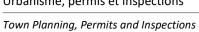


## LANDSCAPING | IMPERMEABLE SURFACE – DOCUMENT CHECKLIST RESIDENTIAL

Any landscaping project requiring land clearance, a topographical change or the modification of an impermeable surface requires a certificate of authorization.

	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-	Contextual photos in color of the property and the outdoor area to be developed
		Copy of the most recent certificate of location
	-	Existing and proposed plans showing:
		- lot lines, access to the property, setbacks
		- Utility right of ways and easements
		- All existing buildings, structures, driveway, impermeable surface and existing trees
		- Detailed representation of any structure that is part of the project, annexed by photos
		- Septic tank location
		- Calculation of <u>existing and proposed</u> impermeable surface and green area
		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.
	9-	If the project involves the construction of the following components:
ш	9	a) Patio ou terrace, submit:
		- Elevations of the proposed structure including its dimensions
		- Description of the exterior siding material, annexed by photos or a detailed sheet
		b) New or modification of a driveway, or a sidewalk, indicate:
		- The number of the proposed parking space
		<ul> <li>Area and dimensions of the proposed driveway and/or the walkway, including details of the proposed material annexed by photos</li> </ul>
		c) Installation of a fence, indicate in the proposed plan :
		- The location and dimensions of the fence
		- Description of the materials, annexed by photos
		d) Accessory building, submit:
		- Elevation of each of the accessory building facades, including dimensions
		- Description of the exterior material, annexed by photos
	10-	If the project requires a tree felling, complete a permit application for tree felling and submit it at
		the same time of the landscaping permit application
	11-	If the project involves a construction of a retaining wall, complete a permit application for
		retaining wall and submit it at the same time of the landscaping permit application
	12-	
_		swimming pool and submit it at the same time of the landscaping permit application







applicable regulations.

<ul> <li>□ 13- Cost estimate of work</li> <li>□ 14- Applicable fees: impermeable surface (sidewalk, driveway): \$10, patio or terrace:\$20, fence: \$20, accessory building:\$20</li> </ul>

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