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## RESIDENTIAL PROJECTS SUBJECT TO SPAIP BY-LAW PC-2787 - SITE PLANNING AND ARCHITECTURAL INTEGRATION PROGRAMME -

### GENERAL INFORMATION

In Pointe-Claire, as in most municipalities of the West Island, more and more properties are bound to be renovated, modernized, redeveloped or expanded. Some of the larger properties are even subject to be demolished and the lot subdivided to allow for new constructions.

To prevent negative impacts due to the demolition of, or inappropriate changes to, existing buildings (some of which are of heritage interest), infill construction not in line with the high quality of most existing buildings or any other operation that could affect the particular character of Pointe-Claire, the City Council has decided to adopt a Site Planning And Architectural Integration Programme By-Law designed to preserve buildings of heritage interest as well as the older areas of Pointe-Claire.

The Site Planning and Architectural Integration Programme (SPAIP) By-Law is complementary to the other planning by-laws, namely Zoning, Construction and Subdivision. The SPAIP approach is considered as the most appropriate to protect buildings of heritage interest and the special character of the older areas of Pointe-Claire.

It implies that before the issuance of a subdivision, demolition or building permit or certificate, the application for any significant construction or alteration project would be reviewed by the Planning Advisory Committee (PAC) and by the City Council according to the objectives and criteria stated in the SPAIP By-law.

The purpose of this by-law, however, is not to impose on a project the desires or tastes of the Planning Advisory Committee or Council, nor is it to decide the appropriate type of architecture for a given landsite. The purpose of the SPAIP By-Law is to allow the Planning Advisory Committee to recommend to Council the refusal of a project if the Committee believes that the project would impair an architecturally and/or historically significant building or compromise the character of the neighbourhood.

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### PROJECTS SUBJECT TO A SITE PLANNING AND ARCHITECTURAL INTEGRATION PROGRAMME (SPAIP) REVIEW

- A cadastral operation relating to the creation of a new landsite or the consolidation of lots to allow the construction of a new building;
- The construction of a new principal building;
- An addition to a building if such addition is visible from a street to which the property is adjacent, including the addition of an attached garage;
- An alteration, visible from the street, which affects significantly the appearance or the style of a building;
- The total or partial demolition of a principal building or the moving of a building;
- Landscaping work and felling of trees in certain areas;
- The building of a new veranda;
- The installation of one or more solar collectors.

### OBJECTIVES

- To preserve the privacy and the special character of the older areas of Pointe-Claire.
- To protect the buildings of architectural, historic or heritage interest together with, in the older areas of the City, the characteristics of interest of the surrounding buildings.
- To respect the architectural diversity of a neighbourhood or a street.
- To favour architectural design quality for new buildings and for additions and/or alterations to existing buildings.
- To ensure the integration of new buildings and modifications to existing buildings to the neighbouring streetscape.

### REVISION PROCESS

A Request for the approval of SPAIP plans should be submitted three (3) weeks prior to a Planning Advisory Committee (PAC) meeting. This will provide enough time to the Planning Department to analyse the project and verify its conformity with the planning by-laws, obtain additional information if necessary and prepare the file for its presentation to the Committee.

Upon receipt of a complete request containing all the required information, the Planning Department will present the project to the Planning Advisory Committee (PAC). Council will then take a decision based on the recommendations of the PAC. Should the response be favourable, the plans will be approved through a resolution from Council.

The criteria upon which the Committee will base its discussion and recommendations depend on the area your project is located in. Refer to Appendix 1 of SPAIP By-law PC-2787 to determine which criteria are applicable to your project.

## REQUIRED DOCUMENTS

The following documents must be submitted to the Planning Department:

- **A CERTIFICATE OF LOCATION OF THE PROPERTY**, including the location of the existing home, the location of existing mature trees and servitudes (Bell Canada, Hydro-Québec, municipal, legal, etc.)
- **THREE (3) COPIES OF ARCHITECTURAL PLANS** including the site plan showing the location and dimensions of all buildings and driveways (existing and proposed), all elevations being altered, details of the type of material and colors of the proposed facing, roofing and trim materials, floor plan of each level.
- **THREE (3) COPIES OF TOPOGRAPHICAL PLANS** showing the existing and proposed land levels of the property at 5 m intervals (required by Engineering Department). All existing trees on the property must also be shown and identify which trees will be felled and specify the type and location of all new trees to be planted.
- **SAMPLES OF FACING MATERIALS - COLOR AND MATERIAL** (exterior walls, roof, doors, trim, etc.).
- **COLORED PHOTOGRAPHS OF ALL ELEVATIONS** of the building to be modified (can be sent by email).
- **A WRITTEN SUMMARY** explaining how the project respects the applicable criteria stipulated in SPAIP By-Law PC-2787.
- **WRITTEN AUTHORIZATION**, should someone other than the property owner submit the request and/or obtain the permit.
- For a new house or a major extension: an **ELEVATION PLAN TO SCALE**, showing the facades of the proposed building as well as the adjoining buildings located on each side of it, and **A COLOR PERSPECTIVE OF THOSE THREE BUILDINGS**.

NOTE: During the analysis of the project, the City may request supplementary documents or information in addition to the above listed.

## ISSUANCE OF PERMIT

An official Building Permit request should be submitted during or following the SPAIP approval procedure.

### Application Procedure - Required Documents

#### THE REQUEST FORM

#### 2 COPIES OF THE CERTIFICATE OF LOCATION

#### 2 SETS OF PLANS (3 copies for fireplaces):

The plans shall bear the signature and identification of the architect, engineer or any other person who has prepared them.

- The position on the landsite, the heights and dimensions of the new construction;
- Details of foundations, structure, wall sections, elevations;
- When applicable, excavation levels, the elevation of the street adjacent to the property in relation to the ground floor level of the house, location of service connections (water, sewers);
- For decks: the type of foundation, the way the deck will be anchored to the house (if it is attached) and structural details;
- For renovations: the existing layout on which all proposed renovations must be shown with construction details;
- For wood stoves, fireplaces, and inserts: the manufacturers' brochure and propane tank's location.

### Fees and Deposits

**\$9 per \$1000 of estimated work value\* (min. \$50)** \*for extensions and new houses, the value shall be at least \$1100/m<sup>2</sup> of floor area (\$763/m<sup>2</sup> for an attached garage).

Fees for the study of an application for a Building Permit shall be paid upon filing the application (non-refundable, payable to the City of Pointe-Claire).

**A damage deposit of \$2000 for a new house; \$500 for an extension** and any tariffs required by the Engineering and Water Treatment Plant Department shall be paid at the issuance of the Building Permit (refundable when the work is completed).

**Additional deposits** (if required) imposed by Council at their discretion in the SPAIP resolution.

An application that is approved or a permit issued **shall be considered null and void if the Building Permit has not been issued or the work has not commenced within six (6) months from the date of its approval by the Director** (the date when the applicant is invited to present himself to obtain the permit).