



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

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Site Location: 240 Bank Street

File No.: D07-12-25-0098

Date of Application: July 21, 2025

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This SITE PLAN CONTROL application submitted by Novatech Engineering Consultants (c/o Miranda Virginillo), on behalf of 240 Bank Street Holdings Ltd. (c/o Crest Realities), is APPROVED upon resolution of the conditions stated in this report

And the following plans are approved:

1. **Site Plan**, A1.0, prepared by Lawrence Architects, dated 2024.03.06, revision #05 dated 2025.09.17.
2. **East (Front) Elevation**, A3.0, prepared by Lawrence Architects, dated 2024.03.06, revision #05 dated 2025.09.17.
3. **North (Side) Elevation**, A3.1, prepared by Lawrence Architects, dated 2024.03.06, revision #05 dated 2025.09.17.
4. **West (Rear) Elevation**, A3.2, prepared by Lawrence Architects, dated 2024.03.06, revision #05 dated 2025.09.17.
5. **South (Side) Elevation**, A3.3, prepared by Lawrence Architects, dated 2024.03.06, revision #05 dated 2025.09.17.

And as detailed in the following report(s):

1. **Phase I Environmental Site Assessment** prepared by Paterson Group, dated February 4, 2024, revised September 12, 2025.
2. **Transportation Noise Assessment**, prepared by Gradient Wind Engineers & Scientists, dated January 23, 2025.
3. **Transportation Demand Management Checklist**, prepared by Novatech Engineers, Planners & Landscape Architects, dated 07-21-2025.

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

**1. Update to Plans and Reports**

The Owner acknowledges and agrees, prior to preparation of the Scoped Site Plan Agreement and Letter of Undertaking package, to update the list of required plans and studies listed below to address the comments from the formal review letter dated November 12th, 2025, to the satisfaction of the General Manager, Planning, Development and Building Services Department. 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 prior to the execution of the Letter of Undertaking:

- i) **General Plan of Servicing**, prepared by Novatech Engineers, Planners & Landscape Architects, dated July 11<sup>th</sup>, 2025, revised September 19<sup>th</sup>, 2025.
- ii) **Serviceability Report**, prepared by Novatech Engineers, Planners & Landscape Architects, dated July 11<sup>th</sup>, 2025, revised September 19<sup>th</sup>, 2025.
- iii) **Environmental Site Assessment (ESA) - Phase II**, prepared by Ortam Groupe, dated April 2025, revised September 2025.

**And subject to the following Scoped Site Plan Agreement Conditions:**

**2. Lapsing of Approval**

The Owner shall enter into this Scoped Site Plan Control Agreement, including all standard and special conditions, financial and otherwise, as required by the City. In the event that the Owner fails to sign this Agreement, complete the conditions to be satisfied prior to the signing of this Agreement, and have the corresponding building permit(s) issued within three (3) years of Site Plan approval, the approval shall lapse.

**3. Notice on Title – Noise Control Attenuation Measures**

The Owner acknowledges and agrees that a notice shall be registered on title to the subject lands, at the Owner's expense. The Owner further acknowledges and agrees that such notice on title, 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:

**Type D – Central Air Conditioning**

“The purchaser/lessee for themselves, their heirs, executors, administrators, successors and assigns, acknowledges being advised that this dwelling unit has been supplied with a central air conditioning system which will allow windows and exterior doors to remain closed, thereby ensuring that the indoor sound levels are within the City of Ottawa’s and the Ministry of the Environment, Conservation and Parks’ noise criteria.”

“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.”

**4. Pedestrian Surface Easement**

Prior to the registration of this Agreement, the Owner shall grant to the City, at no cost to the City, an unencumbered pedestrian surface easement along the complete frontage of Bank Street, measuring between 0.4 metres and 2 metres, as shown on the approved Site Plan, A1.0 referenced in Schedule “E” hereto, if applicable, to the satisfaction of the City. The Owner shall provide a Reference Plan for registration, indicating the pedestrian surface easement, to the City Surveyor for review and approval prior to its deposit in the Land Registry Office. Such reference plan must be tied to the Horizontal Control Network in accordance with the municipal requirements and guidelines for referencing legal surveys. The Owner acknowledges and agrees to provide an electronic copy of the Transfer and a copy of the deposited reference plan to the City Solicitor prior to registration of the easement. All costs shall be borne by the Owner.

**And subject to the following Letter of Undertaking Conditions:**

**5. 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.

**6. Barrier Curbs**

The Owner acknowledges and agrees that the parking areas and entrances shall have barrier curbs and shall be constructed in accordance with the drawings of a design professional, such drawings to be approved by the General Manager, Planning, Development and Building Services.

7. **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.

8. **Reinstatement of City Property**

The Owner shall reinstate, at its expense and to the satisfaction of the General Manager, Planning, Development and Building Services, any property of the City, including, but not limited to, sidewalks, curbs and boulevards, which is damaged as a result of the subject development.

9. **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.

10. **Construct Sidewalks**

The Owner shall design and construct sidewalk(s) within public rights-of-way or on other City owned lands to provide a pedestrian connection from or to the site as may be determined by the General Manager, Planning, Development and Building Services. Such sidewalk(s) shall be constructed to City Standards.

11. **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.

12. **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.

### **13. Development Charges**

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

### **14. 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.

### **15. Noise Control Attenuation Measures**

The Owner covenants and agrees that it shall retain the services of a professional engineer licensed in the Province of Ontario to ensure that the recommendations of the Transportation Noise Assessment, referenced in this Letter of Undertaking, 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 professional engineer that the Owner has complied with all recommendations and provisions of the Transportation Noise Assessment, prior to building occupancy, which confirmation shall be to the satisfaction of the General Manager, Planning, Development and Building Services.

The Owner acknowledges and agrees to implement the noise control attenuation measures recommended in the approved Transportation Noise Assessment, referenced in the Letter of Undertaking, as follows:

- (a) each unit is to be equipped with central air conditioning;
- (b) further to subsection (a) above, the location and installation of any

outdoor air conditioning device(s) shall comply with the noise criteria of the Ministry of the Environment, Conservation and Parks' Publication NPC-216, dated 1993, and the Environmental Noise Guidelines for Installation of Residential Air Conditioning Devices, dated September 1994, as amended, in order to minimize the noise impacts both on and off the immediate vicinity of the subject lands;

- (c) prior to the issuance of a building permit, a review of building components (windows, walls, doors) is required and must be designed to achieve indoor sound levels within the City's and the Ministry of the Environment, Conservation and Parks' noise criteria. A letter shall be prepared by a qualified professional and provided to the General Manager, Planning, Development and Building Services confirming the plans submitted for building permit issuance have incorporated any and all mitigation measures to achieve the required indoor sound levels;
- (d) upon completion of the development and prior to occupancy and/or final building inspection, a professional engineer, licensed in the Province of Ontario with expertise in the subject of acoustics related to land use planning, shall be retained to visit the lands, inspect the installed noise control measures and satisfy themselves that the installed recommended interior noise control measures comply with the measures in the Transportation Noise Assessment referenced in Schedule "E" hereto. The professional engineer shall prepare, sign and stamp a letter to the General Manager, Planning, Development and Building Services (the "Certification Letter") stating that they certify acoustical compliance with all requirements of the applicable conditions in this Agreement, to the satisfaction of the General Manager, Planning, Development and Building Services.

#### **16. Record of Site Condition**

Prior to the issuance of any building permit, the Owner shall submit to the General Manager, Planning, Development and Building Services, and the Chief Building Official, a Record of Site Condition ("RSC") completed in accordance with the *Environmental Protection Act*, R.S.O. 1990, c. E.19, O.Reg. 153/04 ("O.Reg. 153/04"), as amended, and such RSC shall be acknowledged by the Ministry of the Environment, Conservation and Parks. The RSC shall confirm that all or part of the site is suitable for the proposed use in accordance with O.Reg. 153/04. The City may issue a building permit on a phased basis to allow for site investigation and remediation activities if permitted by O.Reg. 153/04 which shall be at the sole discretion of the Chief Building Official.

Where available information reveals that contamination extends into a City right-of-way and submission of an RSC is not possible, a building permit may be issued, at the sole discretion of the Chief Building Official, on a phased basis:

- (a) where the Owner has executed an off-site management agreement with the City to remediate the right-of-way and the site or;
- (b) where the Owner has completed remediation Work on the right-of-way to the satisfaction of the General Manager, Planning, Development and Building Services.

**17. Water Demand for Fire Fighting**

The Owner acknowledges and agrees that the City's boundary conditions were provided for the subject development site setting out the available municipal water supply. The Owner further acknowledges and agrees that 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.

**18. Transportation Demand Measures**

Prior to the issuance of an Occupancy Permit, the Owner acknowledges and agrees that it shall implement the following Transportation Demand Measures identified within the approved TDM Measures Checklist, referenced in Schedule "E" herein, which shall be to the satisfaction of the General Manager, Planning, Development and Building Services Department.

**19. Traffic Management Plan**

The Owner acknowledges and agrees that should the Owner wish to use a portion of the City's right(s)-of-way along Bank Street and Lisgar Street for construction staging, the Owner shall obtain an approved Traffic Management Plan from the Manager, Traffic Management, Transportation Services Department prior to the issuance of a Building Permit. The Owner further acknowledges and agrees that the City has the right for any reason to deny use of the said right(s)-of-way and/or to amend the approved Traffic Management Plan, as may be required.

**20. Reinstatement of City Signage**

The Owner shall, prior to the execution of the Letter of Undertaking, provide the General Manager of the Planning, Development, and Building Services Department with a detailed drawing identifying the type, location, and condition of existing signage, pay & display machines, speed display boards, parking requirements, supporting concrete pads, loading zones, and roadway pavement markings located within the City's right-of-way along the site frontage and/or any approved staging area.

The Owner shall be solely responsible, at its own expense, for the reinstatement of any City-owned property, including but not limited to signage, pay & display machines, speed display boards, and other related infrastructure, which are damaged, displaced, or removed as a result of the development activities. Such reinstatement shall be to the satisfaction of the City and in accordance with the approved plan.

## **21. Exterior Elevations Drawings**

The Owner acknowledges and agrees to construct the proposed building in accordance with the approved **East (Front) Elevation, A3.0; North (Side) Elevation, A3.1; West (Rear) Elevation, A3.2; and South (Side) Elevation, A3.3; revision #05 dated 2025.09.17**, referenced in this Letter of Undertaking herein. 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 Agreement shall be required.

## **22. Waste Collection**

- (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.
- (b) Prior to the issuance of a building occupancy permit, if the Owner, or their delegate, provides evidence of an access easement, or an agreement with the abutting landowner at 360 Lisgar Street, to the satisfaction of the General Manager, Planning, Development and Building Services, then City Waste Collection for the proposed residential use(s) may be provided in accordance with the requirements below:
  - i. The Owner acknowledges and agrees that residential cart (and/or container) garbage 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 direct access to the garbage/organic waste storage room or area suitable for garbage /organic waste collection vehicles for curb side collection. 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.



### 23. **Parkland Dedication**

- (a) The Owner covenants and agrees that Cash-in-Lieu of Parkland (CILP) is waived, in accordance with the Housing Acceleration Plan (ACS2025-SI-SPO-0002), as approved by Council on October 8, 2025, which remain in effect until April 13, 2027. This waiver is only valid for the duration of this Site Plan Control approval (three years from the issuance of the Site Plan Approval Report) and is not eligible for extension.

January 14, 2026

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Date



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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

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**File Number:** D07-12-25-0098

### **SITE LOCATION**

240 Bank Street, and as shown on Document 1.

### **SYNOPSIS OF APPLICATION**

The subject property is a corner lot located on the south-west corner of Bank Street and Lisgar Street, in Downtown Ottawa. The rectangular-shaped lot has an area of approximately 690 square metres (sqm.), a lot depth of approximately 30 metres (m), and a frontage of approximately 23m along Bank Street. The site is currently zoned Traditional Mainstreet, Height Suffix, with a maximum of 19 metres (TM H(19)).

The surrounding area is generally characterized by low-rise, mid-rise, and high-rise building forms with residential, office, institutional, and commercial uses. North of the property are low-rise commercial uses. East of the subject property is a vacant lot, low-rise commercial uses and a high-rise residential tower. To the south of the property are commercial and office uses with low-rise and mid-rise built form, and to the west of the property is 360 Lisgar Street, a high-rise office building, and low-rise residential uses. The subject property is currently occupied by a six-storey, mixed-use building with offices on the upper floors and commercial uses on the ground floor. The existing building is proposed to remain.

The purpose of this application is to accommodate an office-to-residential conversion with no changes to the building envelope and minimal changes to the existing site conditions. Minimal modifications are proposed to the exterior of the building, including alterations to the window treatments. This conversion proposal will result in 45 one-bedroom dwelling units and 183 sqm. of retail space on the ground floor. Access to the residential use is provided from Bank Street, whereas access to the commercial uses is provided from both Bank Street and Lisgar Street. Residential and commercial waste storage rooms are internalized within the building and on the ground floor. Approximately 760 square metres of amenity space are proposed and located on the basement and ground floor levels. Access to the ground floor amenity space is provided from Lisgar Street. Bicycle storage is located on the ground floor and 40 bicycle parking spaces are proposed. Zero residential parking spaces and visitor parking spaces are proposed.

### **Residential Units and Types**

<b>Dwelling Type</b>	<b>Number of Units</b>
Apartment	45

## Related Applications

N/A

## DECISION AND RATIONALE

This application is approved for the following reasons:

- The proposal is consistent with the Provincial Planning Statement (PPS), 2024, by contributing to a mix of land uses in proximity to residential areas and supported by transit and active transportation. The PPS supports the development and introduction of new housing options and redevelopment which result in net increase in residential units and promotes intensification which efficiently uses land and supports the use of active transportation. This proposal is an office-to-residential conversion that adds residential units to the City's housing stock, and is transit-supportive. This proposal also supports the achievement of complete communities by accommodating an appropriate mix of commercial and residential land uses and adds to the housing options for present and future residents.
- The proposal is in conformity with the Official Plan. The subject site is located within the Downtown Core Transect (Schedule A) and is designated Mainstreet Corridor on B1 of the Official Plan. The proposal is also within a Downtown Protected Major Transit Station Area (PMTSA). The proposal is also in conformity with the Central and East Downtown Core Secondary Plan. The proposed development encourages a mix of uses, including residential and ground floor oriented commercial and is consistent with the policy direction for mid-rise development along Mainstreet Corridors.
- The property is zoned TM H(19) (Traditional Mainstreet, with height limit of 19 metres) which permits the proposed uses. Section 76 of the Zoning By-law contains provisions for office-to-residential conversions in the TM zone which this proposal is compliant with.
- The proposal has regard to the design direction for land use, appropriate building scale and a vibrant mixed use area with diverse concentrations of housing types and commercial uses of the Bank Street Community Design Plan: Rideau River to Ledbury Park.
- The proposal has regard to the Urban Design Guidelines for development along Traditional Mainstreets.
- The property is designated under Part V of the *Ontario Heritage Act* and is a non-contributing property in the Centretown Heritage Conservation District.
- The proposed development is appropriate and represents good land use planning. The site plan control application is supported subject to conditions of approval which will ensure the timely and orderly development of the project and infrastructure coordination.

## **PARKLAND DEDICATION**

Parkland dedication is not applicable to this development as per the Housing Acceleration Plan waiver for Office-to-Residential conversions as detailed in the above conditions

## **URBAN DESIGN REVIEW PANEL**

The Site Plan Control application was not subject to the Urban Design Review Panel process.

## **ROAD MODIFICATIONS**

There are no road modifications associated with this site plan control application.

## **CONSULTATION DETAILS**

### **Councillor's Comments**

Councillor Ariel Troster 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.

### **Technical Agency/Public Body Comments**

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

### **Advisory Committee Comments**

N/A

## **APPLICATION PROCESS TIMELINE STATUS**

This Site Plan application was not processed by the On Time Decision Date. However, the application was placed on hold for 38 days from November 12, 2025 to December 3, 2025 and December 23, 2025 to January 7, 2026, pending applicant concurrence prior to approval.

**Contact:** Nastassia Pratt Tel: 613-580-2424, ext. 70468 or e-mail: [Nastassia.Pratt@ottawa.ca](mailto:Nastassia.Pratt@ottawa.ca).

## Document 1 – Location Map

