

Stormwater Management - Grading & Drainage - Storm & Sanitary Sewers - Watermains

700 Long Point Circle
Ottawa, Ontario K1T 4E9

613-425-8044
d.gray@dbgrayengineering.com

ASSESSMENT OF ADEQUACY OF SERVICES

306 NELSON STREET
OTTAWA, ONTARIO

REPORT No. 25067

OCTOBER 9, 2025

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PROPOSED ZONING BY-LAW AMENDMENT APPLICATION

1.0 INTRODUCTION

A change of use is proposed to convert an existing residential building to offices at 306 Nelson Street in Ottawa. No site alteration or exterior building alteration is proposed. To this end a Zoning Amendment is proposed to add Office as a new use in a residential zone.

This report is a description of the local public services and service connections (watermains and sanitary and storm sewers), the expected change in demand, and an assessment of their adequacy to serve the proposed change of use. An Assessment of Adequacy of Services Report is required by the City of Ottawa to support the Zoning Amendment. Refer to Appendix C.

2.0 WATER SERVICING

2.1 WATER SUPPLY FOR FIREFIGHTING

In accordance with City of Ottawa Technical Bulletin IWSTB-2024-05, when calculating the required water supply for firefighting on private property in urban areas, the Ontario Building Code (OBC) method is to be used. As per OBC A-3.2.5.7 Table 1 'Water Supply Coefficient – K', a Group D occupancy (which includes offices) and a Group C (residential) occupancy, have the same K Coefficient; therefore, the proposed change of use to add offices to the residential building has no effect on the required fire flow.

Using the OBC method, the fire flow is calculated to be 2,700 L/min (45 L/s). The boundary conditions, provided by the City of Ottawa, in the 203 mm Nelson Street municipal watermain for the 45 L/s fire flow at the subject property indicate a hydraulic grade line (HGL) of 107.7 m. This HGL calculates to 375 kPa (54 psi). Refer to Appendix A. Since the pressure is above the Ontario Building Code's minimum required pressure of 140 kPa (20 psi), there is an adequate water supply for firefighting from the existing municipal water distribution system for the proposed use.

2.2 DOMESTIC WATER SUPPLY

In accordance with

- i. the City of Ottawa Water Design Guidelines for the populations,
- ii. City of Ottawa Technical Bulletin ISTB-2021-03 for the consumption rate, and
- iii. the Ministry of the Environment Water Design Guidelines for the peaking factors, and

based on two duplex units, the average daily demand for the existing residential use is calculated to be 0.01 L/s, the maximum daily demand is calculated to be 0.14 L/s, and the maximum hourly demand is calculated to be 0.23 L/s. Refer to calculations in Appendix A.

In accordance with the City of Ottawa Water Design Guidelines for the consumption rate (28,000 L/day) and peaking factors for a commercial property, the average daily demand for the proposed office use is calculated to be 0.01 L/s, the maximum daily demand is calculated to be 0.06 L/s and the maximum hourly demand is calculated to be 0.12 L/s. Refer to calculations in Appendix A.

Therefore, while the average daily demand for the proposed office use is approximately the same as the current residential use, maximum daily and the maximum hourly demand is 55% and 51% less, respectively.

The boundary conditions, provided by the City of Ottawa, in the 203 mm Nelson Street municipal watermain at the subject property indicate a minimum HGL of 106.5 m and a maximum HGL of 115.0 m. Based on these boundary conditions, the pressure at the water meter is calculated to vary between 366 kPa (53 psi) and 450 kPa (65 psi). This is an acceptable range for the proposed development. Refer to Appendix A.

Based on the AWWA water flow demand curve, and a water pressure at the meter at 80 psi, the existing peak demand is calculated to be 1.3 L/s (79 L/min / 21 USgpm). Refer to Appendix A. The AWWA method calculates the instantaneous demand and is used to size water services. This peak demand will produce a high velocity of 4.6 m/s in the existing 19 mm water service connection (a maximum 2.4 m/s is recommended). However, low water pressure has not been reported, and since the maximum demand for the proposed use is expected to be less than the current demand, and since no additional plumbing fixtures are proposed, it is expected that the existing 19 mm water service will be acceptable for the proposed use.

3.0 SANITARY SERVICING

In accordance with

- i. the City of Ottawa Sewer Design Guidelines for the populations,
- ii. City of Ottawa Technical Bulletin ISTB-2018-01 for the average daily flow, Harmon Formula correction factor and infiltration allowance, and
- iii. the Harmon Formula for the peaking factor, and

based on two duplex units, the peak flowrate for the existing residential use is calculated to be 0.06 L/s. Refer to calculations in Appendix B.

In accordance with

- i. the City of Ottawa Sewer Design Guidelines for the peaking factor for a commercial property, and
- ii. City of Ottawa Technical Bulletin ISTB-2018-01 for the average daily flow for a commercial property (28,000 L/day) and infiltration allowance,

the sanitary flow rate for the proposed office use is calculated to be 0.01 l/s; 77% less than the current residential use. Refer to calculations in Appendix B.

The existing sanitary sewer connection is 135 mm in diameter, and is assumed to have at least a 1% slope. Based on this assumption, at the design flow rate the sanitary sewer will be less than 1% of its capacity.

A CCTV inspection was conducted in the existing sanitary sewer connection, and it appears to be in good condition; and therefore, acceptable for the proposed use. (An object was observed at 24.5 ft. of the CCTV video; however, the plumber who conducted the inspection advised that object was part of the equipment used to clean the pipe.)

A backwater valve was not located. It is recommended that a normally open full-port backwater valve to City of Ottawa standards and to City of Ottawa Drawing No. S14.1 or S14.2 in the sanitary building drain. The backwater valve shall be installed so that all plumbing fixtures above the exterior grade elevation drains to the downstream side of the valve and all fixtures below the exterior grade elevation drains to the upstream side of the valve.

4.0 STORM SERVICING

A cleanout for a storm sewer service connection was not located. It is not known if the existing building has foundation drains.

5.0 CONCLUSIONS

1. There is an adequate water supply for firefighting from the existing municipal water distribution system for the proposed use.
2. There is an acceptable range of water pressures in the existing municipal water distribution system for the proposed use.
3. It is expected that the existing 19 mm water service will be acceptable for the proposed use.
4. Based on a CCTV sewer inspection the existing 135 mm sanitary sewer connection it appears to be in good condition; and it is calculated to have more than sufficient capacity; therefore, is acceptable for the proposed use.
5. A backwater valve is recommended to be installed in the sanitary building drain.

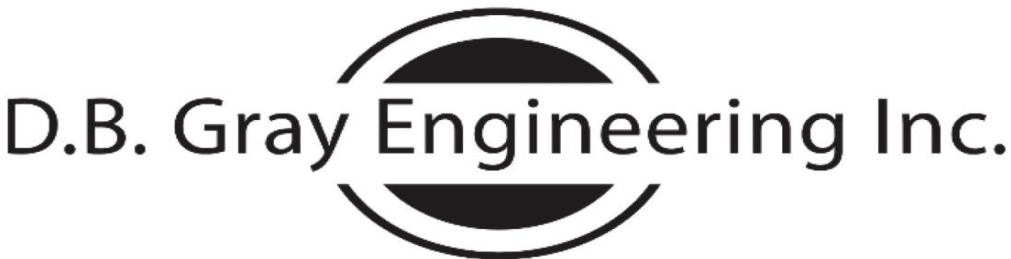
Prepared by D.B. Gray Engineering Inc.



NOT VALID UNLESS
SIGNED & DATED

APPENDIX A

WATER SERVICING



Stormwater Management - Grading & Drainage - Storm & Sanitary Sewers - Watermains

700 Long Point Circle
Ottawa, Ontario K1T 4E9

613-425-8044
d.gray@dbgrayengineering.com

REVISÉ
September 9, 2025
September 25, 2025

306 Nelson St
Ottawa, Ontario

FIRE FLOW CALCULATIONS
OBC Method

Q = Required water supply in litres
= KVS_{Total}

K = Water supply coefficient as per OBC A-3.2.5.7. Table 1
= 23 Building is of combustible construction with
fire separations, but with no fire resistance ratings.

V = Building volume in cubic meters

	Floor Area (sq.m)	Height (m)	Volume (cu.m)
Basement	105	2.3	242
Ground floor(low ceiling):	33	2.9	96
Ground floor(high ceilings):	72	3.4	245
2nd Floor	105	3.15	331
3rd Floor	72	2.65	191
			862

S_{Total} = Total of spatial coefficients from exposure distances
= $1.0 + S_{Side\ 1} + S_{Side\ 2} + S_{Side\ 3} + S_{Side\ 4}$

	Spatial Coefficient	Exposure Distance (m)	
$S_{Side\ 1}$	0.00	13.1	(to centerline of Nelson St)
$S_{Side\ 2}$	0.50	0.9	(to North property line)
$S_{Side\ 3}$	0.27	7.3	(to South property line)
$S_{Side\ 4}$	0.17	8.3	(to West property line)
S_{Total}	1.94		

Q = 38,465 L
= 2,700 L/min as per OBC A-3.2.5.7. Table 2
= 45 L/s

45 L/s Fire Flow HGL: 107.7 m

Approx.elevation at centerline of Nelson St: 69.50 m

Static Pressure at Fire Hydrant: 38.2 m 375 kPa 54 psi



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09-Sep-25

REVISED 25-Sep-25

306 Nelson St
Ottawa, Ontario

Existing Water Demand

	Number of Units	Persons Per Unit	Population
UNIT TYPE:			
Single Family:	0	3.4	0
Semi- detached:	0	2.7	0
Duplex:	2	2.3	5
Townhouse:	0	2.7	0
APARTMENTS:			
Bachelor	0	1.4	0
1 Bedroom:	0	1.4	0
2 Bedroom:	0	2.1	0
3 Bedroom:	0	3.1	0
Average Apartment:	0	1.8	0
TOTAL:	2		5

APARTMENTS:

DAILY AVERAGE:	280	litres / person / day		
	0.9	L/min	0.01	L/s
MAXIMUM DAILY DEMAND:	9.5	(Peaking Factor for a equivalent population of 5: Table 3-3 MOE Design Guidelines for Drinking-Water Systems)		
	8.5	L/min	0.14	L/s
MAXIMUM HOURLY DEMAND:	15.8	(Peaking Factor for a equivalent population of 34: Table 3-3 MOE Design Guidelines for Drinking-Water Systems)		
	14.1	L/min	0.23	L/s

Proposed Water Demand

COMMERCIAL DAILY AVERAGE:	28,000	L /gross ha / day (as per Ottawa Design Guidelines)		
	0.04	ha (land area)		
	1232	L/day		
	0.9	L/min	0.01	L/s
MAXIMUM DAILY DEMAND:	1.5	(Peaking Factor as per Ottawa Design Guidelines)		
	8	hour day		
	3.9	L/min	0.06	L/s
	1.8	(Peaking Factor as per Ottawa Design Guidelines)		
	6.9	L/min	0.12	L/s

Elevation of Water Meter: 69.15 m ASL
Approximate Floor Elevation: 68.25 m ASL

		Static Pressure at Water Meter	
MINIMUM HGL:	106.5 m ASL	53 psi	366 kPa
MAXIMUM HGL:	115.0 m ASL	65 psi	450 kPa

Request for Boundary Conditions - 306 Nelson St

1 message

Wessel, Shawn <shawn.wessel@ottawa.ca>

Wed, Sep 17, 2025 at 11:57 AM

To: laurent Brosseau <l.brosseau@dbgrayengineering.com>

Good morning, Laurent.

Please find BC information, as per your request:

The following are boundary conditions, HGL, for hydraulic analysis at 306 Nelson Street (zone 1W) assumed to be connected via the 203mm watermain on Nelson Street. (see attached PDF for location).

-

Minimum HGL = 106.5 m

Maximum HGL = 115.0 m

Max Day + Fire Flow (45.0 L/s) = 107.7 m

These are for current conditions and are based on computer model simulation.

Disclaimer: The boundary condition information is based on current operation of the city water distribution system. The computer model simulation is based on the best information available at the time. The operation of the water distribution system can change on a regular basis, resulting in a variation in boundary conditions. The physical properties of watermains deteriorate over time, as such must be assumed in the absence of actual field test data. The

variation in physical watermain properties can therefore alter the results of the computer model simulation.

"The IWSD has recently updated their water modelling software. Any significant difference between previously received BC results and newly received BC results could be attributed to this update."

Thank you

Regards,

Shawn Wessel, A.Sc.T.,rcji

Pronouns: he/him | Pronom: il

Project Manager - Infrastructure Approvals

Gestionnaire de projet – Approbation des demandes d’infrastructures

Development Review Central Branch | Direction de l’examen des projets d’aménagement, Centrale

Planning, Development & Building Services Department (PDBS) | Direction générale des services de la planification, de l’aménagement et du bâtiment (DGSPAB)

City of Ottawa | Ville d'Ottawa

110 Laurier Ave. W. | 110, avenue Laurier Ouest, Ottawa ON K1P 1J1

(613) 580 2424 Ext. | Poste 33017

Int. Mail Code | Code de Courrier Interne 01-14

shawn.wessel@ottawa.ca

Vacation Alert : October 21-24, inclusive



Une Ville, deux langues
One City, two languages

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Classified as City of Ottawa - Internal / Ville d'Ottawa - classé interne



306 Nelson Street September 2025.pdf

955K

Boundary Condition for 306 Nelson Street

N



Connection

Legend

- Public
- Private

306 Nelson St Ottawa, Ontario

Existing Peak Water Demand

WATER FIXTURE VALUE

(AWWA Manual M22 - Sizing Water Service Lines and Meters)

	No.	F.V.	Total
Bathtub		8	0
Toilet - tank	2	6	12
Toilet - flush valve		24	0
Lavs.	4	1.5	6
Bidet		2	0
Urinal - wall flush valve		10	0
Shower	2	2.5	5
K. Sink	2	1.8	3.6
Dishwasher	2	1.3	2.6
Clothes Washer	1	3	3
Commercial Sink		4	0
J. Sink	2	4	8
Commercial Dishwasher		4	0
Commercial Washer		4	0
Hose 1/2 in		5	0
Hose 3/4 in	1	12	12
			52.2

Peak Demand (fig 4-2 or 4-3 AWWA M22) 21 USgpm

Pressure @ Meter 407 kPa 59 psi

Pressure Factor (table 4-1 AWWA M22) 0.99

Peak Demand 21 USgpm

Irrigation - hose 1/2 in 0 0 USgpm (includes pressure factor)
(assumes hose bibs operating in non peak hours)

TOTAL PEAK DEMAND 79 l/min 21 USgpm 1.3 l/s

Nominal Size 0.7 in 19 mm
15.2 ft/s 4.6 m/s

APPENDIX B

SANITARY SERVICING



306 Nelson Street
Ottawa, Ontario

Stormwater Management - Grading & Drainage - Storm & Sanitary Sewers - Watermains

700 Long Point Circle
Ottawa, Ontario K1T 4E9

613-425-8044
d.gray@dbgrayengineering.com

September 25, 2025

SANITARY SEWER CALCULATIONS

Residential Average Daily Flow:	280	L/capita/day	Residential Peaking Factor:	Harmon Formula
Commercial Average Daily Flow:	28,000	L/ha/day	Harmon Formula Correction Factor:	0.8
Institutional Average Daily Flow:	28,000	L/ha/day	Commercial Peaking Factor:	1.5
Light Industrial Average Daily Flow:	35,000	L/ha/day	Institutional Peaking Factor:	1.5
Heavy Industrial Average Daily Flow:	55,000	L/ha/day	Industrial Peaking Factor:	Ministry of the Environment

Infiltration Allowance: 0.33 L/s/ha Manning's Roughness Coefficient: 0.013

[illegible]



INVOICE #2015104949

ISSUED:

2025-06-25

DUE:

2025-06-24

RECIPIENT:

Jean-Sebastien Daoust

306 Nelson Street
Ottawa, Ontario K1N 7S4

Payment Methods: Office collect payment

210 Colonnade Road - Head Office
Unit 203
Nepean, Ontario K2E 7L5

Phone: 613-227-7465

Email: john@johntheplumber.ca

Website: www.johntheplumber.ca

For Services Rendered

Product/Service	Description	Qty.	Unit Price	Total
2025-06-25				
Sewer lateral specifications	Pipe Material: [ABS / Clay / concrete] • Pipe Diameter: 106.1mm to 127mm to 300mm (street connections) • Total Length of Lateral: 37.5 FT • Depth at Building Exit: 5.8ft • Depth at Property Line / Main Tie - in 7.9ft • Pipe Slope: consistent/low slope	1	\$0.00	\$0.00
Sectional Condition Summary	This will be categorized as "Good / Weak / Poor" Main Stack to 10 ft mark Good 10 ft to Cleanout Area Good Cleanout to Property Line Good	1	\$0.00	\$0.00
Observed deficiencies in the pipe	• small Pipe belly (low spot with standing water)	1	\$0.00	\$0.00
Cleanouts and access points	Accessible interior Cleanout Present: No Stack cleanout present : yes • Cleanout Condition: Good • Backwater Valve Present: No • Backwater Valve : Not Present	1	\$0.00	\$0.00
Camera footage date and time	Email sent on June 27th to jsdaoust@aptpuo.ca	1	\$0.00	\$0.00



INVOICE #2015104949

ISSUED:

2025-06-25

DUE:

2025-06-24

Product/Service	Description	Qty.	Unit Price	Total
Overall summary	A full inspection and flush of the main drain line was performed. The total length of the inspected pipe was approximately 37 feet, composed entirely of ABS piping in very good condition. There were no signs of damage, obstruction, or improper grading. All necessary flushing was completed, and the line is now clear and functioning properly. • Interior pipe diameter: 4-inch ABS • Exterior pipe diameter: 5-inch • City connection pipe diameter: 11-inch This drainage system has excellent capacity and is more than sufficient to handle the demands of a commercial space, such as an office or business center. Based on current conditions, there should be no foreseeable issues with the main drain or the city-side connection going forward.	1	\$600.00	\$600.00

There is a 2 year warranty on any work that has been completed by John The Plumber, with the exception of customer supplied fixtures, blocked drains, and drain cleaning. Some exceptions may apply.

Earn a \$50 Amazon Gift Card with Our Referral Program!
Love our service? Refer your friends and family and earn a \$50 Amazon Gift Card for each successful referral! Plus, your friends will save 10% on their first plumbing service.
Learn more and get your referral link here: <https://johntheplumber.ca/refer-a-friend/>

HST 829115831RT0001

Subtotal	\$600.00
HST (13.0%)	\$78.00
Total	\$678.00
Paid	– \$678.00
Invoice balance	\$0.00
Account balance	\$1,751.50

APPENDIX C

CITY OF OTTAWA PRE-CONSULTATION MEETING
PROPOSED ZONING BY-LAW AMENDMENT APPLICATION



File No.: PC2025-0125

May 12, 2025

Dayna Edwards
Q9 Planning+Design
Via email: dayna@q9planning.com

**Subject: Pre-Consultation: Meeting Feedback
Proposed Zoning By-law Amendment Application – 306 Nelson
Street**

Please find below information regarding next steps as well as consolidated comments from the above-noted pre-consultation meeting held on May 5, 2025.

Pre-Consultation Preliminary Assessment

1 ☐	2 ☐	3 ☐	4 ☒	5 ☐
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One (1) indicates that considerable major revisions are required while five (5) suggests that the proposal appears to meet the City's key land use policies and guidelines. This assessment is purely advisory and does not consider technical aspects of the proposal or in any way guarantee application approval.

Next Steps

1. A review of the proposal and materials submitted for the above-noted pre-consultation has been undertaken. For your next submission, please submit the required Application Form, together with the necessary studies and/or plans to planningcirculations@ottawa.ca, copy (cc:) to the file lead and planning support.
2. In your subsequent pre-consultation or application submission, please ensure that all comments or issues detailed herein are addressed. A detailed cover letter stating how each issue has been addressed is requested with the submission materials. Please coordinate the numbering of your responses within the cover letter with the comment number(s) herein.
3. Please note, if your development proposal changes significantly in scope, design, or density it is recommended that a subsequent pre-consultation application be submitted.

Supporting Information and Material Requirements

1. The attached **Study and Plan Identification List** outlines the information and material that has been identified, during this phase of pre-consultation, as either required (R) or advised (A) as part of a future complete application submission.

- a. The required plans and studies must meet the City's Terms of Reference (ToR) and/or Guidelines, as available on Ottawa.ca. These ToR and Guidelines outline the specific requirements that must be met for each plan or study to be deemed adequate.

Consultation with Technical Agencies

1. You are encouraged to consult with technical agencies early in the development process and throughout the development of your project concept. A list of technical agencies and their contact information is enclosed.

Planning

Comments:

1. Policy Review
 - a. Official Plan – Downtown Core Transect
 - i. Evolving Neighbourhood
 - b. Secondary Plan – Central and East Downtown Core Secondary Plan
 - i. Sandy Hill Character Area
 - ii. Local Neighbourhood Designation
 - iii. Maximum Building Height: 4 storeys
 - c. Zoning By-law – R4UD[480]
2. Proposal to add Office as a new use in a residential zone:
 - a. Due to the fact that a new commercial use is proposed within a residential zone, staff will be looking to ensure the new use does not become noxious or overwhelming for the immediate residential context, and remains sensitive to it.
 - b. Elements that will be important to consider include noise, waste management, number of employee/visitor (how many per day, how do they get to the location, where do they park), parking, etc. Please ensure these are well discussed in the Planning Rationale.
3. Existing Driveway
 - a. Given a new policy from 2023 - Enforcement of Non-compliant Driveways, the City has temporarily paused enforcement of non-compliant driveways and front yard parking that existed prior to September 30, 2007, as long as

it does not represent an operation or safety concern. The driveway at 306 Nelson Street was not deemed to be an operational or safety concerns.

- b. The non-complying driveway will not be enforced until completion of the comprehensive Zoning By-law Review and Private Approach By-law Review.
- c. Note that the lack of enforcement at this time does not secure legal non-complying rights to the front yard parking space.
- d. Note that a parking space is 2.6m x 5.2m, and parking spaces cannot be located on ROW.
- e. Although the existing driveway and front yard parking spaces will not be enforced, Planning Staff still encourage the applicant to consider keeping a single-wide driveway to side or rear yard in order to locate the parking space at that location. The remainder of the current driveway could be soft-landscaped with a similar garden treatment to what currently exists in the rear yard, to the benefit of the streetscape and community as a whole.
- f. Please submit a plan showing the layout of the property and the location of the driveway and parking space(s). The attached SPIL asks for both a Site Plan and Landscape Plan, but you may opt to combine the two into a single plan if that can be achieved while maintaining legibility on the plan.

Feel free to contact **Jean-Charles Renaud**, Planner III, for follow-up questions.

Engineering

Comments:

4. Water

- a. Water Boundary condition requests must include the location of the service (map or plan with connection location(s) indicated) and the expected loads required by the proposed development, including calculations. Please provide the following information:
 - i. Location of service
 - ii. Type of development
 - iii. The amount of fire flow required (per OBC or FUS).
 - iv. Average daily demand: ____ l/s.
 - v. Maximum daily demand: ____ l/s.
 - vi. Maximum hourly daily demand: ____ l/s.

5. Sewer (sanitary and storm)

- a. A CCTV inspection and report including the condition, size and material type should be provided for sewer laterals.
- b. Plans provided should confirm the size and type of the existing sewer laterals. The flows entering the sanitary sewer system should not increase as a result of the change in use from residential to commercial.
- c. The addition of a backwater valve is recommended.

Feel free to contact **Shika Rathnasooriya**, Project Manager, for follow-up questions.

Heritage

Comments:

6. No heritage plans, heritage studies, heritage impact assessments or heritage permits are required to facilitate this proposal.
7. Heritage comments are provided for informational purposes.
8. The historic redbrick residence at 306 Nelson Street dates to the late 19th century and is noted for its fine decorative woodwork. The vernacular design has Queen Anne, Gothic and Edwardian influences. Its built form and materials (historic redbrick, limestone, wood) support and maintain the heritage character of Sandy Hill.
9. 306 Nelson is a Category 1 property located within the Sandy Hill Cultural Heritage Character Area, established in 2015 under Section 2.5.5 of the Official Plan.
10. Council passed a set of guidelines to encourage appropriate development in the Sandy Hill Cultural Heritage Character Area. The guidelines are available online, please refer to [Sandy Hill Cultural Heritage Character Area](#).
11. On page 11, the "Guidelines for Streetscape and Public Realm" encourage the removal of existing front yard parking spaces. These guidelines are non-binding and are provided for awareness.
12. 306 Nelson Street is a non-designated property listed on the City of Ottawa Heritage Register, in accordance with Section 27 of the Ontario Heritage Act. The only requirement for a listed heritage property is that the owner must provide the City with 60 days written notice of their intention to demolish the existing building. There are no other requirements.
13. Due to recent changes to the Ontario Heritage Act, 306 Nelson Street, along with all listed heritage properties across Ontario, is scheduled for removal from the



Heritage Register before Jan 1, 2027, which is the Province's deadline as set out in Bill 200. Once a property is removed from the Heritage Register, the 60-day notice of intent to demolish would no longer be required.

Feel free to contact **Avery Marshall**, Heritage Planner, for follow-up questions.

Community issues

Comments:

14. If the parking space has to be moved to the back of the property, then the plants in the existing garden could be moved to the front as well as to the back around the new parking area to reduce the visual impact of the new parking area.
15. If a new parking space is required, there are a number of environmentally friendly materials such as gravel, permeable pavers, grass etc. which are available and which could be considered for a new parking surface.

Submission Requirements and Fees

1. Based on our review, a **Zoning By-law Amendment (Major)** will be required.
 - a. Additional information regarding fees related to planning applications can be found [here](#).
2. The attached **Study and Plan Identification List** outlines the information and material that has been identified as either required (R) or advised (A) as part of a future complete application submission.
 - a. The required plans and studies must meet the City's Terms of Reference (ToR) and/or Guidelines, as available on Ottawa.ca. These ToR and Guidelines outline the specific requirements that must be met for each plan or study to be deemed adequate.
3. All of the above comments or issues should be addressed to ensure the effectiveness of the application submission review.

Should there be any questions, please do not hesitate to contact myself or the contact identified for the above areas / disciplines.

Yours Truly,

Haris Khan, Planner I, Development Review Central Branch

Encl. Studies and Plans Identification List

c.c. Jean-Charles Renaud, Planner III,
Shika Rathnasooriya, Infrastructure Project Manager,
Avery Marshall, Heritage Planner