

## HOW TO OBTAIN A CERTIFICATE OF AUTHORISATION TO INSTALL AN ANTENNA

All development projects shall be done in conformity with all the planning by-laws of the City of Pointe-Claire.

Certificate of Authorisation Requirement: Throughout the City of Pointe-Claire, a Certificate of Authorisation is required in order to install a dish-type antenna more than 60 centimetres (2 feet) in diameter, another type of antenna or a tower for class "D" public utility use.

### Application Procedure - Required Documents

All forms and documents related to an application for a permit or certificate must be sent by email to [urbanisme@pointe-claire.ca](mailto:urbanisme@pointe-claire.ca).

Fill out the permit or certificate application (available at [www.pointe-claire.ca](http://www.pointe-claire.ca), at the *Permits for business* page). Should someone other than the property owner obtain the certificate, written authorisation is required.

1 copy 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).

1 set of plans:

All applications for a Certificate of Authorisation to install an antenna must be accompanied by the following information:

- The make and manufacturer of the antenna,
- The total height of the antenna and of its supporting structure,
- In the case of a dish-type antenna, its diameter,
- The location of the antenna on the property and the distances between it and other structures, buildings and property lines.

### Fees

\$27 per antenna

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).

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

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 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 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 year from the date of the issuance of the Certificate of Authorisation.