



IMPERMEABLE SURFACE – DOCUMENT 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 property and the site
- ☐ 7- Copy of the certificate of location
- ☐ 8- Existing and proposed site plans showing :
 - Lot lines, the access to the property, utility right of ways and setbacks
 - Any existing building and structure onsite
 - Driveway and any impermeable surface
 - Details of the proposed project indicating the dimensions
 - Calculation of the **existing and proposed** impermeable surface
 - Location of the septic tank system
- a) In case of a vehicular access, walkway or a driveway:
 - Contextual photos showing the existing area
 - Photos and details of the proposed material
 - b) In case of patio or a detached terrace:
 - Elevations of the proposed structure indicating its dimensions
 - Details of the material, annexed by photos and/or a technical sheet
- ☐ 9- If the project requires a tree felling, complete a permit application for tree felling and submit it at the same time of the impermeable permit application
- ☐ 10- Estimate cost of work
- ☐ 11- Applicable fees : \$10

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.