



File No.: D07-16-20-0011

September 6, 2020

Melissa Cote
Tartan Land Consultants
237 Somerset Street West
Ottawa, ON K

Dear Ms. Cote :

**RE: part of 3100 Leitrim Road
Draft Plan of Subdivision (File No. D07-16-20-0011)**

Please be advised that the City's draft approval for Subdivision Plan (File No. D07-16-20-0011), which would have lapsed on September 6, 2020 has been extended to September 6, 2023.

If a further extension to the City's draft approval is required, it is your responsibility to advise the Planning, Infrastructure and Economic Development Department of your interest, complete the City's application form and satisfy all of the submission requirements for a further extension. **Please note that the City cannot extend draft approval if the draft approval period has lapsed.**

In dealing with your extension request, the City revised certain draft approval conditions to bring them up to date. A copy of these revised conditions is attached for your information.

By copy of this letter and the revised draft approval conditions, the City is notifying those public bodies and agencies who requested draft approval conditions that the draft approval conditions associated with Draft Plan of Subdivision (File No. **D07-16-20-0011**) have been revised. You should contact the relevant agencies to secure the clearance letters that will allow City staff to register one or more phases of the Draft Plan of Subdivision

When you are preparing to have the Draft 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 phases to be registered and a request to prepare a subdivision agreement. A copy of the document "Estimate of Costs" has also 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.

Please provide five, white paper prints of the required draft Landscape Plans.

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 12585.

When the Final (4-M) Plan is being submitted for registration, please forward to me, the original mylar of this plan, three duplicates 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 of Ottawa has received assurances from the interested agencies that the necessary arrangements have been made to clear all the draft approval conditions, the Planning, Infrastructure and Economic Development Department, General Manager's signature will be endorsed on the above-noted plans which will then be sent to the local Land Titles Registry 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 8.5" x 14" cronaflex reduction of same and twenty-five folded paper prints, the fee (if required) and a revised "Proposed Land Use Table" (attached).

Should the Draft Plan not receive final approval within three years of the date on which draft approval came into effect, the draft approval will 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, 1990*, provided that the applicant applies for a further extension, as previously stated, prior to the lapsing date.

Yours truly



Wendy Tse, Planner
Planning, Infrastructure and Economic Development Department

Attach.(s)

c.c. Councillor Carol Anne Meehan
Wendy Hickson, Legal Services
Matthew Wilson, MC 27-61, Program Manager, Development Inspections, PIED
Frank Bidin, Chief Building Official, Building Code Services
John Buck, Manager - Building Inspection & Enforcement, Building Code Services, PIED

Randal Rodger, Program Manager, GIS and Data Management Unit

Bill Harper, Program Manager, Surveys and Mapping
John Sevigny, Development Review
Mike Giampa, Development Review
Katarina Cvetkovic Transportation Engineering Services
Burl Walker, Parks

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.