

March 25, 2026
Our File No.: 26398-002

VIA: E-MAIL Colette.gorni@ottawa.ca

Ms. Colette Gorni, RPP, MCIP
Planner II
Development Review West
City of Ottawa, Planning Real Estate and Economic Development
110 Laurier Avenue West
Ottawa, ON K1P 1J1

Re: Site Plan Control Application – 100 Steacie Drive – 4th Submission

Dear Ms. Gorni,

J.L. Richards & Associates Limited (JLR) was retained by 3223701 Canada Inc. (a.k.a. Brigil), “the client”, to provide professional planning services for their Site Plan Control (SPC) Application at 100 Steacie Drive. JLR has previously attended two pre-consultation meetings, the first on October 17, 2023 (Phase 1) and the second on April 29, 2024 (Phase 2), where initial comments were received from the City regarding this proposed development.

JLR submitted the formal site plan application on August 9, 2024, and was received by the City on August 12, 2024, with payment. On September 10, 2024, the application was deemed incomplete by City Staff. The application was deemed complete on January 6th, 2025, with the latest set of formal comments received in full on January 23, 2026.

Based on these comments, the following reports, studies and plans have been revised and are being resubmitted in support of the 3rd submission of the SPC application:

- Site Plan, A101, prepared by Neuf Architect(e)s, dated March 25, 2026
- Elevations Drawings, prepared by Neuf Architect(e)s dated March 2, 2026
- Landscape Plan, LP-1, prepared by SiteForm, dated March 24, 2026
- Landscape Canopy Plan, LP-1 CANOPY, prepared by SiteForm, dated March 24, 2026
- Landscape Details, LD-1 & LD-2, prepared by SiteForm, dated March 24, 2026
- Civil Engineering Drawings, prepared by Stantec Inc, dated March 25, 2026
- Site Servicing Report, prepared by Stantec Inc, dated March 2, 2026
- Geotechnical Memo on Grading and Site Servicing Review, Revision 1, prepared by Paterson, dated February 13, 2026.

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- Roof Drainage Declaration, prepared by GWAL and Leroux+Cyr, dated January 30, 2026
- Easement Plan, prepared by AOV, dated March 6, 2026

A Comment Response Matrix (memo) summarizing all responses to City comments identified has been submitted alongside the updated reports, studies and plans to assist with the City's completeness review of the submission.

We trust that this will satisfy the City regarding the 4th submission package for the Site Plan Control Application at 100 Steacie Drive. Should you have any questions relating to the information provided above, please feel free to contact the undersigned at your earliest convenience.

Yours very truly,

J.L. RICHARDS & ASSOCIATES LIMITED

Prepared by:

Reviewed by:



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