



*A. J. Clarke and Associates Ltd.*

SURVEYORS • PLANNERS • ENGINEERS

File No. 198002

November 20<sup>th</sup>, 2019

The City of Burlington  
Burlington Planning & Building Department  
426 Brant Street, 2<sup>nd</sup> Floor  
Burlington, Ontario  
L7R 3Z6

Attn: Mrs. Rosalind Minaji, MCIP, RPP  
Coordinator of Development Review

**Re: 2294 & 2300 Queensway Drive – Draft Plan of Subdivision Application**

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Dear Madam,

Please find the attached submitted materials in support of the above noted application on the subject lands. Please refer to the Zoning By-law and Official Plan Amendment covering letter for the associated submission fees, as the fees for the Zoning By-law and Official Plan Amendment and Draft Plan of Subdivision Applications have been combined into one Regional and City cheque:

1. Thirty-five (35) copies of a Draft Plan of Subdivision; prepared by A.J. Clarke and Associates Ltd.
2. One (1) copy of the Pre-Consultation Check-list, signed by all attendants.
3. Twenty (20) copies of the completed application (1 with original signatures).
4. One (1) flash drive containing all of the above mentioned materials in PDF format, along with an AutoCad version of the Site Plan.

If you require any additional information or clarification regarding the above, please do not hesitate to contact our office.

Sincerely,

Stephen Fraser, MCIP, RPP  
**A. J. Clarke and Associates Ltd.**  
Encl.

Copy: Waggy Inc. – Attn: Tasha Mazza