



Eligibility conditions and regulations - applicant's copy

A CERTIFICATE OF AUTHORIZATION IS REQUIRED FOR

| | SUBJECT TO SPAIP? |
|-----------------------------|-------------------|
| A construction/installation | Yes* |
| A replacement | Yes* |
| An extension | Yes* |

*The interventions (listed below) which may be subject to SPAIP are marked by an asterisk

TYPES OF INTERVENTION AND THE BY-LAW REGULATIONS

(By-law no 448 - Zoning, chapter 4) (non-exhaustive list)

Sidewalk and walkway - **division 4.1**

Veranda* - **division 4.2**

Miscellaneous equipment (Heating, cooling and ventilation equipment, heat pump, generator, reservoir or tank)* - **article 4.6.2**

Balcony* - **division 4.2**

Deck* - **division 4.2**

Porch* - **division 4.2**

Patio - **division 4.2**

Pergola - **division 4.2**

Pool (inground) - **division 4.3**

Hot tub - **division 4.3**

Fence* - **division 4.4**

Parking areas and driveway entrances* - **chapter 5**

Garden wall* - **division 4.4**

Septic installation - **By-law 451, article 5.2.11; and Provincial regulation: Regulation Respecting Wastewater Disposal Systems for Isolated Dwellings in Partially-Serviced Sectors, RRQ, c Q-2, r.22;**

Geothermal system - **provincial regulation: Q-2, r. 35.2**

Excavation and fill operations - **division 7.6**

SITE PLANNING AND ARCHITECTURAL INTEGRATION PROGRAM (SPAIP)

A SPAIP is a qualitative assessment combined with urban planning regulations to provide guidance pertaining to work completed on buildings. This program complements other municipal by-laws, particularly those of zoning and construction. As a result, the Village can exercise a certain quality control over architectural aspects regarding permits or certificates. Projects are assessed according to a system of criteria and objectives established for each sector in order to better integrate into existing building environments. This measure also allows a more flexible approach compared to normative regulations.

The owner of a building wishing to carry out a project subject to SPAIP, must accompany the permit application with a request for evaluation of their proposed project. Applications must be submitted to the Planning Advisory Committee (PAC) and the Municipal Council.

Allow 6 to 8 weeks for the study of the request, following the complete filing of the permit request with the urban planning department.

**TO PREPARE YOUR REQUEST****1. Ensure that the project meets the standards and regulations in force**

(if in doubt, contact the municipal officer)

2. Join the following documents with your application:

- A project site plan, prepared by a land surveyor, with an approximate scale of 1:500 indicating, but not exclusively, the following information:
 - The lot dimensions;
 - The projected location of structures, projects or work, including dimensions, setbacks as well as any element, existing or projected, likely to affect construction;
 - Servitudes, passages, trails, infrastructure, electrical transmission lines, stand-alone water treatment systems, water withdrawal systems, the hydrological network (lake, watercourse, wetland) and the high-water mark (flood lines), etc.
- Building or construction plans (maximum scale of 1:50) and a description of the projected work, prepared by a professional, including plans, elevations, sections, profiles (of all storeys and facades), exterior cladding materials, specifying the applicable standards in compliance with the urban planning by-laws
- The location of parking areas (lanes and parking spots), curb cuts, driveways and loading and unloading areas;
- The location of fences, hedges, garden walls and retaining walls;
- The location and detail of exterior lighting systems;
- Excavation depths, levelling work and when required, clearing and fill operations;
- Identification and complete coordinates of the contractor, including the license number of the contractor issued by the *Régie du bâtiment du Québec*;

Additional documents to provide for SPAIP interventions:

- Recent photographs, taken within 3 months preceding the application
- Photographs and/or summary analysis of architectural styles to evaluate the context of insertion
- Plans, elevations, cross-sections and sketches, in colour, in relation to the neighboring buildings
- Details of material and colors (sample)
- Detailed landscaping plan including the location of existing and projected vegetation, the location of structures, parking areas, as well as fences, hedges, and retaining walls
- An illustration of the impact on the built and natural landscape, visual perspectives
- In the case of an intervention on a building of interest, research on the building's history and heritage
- For a sector of archaeological interest, a study of the archaeological potential

Additional documents required for a pool or hot-tub:

- Detail of the security mechanisms and equipment required by the Zoning By-Law;
A scaled site plan of the property and the location of installations.

During the course of the work, the applicant must ensure the site is safe and secure including, as required, temporary measures to control access to the pool.

Additional documents required for an intervention in a floodplain:

- A plan, prepared by a land surveyor, indicating lot limits, the location of watercourses, the highwater mark, the bank, the shoreline and floodplain, the location of existing and projected structures and projects;
- A document justifying the carrying out of the work and projects in the floodplain;
- Flood-proofing measures implemented in construction, when required by the urban planning bylaws.

Documents required for a standalone wastewater treatment system:

- The plans and documents required under the provincial regulation (Q.2, r. 22);
- Upon completion of the work, a report from a professional confirming that the system complies with the provincial regulation (Q.2, r. 22), including a certificate of location "as constructed".

**TO PREPARE YOUR REQUEST****Installation of a water withdrawal facility and a geothermal system:**

- The plans and documents signed by a professional, to attest the conformity of the installation or facility to the Water Withdrawal and Protection Regulation.
Without being limited to:
 - a) a description of the intended purpose for the facility, the maximum water volume (in liters) that could be drawn and the number of persons to be serviced for human consumption;
 - b) a description of the type of installation or system;
 - c) when the application is for a modification or replacement, the date of the initial installation to assess if previous to June 15, 2002;
 - d) a plan showing the location of the installation or system, as well as the other buildings, structures or works, that may impact on its location under the provincial regulation including the natural and hydrous environment and components (watercourses, banks, shorelines, floodplains, wetlands);
 - e) a description of the proposed construction and maintenance work, the mitigation measures and supervision planned during construction;
 - f) a description of the neighbouring environment and the uses or activities that could be impacted by the installation or system;
 - g) an assessment of the elevation of the property before the construction and the elevation of the well lid after the work;
 - h) the permit number of the holder (well digger or excavator) with the *Régie du bâtiment du Québec*;
 - i) the protection areas required;
 - j) any other description to ensure compliance of the installation or the system and that the responsibilities of the well digger, the excavator, the installer of the pumping equipment, the professional and the owner of the installation or system are respected.
- If applicable, the hydrological study required under Section 95 of the Water Withdrawal and Protection Regulation;
- The drilling report required in compliance with the Water Withdrawal and Protection Regulation to be deposited within the prescribed timeline (maximum 30 days from end of work);
- A report signed by a professional, after the end of the work, attesting that the installation or the system is in compliance to the Water Withdrawal and Protection Regulation;
- For an application for a certificate of authorization for the installation of a geothermal system with drilling at a depth of more than fifteen (15) meters, section 5.2.14 hereafter of this bylaw is applicable.

Additional documents required for excavation and fill operations

- The quantity of backfill earth required, its origin and composition;
- The quantity of clearing required and the reasons for such work;
- A report from a professional or from a certified laboratory on the capacity of backfill soil and confirming that the site can accommodate the proposed constructions;
- In the case of the removal of topsoil in the decreed agricultural zone, the authorization obtained under the Act respecting the preservation of agricultural land and activities;
- When required under this bylaw, the proposed plans for the landscaping and seeding for the restoration of the site after the operations.

- Any other information deemed necessary by the designated official to review the application

3. Submit the permit application and the documents at the Town Hall

The request must be complete, with all the necessary documents, and signed.

All requests that are missing information will be returned without processing.



CONSTRUCTION AND PLANNING



Form - To be completed and submitted to the Village of Senneville

IDENTIFICATION

OWNER

Name: _____
 Address: _____
 Town: _____
 Postal Code: _____
 Telephone 1: _____
 Telephone 2: _____
 E-mail: _____

APPLICANT – if other than owner*

Name: _____
 Address: _____
 Town: _____
 Postal Code: _____
 Telephone 1: _____
 Telephone 2: _____
 E-mail: _____

*Proxy required (consult By-law 451, Chapter 2, Article 2.2.2: Proxy)

LOCATION OF WORK AND INFORMATION ON THE PROJECT

Address: _____ Registration or lot number(s): _____
 Main use of building: Residential Commercial Other: _____
 Type of intervention: _____
 Type of work: Construction/installation Replacement Extension
 Start date of work: _____ Duration of work: _____
 Cost of work (before taxes): _____

DESCRIPTION OF WORK (Location, dimensions, materials, specifications)

CONTRACTOR

Company: _____ RBQ licence number: _____
 Name of contact: _____
 Address: _____
 City: _____ Postal code: _____
 Telephone 1: _____ Telephone 2: _____
 E-mail: _____

ARCHITECT

Company: _____
 Name of contact: _____
 Address: _____
 City: _____ Postal code: _____
 Telephone 1: _____ Telephone 2: _____
 E-mail: _____

ENGINEER

Company: _____
 Name of contact: _____
 Address: _____
 City: _____ Postal code: _____
 Telephone 1: _____ Telephone 2: _____
 E-mail: _____



Form - To be completed and submitted to the Village of Senneville

PROVISIONS RELATING TO FEES FOR PERMITS AND CERTIFICATES

See regulation 451, division 7.1, article 7.1.1: Pricing for permits and certificates

STEPS TO OBTAIN THE PERMIT

1. Submission of the thoroughly **completed** application form by the owner or applicant and applicable fees must be paid
2. Compliance analysis by the municipal officer
3. Project presented to the Planning Advisory Committee (PAC) **subject to SPAIP**, if applicable
4. Study and recommendations submitted to the Municipal Council
5. Verdict by the municipal council; if approved:
6. Issuance of permit by the municipal officer

DECLARATION

- The request is complete, and all documents are attached
- I, hereby, certify that the information given in this document is correct and complete and I undertake to submit all the required documents. I also declare that I have read the procedures and applicable municipal regulations in force. Finally, I understand that this form does not constitute an authorization to commence any work.

Signature of owner or applicant: _____

Name (PRINTED): _____ Date: _____

TO CONTACT US

VILLAGE OF SENNEVILLE, Urban Planning and Environment Services
35 Senneville Road, Senneville (QC) H9X 1B8
Tel: (514) 457-6020
E-mail: info-urbanisme@villagesenneville.qc.ca

The presented information in this document is taken from the municipal urban planning by-laws in force and is published for information purposes only. They do not replace the provisions contained in the regulations.