



HOW TO OBTAIN A CERTIFICATE OF AUTHORISATION FOR LANDSCAPING AND WORK IN A RIVERBAND OR FLOODPLAIN

Certificate of Authorization Requirement: Throughout the City of Pointe-Claire, a certificate of authorization shall be required in order to carry out shore stabilization work or install a dock; or undertake a construction, build a structure or carry out works that are liable to modify the shore's vegetation cover, expose the soil, affect the shore's stability or encroach on the riverbed.

To submit a request to obtain the required certificate of authorization for landscaping and work in a riverbed or floodplain you will need:

1. The certificate of authorization **application form** completed and signed. This form is available on our website: www.pointe-claire.ca, on the *Residential permits* page;
2. A copy of the **certificate of location** of the property: Prepared by a land surveyor and consisting of a written description, a plan of the lot and building(s) and all existing registered servitudes;
3. To identify **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 in the street right-of-way;
4. To show **the location of all existing trees** to be protected or to be felled, and the new plantings that are proposed, along with a description of the characteristics (species, size, health and structural condition) of all trees, both existing and proposed;
5. **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;
6. A plan showing **the location of the proposed structures or works on the landsite**, the high-water mark and the riverbank protection area;
7. **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;
8. 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,
9. **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.
10. In certain cases, the existing and proposed **land levels**.

All 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.pointe-claire.ca, on the *By-laws* page.

Application Procedure

All forms and documents related to an application for a certificate of authorization must be sent by email in PDF format to urbanisme@pointe-claire.ca . Should someone other than the property owner obtain the certificate, written authorization is required.

2026 Fees shall be paid upon filing the application (non-refundable, payable to the City of Pointe-Claire):

Depending on the type of project, during the analysis of the file, additional fees may be required (other Engineering tariffs, damage deposit, financial guarantee, etc...).

Residential use projects (1 to 4 dwellings)

Change in material of a driveway or parking area but no change to existing configuration or dimensions	\$53 plus Engineering fees required for cutting and constructing curbs, sidewalks and services to be relocated when applicable
Landscaping work not related to a project involving new construction or the expansion of the floor area of the existing house by 50% or more	
Landscaping work related to a project involving new construction or the expansion of the floor area of the existing house by 50% or more if the building permit for the new building or extension was issued less than 36 months ago and no changes to the previously approved plan are proposed	
Modification of the layout (extension, enlargement, new location or addition of a new driveway)	\$160 plus Engineering fees required for cutting and constructing curbs, sidewalks and services to be relocated when applicable
Landscaping work related to a project involving new construction or the expansion of the floor area of the existing house by 50% or more if there are modifications to the previously approved plan or if the building permit for the new construction or extension was issued 36 months ago or more	
Landscaping work not related to a project involving new construction or the expansion of the floor area of the existing house by 50% or more when the level of the land is raised with materials brought in from off site	\$110

Commercial, industrial or multi-family use projects
 \$13 per \$1000 of estimated work value (min. \$330)

Public use projects
 \$13 per \$1000 of estimated work value (min. \$165)

Approval or refusal, and issuance of a Certificate of Authorization

If the application conforms to the by-laws, the Department shall approve the project within a period of 30 days from the time the application is complete, unless the planned work is subject to The SPAIP 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 Authorization. When said certificate concerns an operation requiring the protection of trees, a proof (photos) that the protection measures are already installed on site is required as a condition to obtaining the certificate.

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. The permit shall be displayed in a prominent location on the lot where the construction is taking place.

An application that is approved or a certificate issued shall be considered null and void if the Certificate of Authorization has not been issued or the work has not commenced within six months from the date of its approval by the Director; or if the work has not been completed within one year from the date of the issuance of the Certificate of Authorization.