



BALCONY, PATIO, RAILING – DOCUMENTS CHECKLIST RESIDENTIAL

- ☐ 1- Form completed and signed by the property owner or their representative
- ☐ 2- A letter of authorization, if the applicant represents the owner
- ☐ 3- Proof of ownership
- ☐ 4- In case of co-ownership, a letter of authorization from the association of co-owners
- ☐ 5- Descriptive letter of the scope of work
- ☐ 6- Photos in color of the existing facades of the building
- ☐ 7- Copy of the certificate of location
- ☐ 8- If it is a replacement of an existing balcony/patio without any increase to the surface, submit:
 - Existing site plan
 - Photos of the existing balcony or patio
 - Elevation of the balcony or the patio, including dimensions and details of the railing and photos of the proposed material
- ☐ 9- If it is a new balcony/patio or an extension to an existing balcony/patio, submit:
 - Existing and proposed site plans indicating : lot lines, setbacks, principal building, accessory building, driveway and any other existing structure
 - Calculation of the **existing and proposed** impermeable surface
 - Elevation of the balcony/ patio, including the dimensions and details of the stairs and railing

Important: Site plans that are not prepared by a land surveyor have to be prepared with reference to the up-to date plan of the certificate of location.

- ☐ 10- Cost estimate of work
- ☐ 11- Applicable fees : \$20

Please note that depending on the nature and complexity of the project, the Town of Baie d'Urfé reserves the right to require any other document necessary in order to establish a better understanding of the project and ensure its compliance with all applicable regulations.