



File Number: **D07-12-25-0138**

June 2, 2026

Arcadis Professional Services (Canada) Inc.  
8133 Warden Ave.  
Unit 300 Markham,  
ON L6G 0B5

**Attention:** Simon Yee

Dear Simon Yee:

**Re: 3340 Fallowfield Road - McDonald's Dual Lane Drive-Through  
Ward 24 - Barrhaven East, Councillor Wilson Lo  
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. **Site Grading Plan**, C1.0, prepared by Arcadis, revision 1, dated 2025-19-10.
2. **Site Plan**, SP1.0, prepared by Arcadis, revision 2, dated 2026-01-23 .

Required Information Received

- An irrevocable Letter of Credit in the amount of \$ 37,275.00, SLC7092235T
- 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 # 19387
- 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 me, by telephone, at 613-580-2424, extension 29686 or by e-mail, at [bruce.bramah@ottawa.ca](mailto:bruce.bramah@ottawa.ca).

Sincerely,

*Bruce Bramah*

Bruce Bramah, P.Eng  
Project Manager  
Development Review South

c.c.

- Wendy Tse, File Lead, PDBS
- Geraldine Wildman, Manager, Development Review South
- Matthew Wilson, Supervisor, Development Inspections, PDBS (include MECP ECA, if applicable)
- Neill Antonypillai, Administrative Clerk, Right of Way Branch
- [Planning Circulations](#)
- Simon Yee, Arcadis