

HOW TO OBTAIN A CERTIFICATE OF AUTHORISATION FOR LANDSCAPING and WORK in a RIVERBAND or FLOODPLAIN

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 under 'Planning Department'.

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 :

- For work in the floodplain: a plan prepared by a land surveyor, showing the land levels, the boundaries of the 2-year, 20-year and 100-year floodplains and the location of the proposed undertakings, structures or works,
- A plan showing the location of the proposed structures or works on the landsite, the high-water mark and the riverbank protection area,
- Plans and specifications prepared by a professional in the field, indicating the proposed stabilization method, the material to be used and their method of assembly, the vegetation to be planted and plantation techniques, and the areas of embanking or exaction,
- As the case may be, a report prepared by a professional which will support the choice for the proposed structures or works, and will demonstrate that the slope, the nature or the soil and the conditions of the landsite are not favourable to the reestablishment of the vegetation cover and the natural aspect of the shore by means of seeding or planting of vegetation, scarifying work, levelling or adding arable soil,
- The list and identification of all equipment to be used, proposed means of access and circulation on the site for the equipment and disposal site for excess material.

Fees and deposits

\$30; or \$60 if land level is increased by materials brought from offsite. 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** shall be paid at the issuance of the Certificate of Authorisation (refundable when the work is completed).

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.