



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

Site Location: 95 & 123 Roydon Place

File No.: D07-12-25-0147

Date of Application: November 10, 2025

This SITE PLAN CONTROL application submitted by P-Squared Concepts Inc, on behalf of Costco Wholesale Canada Ltd is APPROVED upon resolution of the conditions stated in this report.

And subject to the following General and Special Conditions:

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 Costco Wholesale Canada LTD. and 2965691 Canada Inc, and the City of Ottawa registered as Instrument No. OC1268719 on May 11, 2011, 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 supercede 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. **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.

5. **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.

6. **Construct Sidewalks**

The Owner shall design and construct sidewalk(s) within public rights-of-way to provide a pedestrian connection from or to the site as may be determined by the General Manager, Planning, Development and Building Services. Such sidewalk(s) shall be constructed to City Standards.

7. **Extend Internal Walkway**

The Owner shall extend internal walkways beyond the limits of the subject lands to connect to existing or proposed public sidewalks, at the sole expense of the Owner, to the satisfaction of the General Manager, Planning, Development and Building Services.

8. **Update to Plans and Studies**

The Owner acknowledges and agrees, prior to the preparation of the Agreement or issuance of a Commence Work Notification or issuance of a conditional building permit, to update the list of required plans and studies listed below to address the comments from the formal review letter dated March 18, 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. If necessary, 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.

- **Site Plan**, A100, prepared by P2 Concepts, dated 2026.02.17.
- **Landscape Plan**, L.1, prepared by James B. Lennox & Associates Inc., dated 02/09/2026.

- **Stormwater Management Report**, prepared by D.B. Gray Engineering Inc., dated February 19, 2026.
- **Site Overview plan**, C-1, prepared by D.B. Gray Engineering Inc., dated February 19, 2026.
- **Site Servicing Plans**, C-2 & C-3, prepared by D.B. Gray Engineering Inc., dated February 19, 2026.
- **Grading Plan and Erosion & Sediment Control Plans**, C-4 & C-5, prepared by D.B. Gray Engineering Inc., dated February 19, 2026.
- **Notes**, C-7, prepared by D.B. Gray Engineering Inc., dated February 19, 2026.
- **Details & Schedules**, C-6, prepared by D.B. Gray Engineering Inc., dated February 19, 2026.
- **Existing-Development & Post-Development Drainage Plans**, C-8, prepared by D.B. Gray Engineering Inc., dated February 19, 2026.

Special Conditions

Roads Right-of-Way and Traffic

9. **Road Modifications**

The Owner agrees to complete all road modifications required to accommodate this development, as identified in the road modification approval report referenced in Schedule "E" hereto, and further acknowledges and agrees that it is responsible for all costs associated with the public roadway modifications.

Access

10. **Private Approach Detail**

The Owner acknowledges and agrees that all private approaches serving the proposed development shall be designed and constructed, at the sole expense of the Owner, in accordance with the City's "Curb Return Entrances – Uncontrolled Intersections" Plan, Drawing No. SC7.1, dated March 2007 and revised March 2021, and the Owner shall comply with the City's Private Approach By-law, being No. 2003-447, as amended.

ENGINEERING

Geotechnical Engineering and Soils

11. **Excess Soil Regulation Compliance**

While the requirement for a Phase I Environmental Site Assessment report was waived by the City's Environmental Remediation Unit given the limited scope of excavation works, the Owner acknowledges and agrees to comply with the Excess Soil Regulation with respect to the reuse or disposal of any excess soil generated. Such compliance may require the preparation of a Phase I Environmental Site Assessment; however, this would be undertaken outside the scope of the planning application.

Groundwater

12. Groundwater Management

The Owner acknowledges and agrees to retain an environmental consultant to test groundwater to be removed from the site during and after redevelopment. If through further testing the groundwater samples are found to be contaminated, all contaminated groundwater must be removed, managed or treated in accordance with appropriate Ontario regulations and/or discharged in accordance with the City's Sewer Use By-law, being By-law No. 2025-94, as amended.

Civil Engineering

13. Stormwater Works Certification

Upon completion of all stormwater management Works, the Owner acknowledges and agrees to retain the services of a Professional Engineer, licensed in the Province of Ontario, to ensure that all measures have been implemented in conformity with the approved Plans and Reports, referenced in Schedule "E" herein. The Owner further acknowledges and agrees to provide the General Manager, Planning, Development and Building Services with certificates of compliance issued by a Professional Engineer, licensed in the Province of Ontario, confirming that all recommendations and provisions have been implemented in accordance with the approved Plans and Reports referenced in Schedule "E" herein.

14. Inlet Control Devices (ICDs)

The Owner acknowledges and agrees to install and maintain in good working order the required in-ground stormwater inlet control devices, as recommended in the approved Stormwater Management Report, referenced in Schedule "E" herein. The Owner further acknowledges and agrees it shall assume all maintenance and replacement responsibilities in perpetuity. The Owner shall keep all records of inspection and maintenance in perpetuity, and shall provide said records to the City upon its request.

Contamination

15. Off-Site Contamination Management Agreement

The Owner acknowledges and agrees that where contamination emanating from the site and impacting the City's rights-of-way is discovered during the course of the Works, the Owner shall notify the Manager, Realty Services immediately in

writing and agrees to enter into an Off-Site Management Agreement with the City to address the contamination in the rights-of-way. The Owner shall be responsible for all associated costs with the Off-Site Management Agreement, which agreement shall be to the satisfaction of the General Manager, Planning, Development and Building Services.

Private Systems

16. Consent to Relocate Private Hydrant

Prior to the issuance of a Commence Work Notification or registration of this agreement, whichever comes first, the Owner acknowledges and agrees to provide confirmation from the owner of the private watermain within 95 & 123 Roydon Place that the existing hydrant (GeoOttawa structure ID 364022HP122) can be relocated as per the approved Site Servicing Plan referenced in Schedule "E" hereto, to the satisfaction of the General Manager, Planning, Development and Building Services.

17. Water Plant

The Owner acknowledges and agrees that the water plant within the lands is a private watermain. The Owner further acknowledges and agrees that the private watermain and appurtenances thereto are to be maintained by the Owner at its own expense, in perpetuity. The Owner performing maintenance on critical infrastructure, such as private watermains and private fire hydrants, shall maintain adequate records as proof of having done so in accordance with applicable regulations, and that the records shall be retained for review by the City and or the Ottawa Fire Services when requested.

18. Private Storm Sewer Connection to City Sewer System

The Owner acknowledges and agrees that any new storm sewers to be installed as part of this development shall not be connected to the City's existing storm sewer system until such time as either:

- (a) a certificate of conformance and As-built Drawings have been received from a Professional Engineer, licensed in the Province of Ontario, certifying that all required inlet control devices have been properly installed to City Standards or Specifications, and that the storm sewer system has been installed in accordance with the approved engineering drawings for site development and City Sewer Design Guidelines. The inlet control devices shall be free of any debris; or
- (b) a flow limiting orifice plate, designed by a Professional Engineer licensed in the Province of Ontario and to the satisfaction of the City, has been installed at the storm water outlet prior to connecting any upstream storm sewers. Such orifice plate shall not be removed until subsection (a) above has been satisfied and approved by the General Manager, Planning, Development and Building Services.

19. **Leak Survey**

The Owner acknowledges and agrees that the Water Plant and sewer service within the lands is a private system, including Private Services and sewer services and appurtenances, and the Owner acknowledges and agrees that it is responsible for the operation, maintenance and/or replacement, in perpetuity, of the Private Services and sewer system, including the Private Watermains, private hydrants, private sanitary and storm sewer infrastructure (collectively the "private system") which are located on the lands and that the Owner will retain copies of all the associated Work and maintenance contracts, and make said contracts available for inspection upon demand by the City.

Further, the Owner acknowledges and agrees to have a Professional Engineer, licensed in the Province of Ontario, conduct regular inspections of the water system and sewer system, which includes a leak detection survey at least every five (5) years and a video of the sanitary sewer system to check for major water infiltration into the private system. Copies of the inspection reports and videos shall be provided to the General Manager, Infrastructure and Water Services and Fire Services. The Owner further acknowledges and agrees that as part of the Owner's ongoing maintenance responsibility for the private system, repairs to the system must be completed immediately to correct any deficiencies which contribute to water loss or leakage of infiltration within the private system. Any deficiencies shall be immediately reported to the City. The Owner acknowledges and agrees to notify the General Manager, Infrastructure and Water Services when such repairs have been completed.

Site Lighting

20. **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.

21. **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.

CONVEYANCES TO CITY

22. **Corner Sight Triangle**

Prior to registration of this Agreement, the Owner acknowledges and agrees to convey to the City, at no cost to the City, two overlapping unencumbered corner sight triangle measuring 15 metres x 5 metres at the intersection of West Hunt Club Road and Roydon Place. The exact location and area of the corner sight triangle must be determined by legal survey. The Owner shall provide a reference plan for registration, indicating the corner sight triangle, to the City Surveyor for review prior to its deposit in the Land Registry Office. Such reference plan must be tied to the Horizontal Control Network in accordance with the municipal requirements and guidelines for referencing legal surveys. The Owner acknowledges and agrees to provide an electronic copy of the Transfer and a copy of the deposited reference plan to the City Solicitor prior to the execution of this Agreement by the City. All costs shall be borne by the Owner.

23. **Road Widening**

Prior to registration of this Agreement, the Owner acknowledges and agrees to convey to the City, at no cost to the City, an unencumbered road widening across the complete Roydon Place frontage of the lands, measuring 12 metres from the existing centreline of pavement. The exact widening must be determined by legal survey. The Owner shall provide a reference plan for registration, indicating the widening, to the City Surveyor for review and approval prior to its deposit in the Land Registry Office. Such reference plan must be tied to the Horizontal Control Network in accordance with the municipal requirements and guidelines for referencing legal surveys. The Owner acknowledges and agrees to provide an electronic copy of the Transfer and a copy of the deposited reference plan to the City Solicitor prior to the execution of this Agreement by the City. All costs shall be borne by the Owner.

Forestry

24. **Removal of City Tree(s)**

Prior to registration of this Agreement, the Owner acknowledges and agrees it shall pay the sum of \$ 2,500 to the City as compensation for the removal of one (1) municipally owned honey-locust tree (ID #8251085 – TCR #47) located within the City's right-of-way along Roydon Pl. Upon receipt of compensation, the Director of Parks, Maintenance, and Forestry Services or their designate will provide the Owner with written approval, at which time the Owner may make arrangements with a contractor to remove the said honey-locust, at the Owner's expense.

April 13th, 2026

Date



Sean Moore, MCIP RPP
Manager, Development Review West,
Planning, Development and Building
Services Department

Enclosure: Site Plan Control Application approval – Supporting Information

SITE PLAN CONTROL APPROVAL APPLICATION SUPPORTING INFORMATION

File Number: D07-12-25-0147

SITE LOCATION

95 & 123 Roydon Place, and as shown on Document 1.

SYNOPSIS OF APPLICATION

The subject property is located northeast of the intersection of Roydon Place and West Hunt Club Road. The site currently functions as a satellite surface parking area supporting the office building located at 415 West Hunt Club Road to the west and contains 212 surface parking spaces.

The application proposes to expand the existing parking lot at 95-123 Roydon by an additional 65 spaces, resulting in a total of 277 parking spaces. The parking area expansion will be facilitated through the reconfiguration and repainting of parking stalls, as well as a modification to the existing landscaped buffer and landscaped area.

Related Applications

N/A

DECISION AND RATIONALE

This application is approved for the following reasons:

- The proposed development conforms with the Official Plan.
- The proposed development conforms with the Zoning By-law, including provisions specific to Arterial Mainstreet Zone, Urban Exception 1375, (AM [1375]).
 - Exception 1375 permits a satellite parking lot for the office use located at 415 West Hunt Club Road.
- The proposed development demonstrates appropriate site design and represents good planning

PARKLAND DEDICATION

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

ROAD MODIFICATIONS

There are road modifications associated with this site plan control application, as detailed in the attached Road Modifications Report.

CONSULTATION DETAILS

Councillor's Comments

Councillor Sean Devine was aware of the application related to this report.

Public Comments

This application was not subject to public circulation under the Public Notification and Consultation Policy.

Technical Agency/Public Body Comments

Summary of Comments – Technical

N/A

Advisory Committee Comments

Summary of Comments – Advisory Committees

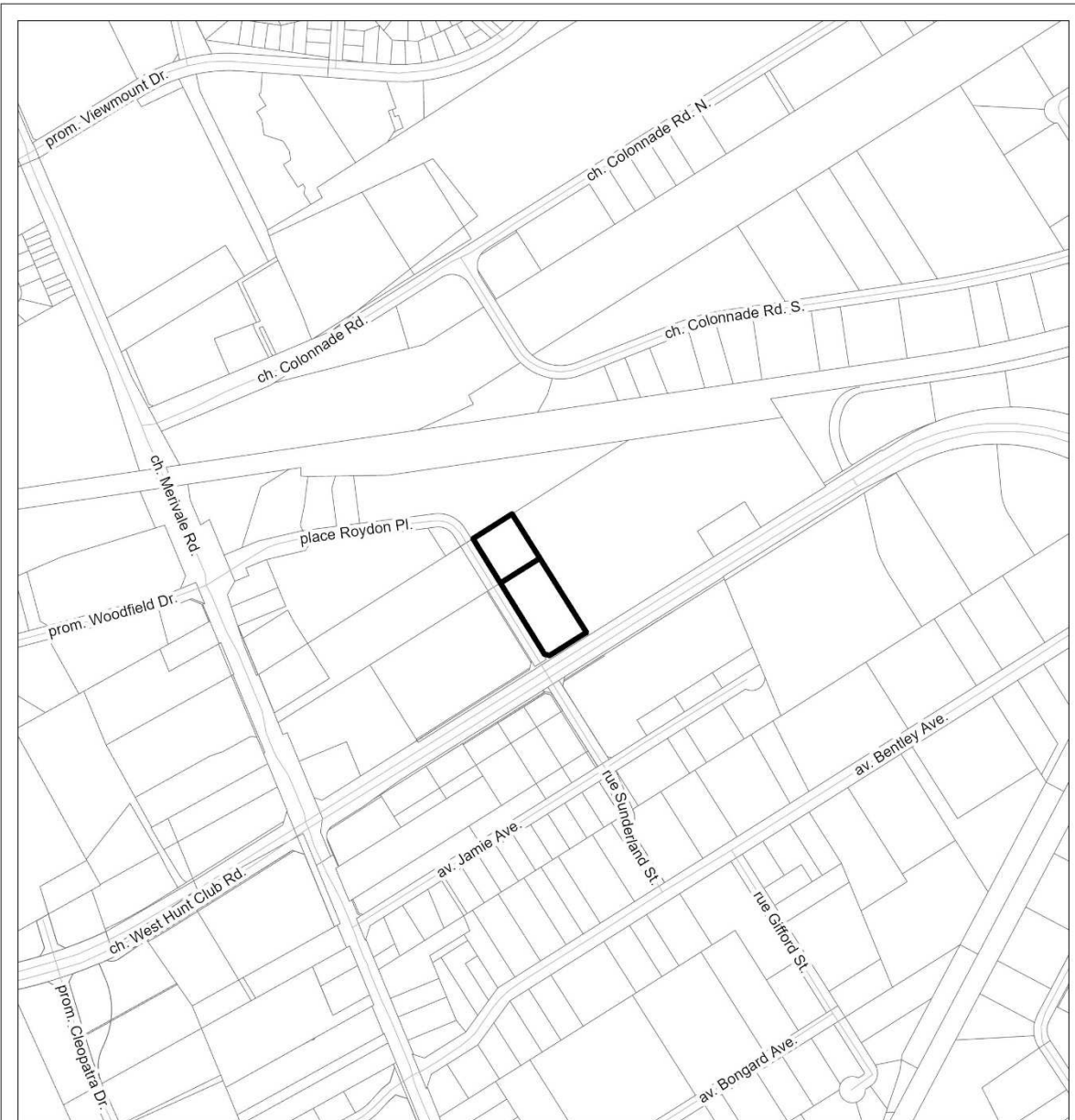
N/A




APPLICATION PROCESS TIMELINE STATUS

This Site Plan application was processed by the On Time Decision Date. The Council approved timeline has been met.

Contact: Emily Charby Tel: 613-580-2424, ext. 76243 or e-mail:
Emily.Charby@ottawa.ca

Document 1 – Location Map



		LOCATION MAP / PLAN DE LOCALISATION SITE PLAN / PLAN D'EMPLACEMENT	
D07-12-25-0147	25-1553-G	 95 & 123 place Roydon Pl.	
I:\CO\2025\Site\Roydon_95_123			
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REVISION / RÉVISION - 2025 / 12 / 02		 <small>NOT TO SCALE</small>	