

APPLYING FOR AUTHORIZATION FOR A SPECIFIC CONSTRUCTION, ALTERATION OR OCCUPANCY PROPOSAL FOR AN IMMOVABLE (SCAOPI)

What is a SCAOPI?

The Specific Construction, Alteration or Occupancy Proposal for an Immovable (SCAOPI) was put in place to allow, under certain conditions, a project even if it derogates from one of the municipality's planning by-laws.

This is a discretionary regulation; each project will be presented to the Planning Advisory Committee for a recommendation to then be presented to City Council. Council will then decide by resolution.

What is the purpose of a SCAOPI?

The main purpose of SCAOPI is to facilitate the development of problematic locations. In other words, this program makes it possible to authorize a project that does not comply with the regulations, but that respects the urban plan nevertheless. This authorization will not require any modification to the regulations or standards of use in force and allows the supervision of urban development on a case-by-case basis.

For more information on the characteristics of this new regulation, you can consult the following web page: [SCAOPI - Ministry of Municipal Affairs and Housing](#) (available only in French)

NB: In case of disparity, the municipal by-law of the City of Pointe-Claire takes precedence.

Steps for the evaluation of a SCAOPI application

Evaluation of the application by the urban planning department

Once the necessary documents have been received and the fees paid (see [Appendix 1](#) and [Appendix 2](#), respectively), the urban planning department will begin studying your file for presentation to the Planning Advisory Committee (PAC) within 60 days of filing the duly completed application. A calendar containing the dates of the PAC meetings can be provided upon request.

The employee who will take charge of your file will ensure that:

- The formalities of the regulations are respected;
- All required information and documentation was provided;
- The application thoroughly complies with the provisions of the planning program and other applicable regulations.

Evaluation of the application by the Planning Advisory Committee (PAC)

As part of a SCAOPI, the PAC's mandate is to make a recommendation to City Council regarding the admissibility of the project. The Committee may, if necessary, convene the applicant or a professional (at the applicant's expense) who worked on the project being reviewed to obtain clarification or additional information to ensure a better understanding of the application.

The Committee may recommend the acceptance of the application (with or without conditions) or its refusal while making certain recommendations for changes to be applied for a new submission.

Acceptance or refusal of the application by the City Council

Following the recommendations of the PAC, the Council will decide on the request by resolution, during a public meeting.

In the event of refusal, the resolution will specify the reasons.

The resolution, if authorized by Council, will stipulate all conditions with respect to the City's jurisdictions, which must be met during the project. The steps set out in the Act Respecting Land Use Planning and Development [chapter A-19.1](#) must then be respected before the resolution officially comes into force.

Once in force, a certified copy of the resolution will be sent to the applicant by the Registrar.

Issuance of permit or certificate

Upon presentation of a copy of the resolution authorizing the particular project at the counter, the permit or certificate will be issued to the applicant conditional to the criteria set out in the resolution.

Amendments to plans and documents

A SCAOPI binds the applicant in the same way as a building permit, subdivision permit or certificate of authorization would, which means that all work must be carried out according to the plan as approved rigorously. An amendment to the project that may deviate it from the objectives and criteria according to which was previously approved must be submitted to the urban planning department for a new approval.

Pre-approval of the project will be considered as null and void if unapproved changes are made along the way.

Period of validity

You have 18 months to begin or complete your project once the resolution is adopted. If the project is not started, then the resolution will be considered null and void. A new specific project application for the same purpose will then be needed.

Appendix 1: Required Documents (in PDF format)

The information and documents that must be submitted when filing an application for a special project are as follows:

General information :

(All documents submitted must be in PDF format no larger than 90Mb.)

- The full name, mailing address, e-mail address and telephone number of the applicant and his or her agent, if any;
- Power of Attorney, if applicable, establishing the authority of any person authorized to act on behalf of the owner;
- The geographic and cadastral location of the special project;
- A document providing the following information:
 - a) A detailed description of the special project including the current and proposed uses of the subject site;
 - b) A description of the elements that are not in compliance with various applicable standards of the (or various) planning by-laws (use, height, residential density, Floor Space Index (F.S.I.), etc.) as well as the reasons why the project cannot be carried out in compliance with the applicable regulations;
 - c) The schedule for the realization of the special project according to the different phases of realization;
 - d) The total estimate of the costs of carrying out the special project (construction, development of the finished site with plantings, etc.);
- A justification demonstrating that the special project meets the criteria of this by-law;
- A certificate of location issued by a land surveyor, describing the land on which the special project is to be located (configuration, topography, geo-referenced location of trees)
- A document indicating:
 - a) The total floor area of the existing and proposed structures;
 - b) A description of the massing of the existing and proposed structures, and the integration of the structures into the adjacent built environment;
 - c) The height of existing and proposed structures;
 - d) The siting ratio (or footprint ratio) of existing and proposed structures;
 - e) The F.S.I. of existing and projected constructions;
 - f) The characteristics and organization of mobility spaces within the site and with the surrounding environment;
 - g) A sign describing the spaces reserved for indoor and outdoor parking (cars, bicycles, visitors, electric vehicles, restricted mobility, delivery, etc.);
- An indication of the potential for soil contamination by identifying previous occupancies of the project site;
- Any other information that will allow the nature of the work to be understood and its evaluation according to the criteria prescribed in this by-law;

- Any other information or additional document relating to an aspect of the project required by the Planning Department, the Planning Advisory Committee or the Municipal Council;
- In the case of an application for a sign project, a plan to scale of the sign showing the dimensions, description of the materials used, the selection of colors, the lighting system and the location of the installation;
- The fee set out in the Tariffs By-law for the review of such application;

For any new construction, extension, alteration or change of use requiring exterior modifications:

- Plans, specifications, sketches, elevations, sections or other drawings, in color, to scale showing the construction work to be performed. These plans must be signed and sealed when required by law governing the practice of a profession, by a professional within the meaning of the Professional Code (L.R.Q., c.C-26), qualified to do so;
- Recent photographs of the building or land covered by the application and of the neighbouring properties;
- A site plan prepared by a land surveyor showing the existing constructions and those to be erected, as well as their insertion in the surrounding urban fabric (height, level of the lots, level of the first floors, etc.). In addition to the above, the plan must include the location of existing or projected vehicular accesses, traffic lanes, parking areas, and loading and unloading areas, as well as the location and height of existing neighbouring constructions (the properties located on either side of the boundaries of the property to which the application relates, including those located across a public street or a park);
- Proposals for the integration and/or demolition of existing constructions, conservation and enhancement of original architectural elements;
- Samples of the materials and colors selected for the constructions, buildings or structures;
- A description of the measures that will be implemented to increase the energy efficiency of the special project (use of passive energy, measures to reduce the use of potable water, green certification of the materials used, measures to minimize mineralized spaces, environmental sustainability of the construction material management measures implemented on the site, etc.) ;
- A detailed arboricultural report including a description and geo-referenced location of trees and hedges (species, diameter, health status, economic value, etc.);
- The studies necessary for the evaluation of biodiversity and the characterization of natural environments (woodlands, wetlands, riparian environments, etc.) including a location with geo-referencing;
- A development plan for the exterior spaces, which enhances and protects the existing plantations and green spaces;
- The studies necessary to evaluate the project with respect to sunlight, wind, traffic and, if applicable, noise and emissions;
- The location of existing and projected public services, such as telecommunication lines, electrical lines, water and sewer systems and related easements, if any;
- The occupations of the public domain to be provided for;

In the case where the building concerned by the special project has a heritage value duly recognized by the planning by-laws in force:

- An evaluation of the heritage interest, produced by an architect, for the building involved by the project, only when it has a heritage value duly recognized by the planning by-laws in force. This requirement also applies to any building built before 1940;
- Measures for the conservation, restoration or integration of significant elements of the existing built heritage on the site of the special project.

In the case where the building covered by the special project would have a rental occupation of the residential type:

- Provide a list of tenants for the last 12 months prior to the application, rental amounts, lease expiry dates and a statement of the measures planned for the relocation and compensation of tenants in accordance with the law.

2026 Applicable Fees

Type of specific construction, alteration or occupancy proposal for an immovable	Amount
Floor area of less than 1 000 m²	
Opening of the file and analysis of the request	\$ 1 060
Adoption of the draft SCAOPI	\$ 795
Publication and public consultation	\$ 585
Modification of the SCAOPI accepted by council resolution	\$ 1 220
Floor area of 1 000 m² to 10 000 m²	
Opening of file and analysis of the request	\$ 2 120
Adoption of the draft SCAOPI	\$ 1 585
Publication and public consultation	\$ 585
Modification of the SCAOPI accepted by council resolution	\$ 2 145
Floor area of 10 000 m² to 25 000 m²	
Opening of file and analysis of the request	\$ 4 420
Adoption of the draft SCAOPI	\$ 3 180
Publication and public consultation	\$ 585
Modification of the SCAOPI accepted by council resolution	\$ 4 000
Floor area greater than 25 000 m²	
Opening of file and analysis of the request	\$ 8 480

Type of specific construction, alteration or occupancy proposal for an immovable	Amount
Adoption of the draft SCAOPI	\$ 6 360
Publication and public consultation	\$ 585
Modification of the SCAOPI accepted by council resolution	\$ 7 710

Please note that these fees are non-refundable and payable upon application.

Important points to consider before making an application:

- All documents must be sent in PDF format no larger than 90Mb by email to: urbanisme@pointe-claire.ca
- The city reserves the right to refuse a project if not all documents are submitted by deadline
- There is no guarantee that the municipal council will grant the SCAOPI.
- The conditional use procedure takes three to six months (or more) to complete.
- Once the resolution has been adopted, you have 18 months to obtain a building permit and start and/or complete your project. After this period, you must submit a new SCAOPI application for the same purpose.