

November 17, 2025

City of Waterloo

Attention: Ashlyn Fox

Development Planner

Development Planning, Integrated Planning & Public Works

100 Regina St. S.

Waterloo ON, N2J 4P9



Dear Ms. Fox;

Re: 3-storey Residential Building
Sigma Chi-Iota Mu Alumni Fraternity
258 Albert St, Waterloo ON
Site Plan Application #SP-25-03

We are submitting the enclosed application for Zoning Bylaw Amendment to request the removal of the holding symbol on the property.

The proposed development is to construct a three-storey rooming house (fraternity) with a basement event space which will provide affordable housing in the form of 21 bedrooms within 6 units to the members of the organization which owns the property. This development replaces an existing residential dwelling that was destroyed during a fire at a neighbouring property. The use of the property is remaining residential, and this development utilizes an opportunity to increase the quantity of affordable housing units to the maximum potential permitted by the Zoning Bylaw.

It is our understanding that the enclosed application is administrative in support of previous agreements during site plan pre-consultation and that the report for this holding removal application is being prepared pre-emptively. Please understand the urgency of this process and work to condense and expedite the process as previously noted to us by the Director of Planning.

Should you have any questions or require additional information, please do not hesitate to contact our office.

Sincerely,

DOUG McINTOSH

DIRECTOR OF PROJECTS

NEO Architecture Inc.

Attachments: Site (Concept) Plan
 Elevation Drawing
 Civil Drawings