



August 8th, 2022

File No: 22008

City of Waterloo
Integrated Planning and Public Works, 2nd Floor
100 Regina Street South
P.O. Box 337, Station Waterloo
Waterloo, ON N2J 4A8

Attention: Natalie Hardacre
Director of Planning

Dear Natalie:

**Re: Official Plan and Zoning By-law Amendment Applications
150-152 Albert Street, Waterloo
Wilfrid Laurier University**

GSP Group has been retained by Wilfrid Laurier University to provide land use planning assistance related to Official Plan Amendment and Zoning By-law Amendment applications for the property municipally known as 150-152 Albert Street, within the City of Waterloo. The applications are necessary to establish formal permissions to use the existing building for office and administrative uses as an ancillary use.

In support of the proposed applications, the following submission materials have been prepared, and are attached:

- Official Plan and Zoning By-law Amendment Application Form;
- Owner Authorization Form;
- Permission to Enter Form;
- Notice of Sourcewater Protection Plan Compliance;
- Record of Pre-consultation;
- Environmental Site Screening Questionnaire;
- Planning Justification Report – GSP Group (dated July 2022);
- Architectural Drawing Package – John MacDonald Architect (dated July 11, 2022);
- Heritage Impact Assessment – Common Bond Collective (dated July 8, 2022);
- Parking Study – Salvini (dated July 25, 2022);

The required application fees will be delivered under separate cover:

- Combined Region of Waterloo Official Plan and Zoning By-law Amendment Fees;

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- \$7,000 for the Official Plan Amendment application
- \$3,000 for the Zoning By-law Amendment application
- Combined City of Waterloo Official Plan and Zoning By-law Amendment, and sign Fees;
 - \$32,930 for the combined Official Plan and Zoning By-law Amendment applications
 - \$704 for the notice signs

We look forward to working with you on this project. If you have any questions, please do not hesitate to reach out.

Yours truly,
GSP Group



Evan Wittmann
Planner

c.c. Brett Miller – Wilfrid Laurier University
Anneliese Denstedt – Wilfrid Laurier University
Kristen Barisdale – GSP Group
Matthew Muller – John MacDonald Architect