



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

Site Location: 2966 / 2978 Carp Road

File No.: D07-12-26-0030

Date of Application: March 30, 2026

This site plan control application submitted by Robert Viau, R.Viau Drafting & Design Ltd., on behalf of Carp Cheer Gym Inc., is APPROVED pursuant to conditions/upon resolution of the conditions stated in this report

And the following plans are approved:

1. **Site Servicing and Grading Plan**, SSGP-1, prepared by Stantec Consulting Ltd., dated 9 Jan. 2017, revision 2 dated 9 Jan. 2017.
2. **Erosion Control Plan and Detail Sheet**, EC/DS-1, prepared by Stantec Consulting Ltd., dated 9 Jan. 2017, revision 2 dated 9 Jan. 2017.
3. **Storm Drainage Plan**, SD-1, prepared by Stantec Consulting Ltd., dated 9 Jan. 2017, revision 2 dated 9 Jan. 2017.

And as detailed in the following report(s):

1. **TIA Update Memo**, prepared by CGH Transportation, dated August 11, 2026.
2. **2699 & 2978 Carp Road – Cheer Training Facility Servicing and Stormwater Management Brief**, prepared by Stantec Consulting Ltd., dated July 28, 2026, revision 4 dated July 28, 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. Prior Site Plan Agreement

The Owner acknowledges and agrees that all terms and conditions of the Site Plan Agreement between the City of Ottawa and York-Hop Corporation, registered as Instrument No. OC1873637 on March 13, 2017 are reconfirmed and are in full force and effect except as otherwise varied or amended in this Agreement. The Owner further acknowledges and agrees that the relevant portion of the Approved Plans referenced in Schedule "E" hereto shall supersede and replace and/or be in addition to, as the case may be, the relevant sections of the corresponding Plans contained in the previous Site Plan Agreement(s).

3. 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.

4. 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.

5. 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.

6. 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.

7. 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.

8. **Development Charges**

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

9. **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 **Site and Landscape Plan** and **Hydrogeological Assessment and Terrain Analysis** to address the comments from the formal comments sent **August 25, 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.

Special Conditions

10. **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.

11. 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 Access By-Law, being By-law No. 2026-139, as amended, and shall be subject to approval of the General Manager, Planning, Development and Building Services.

12. Hydrogeological and Terrain Analysis Reporting

The Owner shall prepare, at its own cost, a Hydrogeological and Terrain Analysis Report demonstrating that the proposed work is in accordance with all applicable City Specifications or Standards, Design Guidelines, Terms of Reference, the Official Plan, or other applicable documents. The design shall be subject to the approval of the General Manager, Planning, Development and Building Services. Written authorization, in the form of a Commence Work Notification, will be required prior to any site works and all comments on the reporting are to be addressed to the sole satisfaction of the City with respect to the following unresolved issues:

- Clarification of sewage flows generated by each building,
- Confirmation of sufficient capacity in existing septic systems or new RVCA/OSSO approved designs provided,
- Demonstration that sewage flows do not exceed the maximum allowable sewage flows for the site or how the impact is managed (nitrate reduction treatment unit),

13. Notice on Title – Requirement for Nitrate Reduction Technology

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 development is approved based on the operation and maintenance of a total nitrogen reduction system (FUTURE TREATMENT UNIT SPECIFIED HERE or equivalent capable of >50% total nitrogen removal and NSF/ANSI 245 or CAN/BNQ 3680-600 certified) that must be operated and maintained in perpetuity. The purchaser/lessee further acknowledges being advised that operation of the treatment system may involve additional costs when compared to a standard treatment unit and that if the treatment unit/system becomes deficient and causes groundwater impacts, the City of Ottawa shall bear no responsibility, financial or otherwise, to provide solutions to remedy the deficiency.”

“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.”

14. 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.

15. Waste Collection

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.

16. **Maitland Valley Conservation Authority**

The Owner acknowledges and agrees to obtain any required approvals and/or permits from the Maitland 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.

9 September 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

File Number: D07-12-26-0030

SITE LOCATION

2966 & 2978 Carp Road, and as shown on Document 1.

SYNOPSIS OF APPLICATION

The property is located south-east of the village of Carp, near the intersection of Carp Road and McGee Side Road. Surrounding land uses include a low-density residential community located to the west, rural industrial and commercial uses to the north centred around the intersection of Carp Road and McGee Side Road, commercial uses to the south located along Carp Road, and farmland to the east.

The property is approximately 1.28 hectares in area with 105 meters of frontage along Carp Road. There are two existing structures on the site: a one storey office that was converted from a residence and a 1,394 square meter warehouse. There is a treed buffer along the northern and north-eastern property line as well as a line of trees partially separating the office building from the warehouse. There are currently two accesses from Carp Road servicing the office and warehouse buildings respectively.

The application has been submitted to permit the conversion of the warehouse into a cheerleading instructional facility. The changes proposed to the site include the provision of new parking spaces and walkways, which will be installed on the building's existing asphalt parking and loading areas.

There will be 40 parking spaces provided for the cheer facility in addition to the existing seven for the office space on site. Two of the parking spaces will be accessible (one Type A and one Type B accessible parking space). Access to the facility will be from the existing access from Carp Road. The changes proposed to the site will not require tree removal or site disturbance beyond the immediate area surrounding the existing warehouse.

Related Applications

The following application is related to this proposed development:

- Zoning By-law Amendment – D02-02-25-0072

DECISION AND RATIONALE

This application is approved for the following reasons:

- The proposed development is in accordance with the Official Plan and is permitted by Policy 8 - Carp Road Corridor Area Specific Policy under Volume 2C of the Official Plan.
- The proposed development is in conformity with the Rural Commercial Subzone 7 Exception 964r Zone.
- The conversion of the warehouse into a cheerleading instructional facility and recreational space represents good planning for the Carp Road commercial corridor and nearby residential communities.

PARKLAND DEDICATION

Parkland dedication, in accordance with By-law 2022-280, is not applicable to this development.

CONSULTATION DETAILS

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

Telus, Enbridge Gas and Hydro One had no objection to the application. The Maitland Valley Conservation Authority had comments on the application's stormwater management plans, which were confirmed to be addressed by the applicant's resubmissions.

APPLICATION PROCESS TIMELINE STATUS

This Site Plan application was not processed by the On Time Decision Date. The Council approved timeline has not been met due to the applicant wishing to revise their plans and reports prior to approval.

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

Document 1 – Location Map

