



Bienvenue à
Baie-D'Urfe!

**BY-LAW ON THE
ADMINISTRATION OF URBAN
PLANNING BY-LAWS AND THE
ISSUE OF PERMITS AND
CERTIFICATES
NO. 1109**

PROVINCE OF QUEBEC
TOWN OF BAIE-D'URFÉ

BY-LAW NO. 1109

BY-LAW ON THE ADMINISTRATION
OF URBAN PLANNING BY-LAWS
AND THE ISSUE OF PERMITS AND
CERTIFICATES

NOTICE OF MOTION: XXX 2025
ADOPTION: XXX 2025
COMING INTO FORCE: XXX 2025

Amendments to the By-law

By-law Number	Effective Date

THE MUNICIPAL COUNCIL DECREES AS FOLLOWS:

TABLE OF CONTENTS

TABLE OF CONTENTS

CHAPTER 1. : DECLARATORY, INTERPRETIVE AND ADMINISTRATIVE PROVISIONS	9
Division 1.1 : Declaratory provisions	9
1.1.1 : Title of the by-law	9
1.1.2 : Replacement	9
1.1.3 : Territory and persons subject to this by-law.....	9
1.1.4 : Compliance with other regulations, by-laws or laws.....	9
1.1.5 : Regulatory alignment.....	9
1.1.6 : References.....	10
1.1.7 : Adoption in parts.....	10
Division 1.2 : Interpretive provisions.....	11
1.2.1 : By-law structure.....	11
1.2.2 : Interpretation	11
1.2.3 : Terminology.....	12
Division 1.3 : Administrative provisions	46
1.3.1 : Administration and application of the by-law.....	46
1.3.2 : Landsite and structure visits.....	46
1.3.3 : Activities covered.....	46
1.3.4 : Offences and penalties	46
1.3.5 : Offences and penalties for felling trees.....	47
1.3.6 : Offences and fines in connection with water withdrawals and protection	47
1.3.7 : Civil remedies.....	47
CHAPTER 2. : DUTIES AND POWERS OF THE COMPETENT AUTHORITY.....	48
Division 2.1 : General provisions	48
2.1.1 : Competent authority	48
2.1.2 : Application of by-laws	48
Division 2.2 : Duties and powers of the competent authority.....	49
2.2.1 : Permits and certificates.....	49
2.2.2 : Inspection of immovables.....	49
2.2.3 : Construction site inspections.....	49
2.2.4 : Offence	50
2.2.5 : Record-keeping	50
CHAPTER 3. : GENERAL PROVISIONS RESPECTING PERMITS AND CERTIFICATES.....	51
Division 3.1 : General provisions	51

TABLE OF CONTENTS

3.1.1 :	Preconditions for permit or certificate applications	51
3.1.2 :	Power of attorney	51
3.1.3 :	Provisions concerning required plans and documents	51
3.1.4 :	Application for a permit or certificate of authorization subject to the by-law on minor exemptions.....	52
3.1.5 :	Application for a permit or certificate of authorization subject to the site planning and architectural integration program by-Law.....	52
3.1.6 :	Provisions concerning the fees charged	52
3.1.7 :	Interruption of an application review	52
3.1.8 :	Period for issuing permits and certificates of authorization.....	53
3.1.9 :	Effect of issuing the permit or certificate	53
3.1.10 :	Display of the permit or certificate	53
3.1.11 :	Work not requiring a permit or a certificate	54
Division 3.2 :	Obligations of the applicant.....	56
3.2.1 :	Obligations of the permit or certificate applicant	56
3.2.2 :	Obligation to provide a certificate of location	56
CHAPTER 4. :	PROVISIONS RESPECTING SUBDIVISION PERMITS.....	58
Division 4.1 :	General provisions	58
4.1.1 :	Requirement of obtaining a subdivision permit	58
4.1.2 :	Non-conforming cadastral operation.....	58
4.1.3 :	Restriction to cadastral operations	58
Division 4.2 :	Submission of a subdivision permit application	59
4.2.1 :	Content of the subdivision permit application.....	59
4.2.2 :	Additional content required for a contaminated landsite.....	61
4.2.3 :	Additional content required for a cadastral operation in the case of a subdivision privilege.....	61
4.2.4 :	Additional content required for a cadastral operation to create a new public right-of-way in the sector of archeological interest	61
Division 4.3 :	Conditions for issue.....	62
4.3.1 :	Conditions for issuing subdivision permits	62
4.3.2 :	Cases of exemption	62
Division 4.4 :	Special provisions.....	63
4.4.1 :	Subdivision permit invalidity	63
4.4.2 :	Effects of issuing a subdivision permit	63
CHAPTER 5. :	PROVISIONS RESPECTING BUILDING PERMITS.....	64
Division 5.1 :	General provisions	64
5.1.1 :	Requirement of obtaining a building permit.....	64
Division 5.2 :	Submission of a building permit application	66

TABLE OF CONTENTS

5.2.1 :	Content of the building permit application.....	66
5.2.2 :	Additional content required for a landsite fronting on a road in the major road network.....	67
5.2.3 :	Additional content required for a contaminated landsite.....	67
5.2.4 :	Additional content required for a permit application concerning a floodplain.....	68
5.2.5 :	Additional content required for interventions proposing an encroachment or additional encroachment into a wetland of interest to be protected or restored or into its protection area.....	68
Division 5.3 :	Conditions for issue.....	74
5.3.1 :	Conditions for issuing building permits.....	74
5.3.2 :	Additional condition for work subject to the site planning and architectural integration program by-law.....	74
5.3.3 :	Additional condition for work subject to the by-law on minor exemptions.....	74
Division 5.4 :	Special provisions.....	75
5.4.1 :	Requirement to obtain the permit before beginning the work.....	75
5.4.2 :	Building permit duration.....	75
5.4.3 :	Building permit invalidity.....	75
5.4.4 :	Building permit renewal.....	75
CHAPTER 6. :	PROVISIONS RESPECTING CERTIFICATES OF AUTHORIZATION.....	76
Division 6.1 :	General provisions.....	76
6.1.1 :	Requirement of obtaining a certificate of authorization.....	76
Division 6.2 :	Submission of a certificate of authorization application.....	78
6.2.1 :	Content of the certificate of authorization application.....	78
6.2.2 :	Additional content required for tree felling.....	78
6.2.3 :	Additional content required to move a building.....	79
6.2.4 :	Additional content required to demolish a principal building.....	80
6.2.5 :	Additional content required to demolish an accessory or secondary building.....	80
6.2.6 :	Additional content required for a temporary structure.....	80
6.2.7 :	Additional content required to install or alter a sign.....	81
6.2.8 :	Additional content required to install or alter of a swimming pool, a hot tub or a facility providing access to a swimming pool.....	82
6.2.9 :	Additional content required to install, construct or alter a fence, a low wall or a retaining wall.....	82
6.2.10 :	Additional content required to develop or redevelop a parking lot, a loading and unloading area, a driveway or a curb cut.....	83
6.2.11 :	Additional content required for backfill or excavation work.....	83
6.2.12 :	Additional content required for works and undertakings on a shore, in the littoral zone or in a floodplain.....	84
6.2.13 :	Additional content required for interventions proposing an encroachment or additional encroachment into a wetland of interest to be protected or restored or into its protection area.....	85
Division 6.3 :	Conditions for issue.....	90

TABLE OF CONTENTS

6.3.1 :	Conditions for issuing the certificate of authorization	90
6.3.2 :	Issue of the certificate of authorization to demolish for a demolition application subject to the demolition by-law	90
6.3.3 :	Additional condition for work subject to the site planning and architectural integration program by-law	91
6.3.4 :	Additional condition for work subject to the by-law on minor exemptions	91
Division 6.4 :	Special provisions	92
6.4.1 :	Certificate of authorization duration	92
6.4.2 :	Certificate of authorization invalidity	92
CHAPTER 7. :	PROVISIONS RESPECTING CERTIFICATES OF OCCUPANCY	93
Division 7.1 :	General provisions	93
7.1.1 :	Requirement of obtaining a certificate of occupancy	93
Division 7.2 :	Submission of a certificate of occupancy application.....	94
7.2.1 :	Content of the certificate of occupancy application	94
7.2.2 :	Additional content required for a certificate of occupancy for a tourist establishment	94
7.2.3 :	Additional content required for a certificate of occupancy for a use proposing an encroachment or additional encroachment into a wetland of interest to be protected or restored or in its protection area.....	95
Division 7.3 :	Conditions for issue.....	100
7.3.1 :	Conditions for issuing the certificate of occupancy.....	100
Division 7.4 :	Special provisions	101
7.4.1 :	Certificate of occupancy invalidity	101
7.4.2 :	Certificate of occupancy duration	101
7.4.3 :	Applicant's responsibility to meet certificate of occupancy requirements	101
CHAPTER 8. :	PROVISIONS RESPECTING RATES.....	102
Division 8.1 :	Rates for general applications.....	102
8.1.1 :	Calculation of the cost of the declared work	102
8.1.2 :	Cadastral operation	102
8.1.3 :	Fees charged for issuing permits and certificates	103
CHAPTER 9. :	TRANSITIONAL AND FINAL PROVISIONS.....	106
Division 9.1 :	Previously issued permits and certificates	106
9.1.1 :	Previously issued permits and certificates	106

BY-LAW ON THE ADMINISTRATION OF URBAN PLANNING BY-LAWS AND THE ISSUE OF
PERMITS AND CERTIFICATES NO. 1109
TOWN OF BAIE-D'URFÉ

TABLE OF CONTENTS

Division 9.2 : Effective date	107
9.2.1 : Effective date.....	107

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DECLARATORY, INTERPRETIVE AND ADMINISTRATIVE PROVISIONS

CHAPTER 1. : DECLARATORY, INTERPRETIVE AND ADMINISTRATIVE PROVISIONS

Division 1.1 : Declaratory provisions

1.1.1 : Title of the by-law

This By-Law bears the title *By-Law on the Administration of Urban Planning By-Laws and the Issue of Permits and Certificates* and the number 1109.

1.1.2 : Replacement

This By-Law replaces by-law number 878, entitled “Permits and Certificates By-Law of the Town of Baie-d’Urfé,” as modified by all its amendments as well as any other incompatible provision of another by-law in effect.

This replacement does not affect the permits and certificates that were legally issued under the authority of the by-law replaced hereby or the rights acquired before this By-Law came into force.

In any event where a natural or legal person has violated, on the date on which this By-Law comes into force, Permits and Certificates By-Law Number 878, the replacement of said by-law shall not invalidate the situation in which said by-law was violated or confer acquired rights that could be set up against this By-Law.

1.1.3 : Territory and persons subject to this by-law

This By-Law, whose provisions are enforceable upon natural persons and legal persons of public or private law, applies to the entire territory of the Town of Baie-d’Urfé.

1.1.4 : Compliance with other regulations, by-laws or laws

Compliance with this By-Law shall not exempt a person from compliance with any other law or regulation of the provincial or federal government as well as any other applicable municipal by-law.

1.1.5 : Regulatory alignment

This By-Law applies concurrently with the other urban planning by-laws, which, as the case may be, may be used to interpret these Provisions.

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DECLARATORY, INTERPRETIVE AND ADMINISTRATIVE PROVISIONS

1.1.6 : References

All references to another by-law contained in this By-Law are open, such that they include any amendment that may be made to any other by-law referred to herein after the by-law has come into force.

1.1.7 : Adoption in parts

The Municipal Council of the Town of Baie-D'Urfé hereby declares that it adopts this By-Law chapter by chapter, division by division and section by section, paragraph by paragraph, and sub-paragraph by sub-paragraph, such that any judgment rendered by a court to the effect that any part hereof is null and void shall have no effect on any other parts of this By-Law, unless the meaning and the scope of the By-Law or one of its provisions is altered or modified thereby.

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DECLARATORY, INTERPRETIVE AND ADMINISTRATIVE PROVISIONS

Division 1.2 : Interpretive provisions

1.2.1 : By-law structure

The numbering method used in this By-Law is the following (when the text of a section does not include numbering for a sub-paragraph or a clause, it is a paragraph):

1. Chapter

1.1 Division

1.1.1 Section

Paragraph

1. Sub-paragraph

a) Clause

1.2.2 : Interpretation

When two (2) standards or provisions in this By-law apply to a use, building, landsite or other object governed by this By-Law, the following rules apply:

1. The particular standard or provision shall prevail over the general provision;
2. The more restrictive provision shall prevail.

Unless otherwise indicated by the context, it is agreed that:

1. use of the verb "MUST" or "SHALL" indicates an absolute obligation;
2. use of the verb "MAY" implies an option, except in the expression "MAY NOT," which means "MUST NOT" or "SHALL NOT";
3. the word "WHOEVER" includes any natural or legal person;
4. words importing the male gender shall include the female gender;
5. words importing the singular shall include the plural and vice-versa;
6. the use of verbs in the present tense includes the future.

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DECLARATORY, INTERPRETIVE AND ADMINISTRATIVE PROVISIONS

The table of contents and the titles of the chapters, divisions and sections of this By-Law are given to improve comprehension of the text. In case of contradiction between the text and the title(s) concerned or the table of contents, the text prevails.

The maps, appendices, tables, charts and symbols and any form of expression other than the actual text and content in this By-Law form an integral part hereof for all legal purposes. In case of contradiction between a table, a chart and the text, the data in the table or the chart prevail.

In the event of a discrepancy between the English version and the French version of this By-Law, the French version shall prevail.

The dimensions, areas and other measurements stated in this By-Law are expressed in the international system of units.

1.2.3 : Terminology

ABOVEGROUND SWIMMING POOL

Any swimming pool whose sides are 0.5 m (1.6') or higher above the average grade of the adjacent ground.

ACCESSORY BUILDING

A building that is subordinate to the principal building, from which it may or may not be detached, is located on the same landsite, and is intended exclusively for complementary uses to the principal use; garages, sheds and greenhouses in particular meet this definition.

ACCESSORY USE

A use that is related to the principal use but secondary to it and helps to improve the usefulness, convenience or enjoyment of the principal use.

ANTENNA

Accessory equipment consisting of a system that emits and receives electromagnetic waves.

AQUATIC PLANTS

Hydrophytes, including submergents, floating plants, emergents and emerged herbaceous and woody plants characteristic of open marshes and swamps.

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DECLARATORY, INTERPRETIVE AND ADMINISTRATIVE PROVISIONS

ASH TREE RESIDUE

Pieces of ash trees such as branches or logs, excluding shavings, which do not exceed 2.5 cm on at least two (2) of their sides, resulting from a chipping operation.

ATTACHED GARAGE

A private garage that is in contact with the principal building and used to house one or more motor vehicles, but may not be used for any commercial purpose.

AVERAGE GRADE OF ADJACENT PROPERTY LINES

The average of the elevations measured at regular intervals of 1 metre (3.3 feet) or at significant points on all property lines, where they meet the natural or developed terrain.

Calculation methods

1. Identification of measurement points :
 - a) Take topographic surveys at 1-meter intervals along property lines;
 - b) If significant variations exist (slopes or gradients), include end points and notable transitions.
2. Calculation of the average :
 - a) Add up the measured altitudes and divide by the total number of points.

AVERAGE GRADE OF THE ADJACENT GROUND

The average finished ground levels measured at intervals of 1 meter (3.3 feet) around the building foundation.

AWNING

A small roof that projects from the wall of a building and may or may not be made from a sturdy material, has no pole or column, and is intended to protect a door, a window or an opening from sunshine or rain, or used as a decoration or support for a sign.

AWNING SIGN

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DECLARATORY, INTERPRETIVE AND ADMINISTRATIVE PROVISIONS

A sign where the writing is glued, painted, engraved or otherwise fixed, incorporated or applied on an awning.



BALCONY

A platform that projects from the facade of a building, is enclosed by a guard rail, and is located at floor height in front of one or more bays, including one that provides indoor access.

BANK

An escarpment that is higher than 2 metres and has a slope greater than 25%, resulting from a break in the slope of a landsite. The top of the bank designates the break point. If there is more than one bank, the bank that shall be considered in the determination of the shore of a watercourse is the bank that is farthest from the watercourse, less than 15 metres from the natural high-water mark.

BASEMENT

The part of a building located under the ground floor, whose floor/ceiling height is at least 2.3 m (7.5') and whose floor level is at least 30 cm (1.0') and not more than 1.5 m (4.9') above the average grade of the adjacent ground; a basement shall not be counted as a floor when determining the number of floors of a building.

BAY OR ORIEL WINDOW

A structure that is no more than 5 metres (16.4') high in relation to the lot reference level, has no foundation in the ground, projects outward from an exterior wall of the building over not more than 75% of the width of the interior wall on which it opens out, forms a bay or a recess in a single room, and contains contiguous windows on all sides of the part that projects from the building.

BEARING WALL

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DECLARATORY, INTERPRETIVE AND ADMINISTRATIVE PROVISIONS

A wall designed to transfer vertical loads from high to low.

BI-GENERATIONAL HOUSING

Housing divided into two connected dwellings and intended for members of the same family.

BILLBOARD

An advertising panel, sign or board installed at a given site and announcing a good, a service or an enterprise sold or offered at another site.

BLANK OR BLIND WALL

A wall without an opening, door or window.

BLOCK

An area of land bounded by streets.

BUFFER ZONE

A space that separates 2 uses or 1 use and a public thoroughfare or a railway and serves the purposes of transition and protection. This zone must have conifer and deciduous trees of 2 metres in height every 2 linear metres in a zigzagging pattern.

BUILDING

A structure, whether erected or not on site, which has a roof supported on walls or columns and is intended to house persons, animals or objects; for the purposes of this By-Law, a mobile home is a building.

BUILDING FOOTPRINT

The maximum area of the horizontal projection of a building on the ground, including porches, covered verandas, ventilation and lighting shafts, but not terraces, steps, cornices, emergency stairs, exterior ramps, open-air loading platforms and eaves.

BUILDING HEIGHT

The height of a building corresponds to the vertical distance between the highest point of the structure, including architectural and technical elements (except for exclusions specified in the by-law), and the most restrictive reference between :

1. The average level of adjacent lot lines ;

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DECLARATORY, INTERPRETIVE AND ADMINISTRATIVE PROVISIONS

2. The street crown adjacent to the lot.

Most restrictive method:

1. Compare the height calculated on the basis of the average level of adjacent lot lines and the height calculated on the basis of the street crown;
2. Use the lower value as the maximum height authorized for the building.

BUSH

A woody plant with stems that generally ramify from the base and may have only one or more defined trunks.

CADASTRAL OPERATION

The registration of a tract of land, an immovable on a cadastral plan, a subdivision, lot numbering, a cancellation, an addition or a replacement of lot numbers, made in accordance with the provisions of the *Civil Code of Quebec*.

CADASTRE

A land ownership registration system designed to designate immovables for the purposes of recording them (a system of publication for immovable real rights and, secondarily, movable real rights and certain personal rights)

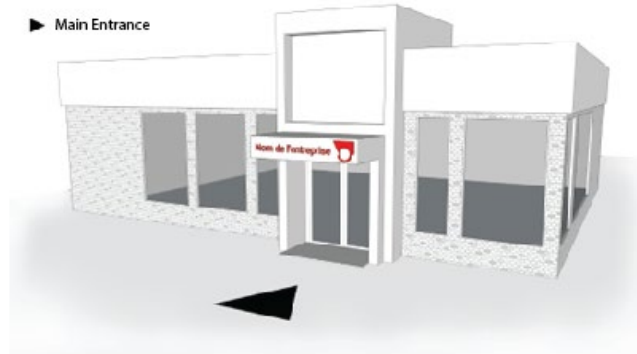
CANOPY

A roof-type structure that is generally installed as a cantilever on a wall or supported by columns or poles and located in front of the front door of a building in order to protect it from bad weather.

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CANOPY SIGN

A sign where the writing is glued, painted, engraved or otherwise fixed, incorporated or applied on a canopy.



(CARGO OR SEA) CONTAINER

A generally metal crate that is used to transport or handle cargo or other goods, or hold several packages in one container.

CARPORT

A covered structure that is connected to the principal building, used to store or park one or more automobiles and covers at least 40% of the total perimeter, not counting the wall of the principal building.

CERTIFICATE OF LOCATION

A document accompanied by a plan showing the precise location, using elevations and measurements, of one or more structures in relation to the boundaries of the landsite or landsites and in relation to adjacent streets, certified by a land surveyor and describing the servitudes affecting a lot and the exemptions to laws, regulations and by-laws. The plan must also show balconies, cantilevered walls, outdoor stairs, and windows or openings.

WETLAND CHARACTERIZATION STUDY

A study aimed at determining the exact boundaries of a wetland and its protection area, which is carried out by an expert in the field and which complies with the requirements set out in municipal regulations.

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DECLARATORY, INTERPRETIVE AND ADMINISTRATIVE PROVISIONS

CHECK VALVE OR BACK-FLOW VALVE

A device designed to protect the drainage system from backflow from the main sewer line, without causing a slowdown in the normal flow.

CHIMNEY

A structure made of brick, stone, concrete, metal or another non-combustible material that acts as a casing wall for one or more ducts used to evacuate combustion gases from the building.

COMMERCIAL TRAILER

A vehicle without means of propulsion that is intended to be pulled by a motor vehicle. It is used for professional purposes.

COMMERCIAL VEHICLE

A vehicle that is used or intended to be used for commercial or industrial purposes and exhibits graphic designs related to commercial or industrial activity.

COMMON (OR BOUNDARY) DITCH

A long indentation in the ground serving as a dividing line between neighbours, in the meaning of Article 1002 of the *Civil Code of Québec*.

COMMUNITY CENTRE

A building or group of buildings used on a non-profit basis for cultural, social and recreational purposes.

COMPETENT AUTHORITY

Designated municipal officer or any other municipal officer of the Town who administers or applies the by-laws.

COMPLEMENTARY USE

Any building or landsite use that is secondary and serves to facilitate or improve the principal use; complementary uses for housing are those that serve to improve or make more enjoyable residential functions; complementary uses for housing specifically include swimming pools, tennis courts, gardens, and accessory buildings; principal uses other than housing may also include complementary uses; said uses are considered as such under this By-Law, provided they are a normal and logical extension of the functions of the principal use.

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DECLARATORY, INTERPRETIVE AND ADMINISTRATIVE PROVISIONS

CONSTRUCTION

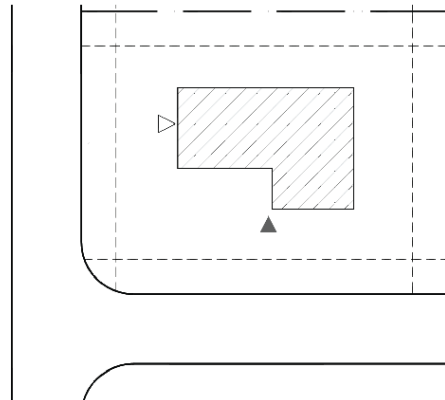
The methodical assembly of materials including, without limiting the meaning thereof, buildings, public notices, signs, billboards, fuel pump tanks, fences, swimming pools, etc.

CONTIGUOUS (BUILDING)

A group of three or more principal buildings sited on separate landsites, where each building has at least one side party wall with the adjacent building.

CORNER LANDSITE

A landsite located at the intersection of two streets whose angle of intersection is less than 135 degrees or any landsite sharing a boundary with the street right-of-way that extends on both of its sides and forms an angle of less than 135 degrees.



COUNCIL

Means the Town Council of the Town of Baie-D'Urfé governed by the *Towns and Cities Act*.

CURB CUT

The part of a parking area located in the street right-of-way that allows motor vehicles to access the landsite.

DAY CARE CENTRE

Refers to childcare and day care centres in the meaning of the *Educational Childcare Act*, CQLR, chapter S-4.4.1.1).

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DECLARATORY, INTERPRETIVE AND ADMINISTRATIVE PROVISIONS

D.B.H. (DIAMETER BREAST HEIGHT)

The diameter of the trunk of a tree measured at 1.3 m above the highest natural ground level adjacent to the base of the tree.

D.H.S. (DIAMETER AT STUMP HEIGHT)

The diameter of the trunk of a tree measured at a maximum height of 15 cm from the ground adjacent to the base of the tree .

DESIGNATED MUNICIPAL OFFICER (OR BUILDING INSPECTOR)

An official appointed by the Council of the Town of Baie-D'Urfé to represent it in administering this By-Law, or his authorized representative.

DETACHED (BUILDING)

A detached building that is independent from another building.

DETACHED GARAGE

An accessory building that is detached from the principal building and used to store the passenger vehicles of the principal building occupant.

DETACHED SIGN

A sign erected, installed or placed on a landsite that is independent from any building, including signs on poles, pedestals, columns, low walls and any other similar type of sign.

DIRECTIONAL SIGN

A sign indicating a direction that should be followed to reach a destination, which is identified implicitly or explicitly.

DRAINAGE DITCH

A long indentation in the ground created by human intervention and used for the sole purposes of draining to and irrigating from a drainage basin with a surface area of less than 100 hectares.

DRIVEWAY

The part of the parking area that is not a curb cut, parking space or manoeuvring area

Erreur ! Source du renvoi introuvable.
DECLARATORY, INTERPRETIVE AND ADMINISTRATIVE PROVISIONS

DWELLING

Housing unit that is occupied by one or more people as a single household, which can be accessed from the outside directly or by passing through an entryway but without having to cross all or part of a different dwelling, and includes a bathroom and facilities for preparing meals, eating and sleeping.

EAVE

The part of a roof that projects beyond the face of the wall.

ELEVATOR FOR DISABLED PERSONS

An enclosed vertical space containing a mobile platform or compartment and used to transport disabled persons to various floors or levels in a building according to Canadian Standards Association (CSA) standards.

ENCLOSURE (POOL)

A fence, railing, decorative low wall, retaining wall or portion of wall on a building that prevents access to a pool.

ENTRANCE GATE

A fixture similar to a fence for controlling access to a parking area.

EQUIPMENT STORAGE

Storage specifically intended for machinery, equipment, tools, etc. that are moved on a regular basis.

EXCAVATION

The action of excavating, either temporary or permanently, the soil on a lot or part of a lot by withdrawing, stripping or removing a mass of earth, granular materials (clay, loam, sand, rocks) or analogous materials.

EXPANSION

An operation aimed at increasing the volume of an existing structure or the ground area of a structure.

FACADE

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DECLARATORY, INTERPRETIVE AND ADMINISTRATIVE PROVISIONS

The front wall of a principal building facing a public thoroughfare, where the main entrance is generally located.

If there is no public thoroughfare facing the building, the facade is determined by the main entrance to the principal building.

The space between the front line or lines of the landsite and a parallel line to said front line, located inside the landsite, at a distance established by this By-Law and from which a principal building may be erected.

FELLING

An operation that consists in cutting down a tree in a controlled manner and then removing its trunk and roots.

FENCE

A structure intended to separate a property or part of a property from another property or other parts of the same property and prohibit access to it. Unless it is used temporarily to secure premises, a snow fence is not considered a fence.

FIRST FLOOR

The floor located immediately above the ground floor.

FLAT ROOF

A roof with a slope of 2% or less or slopes for drainage located under the highest part of any exterior wall.

FLOODPLAIN

The space occupied by Lake Saint-Louis during flood periods; the floodplain corresponds to the geographic extent of the flooded areas, i.e. the 20-year floodplain is delineated by the contour line at 22.75 m above sea level and the 100-year floodplain is delineated by the contour line at 23.20 m above sea level.

FLOOR AREA

The area of a building's floors measured at the outer wythe of the exterior walls or from the centre line of the party walls. In the case of housing, the floor area is calculated by excluding garages, carports, basements and verandas.

FLOOR/LAND RATIO

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DECLARATORY, INTERPRETIVE AND ADMINISTRATIVE PROVISIONS

The total floor area divided by the land area.

FLOOR

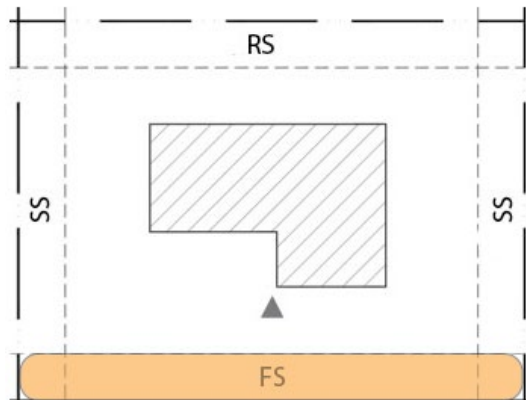
The part of a building found between the upper surface of the flooring below and the lower surface of the flooring immediately above or, where there is none, the ceiling above.

FLOW

The volume of runoff that flows for a unit of time expressed in litres per second (l/s).

FRONT SETBACK

The space between the front line or lines of the landsite and a parallel line to said front line, located inside the landsite, at a distance established by this By-Law and from which a principal building may be erected.



GABION

A wire mesh structure filled with rocks and used as a retaining wall or a sound abatement wall in certain situations.

GALLERY

A stoop covered by a roof.

GARAGE SALE

The non-commercial sale of excess movable objects used or acquired to be used for domestic purposes by the occupants of the real estate property where they are on

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display and whose number or quantity does not exceed the normal requirements for said occupants.

GAS STATION

An establishment whose sole purpose is to sell fuel and, secondarily, other products required to operate motor vehicles.

GAZEBO

An accessory structure generally made of wood with walls that are often fitted with screens or transparent panels (glass or mica, for example) and used as a place where users can relax while being shielded from bad weather and mosquitos.

GREENHOUSE

A structure made of glass or translucent or transparent plastic material in which plants are grown under shelter in controlled conditions that promote their growth.

GROUND FLOOR

The floor located at least 30 cm (1.0') above the average grade of the adjacent ground.

HEDGE

A continuous line of bushes or plants that have taken root and whose intertwined branches can be trimmed to varying heights. A hedge may not be considered a fence.

HIGH-VELOCITY ZONE

The part of a floodplain that may be flooded during a 20-year flood event, i.e. along Lake Saint-Louis, any part of a landsite located at an elevation below 22.75 metres above sea level.

HOUSEHOLD

A single person or a group of people forming a couple or a family or living together and occupying a dwelling or a room.

HOUSING

A building or part of a building intended to house human beings and including one or more dwellings.

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HIGH-WATER MARK

The high-water mark refers to the line that marks the limit of the littoral zone and the shoreline or riverbank. The high-water mark corresponds to the natural high-water mark determined according to one of the following criteria in order of priority:

1. the point where predominantly terrestrial plants succeed predominantly aquatic plants, or where there are no aquatic plants, the point closest to the water where the terrestrial plants no longer grow;
2. where a water retention structure exists, the maximum operating water level of the hydraulic structure for the upstream portion of the body of water;
3. where there is a legally erected retaining wall, the top of the structure;
4. along Lake Saint-Louis, the 2-year flood limit, i.e. 21.99 m above sea level, which is considered equivalent to the mark established according to the botanical criteria defined in paragraph a).

IMMOVABLE

Any landsite or building and anything considered as such in the *Civil Code of Quebec*.

IMPERMEABLE MATERIAL

Any material that does not allow water to pass through it at a rate that is at least equivalent to the adsorption rate of an unsaturated grass surface, which includes roofs, asphalt or concrete pavement, natural or manufactured pavement, stone or concrete block structures and patio blocks. A surface formed of compacted stone dust, clay or earth that prevents water from passing through it is considered impermeable. Due to its ability to act as a retention pool, the water surface of an outdoor swimming pool is not considered an impermeable surface.

IMPERVIOUS SURFACE

A surface covered with materials such as asphalt, concrete or coverings that block the natural seepage of water. These surfaces are taken into consideration when managing storm water to prevent flooding and evacuation system overloads.

INGROUND SWIMMING POOL

Any swimming pool that is not an aboveground swimming pool.

IRREVERSIBLE DECAY OF A TREE

A condition where over 50% of the crown consists of dead wood.

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LAKESHORE AND RIVERBANK

A strip of land bordering a lake or watercourse and extending inland from the high-water mark; the width of the shore or bank to be protected is measured horizontally; the lakeshore or riverbank is at least 10 metres wide where the slope is less than 30% or where the slope is greater than 30% with a bank less than 5 metres high; the lakeshore or riverbank is at least 15 metres wide where the slope is continuous and greater than 30% or where the slope is greater than 30% with a bank over 5 metres high.

LAND DEVELOPMENT

Any development integrated into the land area not occupied by a building, such as green spaces, landscaping, plantings, outdoor parking areas, complementary uses, recreational areas, pedestrian paths and accesses, loading and unloading areas, outdoor storage areas and storage areas for residual matter.

LANDSCAPING

Land development for ornamental purposes, which mainly consists in covering and planting surfaces with plants and may also include pools, banks, architectural landscaping objects, sculptures, fences, spaces dedicated to pedestrians or cyclists, etc.

LANDSITE

A lot or a grouping of lots that make up a single unit of land area eligible for a single principal use.

LIFT FOR DISABLED PERSONS

An open platform that moves vertically and is used to transport disabled persons to various floors or levels of a building in accordance with Canadian Standards Association (CSA) standards.

LITTORAL ZONE

The part of a lake or watercourse that extends from the high-water mark towards the centre of the body of water.

LOADING AND UNLOADING AREA

A land area adjacent to a delivery bay reserved for temporary parking during vehicle loading and unloading operations.

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LOT

Land that is identified and demarcated on a cadastral plan made and filed in accordance with the Civil Code. Where the text lends itself to such extension, the word “lot” shall be interpreted as “landsite.”

LOT OR LANDSITE DEPTH

The length of the depth line of a lot or land site.

LOT OR LANDSITE DEPTH LINE

A straight line that connects the central point of the front boundary of the lot or landsite with the central point of the rear boundary of the lot or landsite or, if there is no rear boundary, with the point where the side boundaries of the lot or landsite intersect.

LOT OR LANDSITE WIDTH

The distance between the two points of intersection of the lot or landsite width line with the two side boundaries of the lot or landsite.

LOT OR LANDSITE WIDTH LINE

A straight line perpendicular to the lot or landsite depth line that intersects with that line.

LOT OR LANDSITE WITHIN A ROW

Lot or landsite located between two other lots or landsites, as opposed to a corner lot or landsite that is located between another lot or landsite and a street.

LOT REFERENCE LEVEL

The reference elevation used to assess structures, developments or works on a specific landsite. This altitude is determined by taking the average ground height in relation to the neighbouring street.

LOW-VELOCITY ZONE

The part of a floodplain that may be flooded during a 100-year flood event, i.e. along Lake Saint-Louis, any part of a landsite located at an elevation below 23.20 metres above sea level.

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LOW WALL

A small wall made of dry rocks, masonry or wood and used for separation purposes.

LUMINOUS FLUX (LUMENS)

The unit of measurement for the luminous flux issued by a light source.

MAINTENANCE

Regular and normal repairs, restorations or consolidations performed to keep any existing part of a structure, development or equipment in good condition.

MANOEUVERING AREA

The part of a service area that is annexed to a loading/unloading space and has a sufficient area to allow a semi-trailer truck to perform entry and exit manoeuvres without using the public thoroughfare.

MECHANICAL EQUIPMENT

Electrical, plumbing, heating or air conditioning fixtures or units and their ducts, pipes and conduits that allow a building and its operations to function, such as a heat pump, an electricity or gas meter, a ventilation duct or an air conditioning unit, excluding an individual portable air conditioning unit. A solar collector is not considered to be mechanical equipment.

METROPOLITAN WOODS AND FOREST CORRIDORS

Woods and forest corridors of ecological interest shown in the Metropolitan Land Use and Development Plan of the Communauté métropolitaine de Montréal.

MEZZANINE

An intermediate storey between the floor and the ceiling of the space or storey.

MOBILE HOME

A transportable factory-built building designed to be moved on wheels to its intended site and installed on jacks, poles, posts or a permanent foundation.

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MODULAR, SECTIONAL OR FACTORY-BUILT BUILDING

A building other than a mobile home that can be transported section by section, is assembled on site, and becomes an immovable as soon as it is installed on its dedicated foundations.

MOTOR HOME

A motor vehicle that has been permanently converted into a dwelling.

MULTI-FAMILY HOUSING

A building with 4 or more dwellings where at least 2 of the dwellings are located on top of the others and accessible through one or more shared entrances.

MUNICIPAL WORKS

All works involved in installing a water supply and sewer system, including roadwork, maintenance work, reforestation or shore and watercourse cleaning operations and the installation of municipal or intermunicipal equipment.

NON-CONFORMING STRUCTURE PROTECTED BY ACQUIRED RIGHTS

A structure that does not comply with the provisions of this By-Law in terms of its siting, erection or structure or does not comply with the provisions of the building by-law and that has been the subject of a permit or an authorization before this By-Law or the building by-law came into force.

OPAQUE FENCE

A non-transparent structure intended to separate a property or part of a property from another property or other parts of the same property, contrary to a transparent or wire fence. It is often used to protect privacy, create a clear visual separation between two properties, or simply to block the view from a given zone.

OPEN SPACE RATIO (OSR)

The quotient obtained by dividing the aboveground gross floor area of all principal buildings erected on the same landsite by the area of that landsite.

OUTDOOR STORAGE

A repository for goods, materials, objects, finished or semi-finished products resulting from a manufacturing process or used as an input in such a process, raw materials that may or may not be intended for a manufacturing process or any use whatsoever,

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DECLARATORY, INTERPRETIVE AND ADMINISTRATIVE PROVISIONS

as well as the parking or storing of trucks, trailers, buses, tool vehicles, tow trucks, commercial vehicles and other similar vehicles found outside a building.

PAID PARKING

Any place where a payment must be made to park a vehicle.

PARKING

Any area designed or intended for parking vehicles, trailers, motor homes, boats and other objects. In the case of driveways to carports, garages, parking areas or loading and unloading areas whose width exceeds the maximum width authorized for street accesses, the area attributable to the excess width that is closest to the side boundary of the landsite shall be considered to be a parking area. An area that does not provide direct access between the street and a carport, a garage, a parking area or a loading and unloading area shall also be considered to be a parking area.

PARKING AREA

An area covered by a hard surface, such as asphalt or interlocking paving stones, which is dedicated to vehicle parking and includes parking spaces, driveways and circulation aisles.

PARKING SPACE

A unit of space reserved for parking a motor vehicle in accordance with the requirements governing dimensions and layout under the by-laws in force.

PASSENGER VEHICLE

A motor vehicle, other than a motorcycle, a moped and a minibus. It must belong to a natural person, accommodate a maximum of 9 passengers, when this vehicle does not require any permit or license from the Commission des transports du Québec, and be used mainly for personal purposes.

PATH

Cadastered land for use by pedestrians, bicycles and all other motorized equipment in accordance with the by-laws and regulations in force.

PATIO

An open-air structure arranged on the ground at a maximum height of 20 cm from the natural ground.

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DECLARATORY, INTERPRETIVE AND ADMINISTRATIVE PROVISIONS

PERMEABLE SURFACE

A surface covered with materials such as plants, mulch, gravel or other similar materials that allows water to seep into the soil. A paving system that allows water to infiltrate in the spaces between pavers may be considered permeable, subject to the availability of the product's technical specifications.

PORCH

A covered entrance to a building with at least one side open.

PORTABLE SWIMMING POOL

Swimming pool with flexible, inflatable or non-inflatable walls that can be temporarily installed.

PORTICO

A colonnade or covered passage to a building entrance.

PRINCIPAL BUILDING

The main building erected on a landsite where the principal use is carried out.

PRINCIPAL FACADE

The front wall of a principal building. In the case of a building with more than one facade facing a street, the principal facade is the facade where the main access to said building is architecturally located. In the case of a building with more than one facade facing a street and whose main entrance does not face the street, the principal facade is the front wall that is parallel to the street used for its civic address.

PRINCIPAL USE

The primary purpose for which a building, a structure, a landsite or part thereof is used or intended to be used.

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DECLARATORY, INTERPRETIVE AND ADMINISTRATIVE PROVISIONS

PRIVACY WALL

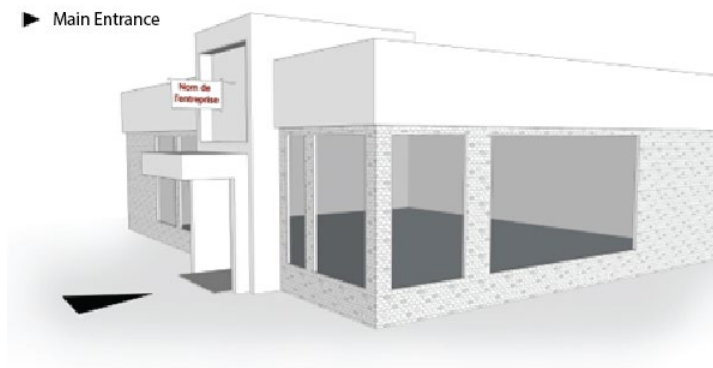
A vertical structure that limits visual contact and ensures privacy between two neighbouring properties without limiting access to them.

PROFESSIONAL

A member of one of the professional orders recognized and listed in Schedule 1 of the *Professional Code of Quebec*.

PROJECTING SIGN

A sign that is affixed, supported or in contact with a building or a component thereof and that is not a wall sign, an awning sign, a window sign or a canopy sign.



PROJECTION

The part of a building that exceeds the alignment of one of its walls (stoop, cornice, balcony, portico, drum, porch, canopy, awning, sign, outdoor stairs, chimney, bay window, cantilever, etc.)

PUBLIC INFRASTRUCTURE

In narrow terms, water main and sewer networks, drinking water supply and wastewater purification terminals, electricity, gas and gasoline transmission networks, communication networks with the exception of transmission and reception towers and antennas, railway lines, ferry landings, bridges, communal wells that catch underground water, aboveground structures that catch surface water, flood protection structures.

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DECLARATORY, INTERPRETIVE AND ADMINISTRATIVE PROVISIONS

PUBLIC PARKING

A parking area developed by a public authority on a landsite that it fully owns or rents to use.

PUBLIC THOROUGHFARE (OR PUBLIC OR PRIVATE ROAD) DITCH

A long indentation in the ground for the sole purpose of draining a public thoroughfare or road.”

PUBLIC THOROUGHFARE

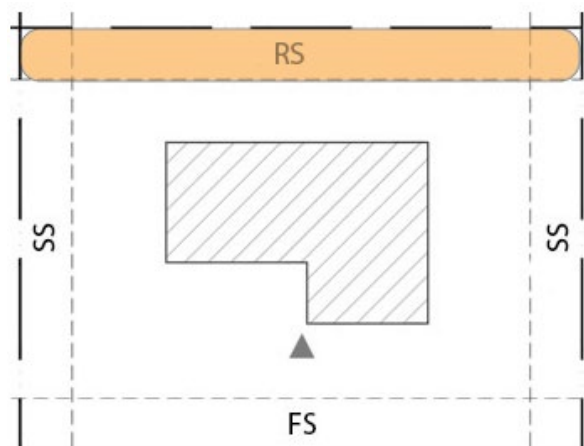
A landsite that belongs to the federal, provincial or municipal government and is intended for motor vehicle traffic.

PUBLIC UTILITY SERVICE

Includes the drinking water supply network, sewer systems and local electrical distribution, natural gas distribution, lighting, telephone, cable distribution or other networks..

REAR SETBACK

The space between the rear line or lines of the landsite and a parallel line to said rear line, located inside the landsite, at a distance established by this By-Law and from which a principal building may be erected.



RECREATIONAL, SPORTS OR ENTERTAINMENT EQUIPMENT

An accessory structure or equipment dedicated to the practice of sports, recreational or entertainment activities.

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DECLARATORY, INTERPRETIVE AND ADMINISTRATIVE PROVISIONS

RECREATIONAL VEHICLE

A motor vehicle that has been permanently converted into a dwelling, belongs to an individual, and is used mainly for personal purposes.

RESIDENCE FOR SENIOR CITIZENS

A residential immovable that has communal facilities for serving meals and is made up of rooms or apartments occupied by autonomous individuals, alone or in groups, who, due to their age, have ceased or significantly reduced their professional activities or have finished raising a family.

RESTAURANT

An establishment where meals are served for a charge. The term “restaurant” does not include an establishment that sells beer on tap, wine or light cider for consumption on site, but where no meals are consumed.

RESTORATION

A set of actions that aim to restore a place or one of its components to a previous state of integrity in order to further reveal its heritage values. For a natural environment, it is an operation aimed at restoring to its original state a terrestrial or aquatic ecosystem altered or destroyed generally by human action.

RETAINING WALL

A wall, partition or other structure that supports, retains or rests on a soil pile; it refers to any vertical structure or structure that forms an angle of less than 45 degrees with the vertical, is not buried, is subject to a lateral thrust from the soil, and causes a difference in level to be created or maintained between adjacent grade levels on both sides of said wall.

RETENTION BASIN

An open-air basin or underground reservoir able to temporarily hold water from floods or rainfall.

RIGHT-OF-WAY (of a thoroughfare)

An area of land that is, or is intended to be, except in the case of a private street, the property of the Town or another public body and intended for the passage of a street or another thoroughfare; also means the boundaries or the perimeter of that land.

RIPARIAN CORRIDOR

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A riparian corridor is a strip of land bordering a lake or watercourse and extending inland from the high-water mark. The width of the corridor is measured horizontally. The width of the corridor is 300 m along the shore of lakes and 100 m along the shore of watercourses with a regular flow.

RIPARIAN STRIP

A strip of a minimum width of 10 to 15 metres located between an aquatic environment and a terrestrial environment.

ROOFTOP STRUCTURE

A structure or equipment on or exceeding the roof of a building that is erected for any purpose related to the function of the building where it is erected.

ROOMING HOUSE

A building or part of a building, other than a hotel, residential hotel or communal housing where more than 2 bedrooms may be rented for residential purposes and meals are not served.

SANITATION CUTTING

Sanitation cutting consists in the cutting or harvesting of deficient, defective, dying, damaged or dead trees in a stand.

SECOND FLOOR

Floor located immediately over the first floor.

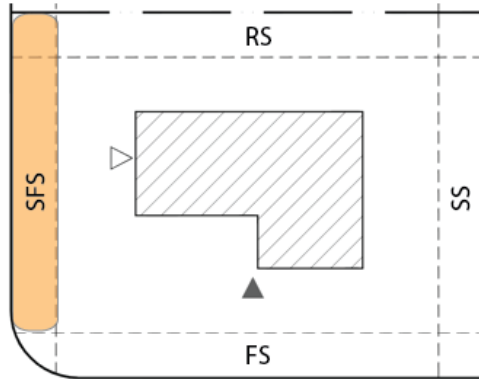
SECONDARY FRONT FACADE

An exterior wall or a series of exterior walls on a principal building that face a secondary front line on a landsite perpendicular to the principal front facade.

SECONDARY FRONT SETBACK

The front yard of a principal building located on a corner lot; said front yard is located between the street and the secondary facade of the building.

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DECLARATORY, INTERPRETIVE AND ADMINISTRATIVE PROVISIONS



SEMI-DETACHED BUILDING

A principal building connected to one other principal building through a party wall or foundations, a roof extension, and other similar architectural features, and where each of the buildings is located on a separate lot.

SEMI-DETACHED (BUILDING)

Two buildings located on separate landsites and joined by a party wall.

SERVICE STATION

An establishment that sells fuel and other products required to operate motor vehicles (oil, grease, batteries, tires and other accessories) and service motor vehicles and thus has at least one service bay intended for diagnosing mechanical problems, repairing tires (excluding retreading), replacing defective parts not requiring major repairs, washing automobiles, lubricating automobiles and making minor urgent repairs.

SERVITUDE

A real right under which all or part of a landsite held by a natural or legal person is subject to a particular use or may be used by another person.

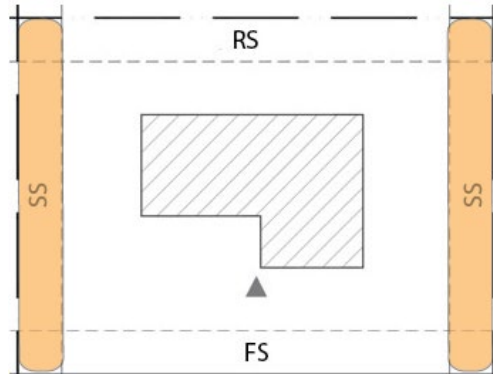
SHED

An accessory structure that is related to the principal use in that it is used to store items for everyday or occasional use or swimming pool or recreational accessories and may contain plumbing equipment.

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SIDE SETBACK

The space between the side line or lines and a parallel line to said side line, located inside the landsite, at a distance established by this By-Law and from which a principal building may be erected.



SIGN

Any writing, pictorial representation, emblem, flag or other figure or light with similar features that is:

1. a structure, part of a structure or attached thereto, or painted onto a structure, or represented in any way whatsoever on an edifice or an independent support;
2. used to warn, inform, announce, advertise, publicize, highlight, draw attention;
3. specifically intended to draw attention to the exterior of an edifice.

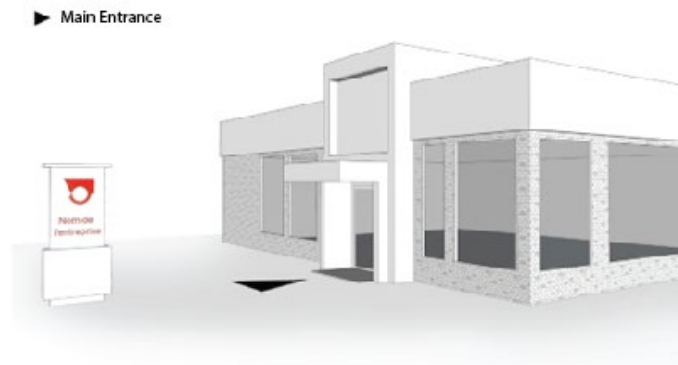
SIGN HEIGHT

The vertically measured height between the average grade of the ground adjacent to the support and the upper edge of the sign's surface including the support.

SIGN MOUNTED ON A PEDESTAL

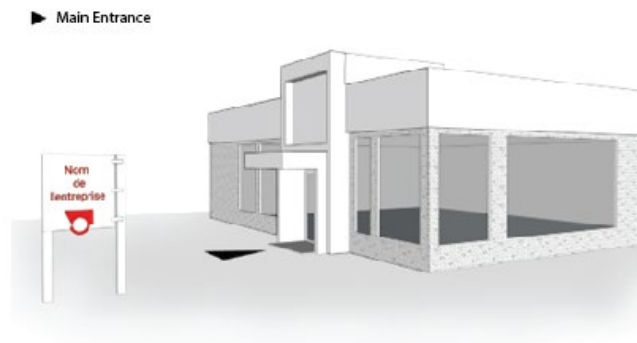
A sign whose base is formed by a massive pedestal.

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SIGN MOUNTED ON A POST

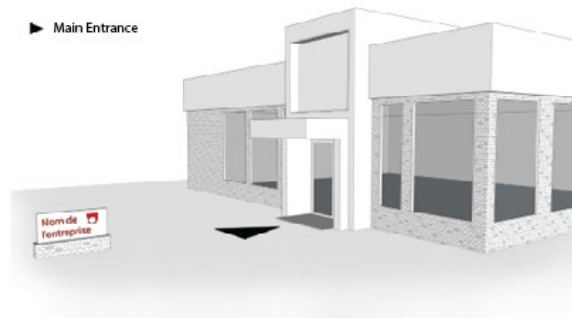
A sign that is attached, suspended or otherwise fixed or supported by one or more posts fastened to the ground.



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SIGN ON A LOW WALL

A sign in an enclosure or formed by characters affixed flat against or above a wall not attached to a building.



SINGLE-FAMILY HOUSING

A building with only one dwelling.

SITE COVERAGE AREA (BUILDING)

The maximum external area of a building's horizontal projection on the ground, excluding garages, stairs, balconies, canopies, outdoor terraces and stoops.

SITE COVERAGE RATIO

The ratio of the site coverage area to the land area.

SITE PLAN

A plan showing the proposed location of one or more buildings in relation to the boundaries of the landsite or landsites and the adjacent streets.

SIGHT TRIANGLE

A sight triangle is the triangular space found on the corner of a property where two streets intersect. This is a zone that must be kept open so that automobile drivers, cyclists and pedestrians have a clear field of vision that ensures the safety of all.

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DECLARATORY, INTERPRETIVE AND ADMINISTRATIVE PROVISIONS

SOLARIUM

A room not more than 5 metres (16.4') high from the lot reference level, built as a structure that is attached or incorporated into a house, including at least two exterior walls, with transparent windows covering at least 60% of the area of the exterior walls.

STANDARD CORD

A unit of measurement for fuelwood equal to a volume of 1.2 cubic metres.

STOOP

An outdoor platform that is adjacent to the building and has stairs leading to the ground.

STREET

A street or open road under a by-law, resolution or minutes of the Town, a road maintained by the Ministère des Transports under the *Act respecting Roads* (Revised Statutes, 1964, ch. 133) or by the Quebec Autoroute Authority, provided shore residents have a right to access said road.

STREET CROWN

The highest line of the roadway (generally in the center of the street), measured at the intersection of the property line with the adjacent public thoroughfare.

Calculation methods

1. Identification of the street crown :
 - a) Locate the highest point in the center of the roadway aligned with the property limits.
2. Use as reference:
 - a) Use this level as a vertical base for measuring total building height.

STRUCTURE

Refers to the arrangement of objects or materials that are combined with each other for use in support of any construction and require some location on the ground or are attached to an object whose exterior requires such a location.

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SUMP PUMP

A pump used to bring the water contained in a retention tank or a holding pond up to the drainage system or a storm water drainage ditch.

SWIMMING POOL

Any artificial outdoor pool including wading pools, swimming pools, hot tubs and spas, fountains with a depth at any point of 60cm (24") or more.

TEMPORARY BUILDING

A building erected for a special purpose and for a limited period of time.

TEMPORARY CARPORT

A shelter that can be dismantled, is installed for a limited period of time set by by-law, and is used to provide shelter for one or more passenger vehicles during the winter.

TEMPORARY USE

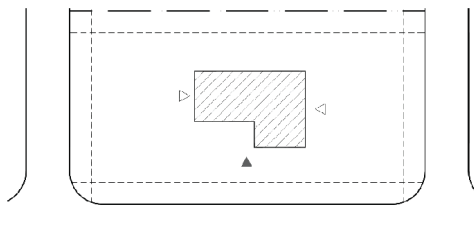
An authorized use for a limited period of time established by by-law.

THOROUGHFARE

Any site or structure designated for vehicle or pedestrian traffic, especially a road, street or alley, a sidewalk, footpath, public square or public parking area.

THROUGH CORNER LANDSITE

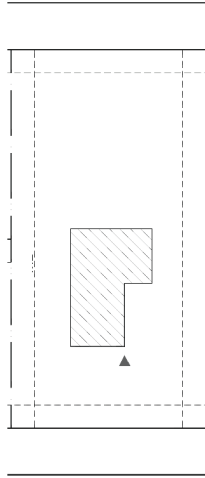
A corner lot with three (3) different lines that face one or more public thoroughfares.



THROUGH LANDSITE

An interior landsite with boundaries that face two (2) streets or street segments.

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DECLARATORY, INTERPRETIVE AND ADMINISTRATIVE PROVISIONS



TOTAL FLOOR AREA (TFA)

The quotient obtained by dividing the site coverage area, which is calculated at the limits of the foundations of all principal buildings erected on the same landsite, by the area of that landsite.

TOTAL SIGN AREA

Refers to the total area of any sign visible from outside of an establishment

TOWN

Town of Baie-D'Urfé.

TRAILER

Non-autonomous vehicle with or without wheels that is used seasonally, or is intended for such use, as a place where people can stay, eat or sleep, is built to be attached to a motor vehicle or pushed or pulled by such a motor vehicle, and is used exclusively for recreational purposes or as a construction site shelter.

TREES

Large woody plant with a single trunk that branches only at a certain height above ground level and a diameter at breast height (DBH) of at least 10 cm, measured at 1.3 meters above ground level or whose diameter at stump height (D.H.S.) is at least 15 cm at a maximum of 15 cm from the ground.

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DECLARATORY, INTERPRETIVE AND ADMINISTRATIVE PROVISIONS

URBAN PLANNING ADVISORY COMMITTEE

The Urban Planning Advisory Committee of the Town of Baie-D'Urfé. Formed by a group of persons appointed by the Council, this committee studies and makes recommendations with respect to urban planning by-laws.

URBAN PLANNING BY-LAW

A by-law contemplated in Chapter IV of Title I of the *Act respecting Land Use Planning and Development* (R.S.Q., c. A-19.1).

USE

The purpose for which a building, a structure, a sign, premises, a lot or one of their parts is used, occupied or intended or treated for use or occupation, and by extension, the said building, structure, premises, lot or part of lot.

VACANT LANDSITE

A landsite that does not have any identifiable use or structure.

VERANDA

A gallery or open balcony that is not heated or air-conditioned and is enclosed by walls or a glass surface.

WAREHOUSE SALE

A sale of excess, outmoded or discontinued items from existing product ranges that occurs at most twice per year inside a building on the same landsite, solely on weekends and for a maximum of three (3) hours per sale.

WATERCOURSE

Any mass of water running along a bed in a regular or intermittent flow, including a bed established or modified by human intervention, with the exception of a ditch along a public or private thoroughfare, a common ditch or a drainage ditch. This definition includes the bodies of water located on the periphery of the territory of the Montreal Urban Agglomeration, such as the Saint Lawrence River, including Lake Saint-Louis, the Rivière des Prairies and Deux Montagnes Lake, as well as the streams.

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DECLARATORY, INTERPRETIVE AND ADMINISTRATIVE PROVISIONS

WETLAND

An ecosystem whose soil is saturated with water or flooded for a period long enough to influence the nature of the soil and the composition of the vegetation. These environments are characterized in particular by hydromorphic soils or vegetation dominated by hygrophilous species. These are marshes, swamps, ponds and peat bogs.

WETLAND AND WATER ENVIRONMENTS

Places of natural or anthropogenic origin that are distinguished by the permanent or temporary presence of water, which can be diffuse, occupy a bed or saturate the ground and whose state is stagnant or moving. When water is moving, it can flow with a regular or intermittent flow. A wetland is also characterized by hydromorphic soils or vegetation dominated by hygrophilous species. Wetland and water environments include:

1. A lake, a watercourse;
2. The banks and shoreline of a lake or watercourse as defined by government regulation;
3. Flood zones of a lake or watercourse and mobility zones of a watercourse established in accordance with Section V.1 of Chapter IV of Title I of the Environment Quality Act (RLRQ, chapter Q-2) and whose boundaries are published by the government or, where such boundaries have not been established, as defined by government regulation;
4. A pond, a marsh, a swamp and a peat bog.

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DECLARATORY, INTERPRETIVE AND ADMINISTRATIVE PROVISIONS

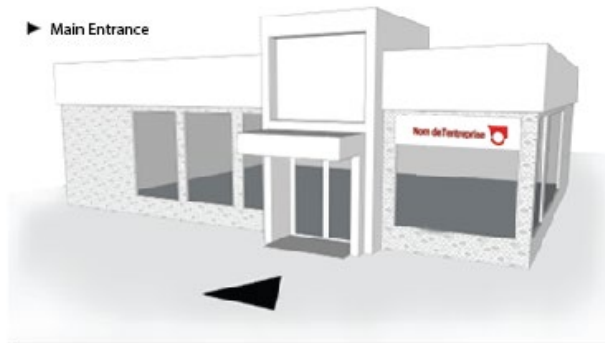
Ditches on public or private roads, shared ditches and drainage ditches, as defined in paragraphs 2 to 4 of the first paragraph of section 103 of the Municipal Powers Act (RLRQ, chapter C-47.1), do not constitute wetlands and bodies of water.

WETLAND PROTECTION AREA

A strip of land 30 metres wide that borders a wetland of interest to be protected or restored identified in the *zoning plan*.

WINDOW SIGN

A sign with writing that is glued, painted, engraved or otherwise fixed, incorporated or applied on the window of a door, a window or a window display on a wall facing outside.



YARD

A space on a landsite where a principal building is found, but which is not occupied by that principal building.

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DECLARATORY, INTERPRETIVE AND ADMINISTRATIVE PROVISIONS

Division 1.3 : Administrative provisions

1.3.1 : Administration and application of the by-law

This By-Law shall be applied by the competent authority.

The duties and powers of the competent authority are defined in Chapter 2 of this By-Law.

1.3.2 : Landsite and structure visits

The competent authority is authorized to visit and examine, between 7 a.m. and 7 p.m., any movable or immovable property, as well as the interior and exterior of any home, building or edifice, to note whether the by-laws which he has been mandated to apply are being observed there, verify any information or note any aspect necessary to carry out his duties. The owner or occupant of said homes, buildings and edifices shall allow the competent authority to enter them.

The competent authority is authorized to be accompanied during the visit by anyone liable to help him perform his functions.

1.3.3 : Activities covered

Any application for a building permit, a subdivision permit, a certificate of authorization or a certificate of occupancy shall comply with the provisions of this By-Law.

1.3.4 : Offences and penalties

Anyone who violates the provisions of this By-Law, other than the provisions respecting tree felling, commits an offence.

An offence against this By-Law shall render the offender liable to the following fines (in all cases, the costs of the proceedings shall be in addition):

	Natural person		Legal person	
	Minimum	Maximum	Minimum	Maximum
First fine	\$500	\$1,000	\$1,000	\$2,000
Repeat offence	\$1,000	\$2,000	\$2,000	\$4,000

The deadlines for paying the fines and fees charged under this By-Law, and the consequences for failing to pay the said fines and fees by the prescribed deadlines

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DECLARATORY, INTERPRETIVE AND ADMINISTRATIVE PROVISIONS

shall be established in accordance with the *Code of Penal Procedure of Quebec* (R.S.Q., c. C-25.1).

If an offence lasts longer than a day, the offence committed on each of the days shall constitute a separate offence and the penalties issued for each offence may be imposed for each day that the offence endures, in accordance with this Section.

1.3.5 : Offences and penalties for felling trees

Anyone who violates the provisions of this By-Law with respect to tree felling commits an offence.

An offence against this By-Law in connection with tree felling renders the offender liable for a minimum fine of \$500 in addition to (in all cases, the costs of the proceedings are in addition):

1. in the case of a felling on an area smaller than 1 hectare, a minimum fine of \$100 and a maximum of \$200 per illegally felled tree, up to \$5,000;
2. in the case of a felling in an area of 1 or more hectares, a minimum fine in the amount of \$5,000 and a maximum fine in the amount of \$15,000 per hectare deforested, in addition to, for each fraction of hectare deforested, an amount determined in accordance with the previous subparagraph;

The amounts stipulated in the previous subparagraphs are doubled in the case of a repeat offence.

The deadlines for paying the fines and fees charged under this By-Law, and the consequences for failing to pay the said fines and fees by the prescribed deadlines shall be established in accordance with the *Code of Penal Procedure of Quebec* (R.S.Q., c. C-25.1).

1.3.6 : Offences and fines in connection with water withdrawals and protection

In the event of an offence specified in one or more of the items contemplated in sections 88 and following of the *Water Withdrawal and Protection Regulation* (Q.2, r. 35.2), the offender shall be liable to the fines provided in said Regulation.

1.3.7 : Civil remedies

In addition to penal remedies, the Town may exercise all civil remedies at its disposal before the courts to ensure that the provisions of this By-Law are observed.

Erreur ! Source du renvoi introuvable.
DECLARATORY, INTERPRETIVE AND ADMINISTRATIVE PROVISIONS

CHAPTER 2. : DUTIES AND POWERS OF THE COMPETENT AUTHORITY

Division 2.1 : General provisions

2.1.1 : Competent authority

The Council of the Town of Baie-D'Urfé is represented in the application of this by-law by a municipal official designated as the “competent authority”, whose duties and powers are defined in the following articles. The Council may, by resolution, appoint someone to assist or replace him/her as required.

2.1.2 : Application of by-laws

Without restricting the scope of the powers that may be granted to the competent authority by the Town Council, the competent authority must ensure the application of urban planning by-laws of the Town of Baie-D'Urfé and any other municipal by-law concerning management of the private and public domain.

Erreur ! Source du renvoi introuvable.
DECLARATORY, INTERPRETIVE AND ADMINISTRATIVE PROVISIONS

Division 2.2 : Duties and powers of the competent authority

2.2.1 : Permits and certificates

The competent authority is responsible for issuing permits and certificates.

2.2.2 : Inspection of immovables

The competent authority may, upon presenting identification, visit an immovable at any reasonable hour and enter any building to ensure that the provisions of the by-laws under his administration are observed.

The competent authority may also perform an inspection of existing structures when there is reason to believe that an offence against this By-Law or any other applicable by-law may have been committed.

Furthermore, the competent authority must keep a register of the complaints made, visit reports and all other documents pertaining to complaints and offences against a by-law for which he is designated as the competent authority.

The owner, tenant or occupant of said building must allow the competent authority or his authorized representative to enter and failure to do so shall make him liable to a penalty, sanction and remedy.

2.2.3 : Construction site inspections

The competent authority may, upon presenting identification, visit an immovable at any reasonable hour, enter any building and perform an inspection of work underway to note whether they comply with the by-laws, issued permits or certificates and approved plans and specifications.

Where work must be inspected by the competent authority during the course of the work, the competent authority may require the owner to uncover, at the owner's expense, any undertaking or portion of said undertaking that had been covered before it had been inspected.

Furthermore, the competent authority must keep a register of the complaints made, visit reports and all other documents pertaining to complaints and offences against a by-law for which he is designated as the competent authority.

The owner, his representative or the person in charge of the construction site shall allow the competent authority or his authorized representative to enter and failure to do so shall make him liable to a penalty, sanction and remedy.

Erreur ! Source du renvoi introuvable.
DECLARATORY, INTERPRETIVE AND ADMINISTRATIVE PROVISIONS

2.2.4 : Offence

The competent authority may issue a notice to the owner, tenant and occupant, or to their designated representative, requiring them to correct a situation that constitutes an offence against these by-laws.

The competent authority may issue one or more statements of offence on behalf of the Town for an offence against these by-laws, as provided in the *Code of Penal Procedure* (CQLR, c. C-25.1).

2.2.5 : Record-keeping

The competent authority shall keep a register of the issued or rejected permits and certificates and the grounds for refusing to issue a permit or certificate. He shall keep a copy of all applications received, orders issued, reports, tests and inspections performed and all documents related to the application of this By-Law and other by-laws under his administration.

CHAPTER 4. :

Erreur ! Source du renvoi introuvable.

CHAPTER 3. : GENERAL PROVISIONS RESPECTING PERMITS AND CERTIFICATES

Division 3.1 : General provisions

3.1.1 : Preconditions for permit or certificate applications

The following requirements apply to any permit or certificate application:

1. The forms prescribed by the Town, where applicable, must be used to apply and must be submitted to the competent authority.
2. The application must be accompanied by the plans and documents required by this By-Law;
3. The fees charged for the application have been paid.

The permit or certificate application is considered complete when the conditions stated in this Section have been met.

3.1.2 : Power of attorney

If the person applying for the permit or certificate is not the owner of the building, structure or landsite concerned by the application, said person shall, upon submission of the permit or certificate application, provide a power of attorney signed by the owner, authorizing said person to file an application or proceed with the work or the occupancy that are concerned by the application.

Furthermore, where the application concerns the installation of a sign, the sketch identifying the proposed location of the sign, as well as the plan for the sign must be signed by the land owner or his authorized representative.

3.1.3 : Provisions concerning required plans and documents

Any plan required for the permit or certificate application must be executed according to best practices and show, at a minimum, the title of the plan, the name of the designer, the scale of the plan, the direction north, the date on which the plan was executed, and its modifications, where applicable. The metric system shall be used to indicate measurements on plans.

The competent authority may ask the applicant to provide additional plans and documents to those required in the urban planning by-laws, such as technical reports, tests and trials required to establish the compliance of the permit or certificate application with urban planning by-laws.

3.1.4 : Application for a permit or certificate of authorization subject to the by-law on minor exemptions

When an application for a minor exemption has been filed regarding a provision of the *Zoning By-Law* or the *Subdivision By-Law* and the competent authority is required to issue a subdivision permit, a building permit or a certificate of authorization, the competent authority may not issue the subdivision permit, the building permit or the certificate of authorization until the Council has granted the minor exemption by resolution.

3.1.5 : Application for a permit or certificate of authorization subject to the site planning and architectural integration program by-Law

When the issue of a subdivision permit, a building permit or a certificate of authorization is subject to the *Site Planning and Architectural Integration Program By-Law* and, as a consequence, to the approval of the Town Council, the competent authority may not issue the subdivision permit, the building permit or the certificate of authorization until the Council has approved the Site Planning and Architectural Integration Program by resolution.

3.1.6 : Provisions concerning the fees charged

The fees charged for permit or certificate applications are set in this By-Law.

The payment of the fees charged when applying for a permit or certificate is not reimbursable, even in the event of a refusal to issue the permit or certificate. This provision also applies to the payment of fees for any review or request for modifications, studies or other fees required under the urban planning by-laws.

The rates for reviewing a certificate of authorization, building permit, subdivision permit or certificate of occupancy application are payable when the application is submitted and shall be calculated based on the fees specified in the *By-Law concerning Rates for Activities, Goods and Services of the Town*, where applicable.

3.1.7 : Interruption of an application review

Where information, plans and documents provided by the applicant are inaccurate, erroneous, insufficient or non-compliant, the competent authority notifies the applicant that the review process and the period for the issue or rejection of the permit are interrupted, for a period of 60 days, so that the applicant may provide the exact, corrected, sufficient and compliant information, plans and documents for the review of the application.

CHAPTER 4. :

Erreur ! Source du renvoi introuvable.

Upon the expiry of this period, if the information, plans and documents have not been submitted, the permit or certificate application is cancelled and a new application shall be submitted to the competent authority.

3.1.8 : Period for issuing permits and certificates of authorization

The period for issuing building permits and certificates of authorization is set at 30 days from the date of receipt of the last document that completes the application. Where an application requires the approval of the Council, the resolution adopted by the Town Council shall be a document required in addition to the application.

If the competent authority refuses to issue a permit or a certificate of authorization, he shall communicate his decision and justification for said decision in writing, within a period of thirty (30) days from the date of receipt of the last document that completes the application.

In the case of a certificate of occupancy, the period for issuing such certificate is set at 15 days from the date of receipt of the last document that completes the application.

If the competent authority refuses to issue a certificate of occupancy, he shall communicate his decision and justification for said decision in writing, within a period of 15 days from the date of receipt of the last document that completes the application.

3.1.9 : Effect of issuing the permit or certificate

When the permit or the certificate is issued, the applicant may perform only those operations that are stated in said documents in accordance with all provisions of the applicable by-laws.

3.1.10 : Display of the permit or certificate

The permit or certificate shall be displayed during the entire period of the work at a location visible from the street, on the landsite or on the building where the work is taking place. In the case of a certificate of occupancy in a commercial or industrial immovable or for working at home in a residential building, said certificate shall be displayed continuously so that it is visible to the public from inside the space for which the certificate has been issued.

CHAPTER 4. :

Erreur ! Source du renvoi introuvable.

3.1.11 : Work not requiring a permit or a certificate

Unless the work is listed among the types of work governed by the *Site Planning and Architectural Integration Program By-Law* in force within the territory of the Town, it is not required to obtain a certificate of authorization for the following types of work:

1. interior decoration and painting;
2. interior renovation or finishing work in a basement of a single-family dwelling provided that none of this work involves:
 - a) the withdrawal, alteration or construction of a bearing wall or part of a bearing wall;
 - b) the withdrawal or cutting of a joist, a beam or a column;
 - c) the withdrawal, alteration or obstruction of a stairway or an opening;
 - d) the alteration of a building exit or exit access;
 - e) an increase in the number of bedrooms or bathrooms.
3. repair work in a single-family detached dwelling that requires regular maintenance of a structure, provided that the exterior cladding on the walls or the roof remain of the same type (e.g. replacing the asphalt shingles of a roof with new asphalt shingles of a similar colour), the foundations, framework and exterior or interior partitions are not modified and the floor area is not increased;
4. landscaping work, without foundations and not requiring backfill and excavation;
5. the installation of winter shelters intended to cover, during the authorized period, parking spaces or building entrances, in accordance with the *Zoning By-Law*;
6. replacing and changing an existing toilet;
7. the installation of a snow fence;
8. the installation of removable play equipment (e.g. playset, trampoline, basketball hoop, etc.);
9. the installation of an outdoor propane or electric fireplace that is independent from the main building;

CHAPTER 4. :

Erreur ! Source du renvoi introuvable.

10. the installation of a propane and heating oil tank for residential use.

In the event where a permit or a certificate of authorization is not required, the applicable provisions set forth in the urban planning by-laws must nevertheless be respected.

PRÉLIMINAIRE

Division 3.2 : Obligations of the applicant

3.2.1 : Obligations of the permit or certificate applicant

The permit or certificate applicant shall:

1. comply with all of the provisions of the Town's urban planning by-laws;
2. allow the competent authority or anyone who accompanies him to visit, examine or inspect the landsite and all structures in accordance with the provisions set forth in the urban planning by-laws;
3. provide the required plans and documents, pay the fees charged and fill out the forms requested by the competent authority;
4. declare all elements: a structure, equipment, undertaking or a specific situation that has an impact on the review of the subdivision permit, building permit or certificate of authorization application.
5. obtain any required permit, certificate or authorization before beginning the work concerned;
6. display any permit and certificate in a place that is visible from the street for the entire duration of the work;
7. carry out the work in accordance with the issued permit and certificate and the by-laws in force, and within the prescribed periods of time;
8. notify the competent authority before making any modification to the authorized work and obtain his authorization before making the modification;
9. cease or refrain from beginning the work when his building permit or certificate of authorization is suspended, voided or cancelled;
10. take all necessary steps to correct a situation that endangers the safety of people;
11. provide the competent authority with any report, test or trial requested for the review of the permit or certificate application.

3.2.2 : Obligation to provide a certificate of location

Where a new building must be built or an existing building must be expanded or moved within 60 centimetres of any minimum setback as prescribed in the *Zoning By-Law*, a certificate of location prepared by a land surveyor showing the exact location of the foundations in relation to the cadastral boundaries of the landsite shall be provided to the competent authority as soon as the foundations are raised, failing

CHAPTER 4. :

Erreur ! Source du renvoi introuvable.

which the building permit or, in the case of moving a building, the certificate of authorization, shall become null and void.

PRÉLIMINAIRE

CHAPTER 4. : PROVISIONS RESPECTING SUBDIVISION PERMITS

Division 4.1 : General provisions

4.1.1 : Requirement of obtaining a subdivision permit

A subdivision permit is required for any cadastral operation.

After the cadastral renewal, a subdivision permit is also required when more than one lot or part of a lot is consolidated to form a landsite in accordance with the urban planning by-laws (consolidation plan).

Any cadastral operation for which a permit has not been issued in accordance with the provisions of this By-Law shall be null and void and the Town may exercise the legal remedies to which it is entitled to hinder the filing or recording of such an operation or have its filing or recording cancelled or removed.

4.1.2 : Non-conforming cadastral operation

A cadastral operation may not be authorized if it ultimately causes another lot to become non-conforming under the *Subdivision By-Law* or if it ultimately increases the non-conformity of a lot in terms of its dimensions and minimum area.

4.1.3 : Restriction to cadastral operations

A cadastral operation may not be authorized if it produces one of the following effects:

1. It causes another lot or landsite to not comply with the minimum requirements set forth in the subdivision by-law in force;
2. It allows a remainder of a tract of land to not comply with the minimum requirements set forth in the subdivision by-law in force;
3. It exacerbates the non-conformity of a dimension or area of another lot or a landsite;
4. It causes a structure or an undertaking to not comply with the minimum provisions set forth in the zoning by-law in force;

Notwithstanding the first paragraph, a cadastral operation is authorized if it is carried out in accordance with article 3042 of the *Civil Code of Quebec* (R.Q., 1991, c. 64).

Division 4.2 : Submission of a subdivision permit application

4.2.1 : Content of the subdivision permit application

A subdivision permit application shall be accompanied by the following plans and documents (certain plans and documents may not be required to establish the compliance of the proposed activity with the urban planning by-laws):

1. a letter signed by the owner or his authorized representative requesting the approval of the cadastral operation and certifying that all municipal taxes for the immovables included in the plan have been paid. Where a cadastral operation involves the creation of new streets, the owner shall also undertake, through the same letter, to transfer to the Town the site of the proposed thoroughfares;
2. four (4) copies of the proposed cadastral operation plan, executed at a scale of 1: 250 or greater, prepared and signed by a land surveyor, including, but not limited to, the following elements:
 - a) the cadastral identification of the lot contemplated by the cadastral operation as well as its boundaries, dimensions and area;
 - b) the cadastral identification of the neighbouring lots, the name(s) of their owner(s) as well as their boundaries;
 - c) the identification of the angle to the nearest minute of arc at the junction of any two lot boundary lines;
 - d) the identification of the radius and chord line length and the central angle to the nearest minute of arc of any curved line;
 - e) the location of existing or required public infrastructures;
 - f) the location, identification and dimensions of existing, required or proposed pedestrian paths, bicycle paths or other paths, servitudes and rights-of-way;
 - g) the identification and location of the water network, including wetlands, the determination of the high-water mark and the protective strips, as well as the location of a watercourse situated less than 100 metres from

CHAPTER 4. :

Erreur ! Source du renvoi introuvable.

- any line of the proposed lots, or a lake located less than 300 metres from any line of the proposed lots;
- h) the identification and location of any floodplain including the identification of the low-velocity and high-velocity zones;
 - i) the topographical survey and the slopes expressed through spot elevations at two (2) metre intervals and the average slope, where applicable;
 - j) the characteristics of the parcel of land such as wooded parts, hedges, trees, etc.
 - k) the siting of existing buildings on the lots concerned by the application as well as the elevations of distances between the buildings and the lines separating the lots;
 - l) the route and the right-of-way of streets and existing and proposed vehicle accesses, engineering structures, infrastructures to which they will connect;
 - m) where applicable, the cadastral boundary of proposed parks and green spaces, as well as their area;
 - n) where applicable, the existing or proposed servitudes and rights-of-ways, particularly for the passage of power supply and communications transmission facilities.
- 3. the right of access issued by the Ministère des Transports du Québec (MTQ) under the *Act respecting Roads* (R.S.Q., chap. V-9) when the cadastral operation concerns a landsite or a street that connects to an MTQ-numbered road;
 - 4. where applicable, the application is accompanied by a resolution from the Town Council approving the project when the latter is subject to a specific procedure under the *Site Planning and Architectural Integration Program By-Law*;
 - 5. any other information deemed necessary by the competent authority to review the application.
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CHAPTER 4. :

Erreur ! Source du renvoi introuvable.

4.2.2 : Additional content required for a contaminated landsite

In addition to the plans and documents required in section 4.2.1, the Town shall obtain from the applicant, in the event that the landsite concerned by the subdivision permit application is entered on the list of contaminated lands constituted by the Town of Baie-D'Urfé pursuant to section 31.68 of the *Environment Quality Act* and is the subject of a rehabilitation plan approved by the Minister of Sustainable Development, Environment and Parks under division IV of chapter IV of title I of said Act or a declaration of compliance in accordance with section 2.4 of the *Land Protection and Rehabilitation Regulation* (chapter Q-2, r. 37):

1. A report signed by a professional within the meaning of section 31.42 of the *Environment Quality Act* establishing that the project for which the permit is requested is compatible with the provisions of the rehabilitation plan or the declaration of compliance.

4.2.3 : Additional content required for a cadastral operation in the case of a subdivision privilege

In addition to the plans and documents required in section 4.2.1, the applicant shall provide a copy of the recorded deed or deeds describing the metes and bounds in order to establish the subdivision privilege when applying for a subdivision permit for that purpose.

4.2.4 : Additional content required for a cadastral operation to create a new public right-of-way in the sector of archeological interest

In addition to the plans and documents required in section 4.2.1, a study of the archeological potential shall be provided in the case of a cadastral operation application to create a new public right-of-way in the sector of archeological interest of the Town of Baie-d'Urfé.

This study shall include the following elements:

1. a summary of existing historical and archeological information;
2. a description and characterization of the archeological potential using a map;
3. a strategy for the operation, where applicable.

Division 4.3 : Conditions for issue

4.3.1 : Conditions for issuing subdivision permits

The competent authority issues the subdivision permit provided the following conditions are met:

1. The application is accompanied by all plans and documents required by this By-Law;
2. The fees for obtaining the permit have been paid;
3. The application complies with the *Subdivision By-Law*;
4. The applicant has agreed in writing to transfer the contribution for parks, playgrounds or natural areas or the amount to be paid to the special fund has been paid.

4.3.2 : Cases of exemption

All cadastral operations shall comply with the minimum standards and provisions of the *Subdivision By-Law*. However, a subdivision permit may not be refused in the cases of exception provided in sections 256.1 to 256.3 and following of the *Act respecting Land Use Planning and Development* (subdivision privileges).

CHAPTER 4. :

Erreur ! Source du renvoi introuvable.

Division 4.4 : Special provisions

4.4.1 : Subdivision permit invalidity

The subdivision permit shall be null and void in one or more of the following cases:

1. The plan relating to the cadastral operation is not filed, in accordance with the law, with the ministry responsible for the cadastre within six (6) months of the date on which the subdivision permit was issued;
2. The plan relating to the cadastral operation filed with the ministry responsible for the cadastre is not consistent with the plan in the subdivision permit application;
3. A modification was made to the plan and application without being approved by the competent authority;
4. The subdivision permit was issued based on false or erroneous information, declarations, plans or documents.

4.4.2 : Effects of issuing a subdivision permit

The issue of a subdivision permit relating to a cadastral operation is not binding upon the Town in any way whatsoever, including, but not limited to the following:

1. The approval or issue does not bind the Town in any whatsoever to issue a building permit or a certificate of authorization for the lot or lots concerned and does not at any time signify the possibility of building;
2. The approval or issue does not bind the Town in any way whatsoever to accept the transfer of the right-of-way of a street intended for public use, decree its opening, bear the costs of construction and maintenance, or assume any civil liability therefor;
3. The approval or issue does not bind the Town in any way whatsoever to install or approve the installation of public water or sewer services by the Town.

CHAPTER 5. : PROVISIONS RESPECTING BUILDING PERMITS

Division 5.1 : General provisions

5.1.1 : Requirement of obtaining a building permit

Throughout the territory, to perform one or more of the following activities on a building, a building permit must be obtained:

1. For a principal building:
 - a) construction;
 - b) expansion;
 - c) lifting (the building) and the work required on the building after it has been lifted;
 - d) interior work affecting the building structure;
 - e) expansion of openings;
 - f) work involving a change in the shape or height of the roof;
 - g) work involving the change or addition of exterior cladding material;
 - h) work that causes a new dwelling to be created;
2. For an accessory building:
 - a) installation, construction or expansion of an accessory building with a permanent foundation;
 - b) installation, construction or expansion of an accessory building of more than 12 m².

Furthermore, any operation subject to the *Site Planning and Architectural Integration Program By-Law* shall be the subject of a building permit, where applicable, notwithstanding any provision to the contrary in this Section.

CHAPTER 3. :
GENERAL PROVISIONS RESPECTING PERMITS AND CERTIFICATES

An exemption from the obligation of obtaining a building permit does not in any way remove the obligation of complying with this By-Law and any other applicable by-law, or the obligation, in cases of doubt, of inquiring with the competent authority.

Division 5.2 : Submission of a building permit application

5.2.1 : Content of the building permit application

A building permit application shall be accompanied by two copies of the following plans and documents (certain plans and documents may not be required to establish the compliance of the proposed operation with the urban planning by-laws):

1. the Town's official permit application form duly completed and signed either by the owner or his authorized representative and the occupant or the applicant, if he is not the owner;
2. the full name and contact information of all professionals and parties involved in the project concerned;
3. the full name and contact information of the contractor, including the contractor's license number issued by the Régie du bâtiment du Québec;
4. the current or proposed use of the building;
5. the building plans drawn to scale and the description of the planned work, including the plans, elevations, cross-sections, profiles (of all floors and facades) and exterior siding materials, where applicable;
6. in the case of a new structure or the expansion of an existing structure, a draft site plan including, but not limited to, the following information:
 - a) the dimension and area of the landsite;
 - b) the location of the street lines, their dimensions and the private or public character;
 - c) the proposed location of structures, buildings or undertakings, including their dimensions, setbacks and any current or proposed element likely to affect construction;
 - d) the location of parking areas (circulation aisles and parking spaces), curb cuts, driveways and loading and unloading areas;
 - e) the location of servitudes, passages, pathways, infrastructure, power transmission lines, sewers and other equipment or infrastructure likely to affect construction;

CHAPTER 3. :
GENERAL PROVISIONS RESPECTING PERMITS AND CERTIFICATES

- f) the identification and location of the water network, including lakes, watercourses, wetlands, the determination of the high-water mark and protective strips, etc.;
 - g) the location of fences, hedges, walls and retaining walls.
7. the excavation levels and details of backfill and excavation operations;
 8. the estimation of the total cost of the work;
 9. the schedule for carrying out the work (start and end of work);
 10. the right to access issued by the Ministère des Transports du Québec under the *Act respecting Roads* (R.S.Q., chap. V-9) in the case of a project involving the construction of a new principal building located on property that can be accessed directly from a MTQ-numbered road;
 11. where applicable, the application is accompanied by a resolution from the Town Council approving the project when the latter is subject to a specific procedure under the *Site Planning and Architectural Integration Program By-Law*;
 12. any other information deemed necessary by the competent authority to review the application.

Where required under the *Building Act*, R.S.Q., c. B-1.1, the *Architects Act*, R.S.Q., c. A-21, the *Engineers Act*, R.S.Q., c. I-9, or any other law designating a profession to execute plans, the plans and documents must be signed and sealed by said professional.

5.2.2 : Additional content required for a landsite fronting on a road in the major road network

In addition to the plans and documents required in section 5.2.1, an authorization for access to the major road network, as provided in the *Act respecting Roads*, shall be submitted in support of any building permit application involving the development of an access on a road that is part of the major road network.

5.2.3 : Additional content required for a contaminated landsite

In addition of the plans and documents required in section 5.2.1, the Town shall obtain from the applicant, in the event that the landsite concerned by the building permit application is entered on the list of contaminated lands constituted by the Town of Baie-D'Urfé pursuant to section 31.68 of the *Environment Quality Act* and is the subject of a rehabilitation plan approved by the Minister of Sustainable Development,

CHAPTER 3. :
GENERAL PROVISIONS RESPECTING PERMITS AND CERTIFICATES

Environment and Parks under division IV of chapter IV of title I of said Act or a declaration of compliance in accordance with section 2.4 of the *Land Protection and Rehabilitation Regulation* (chapter Q-2, r. 37):

1. A report signed by a professional within the meaning of section 31.42 of the *Environment Quality Act* establishing that the project for which the permit is requested is compatible with the provisions of the rehabilitation plan or the declaration of compliance.

5.2.4 : Additional content required for a permit application concerning a floodplain

In addition to the plans and documents required under section 5.2.1, a plan prepared by a land surveyor shall be submitted when applying for a building permit that concerns a landsite adjacent to Lake Saint-Louis or located, in whole or in part, in a floodplain. The plan in question shall include the following:

1. the boundaries and dimensions of the landsite;
2. the location and elevation of the geodetic points, including those in the location of the proposed structures, undertakings or works;
3. the outline of the floodplain's boundaries, including the high-velocity zone, the low-velocity zone and the two-year (2) boundary of the floodplain;
4. the location of existing buildings and undertakings, including septic facilities and water withdrawal facilities, where applicable;
5. the existing streets and thoroughfares.

5.2.5 : Additional content required for interventions proposing an encroachment or additional encroachment into a wetland of interest to be protected or restored or into its protection area

Except for land located outside a wetland of interest to be protected or restored indicated in Appendix 5 of the zoning regulations, which is legally occupied and developed in its entirety, as well as for accessory constructions and works, any application for a building permit for the construction of a work proposing an encroachment or an additional encroachment in a wetland to be protected or restored or in its protection area identified in the zoning plan must be accompanied by a characterization study in accordance with the provisions of this article.

Notwithstanding the preceding paragraph, a characterization study is not required in the case of the reconstruction of a building with the same layout.

CHAPTER 3. :
GENERAL PROVISIONS RESPECTING PERMITS AND CERTIFICATES

The purpose of this study is to know the exact delimitation of a wetland and its protection area in order to determine whether the constructions, uses, works, and where applicable, the activities of excavation, backfilling, moving of humus or non-invasive native plants or cadastral operations are located within this delimitation. If this is the case, the study aims in particular to know the composition of the wetland and its protection area.

The delimitation of a wetland of interest to be protected or restored and a protection area resulting from a characterization study prevails over that of a wetland to be protected or restored and a protection area identified in the zoning plan.

The following provisions apply to the characterization study to be submitted in support of the application:

1. The characterization study must be carried out by an expert in the field according to the rules of the art and be signed by the person(s) who carried out the inventories and field observations;
2. The characterization study must comply with the standards of the Ministère de l'Environnement et de la Lutte contre les changements climatiques, de la Faune et des Parcs (hereinafter: the MELCCFP), contained in the document Identification and delimitation of wetlands in southern Quebec (hereinafter: the "MELCCFP Guide");
3. The inventories must have been carried out during the growing season, i.e. between May 1 (or two weeks after the last spring thaw) and October 15 (or the first fall frost);
4. The validity of these inventories is 5 years;
5. The inventories must cover all wetlands present on the land covered by the applicant's application. When a wetland extends onto adjacent land, it may be necessary to include part of this land in the inventory so that the study can cover a minimum of 10% of the total area of the wetland;
6. Inventories must include, at a minimum, one inventory station per wetland and one inventory station per protection area;
7. For a wetland of more than 3000m², additional inventory stations must be planned. A minimum of one station in a wetland and one station in the protection area must be planned for every 3000m² of additional wetland present on the land in question.

The mandatory content of the characterization study is as follows:

1. Cartographic data relating to the delimitation of:

CHAPTER 3. :
GENERAL PROVISIONS RESPECTING PERMITS AND CERTIFICATES

- a) Wetlands to be protected or restored and their protection area identified in the zoning plan;
 - b) Watercourses and other neighboring wetlands identified in the zoning plan;
2. These data must have been validated by the professional responsible for the study using field inventories. If the data collected during the field inventories differ from the reference data, the study must indicate the explanation and justification for these differences;
 3. The dates of the field inventories;
 4. The mapped location of the inventory stations;
 5. The completed "Wetland Identification and Delimitation Form", available in Appendix 5 of the MELCCFP Guide, for each inventory station. Each form must contain information on vegetation, soil and hydrological indicators in accordance with the MELCCFP Guide;
 6. The type(s) of wetlands (pond, marsh, swamp or peat bog) and their riparian, isolated or partly riparian or isolated nature. The riparian nature means that the wetland is supplied with water by the watercourse (overflow plain of the watercourse) and is therefore an integral part of it. The isolated nature of a wetland means that it is supplied by precipitation, snowmelt or groundwater. A wetland that is hydroconnected to a watercourse but empties into it is considered isolated;
 7. Indication of the formation of a wetland complex, when several wetlands are present;
 8. The type(s) of terrestrial environments (forest stand, shrubby wasteland, herbaceous wasteland, anthropogenic elements, etc.) present on the land targeted by the characterization study;
 9. At least one photograph representative of the type of environment per inventory station, i.e. at least one photo of the wetland and one photo of the terrestrial environment (protection area);
 10. The location and a photograph of each of the drainage channels having at least one of the following characteristics:
 - a) The drainage channel is linked to a wetland located on the land targeted by the characterization study;
 - b) The drainage channel flows through the protection area of a wetland;

CHAPTER 3. :
GENERAL PROVISIONS RESPECTING PERMITS AND CERTIFICATES

11. An implementation plan produced by an expert present at least:
 - a) Property boundaries;
 - b) The boundaries noted by the expert in charge of the study relating to the wetland, the protected area, the coastal boundary if applicable, the bank if applicable and the boundaries of the flood plains if applicable;
 - c) The existing location of uses, constructions and lots;
12. A plan presenting at least:
 - a) The projected location of uses, constructions, works, excavation, backfilling, movement of humus or non-invasive native plants as well as lots;
 - b) The boundaries of the work zone.

When the mandatory content of the study demonstrates that the uses, constructions, works or activities are located within a wetland of interest to be protected or restored or its protection area, the characterization study must include the following elements:

1. For all homogeneous stands (terrestrial and wetland environments):
 - a) Their surface area;
 - b) The occurrence of dominant, co-dominant and secondary species for each stratum (herbaceous, shrubby and arboreal);
 - c) The absolute and relative percentage of coverage of each floristic species;
 - d) The description of the drainage type and slope;
 - e) The nature of the soil (hydromorphic or not);
 - f) The thickness of peat, if applicable;
 - g) Hydrological indicators;

CHAPTER 3. :
GENERAL PROVISIONS RESPECTING PERMITS AND CERTIFICATES

- h) The presence of the water table in the first 30 centimetres, if applicable;
2. For homogeneous shrub or arboreal stands (terrestrial and wetland environments, excluding herbaceous stands);
- a) Average height of stands;
 - b) Age of tree stands;
 - c) A description of the successional stage (climax);
 - d) Structure (uneven-aged or even-aged);
 - e) Percentage of canopy cover;
3. For wetlands:
- a) Map data from the zoning plan. It is important to validate the status of all drainage channels present, even if the mapping does not indicate the presence of watercourses;
 - b) The limit of the coastline, the bank and, if applicable, flood zones, when there is a watercourse on the land targeted by the study, as defined in section 4 of the Regulation respecting activities in wetlands, aquatic and sensitive environments (chapter Q-2, r. 0.1). For this purpose, the characterization study must also indicate the section and year of the flood recurrence ratings of the identified flood zones;
4. For cases of loss of natural environment:
- a) The location and surface area of the natural environments preserved or affected by homogeneous population (temporary or permanent encroachment);
 - b) The projected loss of canopy due to the implementation of uses, constructions, works or activities of excavation, backfilling or movement of humus or non-invasive native plants.

Finally, the following additional information must also be provided:

CHAPTER 3. :
GENERAL PROVISIONS RESPECTING PERMITS AND CERTIFICATES

1. Geomatic data in Shapefile (in NAD 83, MTM zone 8) relating to:
 - a) The limits of a wetland, in addition to data relating to adjacent land over a distance of at least 30 meters on either side of the land in question;
 - b) The limits of the protection area of a wetland covered by the characterization study;
 - c) The location of inventory stations.

Division 5.3 : Conditions for issue

5.3.1 : Conditions for issuing building permits

The competent authority issues the building permit provided the following conditions are met:

1. The application is accompanied by all plans and documents required by this By-Law;
2. The fees for obtaining the permit have been paid;
3. The application complies with the *Subdivision By-Law*, the *Zoning By-Law* and the *Building By-Law* in force;
4. The landsite on which each proposed structure shall be erected, including its dependencies, does not form one or more separate lots in the official cadastral plans.

5.3.2 : Additional condition for work subject to the site planning and architectural integration program by-law

In the event where the building permit concerns a project that is subject to the *Site Planning and Architectural Integration Program By-Law* in force, the competent authority issues the building permit provided the application complies with the resolution of the Town Council.

5.3.3 : Additional condition for work subject to the by-law on minor exemptions

In the event where the building permit concerns a project that is subject to the *By-Law on Minor Exemptions* in force, the competent authority issues the building permit provided the application complies with the resolution of the Town Council.

Division 5.4 : Special provisions

5.4.1 : Requirement to obtain the permit before beginning the work

No work may be started before the building permit has been issued.

5.4.2 : Building permit duration

Any building permit issued in accordance with this By-Law is valid for 12 months from the date of issue.

5.4.3 : Building permit invalidity

The building permit shall be null and void in one or more of the following cases:

1. The work has not begun within the first three months after the permit's issue;
2. The work is interrupted for a period of more than six (6) months;
3. The work has not been carried out in accordance with the provisions of the urban planning by-laws and the conditions stated on the building permit;
4. A modification was made to the plan and the permit application without being approved by the competent authority;
5. The building permit was issued based on false or erroneous information, declarations, plans or documents;
6. The work is not finished within the period of time prescribed in section 5.4.2.

5.4.4 : Building permit renewal

A building permit may not be renewed.

If a building permit becomes null and void on one of the grounds stated in this Division, a new application shall be submitted and the fees provided in this By-Law shall be paid again.

CHAPTER 6. :

Erreur ! Source du renvoi introuvable.

CHAPTER 6. : PROVISIONS RESPECTING CERTIFICATES OF AUTHORIZATION

Division 6.1 : General provisions

6.1.1 : Requirement of obtaining a certificate of authorization

Anyone wishing to carry out the following types of work and operations shall obtain a certificate of authorization in advance:

1. felling a tree for which a certificate of authorization is required under the *Zoning By-Law*;
2. moving a principal or accessory building;
3. demolishing an accessory building;
4. installing a temporary building or a mobile home;
5. installing or altering a sign for which a certificate of authorization is required under the *Zoning By-Law*;
6. installing, building or modifying a pool or a hot tub or a structure providing access to a pool or a hot tub;
7. installing, building or altering a fence, a wall or a retaining wall;
8. performing backfilling or excavation work;
9. developing or redeveloping a parking lot, a loading and unloading area, a driveway or a curb cut;
10. performing backfilling or excavation work;
11. excavating the soil, whether or not this is done with the goal of commercializing the earth, sand, gravel, rock or any extraction material;
12. executing all structures, undertakings and works that are liable to destroy or alter the vegetation cover of a lakeshore or riverbank, expose the soil or affect the stability of the lakeshore or riverbank or encroach on the littoral zone.
13. executing all structures, undertakings and works that are liable to alter the water regime, interfere with the free flow of water during flood periods, disturb plant and wildlife habitats or threaten the safety of persons and property.

When the project involves the issue of a building or demolition permit, said building or demolition permit serves as a certificate of authorization.

BY-LAW ON THE ADMINISTRATION OF URBAN PLANNING BY-LAWS AND THE
ISSUANCE OF PERMITS AND CERTIFICATES NO. 1109
TOWN OF BAIE-D'URFÉ

CHAPTER 6. :

Erreur ! Source du renvoi introuvable.

In the event that a certificate of authorization is not required, the applicable provisions set forth in the urban planning by-laws must nevertheless be respected.

Division 6.2 : Submission of a certificate of authorization application

6.2.1 : Content of the certificate of authorization application

A certificate of authorization application shall be accompanied by the following plans and documents (certain plans and documents may not be required to establish the compliance of the proposed operation with the urban planning by-laws):

1. the Town's official certificate application form duly completed and signed either by the owner or his authorized representative and the occupant or the applicant, if he is not the owner;
2. the identification and dimensions of the lot or lots concerned;
3. the details of the proposed work;
4. the excavation levels and details of backfill and excavation operations, where applicable;
5. the copy of an authorization from the Ministère des Transports when required to develop an access to a provincial road under the responsibility of the MTQ;
6. any other authorization from a ministry, where applicable;
7. the estimation of the total cost of the work;
8. the schedule for carrying out the work (start and end of work);
9. all other information deemed necessary by the competent authority to review the application.

Where required under the *Building Act*, R.S.Q., c. B-1.1, the *Architects Act*, R.S.Q., c. A-21, the *Engineers Act*, R.S.Q., c. I-9, or any other law designating a profession to execute plans, the plans and documents must be signed and sealed by said professional.

6.2.2 : Additional content required for tree felling

In addition to the plans and documents required under article 6.2.1, the following plans and documents must be submitted with an application for a certificate of authorization to fell trees:

1. A plan showing the location of the trees to be felled and the cadastral identification of the property where the work will be carried out;
2. Identification of the dimensions and species of trees to be felled;

CHAPTER 6. :

Erreur ! Source du renvoi introuvable.

3. A declaration signed by the applicant stating the reasons for the felling;
4. A report prepared by a certified arborist or forestry engineer attesting to the state of health of the trees, the reasons justifying their felling and, where applicable, the recommended compensatory measures

6.2.3 : Additional content required to move a building

In addition to the plans and documents required in section 6.2.1, the following plans and documents shall be submitted when applying for a certificate of authorization to move a building:

1. the cadastral identification of the landsite where the current building is located and the landsite where it will be relocated if it remains within the territory of the Town of Baie-D'Urfé;
2. when moving a building within the same landsite, a site plan at a scale of 1:500 or greater and showing, with the dimensions indicated through elevations, the position of the building before and after it is moved, in relation to the cadastral boundaries of the landsite and, where applicable, to other buildings sited on the same landsite;
3. when moving a building to a different landsite within the territory of the Town of Baie-D'Urfé, a site plan at a scale of 1:500 or greater and showing, with the dimensions indicated through elevations, the position of the building on the landsite after it is moved, in relation to the cadastral boundaries of the landsite and, where applicable, to other buildings sited on the same landsite;
4. a copy of the resolution authorizing the siting of the building at its proposed location, if the operation is subject to the approval of the Town Council pursuant to the *Site Planning and Architectural Integration Program By-Law*;
5. the owner shall undertake in writing to take the security measures required to secure the premises with a fence or any other relevant security feature;
6. where the route follows an MTQ road, a copy of the authorization issued by the MTQ shall be submitted to the Town before moving the building, where applicable.

In addition, any application for a certificate of authorization to move a building, using a public thoroughfare, of a height greater than 3.5 metres and with more than one horizontal dimension greater than 3.25 metres shall be accompanied by the following information:

1. the date and time when the building will be moved as well as the route that will be taken;
2. the likely duration of the move;

CHAPTER 6. :

Erreur ! Source du renvoi introuvable.

3. the dimensions of the building and its approximate weight;
4. the name of the mover;
5. photographs of the building, the site where it will be relocated and the surrounding area;
6. proof of comprehensive liability insurance in the amount of one million dollars (\$1,000,000).

6.2.4 : Additional content required to demolish a principal building

In addition to the plans and documents required under section 6.2.1, the plans and documents required under section 3.2.1 of the current regulation on the demolition of buildings must be submitted when applying for a certificate of authorization for the demolition of a main building, if applicable.

6.2.5 : Additional content required to demolish an accessory or secondary building

In addition to the plans and documents required in section 6.2.1, the following plans and documents shall be submitted when applying for a certificate of authorization to demolish an accessory or secondary building;

1. a description of the means used to demolish said building;
2. the likely duration of the work;
3. a description of the security measures taken by the applicant during the demolition to limit access to the demolition site;

The municipal by-laws governing the demolition of certain immovables take precedence, where applicable, over these provisions in relation to the procedure for obtaining a certificate of authorization.

6.2.6 : Additional content required for a temporary structure

In addition to the plans and documents required in section 6.2.1, the following plans and documents shall be submitted when applying for a certificate of authorization to install a temporary structure or a mobile home:

1. the type or kind of use to be carried out;
2. a site plan showing:
 - a) the boundaries of the landsite;

CHAPTER 6. :

Erreur ! Source du renvoi introuvable.

- b) the location of the existing buildings;
 - c) the parking areas;
 - d) the location on the landsite where the proposed temporary use will be carried out or the proposed temporary structure will be installed.
3. the plan showing the location and the details of the sanitary facilities.

6.2.7 : Additional content required to install or alter a sign

In addition to the plans and documents required in section 6.2.1, the following plans and documents shall be submitted when applying for a certificate of authorization to install or alter a public notice, a sign or a billboard:

- 1. a plan showing the position of the sign on the building or the landsite, including its height from the ground;
- 2. a plan of the sign in colour indicating its content, surface area, materials, lighting method, where applicable, and the details of the pedestal, pole or low wall if the sign is detached. In the event that the sign is perpendicular to the facade on which it is installed, the plan shall show how it projects and the manner in which it is attached or supported;
- 3. a description of the current use of the landsite and building and its existing signs;
- 4. in the case of a sign on a building, a plan drawn to scale showing the location of the proposed sign and the width of the wall;
- 5. if the sign is powered by electricity, the manner in which said sign needs to be connected to the power grid;
- 6. in the case of a sign adjacent to a road that is under provincial jurisdiction, the authorization issued by the Ministère des Transports du Québec;
- 7. in the event that a sign is to be installed on a landsite that is not owned by the applicant but by a different person, an agreement in writing with the owner of the landsite regarding the location of the sign on his landsite must be provided.

CHAPTER 6. :

Erreur ! Source du renvoi introuvable.

6.2.8 : Additional content required to install or alter of a swimming pool, a hot tub or a facility providing access to a swimming pool

In addition to the plans and documents required in section 6.2.1, the following plans and documents shall be submitted when applying for a certificate of authorization to install or alter a swimming pool or a facility providing access to a pool:

1. the details of the security devices that are required by the *Residential Swimming Pool Safety Regulation* (S-3.1.02, r.1);
2. a general plan drawn to scale of the property and the location of the facilities, including the enclosure restricting access to the swimming pool;
3. a plan illustrating the location and dimensions of the swimming pool or hot tub as well as any proposed accessory structures and equipment connected thereto (fence, porch, terrace, etc.).

During the work, the applicant is responsible for ensuring the safety of the premises and taking, where applicable, temporary measures to control access to the swimming pool.

6.2.9 : Additional content required to install, construct or alter a fence, a low wall or a retaining wall

In addition to the plans and documents required in section 6.2.1, the following plans and documents shall be submitted when applying for a certificate of authorization to install or alter a fence, a low wall or a retaining wall:

1. a general plan drawn to scale of the property showing:
 - a) the dimensions and location of the fence, the low wall or the retaining wall;
 - b) the location of the existing buildings;
 - c) the location of any constraint related to the nature of the landsite (lakes, watercourses, wetlands, flood zones, etc.).
2. a description of the materials used.

6.2.10 : Additional content required to develop or redevelop a parking lot, a loading and unloading area, a driveway or a curb cut

In addition to the plans and documents required in section 6.2.1, the following plans, documents and information shall be submitted when applying for a certificate of authorization to develop or redevelop a parking lot, a loading and unloading area, a driveway or a curb cut:

1. the information required to establish the number of spaces required;
2. the location and number of the proposed parking spaces;
3. a development plan for the parking lot and/or the loading and unloading area showing all of the dimensions required to evaluate the compatibility of the plan with the *Zoning By-Law*;
4. the location of accesses and curbs, where applicable;
5. the location of the surface drainage system, where applicable;
6. a copy of an authorization from the Ministère des Transports du Québec when the application involves connecting an access to a road under its jurisdiction;
7. a servitude ensuring the permanence of the parking spaces when they are shared.

6.2.11 : Additional content required for backfill or excavation work

When applying for a certificate of authorization for backfill or excavation work, the applicant shall provide, in addition to the plans and documents required in section 6.2.1, the following plan and information:

1. a management plan including:
 - a) the names, address and telephone number of the contractor or contractors selected to deliver and perform the work;
 - b) the current and proposed use of the landsite;
 - c) the reasons justifying the backfill;
 - d) the surface area to be backfilled, as well as the thickness of the proposed backfill, the details of the current and proposed topography of the landsite, the elevation grades for the finished ground level of the

CHAPTER 6. :

Erreur ! Source du renvoi introuvable.

streets adjacent to the landsite, as well as the elevation grades of the level proposed for the basement and ground floor of the principal building;

- e) the backfill materials used and a characterization study of these materials;
- f) proof of the source of the earth that will be used for the backfill. The competent authority may require a soil contamination test;
- g) the location of constraints due to the nature of the landsite (lakes, watercourses, wetlands, flood-prone areas, etc.), where applicable;
- h) in the event that the project concerns more than one (1) landsite, two (2) hard copies of a master excavation and backfill plan prepared by a land surveyor or a recognized professional in this field must be submitted for the entire territory concerned. In addition to the required plans, specifications, documents and information, the plan shall include the following plans, specifications, documents and information: the current and proposed topography of the landsite, the elevation grades for the finished ground level of the streets adjacent to the landsite, a surface water drainage management plan, the backfill materials used for the backfill and a characterization study of these materials;
- i) where applicable, the security measures that will need to be taken during the work.

6.2.12 : Additional content required for works and undertakings on a shore, in the littoral zone or in a floodplain

In addition to the plans and documents required under section 6.2.1, a plan prepared by a land surveyor shall be submitted when applying for a certificate of authorization concerning all works and undertakings on a shore, in the littoral zone or in a floodplain. The plan in question shall include the following:

1. the boundaries and dimensions of the landsite;

CHAPTER 6. :

Erreur ! Source du renvoi introuvable.

2. the location and elevation of the geodetic points, including those in the location of the proposed structures, undertakings or works;
3. the outline of the flood-prone area's boundaries, including the high-velocity zone, the low-velocity zone and the two-year (2) boundary of the floodplain;
4. the location of existing buildings and undertakings, including septic facilities and water withdrawal facilities, where applicable;
5. the existing streets and thoroughfares.

6.2.13 : Additional content required for interventions proposing an encroachment or additional encroachment into a wetland of interest to be protected or restored or into its protection area

Except for land located outside a wetland of interest to be protected or restored indicated in Appendix 5 of the zoning regulations, which is legally occupied and developed in its entirety, as well as for accessory constructions and works, any application for a certificate of authorization for the construction of a work proposing an encroachment or an additional encroachment in a wetland to be protected or restored or in its protection area identified in the zoning plan must be accompanied by a characterization study in accordance with the provisions of this article.

The purpose of this study is to know the exact delimitation of a wetland and its protection area in order to determine whether the constructions, uses, works, and where applicable, the activities of excavation, backfilling, moving humus or non-invasive native plants or cadastral operations are located within this delimitation. If this is the case, the study aims in particular to know the composition of the wetland and its protection area.

The delimitation of a wetland of interest to be protected or restored and of a protection area resulting from a characterization study takes precedence over that of a wetland to be protected or restored and of a protection area identified in the zoning plan.

The following provisions apply to the characterization study to be submitted in support of the application:

1. The characterization study must be carried out by an expert in the field according to the rules of the art and be signed by the person(s) who carried out the inventories and field observations;
2. The characterization study must comply with the standards of the Ministère de l'Environnement et de la Lutte contre les changements climatiques, de la Faune et des Parcs (hereinafter: the MELCCFP), contained in the document Identification and delimitation of wetlands in southern Quebec (hereinafter: the "MELCCFP Guide");

CHAPTER 6. :

Erreur ! Source du renvoi introuvable.

3. The inventories must have been carried out during the growing season, i.e. between May 1 (or two weeks after the last spring thaw) and October 15 (or the first fall frost);
4. The validity of these inventories is 5 years;
5. The inventories must cover all wetlands present on the land covered by the applicant's application. When a wetland extends onto adjacent land, it may be necessary to include part of this land in the inventory so that the study can cover a minimum of 10% of the total area of the wetland;
6. Inventories must include, at a minimum, one inventory station per wetland and one inventory station per protection area;
7. For a wetland of more than 3000m², additional inventory stations must be planned. A minimum of one station in a wetland and one station in the protection area must be planned for every 3000m² of additional wetland present on the land in question.

The mandatory content of the characterization study is as follows:

1. Cartographic data relating to the delimitation of:
 - a) Wetlands to be protected or restored and their protection area identified in the zoning plan;
 - b) Watercourses and other neighboring wetlands identified in the zoning plan;
2. These data must have been validated by the professional responsible for the study using field inventories. If the data collected during the field inventories differ from the reference data, the study must indicate the explanation and justification for these differences;
3. The dates of the field inventories;
4. The mapped location of the inventory stations;
5. The completed "Wetland Identification and Delimitation Form", available in Appendix 5 of the MELCCFP Guide, for each inventory station. Each form must contain information on vegetation, soil and hydrological indicators in accordance with the MELCCFP Guide;
6. The type(s) of wetlands (pond, marsh, swamp or peat bog) and their riparian, isolated or partly riparian or isolated nature. The riparian nature means that the wetland is supplied with water by the watercourse (overflow plain of the watercourse) and is therefore an integral part of it. The isolated nature of a wetland means that it is supplied by precipitation, snowmelt or groundwater. A

CHAPTER 6. :

Erreur ! Source du renvoi introuvable.

wetland that is hydroconnected to a watercourse but empties into it is considered isolated;

7. Indication of the formation of a wetland complex, when several wetlands are present;
8. The type(s) of terrestrial environments (forest stand, shrubby wasteland, herbaceous wasteland, anthropogenic elements, etc.) present on the land targeted by the characterization study;
9. At least one photograph representative of the type of environment per inventory station, i.e. at least one photo of the wetland and one photo of the terrestrial environment (protection area);
10. The location and a photograph of each of the drainage channels having at least one of the following characteristics:
 - a) The drainage channel is linked to a wetland located on the land targeted by the characterization study;
 - b) The drainage channel flows through the protection area of a wetland;
11. An implementation plan produced by an expert present at least:
 - a) Property boundaries;
 - b) The boundaries noted by the expert in charge of the study relating to the wetland, the protected area, the coastal boundary if applicable, the bank if applicable and the boundaries of the flood plains if applicable;
 - c) The existing location of uses, constructions and lots;
12. A plan presenting at least:
 - a) The projected location of uses, constructions, works, excavation, backfilling, movement of humus or non-invasive native plants as well as lots;
 - b) The boundaries of the work zone.

When the mandatory content of the study demonstrates that the uses, constructions, works or activities are located within a wetland of interest to be protected or restored or its protection area, the characterization study must include the following elements:

CHAPTER 6. :

Erreur ! Source du renvoi introuvable.

1. For all homogeneous stands (terrestrial and wetland environments):
 - a) Their surface area;
 - b) The occurrence of dominant, co-dominant and secondary species for each stratum (herbaceous, shrubby and arboreal);
 - c) The absolute and relative percentage of coverage of each floristic species;
 - d) The description of the drainage type and slope;
 - e) The nature of the soil (hydromorphic or not);
 - f) The thickness of peat, if applicable;
 - g) Hydrological indicators;
 - h) The presence of the water table in the first 30 centimetres, if applicable;
2. For homogeneous shrub or arboreal stands (terrestrial and wetland environments, excluding herbaceous stands):
 - a) Average height of stands;
 - b) Age of tree stands;
 - c) A description of the successional stage (climax);
 - d) Structure (uneven-aged or even-aged);
 - e) Percentage of canopy cover;
3. For wetlands:
 - a) Map data from the zoning plan. It is important to validate the status of all drainage channels present, even if the mapping does not indicate the presence of watercourses;

CHAPTER 6. :

Erreur ! Source du renvoi introuvable.

b) The limit of the coastline, the bank and, if applicable, flood zones, when there is a watercourse on the land targeted by the study, as defined in section 4 of the Regulation respecting activities in wetlands, aquatic and sensitive environments (chapter Q-2, r. 0.1). For this purpose, the characterization study must also indicate the section and year of the flood recurrence ratings of the identified flood zones;

4. For cases of loss of natural environment:

a) The location and surface area of the natural environments preserved or affected by homogeneous population (temporary or permanent encroachment);

b) The projected loss of canopy due to the implementation of uses, constructions, works or activities of excavation, backfilling or movement of humus or non-invasive native plants.

Finally, the following additional information must also be provided:

1. Geomatic data in Shapefile (in NAD 83, MTM zone 8) relating to:

a) The limits of a wetland, in addition to data relating to adjacent land over a distance of at least 30 meters on either side of the land in question;

b) The limits of the protection area of a wetland covered by the characterization study;

c) The location of inventory stations.

Division 6.3 : Conditions for issue

6.3.1 : Conditions for issuing the certificate of authorization

The competent authority issues the certificate of authorization provided the following conditions are met:

1. The application complies with the *Zoning By-Law* and the *Building By-Law*;
2. The application is accompanied by a resolution from the Town Council approving the project when the project is subject to a specific procedure under divisions VI to XI of the *Act respecting Land Use Planning and Development*, R.S.Q., c. A-19.1, where applicable.
3. The application is complete and the fees charged have been paid.

In the case of a demolition, the competent authority shall, at least 90 days before issuing a certificate of authorization to demolish an immovable built before 1940, give notice to the Minister of Culture and Communications of his intention, along with any information or document required by the Minister, until all of the following conditions are satisfied:

1. A by-law in accordance with the provisions of chapter V.0.1 of title I of the *Act respecting Land Use Planning and Development* (CQLR, c. A-19.1) is in force within the territory of the Town;
2. The inventory specified in the first paragraph of section 120 of the *Cultural Heritage Act* (CQLR, c. P-9.002) has been adopted with respect to the territory of the Town by the Montreal Urban Agglomeration.

6.3.2 : Issue of the certificate of authorization to demolish for a demolition application subject to the demolition by-law

In the event that the application is subject to the demolition by-law in force, if the Committee authorizes the demolition, the competent authority issues the certificate of authorization to demolish on behalf of the Committee. The certificate shall stipulate the conditions, where appropriate, which are binding upon the applicant.

A certificate of authorization to demolish may not be issued by the competent authority before the 30-day period specified in the *Demolition By-Law* has expired or, if a review is carried out pursuant to this Section, before the Council has rendered a decision authorizing the demolition.

Where section 4.2.6 of the *Demolition By-Law* applies, a certificate of authorization to demolish may not be issued before the earliest of the following dates:

CHAPTER 6. :

Erreur ! Source du renvoi introuvable.

1. the date on which the Montreal Urban Agglomeration notifies the Town that it does not intend to avail itself of the right of disallowance provided in said section;
2. the expiry of the 90-day period provided in said section.

6.3.3 : Additional condition for work subject to the site planning and architectural integration program by-law

In the event that the certificate of authorization concerns a project that is subject to the *Site Planning and Architectural Integration Program By-Law* in force, the competent authority issues the certificate of authorization provided the application complies with the resolution of the Town Council.

6.3.4 : Additional condition for work subject to the by-law on minor exemptions

In the event that the certificate of authorization concerns a project that is subject to the *By-Law on Minor Exemptions* in force, the competent authority issues the certificate of authorization provided the application complies with the resolution of the Town Council.

Division 6.4 : Special provisions

6.4.1 : Certificate of authorization duration

Any certificate of authorization issued in accordance with this By-Law is valid for 12 months from the date of issue.

6.4.2 : Certificate of authorization invalidity

The certificate of authorization shall be null and void in one or more of the following cases:

1. The work has not begun in the first six (6) months after the certificate's issue;
2. The work is interrupted for a period of more than six (6) months;
3. The work has not been carried out in accordance with the provisions of the urban planning by-laws and the conditions stated on the building permit;
4. A modification was made to the plan and the permit application without being approved by the competent authority;
5. The building permit was issued based on false or erroneous information, declarations, plans or documents;
6. The work is not finished within the period of time prescribed in section 6.4.1.

CHAPTER 7. : PROVISIONS RESPECTING CERTIFICATES OF OCCUPANCY

Division 7.1 : General provisions

7.1.1 : Requirement of obtaining a certificate of occupancy

The applicant who wishes to introduce or change a principal use on a lot or in a principal building in the groups other than H1 shall first obtain from the competent authority a certificate of occupancy certifying the compliance of the use with all provisions of the urban planning by-laws.

Such certification does not in any way remove the obligation of obtaining a subdivision permit, a building permit or a certificate of authorization, as required in this By-Law.

Division 7.2 : Submission of a certificate of occupancy application

7.2.1 : Content of the certificate of occupancy application

A certificate of occupancy application may be submitted only when the construction, moving or alteration work is finished.

A certificate of occupancy application must be accompanied by the following plans and documents:

1. name, address and telephone number of the owner or, where applicable, his authorized representative (full contact information);
2. a description of the current use of the immovable or part of the immovable as well as a description of the occupancy concerned by the application;
3. the mailing address or the cadastral number of the immovable concerned;
4. the date on which the occupancy will begin;
5. a development plan for the space or spaces, illustrating the existing and proposed use, as well as the (current and proposed) occupied areas;
6. a plan illustrating the existing and proposed parking areas, as well as the (current and proposed) occupied areas;
7. a copy of any authorization or permit required to carry out the use under a provincial or federal law or regulation, where applicable;
8. all other information deemed necessary by the competent authority to review the compliance of the application.

If the work is required to carry out the use, a permit or certificate application shall be submitted by the applicant and the work shall be completed prior to the issue of the certificate of occupancy.

7.2.2 : Additional content required for a certificate of occupancy for a tourist establishment

In addition to the plans and documents required in the section 7.2.1, a certificate of occupancy application seeking to authorize a use within a tourist establishment shall be accompanied by any authorization in writing, annual or permanent permit or certificate required and issued by a competent authority (e.g. Tourisme Québec).

7.2.3 : Additional content required for a certificate of occupancy for a use proposing an encroachment or additional encroachment into a wetland of interest to be protected or restored or in its protection area

Except for land located outside a wetland of interest to be protected or restored indicated in Appendix 5 of the zoning regulations, which is legally occupied and developed in its entirety, as well as for accessory constructions and works, any application for a certificate of occupancy for the exercise of a use proposing an encroachment or an additional encroachment in a wetland to be protected or restored or in its protection area identified in the zoning plan must be accompanied by a characterization study in accordance with the provisions of this article.

The purpose of this study is to know the exact delimitation of a wetland and its protection area in order to determine whether the constructions, uses, works, and, where applicable, the activities of excavation, backfilling, moving humus or non-invasive native plants or cadastral operations are located within this delimitation. If this is the case, the study aims in particular to know the composition of the wetland and its protection area.

The delimitation of a wetland of interest to be protected or restored and of a protection area resulting from a characterization study takes precedence over that of a wetland to be protected or restored and of a protection area identified in the zoning plan.

The following provisions apply to the characterization study to be submitted in support of the application:

1. The characterization study must be carried out by an expert in the field according to the rules of the art and be signed by the person(s) who carried out the inventories and field observations;
 2. The characterization study must comply with the standards of the Ministère de l'Environnement et de la Lutte contre les changements climatiques, de la Faune et des Parcs (hereinafter: the MELCCFP), contained in the document Identification and delimitation of wetlands in southern Quebec (hereinafter: the "MELCCFP Guide");
 3. The inventories must have been carried out during the growing season, i.e. between May 1 (or two weeks after the last spring thaw) and October 15 (or the first fall frost);
 4. The validity of these inventories is 5 years;
 5. The inventories must cover all wetlands present on the land covered by the applicant's application. When a wetland extends onto adjacent land, it may be necessary to include part of this land in the inventory so that the study can cover a minimum of 10% of the total area of the wetland;
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CHAPTER 8. :
PROVISIONS RESPECTING RATES

6. Inventories must include, at a minimum, one inventory station per wetland and one inventory station per protection area;
7. For a wetland of more than 3000m², additional inventory stations must be planned. A minimum of one station in a wetland and one station in the protection area must be planned for every 3000m² of additional wetland present on the land in question.

The mandatory content of the characterization study is as follows:

1. Cartographic data relating to the delimitation of:
 - a) Wetlands to be protected or restored and their protection area identified in the zoning plan;
 - b) Watercourses and other neighboring wetlands identified in the zoning plan;
2. These data must have been validated by the professional responsible for the study using field inventories. If the data collected during the field inventories differ from the reference data, the study must indicate the explanation and justification for these differences;
3. The dates of the field inventories;
4. The mapped location of the inventory stations;
5. The completed "Wetland Identification and Delimitation Form", available in Appendix 5 of the MELCCFP Guide, for each inventory station. Each form must contain information on vegetation, soil and hydrological indicators in accordance with the MELCCFP Guide;
6. The type(s) of wetlands (pond, marsh, swamp or peat bog) and their riparian, isolated or partly riparian or isolated nature. The riparian nature means that the wetland is supplied with water by the watercourse (overflow plain of the watercourse) and is therefore an integral part of it. The isolated nature of a wetland means that it is supplied by precipitation, snowmelt or groundwater. A wetland that is hydroconnected to a watercourse but empties into it is considered isolated;
7. Indication of the formation of a wetland complex, when several wetlands are present;
8. The type(s) of terrestrial environments (forest stand, shrubby wasteland, herbaceous wasteland, anthropogenic elements, etc.) present on the land targeted by the characterization study;

CHAPTER 8. :
PROVISIONS RESPECTING RATES

9. At least one photograph representative of the type of environment per inventory station, i.e. at least one photo of the wetland and one photo of the terrestrial environment (protection area);
10. The location and a photograph of each of the drainage channels having at least one of the following characteristics:
 - a) The drainage channel is linked to a wetland located on the land targeted by the characterization study;
 - b) The drainage channel flows through the protection area of a wetland;
11. An implementation plan produced by an expert present at least:
 - a) Property boundaries;
 - b) The boundaries noted by the expert in charge of the study relating to the wetland, the protected area, the coastal boundary if applicable, the bank if applicable and the boundaries of the flood plains if applicable;
 - c) The existing location of uses, constructions and lots;
12. A plan presenting at least:
 - a) The projected location of uses, constructions, works, excavation, backfilling, movement of humus or non-invasive native plants as well as lots;
 - b) The boundaries of the work zone.

When the mandatory content of the study demonstrates that the uses, constructions, works or activities are located within a wetland of interest to be protected or restored or its protection area, the characterization study must include the following elements:

1. For all homogeneous stands (terrestrial and wetland environments):
 - a) Their surface area;
 - b) The occurrence of dominant, co-dominant and secondary species for each stratum (herbaceous, shrubby and arboreal);

CHAPTER 8. :
PROVISIONS RESPECTING RATES

- c) The absolute and relative percentage of coverage of each floristic species;
 - d) The description of the drainage type and slope;
 - e) The nature of the soil (hydromorphic or not);
 - f) The thickness of peat, if applicable;
 - g) Hydrological indicators;
 - h) The presence of the water table in the first 30 centimetres, if applicable;
2. For homogeneous shrub or arboreal stands (terrestrial and wetland environments, excluding herbaceous stands);
- a) Average height of stands;
 - b) Age of tree stands;
 - c) A description of the successional stage (climax);
 - d) Structure (uneven-aged or even-aged);
 - e) Percentage of canopy cover;
3. For wetlands:
- a) Map data from the zoning plan. It is important to validate the status of all drainage channels present, even if the mapping does not indicate the presence of watercourses;
 - b) The limit of the coastline, the bank and, if applicable, flood zones, when there is a watercourse on the land targeted by the study, as defined in section 4 of the Regulation respecting activities in wetlands, aquatic and sensitive environments (chapter Q-2, r. 0.1). For this purpose, the characterization study must also indicate the section and year of the flood recurrence ratings of the identified flood zones;

CHAPTER 8. :
PROVISIONS RESPECTING RATES

4. For cases of loss of natural environment:
 - a) The location and surface area of the natural environments preserved or affected by homogeneous population (temporary or permanent encroachment);
 - b) The projected loss of canopy due to the implementation of uses, constructions, works or activities of excavation, backfilling or movement of humus or non-invasive native plants.

Finally, the following additional information must also be provided:

1. Geomatic data in Shapefile (in NAD 83, MTM zone 8) relating to:
 - a) The limits of a wetland, in addition to data relating to adjacent land over a distance of at least 30 meters on either side of the land in question;
 - b) The limits of the protection area of a wetland covered by the characterization study;
 - c) The location of inventory stations.

Division 7.3 : Conditions for issue

7.3.1 : Conditions for issuing the certificate of occupancy

The competent authority issues the certificate of occupancy provided the following conditions are met:

1. All provisions of the zoning by-law, building by-law and this By-Law are respected or the newly erected or altered principal building or whose destination or use has changed complies with the approved plans and documents;
2. The application is accompanied by all required plans, specifications, documents and information;
3. The landscaping work is carried out on a lot located in a zone of the XXXX group in accordance with the plans that were submitted before the certificate of occupancy was issued. However, if weather conditions prevent the completion of the landscaping work when the building is ready to be occupied, the certificate is issued subject to the work being performed at the latest on June 15 of the following year.

Division 7.4 : Special provisions

7.4.1 : Certificate of occupancy invalidity

The certificate of occupancy shall be null and void in one or more of the following cases:

1. The occupancy has not taken place in accordance with the provisions of the urban planning by-laws and the conditions stated on the certificate of occupancy;
2. A modification was made to the application without being approved by the competent authority;
3. The certificate of occupancy was issued based on false or erroneous information, declarations, plans or documents.

7.4.2 : Certificate of occupancy duration

A certificate of occupancy is valid provided the use is carried out and said certificate does not become invalid in accordance with the provisions of this Division.

7.4.3 : Applicant's responsibility to meet certificate of occupancy requirements

The issue of a certificate of occupancy, the approval of plans and specifications, and inspections performed by the competent authority do not in any way relieve the owner of a building or the applicant from his responsibility of complying with the clauses and conditions of the issued certificate of occupancy.

Any modification made to the plans or documents after a certificate of occupancy has been issued must also be approved. The competent authority certifies the compliance of the principal building in writing provided it complies with all provisions set forth in the urban planning by-laws.

In the event that an immovable is sold or possession is taken of it as a result of bankruptcy or a transaction, the new owner shall notify the competent authority in writing. An addendum shall then be added to the certificate of occupancy in which the new owner undertakes to comply with all clauses and conditions that are an integral part of the certificate of occupancy issued by the Town to the initial applicant.

CHAPTER 8. : PROVISIONS RESPECTING RATES

Division 8.1 : Rates for general applications

8.1.1 : Calculation of the cost of the declared work

For the purposes of the by-law, the cost of work declared by the applicant shall include:

1. the cost of preparing the plans and specifications;
2. the cost of supplying and installing all materials and equipment involved in the undertaking, including architectural, structural, mechanical and electrical costs, but excluding the cost of supplying and installing equipment involved in operating the manufacturing process;
3. the cost of preparing the site;
4. the cost of developing the land (excavating, backfilling, grading, landscaping, ground covering, etc.);
5. the taxes applicable to all goods and services mentioned in the first paragraph.
6. In cases of doubt concerning the value of the work declared by the applicant, the Town reserves the right to call upon independent professionals to estimate the approximate value of the proposed work.

8.1.2 : Cadastral operation

In the case of a cadastral operation, the fees specified are charged for any cadastral operation, whether it concerns a cancellation, a correction, an addition, a regrouping made in the cadastre, a replacement of the lot number, a subdivision, a new subdivision or a redivision.

For the purposes of calculating the rates charged, the "lot" is any lot affected by the operation, whether it is created, cancelled or corrected.

CHAPTER 8. :
PROVISIONS RESPECTING RATES

8.1.3 : Fees charged for issuing permits and certificates

The fees for obtaining each of the permits and certificates required in this By-Law are specified in the following table. However, where the Town applies for a permit or certificate of authorization for its own purposes, the value of said permit or certificate is nil (\$0).

Table 1 Fees Charged for Issuing Permits and Certificates

TYPE OF PERMIT OR CERTIFICATE	AMOUNT
1. SUBDIVISION PERMIT¹	
a) Operation concerning a lot used or intended for residential use	\$20 base fee plus \$0.02 per square metre of net land area included in the plan, up to a maximum of \$100
b) Operation concerning a lot used or intended for public use	\$1 per application
c) Operation concerning a lot used or intended as a commercial, industrial, utility or other type of lot other than a residential or public lot	\$20 base fee plus \$0.06 per square metre of net land area included in the plan, up to a maximum of \$200
2. BUILDING PERMIT	
2.1 PRINCIPAL BUILDING	
a) Construction of a single-family dwelling	\$1,000
b) Transformation or expansion of a single-family dwelling	\$100
c) Construction, transformation or expansion of any principal building other than a single-family dwelling	The greater of the two amounts between \$100 or the equivalent of: a) \$6 per \$1,000 increment of work worth \$2,000,000 or less; b) \$4 per \$1,000 increment of work worth over \$2,000,000 up to \$10,000,000;

CHAPTER 8. :
PROVISIONS RESPECTING RATES

	c) \$3 per \$1,000 increment of work worth more than \$10,000,000
d) Mobile home	\$50
2.2 COMPLEMENTARY CONSTRUCTION	
a) Construction, transformation or expansion of an accessory building for residential use	\$20
b) Construction, transformation or expansion of an accessory building for other than residential use	\$50
3. CERTIFICATION OF AUTHORIZATION	
a) Tree felling	\$10 per tree
b) Moving a principal building or an accessory building that is higher than 3.5 metres (11.5') or has more than one horizontal dimension greater than 3.25 metres (10.7')	If the building is moved on the same landsite: \$50
	If the move requires the use of a public thoroughfare: \$100
c) Moving a principal building or an accessory building that is 3.5 metres (11.5') high or less or does not have more than one horizontal dimension greater than 3.25 metres (10.7')	If the building is moved on the same landsite: \$10
	If the move requires the use of a public thoroughfare: \$50
d) Demolition of a secondary building	50 \$*
e) Installation of a temporary structure	\$50
f) Installation or alteration of a swimming pool, a hot tub or a facility providing access to a swimming pool	\$100
g) Installation of a public notice, a sign or a billboard	\$50
h) Alteration of a public notice, a sign or a billboard	\$10
i) Installation, construction or alteration of a fence, a low wall or a retaining wall of less than one (1) metre	\$20

CHAPTER 8. :
PROVISIONS RESPECTING RATES

j) Installation, construction or alteration of a retaining wall that is one (1) metre high or higher	\$50
k) Excavation or backfill work other than that required for construction	\$20
l) Development or redevelopment of a parking lot, a loading and unloading area, a driveway or a curb cut;	\$10
m) Structures, undertakings or any works on a shore, in the littoral zone or in a floodplain	To be validated
4. CERTIFICATE OF OCCUPANCY	
a) Certificate of occupancy	\$20*

* The fee may be subject to change if the accessory building is considered in heritage inventory

CHAPTER 9. : TRANSITIONAL AND FINAL PROVISIONS

Division 9.1 : Previously issued permits and certificates

9.1.1 : Previously issued permits and certificates

In the event that a subdivision permit, a building permit, a certificate of authorization or a certificate of occupancy may have already been issued under a previous urban planning by-law of the Town of Baie-D'Urfé, the work may be performed in accordance with said by-law, provided it is performed during the period in which the subdivision permit, the building permit, the certificate of authorization or the certificate of occupancy is valid.

CHAPTER 9. : **Erreur ! Source du renvoi introuvable.**

Division 9.2 : Effective date

9.2.1 : Effective date

This By-Law comes into force in accordance with the law.

Heidi Ektvedt, Mayor

Marie-Hélène Brunet, Town Clerk