



CERTIFICATE OF AUTORIZATION APPLICATION MAIN BUILDING



Eligibility conditions and regulations - applicant's copy

REQUIREMENT TO OBTAIN A CERTIFICATE OF AUTHORIZATION

Exterior renovation work on a main or accessory building concerning:

- The foundations;
- Exterior walls;
- Roof (material and slope);
- Exterior cladding materials, excluding the application of similar paint or stain;
- Openings (windows and doors);
- Projections, guard rails, architectural details, excluding the replacement of part of a projection, guard rails or architectural details

The displacement or the demolition of a building larger than 50 square meters

A CERTIFICATE OF AUTHORIZATION IS REQUIRED FOR

	SUBJECT TO SPAIP?
A renovation	Yes
A displacement	Yes
A demolition	No

THE BY-LAW REGULATIONS (non-exhaustive list)

RENOVATION

By-law 443 - Chapter 2: Provisions Relating to the Occupation and Maintenance of a Building

By-law 448 - Chapter 3: Section 3.3: Architectural Standards

DISPLACEMENT

By-law 448 - Chapter 3: Article 3.1.9: Displacement of buildings

DEMOLITION

By-law 442 - Chapter 2: Provisions Relating to the Eligibility and Processing of an Application

Chapter 3: Section 3.1: Article 3.1.1 and 3.1.2

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 content for the *displacement* of a structure:

- Preliminary program
- Complete contact details of the person or contractor responsible for the building's displacement;
- The date and time of displacement as well as the planned route;
- Proof of the applicant's insurance covering the building's displacement;
- A project site plan prepared by a land surveyor indicating the future location of the displaced building.

Additional content for the *demolition* of a structure:

- Preliminary program for the reuse of vacant land;
- The dimensions of the structure to be demolished;
- Recent photographs of the structure to be demolished;
- Protective measures undertaken by the applicant during the demolition.

- 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.



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

IDENTIFICATION

OWNER

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

APPLICANT - if other than owner*

Name: _____
 Address: _____
 City: _____
 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 work: Renovation Displacement Demolition
 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: _____



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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.