



File Number D07-16-11-0014 (ext file D07-16-19-0009)

November 29, 2019

May Pham  
Richmond Village Development Corporation  
2934 Baseline Road Suite 302  
Ottawa ON      may.pham@caivan.com

Dear Ms. Pham:

**Re: Draft Plan approval of Plan of Subdivision – (File No. D07-16-11-0014 (ext file D07-16-19-0009) )**

Please be advised that on November 27, 2019, the Manager, Rural Services's decision to draft approve Draft Plan (File No. D07-16-11-0014 (ext file D07-16-19-0009)) subject to the attached conditions, came into effect.

By copy of this letter, and the draft approval conditions, the City is notifying those public bodies and agencies and the public who requested draft approval conditions. Please contact the relevant public bodies and agencies to secure the clearance letters that will allow City staff to register one or more phases of the Draft Plan.

When you are preparing to have the Final 4-M Plan approved for registration, please provide me with electronic copies of the Draft 4-M Plan – PDF and AutoCAD versions, along with five white paper prints, which include the approved street names for all new roadways. Please also provide a completed "Proposed Land Use" table (attached) for the phase(s) to be registered and a request to prepare a subdivision agreement. A copy of the document "Estimate of Costs" has been provided for your review. Owners are required to pay engineering design, review and inspection fees, and submit securities, which are based upon the cost estimates of the hard and soft services related to their development. The "Estimate of Costs" provides information on how to submit the quantity estimates online and provides a list of the City's current costing. Quantity estimates are required to be submitted prior to the preparation of a subdivision agreement.

Attached for your information is a one-page summary of the information required to facilitate the completion of the subdivision agreement. If you would like to meet with representatives of either this Department or Legal Services to review or clarify these requirements, please contact the undersigned at 613-580-2424, extension 30234.

When the Final 4-M Plan for registration has been completed, please forward to me the original mylar of this plan, three duplicate mylars, and one white paper print with the surveyor's embossed decal. If the final plan complies with the draft approval conditions

and the City has received assurances from the other interested public bodies that the necessary arrangements have been made to clear all the draft approval conditions, the General Manager, Planning, Infrastructure and Economic Development Department's signature will be endorsed on the above-noted Plans, which will then be sent to the Land Titles Office for registration, along with the necessary copies required under the *Land Titles Act*. (Please note that it is the Owner's responsibility to secure the required clearances).

If you wish to make a major revision to this plan prior to registration, please submit a revised full size mylar, an 21.6 x 35.6 cm cronaflex reduction of same, twenty-five folder paper prints, the fee (if required) and a revised "Proposed Land Use" table (attached).

Should the Draft Plan not receive final approval within five years of the date on which draft approval came into effect, the draft approval may lapse pursuant to Section 51(32) of the *Planning Act*. Draft approval may be extended by the City in accordance with Section 51 (33) of the *Planning Act* provided the Owner submits an application for such extension and the prevailing extension processing fee is paid in full.

Yours truly,

Cheryl McWilliams  
Planner  
Planning, Infrastructure and Economic Development Department

Attach.

cc: Councillor Scott Moffatt - Rideau-Goulbourn  
Damien Whitakker, Infrastructure Approvals, PIED  
Matthew Wilson, Development Inspection, PIED  
Christine Enta, Legal Counsel  
Wendy Hickson, Development Agreement Officer  
Bill Harper, Program Manager, Surveys and Mapping  
Krista O'Brien, Revenue Services **(2 copies of all plans)**  
Pauline Prevost, Circulation Clerk, Design Review and Implementation  
Frank Bidin, Manager, Permit Approvals, Building Code Services  
John Buck Manager, Building Inspections, Building Code Services  
Randal Rodger, Program Manager, Mapping and Graphics Unit  
Todd O'Rourke, Zoning Plan Examiner, Building Code Services **(2 copies)**  
Ken Kary, Manager of Planning, Ottawa Carleton Catholic District School Board

## **INFORMATION REQUIRED TO PERMIT COMPLETION OF SUBDIVISION AGREEMENTS**

The City of Ottawa is committed to the timely provision of subdivision agreements following draft approval. The provision of the following will assist in ensuring that such is possible. In all cases, the requested information should be provided to the assigned planner who will ensure that the information is forwarded to Infrastructure Approvals and Legal Services as required.

1. Request drafting of the agreement;
2. Provide Draft M-Plan (five paper prints, and electronic copies – PDF and AutoCAD versions), which shows the approved street names for all new roadways;
3. Completion of the Applicant's Estimate of Costs to permit the completion of the financial schedules of the subdivision agreement (Schedules "B" and "C");
4. Completion of any reports required by the conditions of draft approval; In particular, any noise study must be completed to enable any required noise warning clauses to be incorporated into the subdivision agreement;
5. The determination of easements for drainage purposes must occur, unless such will be subject to a subsequent site plan approval;
6. Reference Plans to permit the conveyance of the easement must also be prepared, again unless such will be subject to subsequent site plan approval. The reference plans must be submitted in draft for City concurrence prior to be deposited on title.

The subdivision agreement cannot be finalized until the six items listed above have been submitted to Planning, approved and forwarded by Planning to Legal Services.

The City has observed that following draft approval and authorization for pre-servicing, it often occurs that developers proceed with the installation of services without also addressing the matters that are required to ensure that the agreement can be finalized so that plan registration can occur. Provision of the above information in a timely fashion will assist in ensuring that the expectations of the developer and its purchasers can be met.