



April 12, 2018

**CITY OF VAUGHAN
2141 MAJOR MACKENZIE DRIVE
VAUGHAN ON L6A 1T1**

Attention: Clement Messere - Planner

Dear Sir/Madam:

Re: **19T-18V001**

**RELATED FILE(S): OP.06.028, Z.06.075
PETER CORTELLUCCI, RUTHERFORD LAND DEVELOPMENT CORPORATION/CALDARI
LAND DEVELOPMENT CORPORATION
2901 RUTHERFORD ROAD & O CALDARI RD
CITY OF VAUGHAN WARD 4 POSTAL DELIVERY AREA CONCORD**

As the building(s) in this project consist of more than two adjoining units, sharing a common indoor entrance, the developer/owner must supply, install and maintain a centralized mailbox facility to Canada Post's specifications. The specifications can be found in our Delivery Standards Manual, which can be downloaded from this link:

https://www.canadapost.ca/cpo/mc/assets/pdf/business/standardsmanual_en.pdf

I am requesting the developer/owner contact me during the design stage of the above project, to discuss a suitable mailbox/mailroom location.

Should you require further information, please do not hesitate to contact me at the above telephone number or mailing address.

Sincerely,

Patrick Brown

Patrick Brown
Delivery Planning Officer
1860 Midland Ave 2nd Fl
Scarborough ON M1P 5A1
416-751-0160 Ext 2019 patrick.brown@canadapost.ca