



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

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Site Location: 391 Hilversum Lane

File No.: D07-12-25-0155

Date of Application: November 26, 2025

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This SITE PLAN CONTROL application submitted by Robin Daigle, on behalf of Inverness Homes, is APPROVED upon resolution of the conditions stated in this report

And the following plans are approved:

1. **Below Grade Parking**, A0.1, prepared by Peter Mansfield, Architect, dated November 3, 2025, revision no. 4 dated January 22, 2026
2. **Second Floor Plan**, A2, prepared by Peter Mansfield, Architect, dated November 3, 2025, revision no. 4 dated January 22, 2026
3. **Third Floor Plan**, A3, prepared by Peter Mansfield, Architect, dated November 3, 2025, revision no. 4 dated January 22, 2026
4. **Servicing Plan**, 25094-S1, prepared by Robinson Land Development, dated November 2025, revision no. 2 dated February 12, 2026.
5. **Parking Garage Ramp Plan & Profile**, 25094-P1, prepared by Robinson Land Development, dated November 2025, revision no. 2 dated February 12, 2026.
6. **Erosion and Sediment Control Plan**, 25094-ESC1, prepared by Robinson Land Development, dated November 2025, revision no. 2 dated February 12, 2026.
7. **Notes and Details**, 25094-N1, prepared by Robinson Land Development, dated November 2025, revision no. 2 dated February 12, 2026.
8. **Storm Drainage Area Plan**, 25094-STM1, prepared by Robinson Land Development, dated November 2025, revision no. 2 dated February 12, 2026.

And as detailed in the following reports:

1. **Zoning Confirmation Report**, prepared by Keeper Co., dated February 12, 2026.
2. **Urban Design Brief**, prepared by Peter Mansfield Architect, dated November 25, 2026.

3. **391 Hilversum Lane Environmental Impact Study**, prepared by Muncaster Environmental Planning Inc., dated November 11, 2025, version no. 2 dated February 4, 2026.
4. **391 Hilversum Lane Site Plan Application Response to City of Ottawa Comments GEO Morphix Project N. 23100**, prepared by Geo Morphix, dated January 20, 2026.

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. **Lapsing of Approval**

The Owner shall enter into this 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.

### 2. **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.

### 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. **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.

### 5. **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.

6. **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.

7. **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.

8. **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.

9. **Development Charges**

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

10. **Update to Plans and Studies**

The Owner acknowledges and agrees, prior to registration of this Agreement or issuance of a Commence Work Notification or issuance of a conditional building permit, to update the plans and reports listed below to address the comments from the formal review comments provided on **March 17, 2026**, 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. 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 registration of this Agreement or the issuance of a Commence Work Notification.

- **Site Plan**, A0.0, prepared by Peter Mansfield, Architect, dated November 3, 2025, revision no. 7 dated January 22, 2026
- **Ground Floor**, A1, prepared by Peter Mansfield, Architect, dated November 3, 2025, revision no. 4 dated January 22, 2026
- **Landscape Plan**, L1.01, prepared by Levstek Consultants, dated November 2025, revision no. 2 dated February 5, 2026.
- **Landscape Details**, L2.01, prepared by Levstek Consultants, dated November 2025, revision no. 2 dated February 5, 2026.
- **Grading and Drainage Plan**, 25094-GR1, prepared by Robinson Land Development, dated November 2025, revision no. 2 dated February 12, 2026.
- **Proposed Site Plan 391 Hilversum Lane Carp, ON Servicing & Stormwater Management Report**, prepared by Robinson Land Development, dated November 2025, revision no. 2 dated February 2026.
- **Geotechnical Investigation**, prepared by Paterson Group, dated February 11, 2026.

## **Special Conditions**

### **11. 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.

## **12. Private Approach Detail**

The Owner agrees that all private approaches, including temporary construction access to the subject lands, shall be designed and located in accordance with and shall comply with the City's Private Approach By-Law, being By-law No. 2003-447, as amended, and shall not exceed 12 % and shall be heated, and shall be subject to approval of the General Manager, Planning, Development and Building Services.

The Owner acknowledges and agrees that all private approaches serving the proposed development shall be designed and constructed, at the sole expense of the Owner, in accordance with the City's "Curb Return Entrances – Uncontrolled Intersections" Plan, Drawing No. SC7.1, dated March 2007 and revised March 2021, and the Owner shall comply with the City's Private Approach By-law, being No. 2003-447, as amended.

## **13. Slope Stability**

The Owner shall have a Professional Structural Engineer and a Soils Engineer, licensed in the Province of Ontario to inspect and confirm the constructed retaining walls have been constructed in accordance with the approved Slope Stability Analysis Report and the Approved Retaining Wall Plan.

## **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, Proposed Residential Development, Phase Apartment Building (Block 27), 391 Hilversum Lane (the "Report"), referenced in Schedule "E" herein, 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. Stormwater Management Memorandum**

Prior to registration of this Agreement, the Owner acknowledges and agrees to provide the General Manager, Planning, Development and Building Services, with a memorandum prepared by a Professional Engineer, licensed in the Province of Ontario, confirming that the designed roof-top scuppers and associated spill point elevations will be set equivalent to the top of the control weir of the approved roof drain elevation(s). The Owner further acknowledges and agrees that said memorandum shall be to the satisfaction of the General Manager, Planning, Development and Building Services, and all associated costs shall be the Owner's responsibility.

## **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, referenced in Schedule "E" herein. 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 referenced in Schedule "E" herein.

#### **17. Inlet Control Devices (ICDs)**

The Owner acknowledges and agrees to install and maintain in good working order the required roof-top stormwater inlet control devices, as recommended in the approved Servicing & Stormwater Management Report, referenced in Schedule "E" herein. 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. Site Lighting Certificate**

- (a) In addition to the requirements contained in Clause 19 of Schedule "C" hereto, 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.

#### **19. Exterior Elevations Drawings**

The Owner acknowledges and agrees to construct the proposed building in accordance with the approved Urban Design Brief, referenced in Schedule "E" 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.

**20. Approval of Minor Zoning Amendment**

The Owner acknowledges and agrees that it shall apply for either a Zoning By-law Amendment or Minor Variance application to address the increase in area for an accessory structure as well as an increase in the maximum height of the building in accordance with the design proposed.

The Owner further acknowledges that registration of a site plan agreement with the current design is reliant on such applications being approved with all rights of appeal exhausted. Should these applications be refused, the Owner acknowledges and agree to prepare revised plans demonstrating compliance with the Zoning By-law.

**21. Lifting of Holding Provision**

The Owner acknowledges and agrees that it shall apply for a Lifting of a Holding Provision application to address the existing hold over the property regarding servicing.

The Owner further acknowledges that registration of a site plan agreement with the current design is reliant on such application being approved with all rights of appeal exhausted.

**22. Waste Collection**

The Owner acknowledges and agrees that the City will provide curb-side cart (and/or container) garbage and organic waste collection for the residential units. The Owner acknowledges and agrees that it is recommended that the containers and carts be placed on a concrete floor where being stored.

**23. Landscape Plan CAD**

Prior to the registration of this Agreement, the Owner acknowledges and agrees to provide a digital, georeferenced CAD or GIS file of the approved Landscape Plan, referenced in Schedule "E" herein, for inclusion in the City's tree inventory, to the satisfaction of the General Manager, Planning, Development and Building Services.

**24. Environmental Impact Study**

Prior to the registration of this Agreement, the Owner acknowledges and agrees to provide a digital, georeferenced CAD or GIS file of the approved Landscape Plan, referenced in Schedule "E" herein, for inclusion in the City's tree inventory, to the satisfaction of the General Manager, Planning, Development and Building Services.

**25. Wildlife Protection**

The Owner acknowledges and agrees to abide by all appropriate

regulations associated with Provincial and Federal statutes for the protection of wildlife, including migratory birds, fish and fish habitat and species at risk.

**26. Protective Fencing**

The Owner shall erect protective fencing, temporary exclusion fencing, and sediment and erosion control measures along the setback perimeter of the ravine prior to any site preparation works to ensure no disturbances pre, during, and post construction to the satisfaction of General Manager, Planning, Infrastructure and Economic Development Planning, Real Estate, and Economic Development Department. These measures shall be maintained in good working order until the site has stabilized, after which, any such measures that are not permanent shall be removed in a manner that minimizes disturbance to the site.

**27. Owner's Information Package**

Where required, the Owner shall prepare, to the satisfaction of the General Manager, Planning, Real Estate, and Economic Development Department, a Renters Awareness Package (RAP) highlighting the advantages and responsibilities of a resident living in or adjacent to a natural area. The RAP shall describe the natural attributes of the community and the importance of good stewardship practices to ensure the long-term health and sustainability of the Natural Heritage System. Topics to be discussed include, but are not limited to, reducing environmental impacts from common household activities (e.g., water conservation, yard waste disposal, chemical use and storage, etc.), avoiding human-wildlife conflicts, and recommendations of locally appropriate native species for landscaping. The RAP shall be distributed to all residents with the relevant Rental of Lease Agreement.

**28. Blanding's Turtle Habitat**

The Owner acknowledges that threatened species of Blanding's turtles (*Emydoidea blandingii*) habitat was identified as present on the property in the approved Environmental Impact Study. The Owner further acknowledges that the 30m Blanding Turtle Habitat Setback requirement must be met during the development of this site.

**29. Parkland Dedication**

- (a) The Owner acknowledges and agrees that the conveyance requirement to the City will be satisfied through the conveyance of land upon registration of draft plan of subdivision D07-16-19-0034 dated April 18, 2023, in accordance with the Parkland Dedication By-law No. 2022-280, as amended.

**30. Notice on Title – Parkland**

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:

“The purchaser/lessee for themselves, their heirs, executors, administrators, successors and assigns, acknowledges being advised that the parkland within the vicinity of the subject lands may have active hard and soft surface recreational facilities, buildings and supporting infrastructure. These amenities may include lit facilities and may generate noise by users using these facilities and amenities.”

“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.”

**31. Mississippi Valley Conservation Authority**

The Owner acknowledges and agrees to obtain any required approvals and/or permits from the Mississippi Valley Conservation Authority prior to the commencement of site works. The Owner acknowledges and agrees to file copies of such approvals and/or permits with the General Manager, Planning, Development and Building Services.

2 April 2026



\_\_\_\_\_  
Date

\_\_\_\_\_  
Adam Brown  
Manager, Development Review Rural,  
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:** D07-12-25-0155

### SITE LOCATION

391 Hilversum Lane, and as shown on Document 1.

### SYNOPSIS OF APPLICATION

The site is an irregular-shaped lot approximately 3086 m<sup>2</sup> in area within the recently registered Huntley Hollow subdivision development in the Village of Carp. The lot's unusual shape is due to its northern lot line bordering a ravine system connected to the Carp River's tributaries. The property is located to the north of what will be the end of the Hilversum Lane turning circle. In addition to the proposed apartment building, the remainder of the development on Hilversum Lane will be street townhouses as well as a small City park immediately west of the site.

The proposed development consists of a low-rise apartment building with 39 residential units and a small amenity building for the residents' use as a clubhouse. The proposed unit mix includes 17 two-bedroom units, three one-bedroom plus den units, 17 one-bedroom units, and two bachelor units. Eight barrier-free units are incorporated across all unit types in accordance with applicable accessibility requirements. Amenity spaces will include private balconies for the residential units as well as a communal lounge, gym/exercise space and party room within the main apartment building. The clubhouse will contain a kitchenette and gathering space with an attached outdoor gathering space for additional communal amenity space. There will also be a pedestrian access next to the clubhouse for residents to access the public walking trail that will travel through the ravine.

Parking for the development will be provided below grade in an underground parking lot under the building. The parking lot will contain 39 vehicle parking spaces with an additional eight parking spaces for visitors. There will be one Type A and one Type B accessible parking space within this lot. A secure storage area within the underground garage will also provide 20 bicycle parking spaces.

Special conditions are included within the site plan's approval to address the holding provision for servicing as well as some minor variances the development requires. The applicant has submitted a minor Zoning By-law Amendment application to address the holding provision in addition to requesting an increase in the maximum cumulative floor area for an accessory building (the club house) from 55 m<sup>2</sup> to 70 m<sup>2</sup> and an increase in height from 11 m to 12 m to account for one gable being slightly higher for design

purposes.

## **Residential Units and Types**

<b>Dwelling Type</b>	<b>Number of Units</b>
Apartment	39

## **Related Applications**

The following applications are related to this proposed development:

- D07-16-19-0034 – Plan of Subdivision
- D07-16-21-0012 – Plan of Subdivision (Extension)
- D02-02-26-0019 – Zoning By-law Amendment

## **DECISION AND RATIONALE**

This application is approved for the following reasons:

- The proposal conforms to the Official Plan and Village of Carp Secondary Plan;
- Assuming application D02-02-26-0019 is approved with all appeals exhausted, the development will conform with the Village Residential Three Subzone I zone under Zoning By-law 2008-250 as well as the Village Residential 5 Subzone C zone under Zoning By-law 2026-50; and
- The development represents good development for the community of Carp.

## **PARKLAND DEDICATION**

Parkland dedication, in accordance with By-law 2022-280, was previously satisfied through the related plan of subdivision approval.

## **CONSULTATION DETAILS**

### **Public Comments**

This application was 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

Information was provided to the applicant from Enbridge Gas, Telus, the Conseil des écoles catholiques du Centre-Est, the Ottawa Carleton District School Board, and Bell Canada. The Mississippi Valley Conservation Authority (MVCA) has provided a technical review of the materials that identified some issues with the applicant's plans and reports.

## Response to Comments –Technical

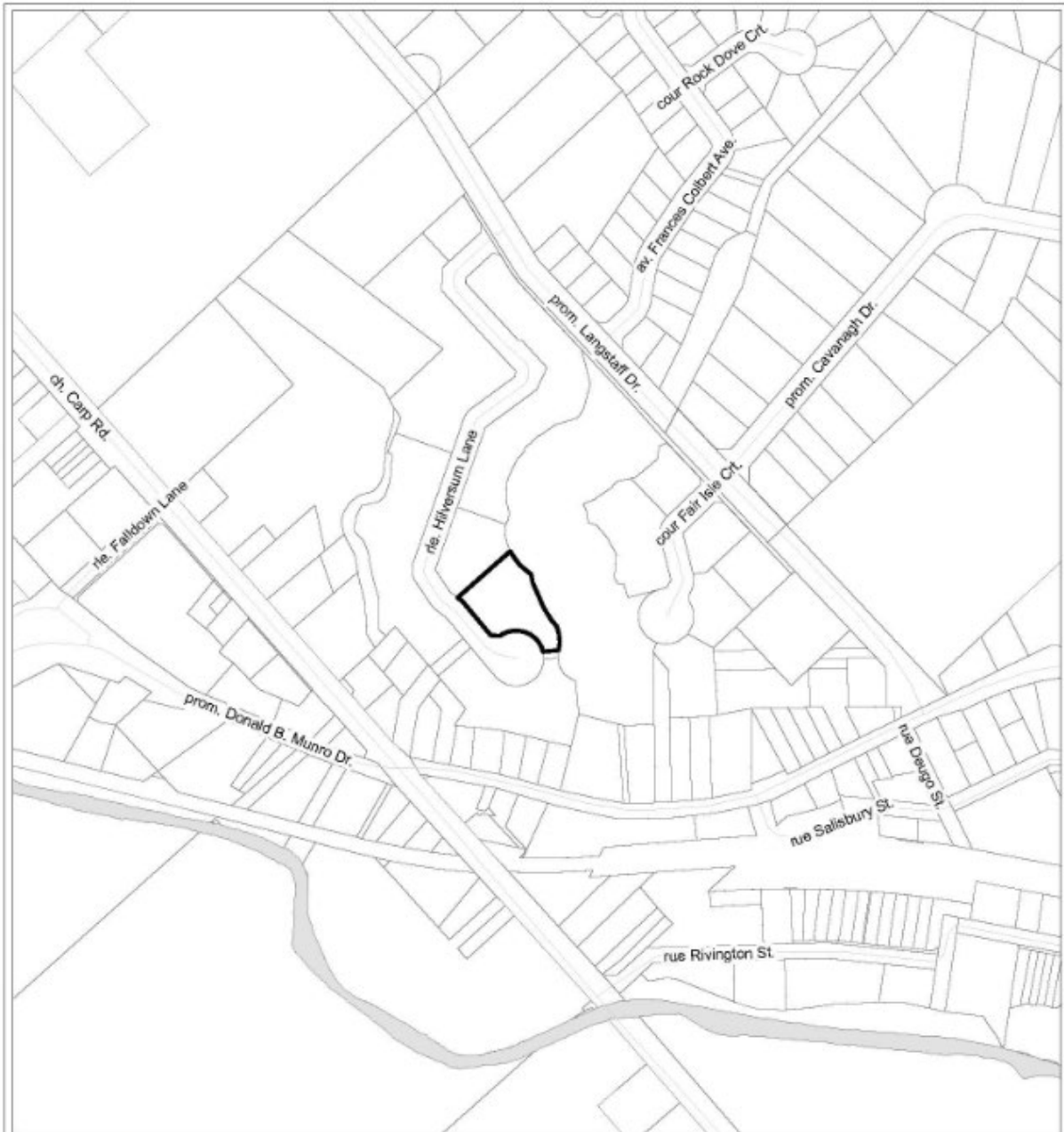
Conditions of approval include revisions to the plans and reports that must be to the satisfaction of City staff, which will consider the MVCA's technical review, as well as a condition to ensure that the applicant obtains any necessary permits and/or approvals from the MVCA.

### **APPLICATION PROCESS TIMELINE STATUS**

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

**Contact:** Jerrica Gilbert Tel: 613-580-2424, ext. 16972 or e-mail:  
jerrica.gilbert@ottawa.ca

# Document 1 – Location Map



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

D07-12-25-0155

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REVISION / RÉVISION - 2026 / 01 / 26



**391 rue. Hilversum Lane**

