

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

Certificate of Authorisation Requirement: Throughout the City of Pointe-Claire, a Certificate of Authorisation 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.

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.

Fill out the permit or certificate application available at www.pointe-claire.ca on the *Permits* page.

Should someone other than the property owner obtain the certificate, written authorisation is required.

1 copy of the certificate of location or staking certificate: Prepared by a land surveyor and including a plan showing the property limits and building(s).

1 set of plans:

All applications for a Certificate of Authorisation to undertake landscaping work in a riverbed or floodplain must be accompanied by the following information:

- 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.
- A plan showing 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.

2019 Fees

Residential use projects (1 to 4 dwellings):

\$33; or \$65 if land level is increased by materials brought from offsite.

Commercial, industrial or multi-family use projects:

\$12 per \$1000 of estimated work value (min. \$110)

Public use projects:

\$7 per \$1000 of estimated work value (min. \$110)

Fees 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 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 Authorisation. 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 Authorisation 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 Authorisation.