

**Space reserved for administration:**

Employee No:		Application No:	
Received by:		Date received:	

Date of Request:**1. Owner Identification**

Name :			
Address :			
City :			
Province :		Province :	
Telephone :		Cellphone :	
Email :			

2. Identification of the applicant (if different from the owner – provide an authorization letter)

Name :			
Address :			
City :			
Province :		Province :	
Telephone :		Cellphone :	
Email :			

3. Description and location of the works

Address :	
Lot # :	
Estimated start date of work:	
Estimated end date of work:	
Cost Estimate :	

4. Identification of the contractor performing the work

Name of the contractor :		N° of NEQ :	
Address :			
Name of person in charge:			
Telephone/ Cellphone :			

Once the septic system has been installed, the following documents **must be submitted to the city to complete the file:**

- **Certificate of conformity**
- **Maintenance contract**



5. Documents to be provided for the analysis of your application - Please check the documents provided *:

Installing or replacement of a septic system (including an increase in the number of bedrooms or washrooms).

Important: Any septic system must comply with the Regulation respecting waste water disposal systems for isolated dwellings Environment Quality Act (Q-2, r.22).

- ☐ Letter of authorization or power of attorney if the applicant represents the owner
- ☐ Proof of ownership (example: recent deed of sale) or another document certifying the name of the owner
- ☐ In case of co-ownership, a letter of authorization from the association of co-owners
- ☐ Descriptive letter of the scope of work
- ☐ Soil analysis report prepared and signed by a professional and a plan showing the new septic tank system indicating:
 - Lot lines, access to the property and setbacks
 - Any utility right of ways or easements
 - Any existing building and structure on the property
 - Impermeable surface, driveway and walkways
 - Existing and/or proposed location of the septic system
 - Existing trees

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.

- ☐ Contextual photos in color of the property and the location of the septic tank system (jpg,pdf, document,etc.)
- ☐ Recent copy of the certificate of location
- ☐ If the project requires a tree felling, complete a permit application for tree felling and submit it at the same time of the installation septic tank permit application
- ☐ Cost of estimate of work
- ☐ Payment of **\$50** required

Here are the available payment options:

- Cash or cheque (payable to the Town of Baie-D'Urfé) may be dropped off in the Public Works building mailbox at 300 Surrey Street.
- Debit card payments can be made in person at our office, located at 300 Surrey Street, during the following hours:
Monday to Thursday: 8:00 a.m. to 4:30 p.m. (closed from noon to 1:00 p.m. for lunch), Friday: 8:00 a.m. to 1:00 p.m.
- Online payments are not available at this time

NOTE THAT:

- permit costs will not be refundable, even if permit is refused.

- 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.


6. By-law 1109 - Chapter 6.2.6: Additional content required for a septic system

In addition to the plans and documents required in section 6.2.1, the following plans and documents must be submitted when applying for a certificate of authorization for a septic system:

1. Plans and specifications prepared and approved by a technologist or engineer who is a member in good standing of the Ordre des Ingénieurs du Québec, including:
 - a) A percolation test (methodology and results);
 - b) Soil analysis (type and stratigraphy);
 - c) Water table, bedrock or impermeable soil level;
 - d) Number of existing and/or planned bedrooms;
 - e) A recommendation for the type of installation required;
 - f) The location of the planned sanitary facilities on the land in relation to property boundaries, a main building on the land in question or a neighboring land, a groundwater extraction facility on the land in question or a neighboring land, a lake or watercourse, a water or drainage pipe, and trees, if applicable;
 - g) The 20-year and 100-year flood levels, high water line, location of wetlands, and limits of immunization embankment where sanitary facilities are located on floodplains;
2. When the application is for a system serving a group of buildings, a copy of the agreement establishing the undivided co-ownership of the system and a copy of the entry in the land register of the agreement must be filed;
3. In the case of a project involving another discharge into the environment, the information and plan must refer to the receiving environment, indicating:
 - a) Where the discharge is to a watercourse, the flow rate of the watercourse and the dilution rate of the effluent in the watercourse during low- water periods, the hydrographic network to which the watercourse belongs, the location of the discharge point and the effluent sampling point;
 - b) In the case of discharge into a ditch, the plan must indicate the drainage system to which the ditch belongs, the location of the discharge point and the effluent sampling point;
4. In the case of the addition of an extra bedroom in an isolated residence, the change of vocation of a building or site where the total daily flow of domestic, household or toilet wastewater is increased, an attestation from a professional as defined in article 1 of the Professional Code.
5. The owner must submit, within 30 days of completion of the work, a certificate of compliance for the work and an as-built plan based on the documents provided, signed and sealed by a technologist or engineer;
6. In addition, when a certificate of authorization must be issued by the Ministère du Développement durable, de l'environnement et de la Lutte contre les changements climatiques for the flow, a copy of this certificate must be provided.

7. Declaration of the applicant

- The undersigned agrees to comply fully with the provisions of the municipal regulations and to submit to the directives of the municipal officer responsible for their enforcement.
- The undersigned undertakes to keep the site clean at all times by regularly removing all waste and debris, organizing material storage areas, and ensuring the safety and accessibility of traffic routes throughout the duration of the work.
- The undersigned also undertakes to implement measures to control erosion, sedimentation, and dust during the works.

☐ Owner ☐ Entrepreneur ☐ Other: _____

Signature of Applicant :

First and Last Name :

Date :