation of the Letter of Undertaking, issuance of any building permits, or issuance of a Commence Work Notification, to update the list of required plans and studies listed below to address the comments from the formal review letters dated April 22, 2025, June 17, 2025 and July 7, 2025, to the satisfaction of the General Manager, Planning, Development and Building Services Department, or their delegate. The Owner further acknowledges and agrees that the submission may necessitate changes to the plans and reports approved herein. If necessary, the Owner further acknowledges and agrees to provide all revised plans and reports to the General Manager, Planning, Development and Building Services Department, or their designate, prior to preparation of the Letter of Undertaking, issuance of any building permits, or the issuance of a Commence Work Notification.

Plans:

- i) Building Elevations
- ii) Landscape Plan
- iii) Site Plan
- iv) Grading Plan
- v) Servicing Plan
- vi) Tree Planting Plan

Reports:

- i) Stormwater Management Brief
- ii) Serviceability Brief

3. **Water Supply for Fire Fighting**

The Owner shall provide adequate water supply for fire fighting for every building. Water supplies may be provided from a public water works system, automatic fire pumps, pressure tanks or gravity tanks.

4. **Construction Fencing**

The Owner acknowledges and agrees to install construction fencing, at its expense, in such a location as may be determined by the General Manager, Planning, Development and Building Services.

5. **Extend Internal Walkway**

The Owner shall extend internal walkways beyond the limits of the subject lands to connect to existing or proposed public sidewalks, at the sole expense of the Owner, to the satisfaction of the General Manager, Planning, Development and Building Services.

6. **Completion of Works**

The Owner acknowledges and agrees that no new building will be occupied on the lands until all requirements with respect to completion of the Works as identified in this Agreement have been carried out and received Approval by the General Manager, Planning, Development and Building Services, including the installation of municipal numbering provided in a permanent location visible during both day and night and the installation of any street name sign on relevant streets. Notwithstanding the non-completion of the foregoing Works, occupancy of a lot or structure may otherwise be permitted, if in the sole opinion of the General Manager, Planning, Development and Building Services, the aforesaid Works are proceeding satisfactorily toward completion. The Owner shall obtain the prior consent of the General Manager, Planning, Development and Building Services for such occupancy in writing.

Until all requirements with respect to completion of the Works as identified in this Agreement have been carried out and received Approval by the General Manager, Planning, Development and Building Services, the Owner shall give notice to the City of a proposed conveyance of title to any building at least thirty (30) days prior to any such conveyance. No conveyance of title to any building shall be effective unless the Owner has complied with this provision.

Nothing in this clause shall be construed as prohibiting or preventing the approval of a consent for severance and conveyance for the purposes of obtaining financing.

7. Development Charges

The Owner shall pay development charges to the City in accordance with the by-laws of the City.

Special Conditions

8. Professional Engineering Inspection

The Owner shall have competent Professional Engineering inspection personnel on-site during the period of construction, to supervise the Works, and the General Manager, Planning, Development and Building Services Department, shall have the right at all times to inspect the installation of the Works. The Owner acknowledges and agrees that should it be found in the sole opinion of the General Manager, Planning, Development and Building Services Department, that such personnel are not on-site or are incompetent in the performance of their duties, or that the said Works are not being carried out in accordance with the approved plans or specifications and in accordance with good engineering practice, then the General Manager, Planning, Development and Building Services Department, may order all Work in the project to be stopped, altered, retested or changed to the satisfaction of the General Manager, Planning, Development and Building Services Department.

9. Exterior Elevations Drawings

The Owner acknowledges and agrees to construct the proposed building in accordance with the approved Elevations 1, Elevations 2, and Elevations 3. The Owner further acknowledges and agrees that any subsequent proposed changes to the approved plans shall be filed with the General Manager, Planning, Development and Building Services and agreed to by both the Owner and the City prior to the implementation of such changes. No amendment to this Letter of Undertaking shall be required.

10. Permanent Features

The Owner acknowledges and agrees that no permanent features shall be permitted above and below grade within the City's widened right-of-way, including commercial signage, except as otherwise shown on the approved Site Plan.

11. Notice on Title – On-site Parking

The Owner acknowledges and agrees that a notice, or the clauses as written directly below, shall be included in all agreements of purchase and sale and lease agreements to inform prospective purchasers and tenants of these matters. The notice on title shall include, but not be limited to, the following:

The Owner, or any subsequent owner of the whole or any part of the subject lands, acknowledges and agrees that all agreements of purchase and sale or lease agreements shall contain the following clauses, which shall be covenants running with the subject lands:

"The purchaser/lessee for themselves, their heirs, executors, administrators, successors and assigns, acknowledges being advised that the unit being sold/rented will not be provided with any on-site parking. Should the purchaser/lessee have a vehicle for which they wish to have parking, alternative and lawful arrangements will need to be made to address their parking needs at an alternate location and that such arrangements are solely the responsibility of the person seeking parking. The purchaser/lessee acknowledges that the availability and regulations governing on-street parking vary; that access to on-site street parking, including through residential on-street parking permits issued by the City of Ottawa, cannot be guaranteed now or in the future; and that the purchaser/lessee intending to rely on on-street parking for their vehicle or vehicles does so at their own risk."

"The purchaser/lessee covenants with the vendor/lessor that the above clauses, verbatim, shall be included in all subsequent agreements of purchase and sale and lease agreements for the lands described herein, which covenant shall run with the said lands."

12. Waste Management

- (a) The Owner acknowledges and agrees that garbage, recycling, and organic waste collection will not be provided by the City and it shall make appropriate

arrangements with a private contractor for garbage, recycling, and organic waste collection at the Owner's sole expense. The Owner shall consult a private contractor regarding any access requirements for garbage and/or recycling and organic waste collection.

If the waste management design is revised and qualifies for City collection, to the satisfaction of the Public Works and Environmental Services Department, Solid Waste Operations Branch, (a) shall not be applicable and (b) shall be applied:

- (b) The Owner acknowledges and agrees that residential cart (and/or container) garbage, recycling, and organic waste collection will be provided by the City from a centralized refuse room or area. The Owner shall provide, at its own expense, adequate storage for the containers and carts and acknowledges it is recommended that they be placed on a concrete floor. The Owner shall provide an adequately constructed road for direct access to the garbage/recycling/organic waste storage room or area suitable for garbage/recycle/organic waste collection vehicles. Any additional services (i.e. winching of containers) may result in extra charges. It is expressly acknowledged that this service may be amended or discontinued at the City's sole discretion, if in the City's opinion, access is not appropriate or due to policy/process changes within the operating department.

13. Asphalt Overlay

Due to the number of road cut permits required to service this development, the Owner shall install an asphalt overlay over the total area of the public driving surface of Queen Mary Street, fronting the subject lands, as shown on the Proposed Lot Servicing and Grading Plan. The overlay shall be carried out to the satisfaction of the General Manager, Planning, Development and Building Services. The Owner acknowledges and agrees that all costs are to be borne by the Owner.

14. Geotechnical Investigation

The Owner acknowledges and agrees that it shall retain the services of a geotechnical engineer, licensed in the Province of Ontario, to ensure that the recommendations of the Geotechnical Investigation (the "Report") are fully implemented. The Owner further acknowledges and agrees that it shall provide the General Manager, Planning, Development and Building Services with confirmation issued by the geotechnical engineer that the Owner has complied with all recommendations and provisions of the Report, prior to construction of the foundation and at the completion of the Works, which confirmation shall be to the satisfaction of the General Manager, Planning, Development and Building Services.

15. Protection of City Sewers

- (a) Prior to the issuance of a building permit, the Owner shall, at its expense:
 - (i) obtain a video inspection of the City Sewer System within Queen Mary Street prior to any construction to determine the condition of the

existing City Sewer System prior to construction on the lands and to provide said video inspection to the General Manager, Planning, Development and Building Services.

CCTV Inspection Limits shall be as detailed below:

STM Sewer from MHST29491 to MHST29492

SAN Sewer from MHSA29729 to MHSA29559

(b) Upon completion of construction on the lands, the Owner shall, at its expense and to the satisfaction of the General Manager, Planning, Development and Building Services:

(i) obtain a video inspection of the existing City Sewer System within Queen Mary Street to determine if the City Sewer System sustained any damages as a result of construction on the lands; and

(ii) assume all liability for any damages caused to the City Sewer System within Queen Mary Street and compensate the City for the full amount of any required repairs to the City Sewer System.

CCTV Inspection Limits shall be as detailed below:

STM Sewer from MHST29491 to MHST29492

SAN Sewer from MHSA29729 to MHSA29559

16. Stormwater Works Certification

Upon completion of all stormwater management Works, the Owner acknowledges and agrees to retain the services of a Professional Engineer, licensed in the Province of Ontario, to ensure that all measures have been implemented in conformity with the approved Plans and Reports. The Owner further acknowledges and agrees to provide the General Manager, Planning, Development and Building Services with certificates of compliance issued by a Professional Engineer, licensed in the Province of Ontario, confirming that all recommendations and provisions have been implemented in accordance with the approved Plans and Reports.

17. Inlet Control Devices (ICDs)

The Owner acknowledges and agrees to install and maintain in good working order the required stormwater inlet control devices, as recommended in the approved SWM and Servicing Briefs. The Owner further acknowledges and agrees it shall assume all maintenance and replacement responsibilities in perpetuity. The Owner shall keep all records of inspection and maintenance in perpetuity, and shall provide said records to the City upon its request.

18. Water Demand for Fire Fighting

The Owner acknowledges and agrees that a City's boundary conditions request shall be submitted to the City and the City's boundary conditions provided for the subject development site setting out the available municipal water supply provided to the Owner shall be included in the Engineering Servicing Brief which shall be reviewed and approved prior to issuance of building permit.

The Owner further acknowledges and agrees that should the construction coefficient used to calculate the Water Demand for Fire be less than 1.0, prior to building permit, issuance a letter shall be prepared by a qualified Building Code professional, licensed in the Province of Ontario, and provided to the General Manager, Planning, Development and Building Services confirming the plans submitted for building permit issuance have incorporated any and all requirements of the Fire Underwriters Survey, 2020, or as amended, to achieve the low construction coefficient used within the proposed building design.

19. Private Storm Sewer Connection to City Sewer System

The Owner acknowledges and agrees that any new storm sewers to be installed as part of this development shall not be connected to the City's existing storm sewer system until such time as either:

- (a) a certificate of conformance and As-built Drawings have been received from a Professional Engineer, licensed in the Province of Ontario, certifying that all required inlet control devices have been properly installed to City Standards or Specifications, and that the storm sewer system has been installed in accordance with the approved engineering drawings for site development and City Sewer Design Guidelines. The inlet control devices shall be free of any debris; or
- (b) a flow limiting orifice plate, designed by a Professional Engineer licensed in the Province of Ontario and to the satisfaction of the City, has been installed at the storm water outlet prior to connecting any upstream storm sewers. Such orifice plate shall not be removed until subsection (a) above has been satisfied and approved by the General Manager, Planning, Development and Building Services.

20. Site Lighting Certificate

- (a) The Owner acknowledges and agrees, prior to the issuance of a building permit, to provide the City with a certificate from an acceptable professional engineer, licensed in the Province of Ontario, which certificate shall state that the exterior site lighting has been designed to meet the following criteria:
 - (i) it must be designed using only fixtures that meet the criteria for full cut-off (sharp cut-off) classification, as recognized by the Illuminating Engineering Society of North America (IESNA or IES); and
 - (ii) it must result in minimal light spillage onto adjacent properties. As a guideline, 0.5 fc is normally the maximum allowable spillage.
- (b) The Owner acknowledges and agrees that, upon completion of the lighting Works and prior to the City releasing any associated securities, the Owner shall provide certification satisfactory to the General Manager, Planning, Development and Building Services, from a Professional Engineer, licensed

in the Province of Ontario, that the site lighting has been constructed in accordance with the Owner's approved design plan.

21. Permits

The Owner shall obtain such permits as may be required from municipal or provincial authorities and shall file copies thereof with the General Manager, Planning, Development and Building Services.

22. Works on City Road Allowances

Any Works required to be done by the Owner on City road allowances shall be according to the specifications and by-laws of the City. The Owner, or its contractor, shall be required to obtain all the necessary permits for road cuts prior to the disruption of the City road allowance and it is further understood and agreed that the aforementioned cuts shall be reinstated to the satisfaction of the Director, Infrastructure Services.

23. Provision of As-Built Drawings

The Owner shall supply to the General Manager, Planning, Development and Building Services, one set of mylar or plastic film as-constructed road, grading and service drawings including the location of all Works, certified under seal by a Professional Engineer, licensed in the Province of Ontario, for City records upon Acceptance and Approval of the Works. Furthermore, the Owner shall provide the As-built Drawings and the attribute data for the Works in a form that is compatible with the City's computerized systems.

24. Parkland dedication

- (a) The Owner covenants and agrees that the conveyance requirement has been calculated at the rate set out below in accordance with the Parkland Dedication By-law, being By-law No. 2022-280, as amended:
 - (i) For cash-in-lieu of conveyance of parkland (residential > 18 units/net ha):
 - i. one hectare per 1,000 net residential units but shall not exceed a maximum of 10% of the gross land area where less than or equal to five hectares.
 - (ii) Additional Dwelling Units are charged at a flat rate of \$500.00 per unit, indexed annually
 - ii. Per the More Homes Built Faster Act, 2022, the provision of Affordable Residential Units (ARU) provides exemptions from parkland dedication requirements. Satisfactory evidence must be provided to the Treasurer that the units are intended for persons of low or modest incomes and that the dwelling units and/or rooming units are being made available at values that are initially, and will continue to be, below current market levels in the city. Applicable units must be subject to agreements that provide for them to remain affordable residential units for 25 years.

Residential Units				
Pre-existing units	Proposed units	Applicable Units	Cash in Lieu per unit (1/1,000)	Total Conveyance
4	8	4	10 sq. m	40 sq. m
Additional Dwelling Units (ADU)				
Total ADU	Total ARU	Applicable Units	Flat Rate per unit	Total Owing
24	X	Y	\$500.00	\$Z.ZZ
Total owing 40 sq. m + \$Z.ZZ				

25. **Cash-In-Lieu of Conveyance of Parkland**

Prior to registration of the Site Plan Agreement, the Owner acknowledges and agrees to pay cash-in-lieu of conveyance of parkland as referenced in Schedule “B” herein. Pursuant to the City’s Parkland Dedication By-law, being By-law No. 2022-280, as amended, 40% of said funds collected shall be directed to City wide funds, and 60% shall be directed to Ward 13 funds. The Owner shall also pay the parkland appraisal fee of \$850.00 plus H.S.T. of \$110.50, as referenced in Schedule “B” herein.

26. **Joint Use, Maintenance and Common Elements**

Prior to the issuance of a building permit, the Owner acknowledges and agrees it shall be required to enter into a Joint Use, Maintenance and Common Elements, at the expense of the Owner(s), setting forth the obligations between the Owner(s) and the proposed future owners.

The Joint Use, Maintenance and Common Elements Agreement shall set forth the joint use and maintenance of all common elements including, but not limited to, the common party walls, common structural elements such as roof, footings, soffits, foundations, common areas, and common landscaping.

The Owner shall ensure that the Agreement is binding upon all the unit owners and successors in title and shall be to the satisfaction of General Manager, Planning, Development and Building Services. The Owner shall provide a copy of the Agreement and confirmation that it has been or will be registered on title.

27. **Notice on Title – School Accommodation**

The Owner acknowledges and agrees that a notice, or the clauses as written directly below, shall be included in all agreements of purchase and sale and lease agreements to inform prospective purchasers and tenants of these matters. The notice on title shall include, but not be limited to, the following:

The Owner, or any subsequent owner of the whole or any part of the subject lands, acknowledges and agrees that all agreements of purchase and sale or lease agreements shall contain the following clauses, which shall be covenants running with the subject lands:

“The purchaser/lessee for themselves, their heirs, executors, administrators, successors and assigns, acknowledges being advised that the Ottawa-Carleton District School Board has pupil accommodation concerns for this dwelling unit. The purchaser/lessee agrees to inform prospective purchasers or tenants in all subsequent agreements of purchase and sale and lease agreements that school accommodation pressures exist in the Ottawa-Carleton District School Board, which are currently being addressed by the utilization of portable classrooms and/or by directing students to school outside their community.”

“The purchaser/lessee covenants with the vendor/lessor that the above clauses, verbatim, shall be included in all subsequent agreements of purchase and sale and lease agreements for the lands described herein, which covenant shall run with the said lands.”

July 10, 2025

Date



Andrew McCreight
Manager, Development Review
Central, Planning, Development and
Building Services Department

Enclosure: Site Plan Control Application approval – Supporting Information

SITE PLAN CONTROL APPROVAL APPLICATION SUPPORTING INFORMATION

File Number: D07-12-25-0076

SITE LOCATION

342, 344, 346, 348 Queen Mary Street, and as shown on Document 1.

SYNOPSIS OF APPLICATION

The subject site is located on the south side of Queen Mary Street, between Naughton Street and Lola Street, in the Overbrook neighbourhood. The site has 43.91 metres of frontage on Queen Mary Street and a lot depth of 25.99 metres, with a total lot area of 1,141 square metres. The lot configuration is currently composed of four lots occupied by two semi-detached buildings, which are proposed to be demolished.

The surrounding context is largely characterized by low-rise semi-detached dwellings and townhouse dwellings within the Overbrook neighbourhood.

The purpose of the Site Plan Control application is to accommodate the development of a three-storey townhouse containing eight principal dwelling units. Each principal dwelling unit will have two additional dwelling units, resulting in a total of 24 units. The application proposes a waste storage structure in the rear yards of each lot, which is shared between the two principal units and four additional dwelling units on that lot. No off-street vehicular parking is proposed, and a total of 16 bicycle parking spaces are proposed in the rear yards.

The three-storey building will feature a basement and a pitched roof, and the front façade will be clad with masonry stone, faux wood, and metal siding. The proposal includes balconies on the front façade and switchback exit stairs at the rear. Trees are proposed to be planted in the front yards abutting the Right-of-Way.

Through the Committee of Adjustment decision (D08-01-24/B-00128, D08-01-24/B-00131), easements are established to permit pedestrian access over 342A and 342B Queen Mary, in favour of 344A and 344B Queen Mary, and over 348A and 348B Queen Mary, in favour of 346A and 346B Queen Mary.

Residential Units and Types

Dwelling Type	Number of Units
Townhouse	Eight principal units, each with two additional dwelling units (ADUs) (total of 24 units)

Related Applications

The following applications are related to this proposed development:

- Consent (Easements) – D08-01-24/B-00128, D08-01-24/B-00131
- Minor Variance – D08-02-24/A-00188 to D08-02-24/A-00191

DECISION AND RATIONALE

This application is approved for the following reasons:

- The proposed building generally meets the design direction provided in the Urban Design Guidelines for Low-rise Residential Infill. The residential intensification through infill responds to the existing character to enhance desirable patterns and built form by providing trees in the front yard, primary building entrances facing the street, and featuring a pitched roof.
- The subject property was granted Minor Variances through the Committee of Adjustment in September 2024 to permit reduced lot areas, rear yard setbacks and rear yard areas, with all opportunities for appeals exhausted (D08-02-24/A-00188 to D08-02-24/A-00191). The Site Plan Control approval complies with the zoning regulations.
- The proposal is consistent with the Provincial Planning Statement, 2024, by representing an efficient use of land and contributing to the city's mix of housing choices.
- The proposed site design represents good planning.

PARKLAND DEDICATION

Parkland dedication, in accordance with By-law 2022-280, is being satisfied within this approval through the taking of cash-in-lieu of parkland as detailed in the above conditions.

CONSULTATION DETAILS

Councillor's Comments

Councillor Rawlson King was aware of the application related to this report.

Public Comments

This application was not subject to public circulation under the Public Notification and Consultation Policy. There was no public comment received online.

Technical Agency/Public Body Comments

Summary of Comments – Technical

All technical agency correspondence was forwarded to the applicant, and the applicant was advised to contact technical agencies directly for additional information and requirements.

Advisory Committee Comments

Summary of Comments – Advisory Committees

N/A

APPLICATION PROCESS TIMELINE STATUS

This Site Plan application was processed by the On Time Decision Date. The Council approved timeline has been met.

Contact: Margot Linker Tel: 613-580-2424, ext. 22555 or e-mail:
Margot.Linker@ottawa.ca

Document 1 – Location Map



D07-12-25-0076

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REVISION / RÉVISION - 2025 / 06 / 13

LOCATION MAP / PLAN DE LOCALISATION
SITE PLAN / PLAN D'EMPLACEMENT



342, 344, 346, & 348 rue. Queen Mary St.



NOT TO SCALE