

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

### **Purpose of a SPAIP**

The development of neighbourhoods in Pointe-Claire involves renovation, redevelopment and new construction or expansion work. Some of the larger properties are even subject to demolition 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 and any other intervention not in line with the particular character of Pointe-Claire and the City's objectives of maintaining high quality architecture. Certain projects are subject to the 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.

Before the issuance of a subdivision, demolition, building permit or certificate for a building subject to SPAIP review, an application for any significant construction or alteration work must 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.

### **Planning Advisory Committee**

The Director of the department and the PAC Coordinator present the request at a Planning Advisory committee (PAC) meeting. These closed-door meetings take place every month throughout the year. The PAC, which is comprised of citizens, and presided over by one Council member, reviews the request. Following this meeting, PAC's recommendations are presented to Council for consideration during a caucus meeting.

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, but rather to generate a discussion and analysis of the project guided by the articles in the by-law. This ensures that the project achieves the best standard of design and planning possible whilst integrating most appropriately into its context. The Planning Advisory Committee recommends the refusal of a project to Council if the Committee believes that the project would impair an architecturally and/or historically significant building, compromise the character of the neighbourhood or proposes a change not in line with the City's objective of high quality design.

### **Territory subject to SPAIP By-Law**

#### **Projects subject to a SPAIP review**

- A cadastral operation to allow the construction of a new building;
- The construction of a new principal residential building or ancillary building of more than 35 m<sup>2</sup>;
- 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 significantly affects 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 in certain areas;
- The construction or the installation, in a residential complex, of an ancillary building, a deck, a fence or an exterior structure;
- The building of a new veranda;
- The installation of one or more solar collectors.

### Objectives of the SPAIP By-Law

- 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 architectural characteristics 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 successful 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 which meets once a month. This will provide enough time for 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 depends 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.

**Note: Only the files that comply with the regulations and do not need revised plans will proceed to the planned PAC. Files that do not meet these criteria could be moved to other PAC meetings.**

### Required documents in electronic format

The following documents must be provided to the Planning Department:

- Written authorization, should someone other than the property owner submit the request and/or obtain the permit.
- A Certificate of Location of the property;
- An Urban Forestry report prepared by a competent person (e.g. arborist, landscape architect, forest engineer) showing the location of all existing trees to be protected or to be felled within 5 m of the excavation line, 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. A template is available on the City's website.
- Architectural plans including the site plan showing the location and dimensions of all buildings and driveways (existing and proposed), all existing trees to be protected or to be felled within 5 m of the excavation line, all elevations being altered, details of the type of material and colors of the proposed facing, roofing and trim materials, and floor plans.
- Topographical plans, prepared by a land surveyor, showing the existing and proposed land levels of the property at 5 m intervals.
- Physical samples of facing materials – color and material proposed for exterior walls, roof, doors, trim, etc., to be deposited in person.
- Colour photographs of all elevations of the building to be modified.
- A written summary explaining the project and how it respects the applicable criteria stipulated in SPAIP By-Law PC-2787.
- For a new house or a major extension: an insertion plan, prepared by a land surveyor, to scale, showing the facades of the proposed building as well as the neighbouring buildings located on each side of it. A colour perspective of the proposed buildings is also required.

**2024 Fees (non-refundable and payable when application is filed)**

<b>RESIDENTIEL BUILDING (1 TO 4 DWELLING UNITS)</b>	
Renovation or extension of a residence (less than 50 % of the total floor area of the existing house) including the landscaping	
For the first two presentations to the Planning Advisory Committee	\$ 270
For each further appearance before the Planning Advisory Committee	\$ 135
Construction of a new residence or expansion of the floor area of the existing house by 50% or more	
For the first two presentations to the Planning Advisory Committee	\$ 610
For each further appearance before the Planning Advisory Committee	\$ 305
<b>MULTIFAMILY BUILDING/COMPLEX (MORE THAN 4 DWELLING UNITS)</b>	
Renovation of a multifamily residence or each building in a residential complex, or landscaping of its grounds	
For the first two presentations to the Planning Advisory Committee	\$ 855
For each further appearance before the Planning Advisory Committee	\$ 430
Construction or extension of a multifamily residence or each building in a residential complex	
For the first two presentations to the Planning Advisory Committee	\$ 2 355
For each further appearance before the Planning Advisory Committee	\$ 1 180
<b>COMMERCIAL OR INDUSTRIAL BUILDING</b>	
Renovation, extension, construction, or landscaping of the grounds, of an industrial or commercial building in a C, Cb or N zone	
For the first two presentations to the Planning Advisory Committee	\$ 2 355
For each further appearance before the Planning Advisory Committee	\$ 1 180
Renovation, extension, construction or landscaping of the grounds, of a commercial building or a mixed-use building located outside of C, Cb or N zones, i.e., in a village or isolated	
For the first two presentations to the Planning Advisory Committee	\$ 320
For each further appearance before the Planning Advisory Committee	\$ 160
Construction or expansion of 50% or more of the total floor area of a commercial or mixed-use building located outside of zones C, Cb, or N (i.e., in a village or isolated)	
For the first two presentations to the Planning Advisory Committee	\$ 855
For each further appearance before the Planning Advisory Committee	\$ 430

**Issuance of permit**

An official Building Permit request should be submitted following the SPAIP approval procedure once the project has been approved by council.

## **Building permit application procedure – Required Documents**

Fill out the permit or certificate application available at [www.pointe-claire.ca](http://www.pointe-claire.ca) in the Permit application tab section and send to [urbanisme@pointe-claire.ca](mailto:urbanisme@pointe-claire.ca) along with the requested documents on the Permit application form.

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

Amongst other things, the plans (to scale) must show:

- The position on the landsite, the heights and dimensions of the new construction;
- Details of foundations, structure, wall sections, elevations;
- 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.

## **2024 Fees and Deposits**

\$ 13 per \$1000 of estimated work value (minimum \$ 78), *for extensions and new houses, the value shall be at least \$ 1,375/m<sup>2</sup> of floor area (\$ 950/m<sup>2</sup> for an attached garage)*; Fees shall be paid upon submission of the application (non-refundable, payable to the City of Pointe-Claire).

A damage deposit of \$ 2 050 for a new house (1 to for 4 dwellings) and for an extension that is equal to 50% or more than the total floor area of the building; \$ 630 for an extension that is less than 50% of the total floor area of the building (refundable when the work is completed) and any tariffs required by the Engineering Department shall be paid at the issuance of the building permit. Additional deposits imposed by Council at its discretion may be requested.

## **SPAIP financial guarantee**

A financial guarantee is required for all projects that are subject to a SPAIP review. The amount of the guarantee is determined by Council and is applicable upon delivery of the permit.

When said permit concerns an operation requiring the protection of trees, proof (photos) that the protection measures are already installed on site is required as a condition to obtaining the permit.

The building permit must be issued and the work commenced within six months from the date of its approval, and work must be completed within one year from the date of the issuance of the building permit.

REVISION REQUEST – SITE PLANNING AND ARCHITECTURAL INTEGRATION PROGRAM (SPAIP)

This document does not authorize the commencement of any work.

\* Mandatory fields

ADDRESS *			SUITE OR APARTMENT		
OCCUPANT *			<input type="checkbox"/> OWNER <input type="checkbox"/> TENANT		
TEL1 *	TEL2		EMAIL *		
IF APPLICANT IS NOT THE OWNER OF THE PROPERTY, IS THE OWNER'S LETTER OF AUTHORIZATION INCLUDED? *		<input type="checkbox"/> YES	<input type="checkbox"/> NO*	*IF NOT, IT MUST BE SUBMITTED BEFORE PERMIT IS ISSUED.	
AT THE TIME OF YOUR REQUEST, ARE THERE ANY TENANTS LIVING IN THE BUILDING? *		<input type="checkbox"/> YES	<input type="checkbox"/> NO	HAVE THEY BEEN ADVISED IN WRITING?	<input type="checkbox"/> YES <input type="checkbox"/> NO

CONTACT – PERSON RESPONSIBLE FOR THE REQUEST

NAME *		
TEL1 *	TEL2	VALUE OF WORK *
EMAIL *		
TYPE OF PROJECT (WORK)*		

ALL DOCUMENTS MUST BE SUBMITTED BY THE DEADLINE AND SENT IN PDF BY EMAIL TO: [urbanisme@pointe-claire.ca](mailto:urbanisme@pointe-claire.ca)

\*\*\*THE CITY RESERVES THE RIGHT TO REFUSE A PROJECT IF NOT ALL DOCUMENTS ARE SUBMITTED BY THE DEADLINE. \*\*\*

PLEASE PROVIDE THE FOLLOWING INFORMATION: \*

PROPOSED BUILDING MATERIALS	TYPE	MODEL	COLOUR
* PLEASE SPECIFY COLOUR IN BRACKETS IF COLOUR NAME IS UNCLEAR.	EXAMPLE: WOOD	EXAMPLE: CANEXEL	EXAMPLE: SANDAL WOOD (BEIGE-BROWN)*
FACING MATERIALS			
ARCHITECTURAL DETAILS, COLUMNS AND TRIM			
SOFFITS AND FASCIA			
WINDOWS			
FRONT DOOR			
GARAGE DOOR			
DOORS			
ROOF			
STAIRS, LANDING, RAILING			
DRIVEWAY, PATHWAY			
DIMENSION OF SAMPLES AND SAMPLE BOARD MUST NOT BE MORE THAN 11" X 17" DO YOU WANT YOUR SAMPLES TO BE RETURNED AFTER THE REVISION PROCESS?			<input type="checkbox"/> YES <input type="checkbox"/> NO

SPAIP REVISION FEES \*

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\*\*\* PLEASE NOTE THAT THE SPAIP FINANCIAL GUARANTEE IS REQUIRED FOR ALL PROJECTS SUBJECT TO SPAIP REVIEW. THE AMOUNT OF THE GUARANTEE IS DETERMINED BY COUNCIL BASED ON THE ESTIMATED COST OF WORK AND IS APPLICABLE UPON DELIVERY OF PERMIT.

ADDITIONAL APPLICABLE FEES

BUILDING PERMIT REVISION FEE: } SEE BY-LAW PC-2977 FOR 2025 FEE SCHEDULE  
DAMAGE DEPOSIT: }

ENGINEERING FEES: TO BE DETERMINED DURING REVISION OF REQUEST; MUST BE PAID BEFORE BUILDING PERMIT IS ISSUED

SIGNATURE OF OWNER OR REPRESENTATIVE	
PLEASE PRINT NAME	DATE



**LETTRE D'AUTORISATION  
POUR UN PROJET PARTICULIER**  
**LETTER OF AUTHORIZATION  
FOR A SPECIAL PROJECT**

**SERVICE D'URBANISME**  
451, boulevard Saint-Jean H9R 3J3  
(514) 630-1206  
[urbanisme@pointe-claire.ca](mailto:urbanisme@pointe-claire.ca)  
[www.pointe-claire.ca](http://www.pointe-claire.ca)

**RÉFÉRENCE :  
SUBJECT**

\_\_\_\_\_  
**ADRESSE (OU NO. LOT POUR TERRAIN VACANT)  
ADDRESS (OR LOT NUMBER FOR VACANT LOT)**

autorise  
authorizes

\_\_\_\_\_  
**Propriétaire  
Property owner**

\_\_\_\_\_  
**Nom du/de la délégué(e)  
Name of delegate**

à soumettre une demande de | to submit a request for a:

☐

**Dérogation mineure  
Minor exemption**

☐

**Révision PIIA  
SPAIP review**

☐

**Usage conditionnel  
Conditional use**

☐

**PPCMOI  
SCAOPI**

☐

**Démolition  
Demolition**

☐

**Modification au règlement  
By-law amendment**

**Section à compléter par le propriétaire de l'immeuble  
Section to be completed by the property owner**

**Adresse du propriétaire de l'immeuble  
Property owner's address**

\_\_\_\_\_

**Nom du propriétaire ou de l'administrateur,  
ainsi que son titre  
Property owner or administrator's name and title**

\_\_\_\_\_

**Numéro de téléphone  
Telephone number**

\_\_\_\_\_

**Adresse courriel  
Email address**

\_\_\_\_\_

\_\_\_\_\_  
**Signature du propriétaire ou de  
l'administrateur autorisé  
Property owner or authorized administrator's  
signature**

\_\_\_\_\_  
**Date**



**LETTRE D'AUTORISATION  
POUR UN PROJET PARTICULIER  
LETTER OF AUTHORIZATION  
FOR A SPECIAL PROJECT**

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<b>PROJET PARTICULIER   SPECIAL PROJECT</b>	<b>RÈGLEMENT   BY-LAW</b>
Règlement sur les dérogations mineures Minor Exemptions By-law	PC-2500
Règlement sur les plans d'implantation et d'intégration architecturale (PIIA) Site Planning and Architectural Integration Programme (SPAIP) By-law	PC-2787
Règlement sur les usages conditionnels Conditional Uses By-law	PC-2791
Règlement sur les projets particuliers de construction, de modification ou d'occupation d'un immeuble (PPCMOI) By-law on Specific Construction, Alteration or Occupancy Proposals for and Immovable (SCAOPI)	PC-2957
Règlement relatif à la démolition des immeubles By-law Respecting the Demolition of Immovables	PC-2987



Raccordement existant/  
Existing connection

## PLAN PROFIL - RACCORDEMENT ÉGOUT SANITAIRE PROFILE PLAN - SANITARY SEWER CONNECTION

Nouveau raccordement  
(Jusqu'à la conduite sanitaire dans la rue)/  
New connection  
(Up to the sanitary pipe in the street)

$$\frac{\boxed{\text{A}} - \boxed{\text{C}}}{\boxed{\text{B}}} \times 100 = \boxed{\text{\%}}$$

Pente de l'égout sanitaire/  
Sanitary sewer slope

$$\frac{\boxed{\text{A}} - \boxed{\text{E}}}{\boxed{\text{D}}} \times 100 = \boxed{\text{\%}}$$

Pente de l'égout sanitaire/  
Sanitary sewer slope

