

## HOW TO OBTAIN A CERTIFICATE OF AUTHORISATION FOR LANDSCAPING WORK

All development projects shall be done in conformity with all the planning by-laws of the City of Pointe-Claire. The by-laws can be consulted online at [www.ville.pointe-claire.qc.ca](http://www.ville.pointe-claire.qc.ca) under 'Planning Department'.

**Certificate of Authorisation Requirement:** Throughout the City of Pointe-Claire, a Certificate of Authorisation is required in order to excavate the ground, modify the configuration of a property through earthmoving, modify a paved or parking area and build a tennis court or similar facility.

### **Application Procedure - Required Documents**

**THE REQUEST FORM:** Indicating the name, address, telephone number and e-mail address of the applicant, the coordinates of the contractor as well as the license number from the *Régie des entreprises de construction du Québec*, and the estimated value of labour and materials.

Should someone other than the property owner obtain the certificate, **written authorisation** is required.

**2 COPIES OF THE CERTIFICATE OF LOCATION:** Prepared by a land surveyor and consisting of a written description and a plan of the lot and building(s).

### **2 SETS OF PLANS:**

All applications for a Certificate of Authorisation to improve the landsite of a property must be accompanied by a plan to scale showing:

- The property boundaries and all existing registered servitudes,
- The location of all existing and proposed structures on the landsite, including, as the case may be, any public utility poles and equipment, fire hydrants, mailboxes and signs located on the landsite or near the vehicular accesses in the street right-of-way,
- The location of the proposed trees, shrubs, walls, fences and other landscaping features,
- The ground-covering materials, with the dimensions of all existing and proposed paved areas, and as the case may be, the width of existing and proposed driveways,
- The number of projected parking spaces, the shape and dimensions of the parking spaces and lanes and the location of entrances and exits,
- The existing and proposed land levels,
- Any drainage ditch, the surface drainage systems, as well as the water retention design & calculations for any paved areas exceeding 465 m<sup>2</sup> (5005 ft<sup>2</sup>).

### **Fees and deposits**

**\$30; or \$60** if land level is increased by materials brought from offsite.

**\$200** for the construction of tennis courts or other similar recreational facility.

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

If there is excavation work, **a \$500 damage deposit** (refundable when the work is completed) shall be paid at the issuance of the certificate, with any tariffs required by the Engineering Department.

### **Approval or refusal, and issuance of a Certificate of Authorisation**

If the application conforms to the by-laws, the Director shall approve the project **within a period of thirty (30) days** from the time the application is complete, unless the planned work is subject to other planning by-laws, in addition to the Zoning and Construction By-Laws, which justifies that a longer treatment period is necessary.

The applicant will then be invited to come to the Planning Department for the issuance of the Certificate of Authorisation.

### **Conditions and obligations attached to a certificate**

Work shall not commence prior to the issuance of the certificate. Anyone who contravenes this provision commits an infraction.

An application that is approved or a certificate issued **shall be considered null and void if the Certificate of Authorisation 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 certificate).

A Certificate of Authorisation issued under the present by-law shall be considered null and void if the work has not been completed within one (1) year from the date of the issuance of the Certificate of Authorisation.

**WE REVIEW REQUESTS ON A "FIRST COME, FIRST SERVED" BASIS.**