



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
- ☐ 7- Copy of the most recent certificate of location
- ☐ 8- **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 **existing and proposed** 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 :
 - 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
 - Area and dimensions of the proposed driveway and/or the walkway, including details of the proposed material annexed by photos
 - 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- If the project involves a construction of a swimming pool, complete a permit application for swimming pool and submit it at the same time of the landscaping permit application



- ☐ 13- Cost estimate of work
- ☐ 14- Applicable fees: impermeable surface (sidewalk, driveway): \$10, patio or terrace:\$20, fence: \$20, accessory building:\$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.