

October 20, 2014

City of Ottawa
Planning and Growth Management Department
110 Laurier Avenue West
Ottawa, Ontario
K1P 1J1

**Attention: Don Herweyer, Program Manager
Development Review (Inner Urban)**

**Reference: 385 Sussex Drive
Minor Zoning By-law Amendment
Our File No.: 114032**

Novatech has been retained to submit an application for a Minor Zoning By-law Amendment for the property at 385 Sussex Drive, to permit the continued use of the north easterly portion of the existing parking lot on the site for commercial public parking, without the requirement to re-apply for a temporary use by-law every three years.

In support of the Zoning By-law Amendment application, please find enclosed the following:

- Completed Zoning By-law Amendment application form (1 copy);
- Site plan approved by the OMB (20 copies);
- Planning Rationale - 385 Sussex Drive Application for Minor Zoning By-law Amendment, Novatech, October 17, 2014, Ref. R-2014-154 (3 copies);
- Transportation Impact Study Update - Notre Dame Cathedral Basilica – 385 Sussex Drive, Novatech, October 17, 2014 (9 copies);
- Memorandum - 385 Sussex Review of Existing Stormwater Management Conditions, Novatech, October 14, 2014 (6 copies)
- CD with PDF versions of all submission requirements (1 disc);
- Cheque payable to the City of Ottawa for the amount of \$8,232.00.

If you have any questions, please do not hesitate to contact the undersigned.

Yours truly,

NOVATECH



Cynthia Jacques

Planner

cc: Peter Vice, Vice and Hunter LLP
Msgr. Kevin Beach, Roman Catholic Episcopal Corporation of Ottawa