**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 \* | | | |  | OWNER | |  | | TENANT | |
| TEL1 \* | TEL2 | | | EMAIL \* | | | | | | |
| IF APPLICANT IS NOT THE OWNER OF THE PROPERTY, IS THE OWNER’S LETTER OF AUTHORIZATION INCLUDED? \* | | YES | 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? \* | | YES | NO | | HAVE THEY BEEN ADVISED IN WRITING? | | | YES | | 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 ALL DOCUMENTS ARE NOT SUBMITTED BY THE DEADLINE.\*\*\***

**REQUIRED DOCUMENTS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **1. DOCUMENTS REQUIRED FOR ALL SPAIP REVISION REQUESTS** | YES | NO | TO BE SUBMITTED NO LATER THAN | N/A |
| SUMMARY OF PROJECT AND HOW IT CONFORMS TO SPAIP BY-LAW |  |  |  |  |
| OWNER’S WRITTEN AUTHORIZATION (if applicable) |  |  |  |  |
| CERTIFICATE OF LOCATION of the existing property |  |  |  |  |
| IMPLANTATION PLAN |  |  |  |  |
| ARCHITECTURAL PLANS (Elevations and interior floor plans) |  |  |  |  |
| COLOUR PHOTOGRAPHS of each elevation of the building |  |  |  |  |
| SAMPLES BOARD OF EXTERIOR MATERIALS (including brochures and pamphlets for windows, doors and any other architectural elements) |  |  |  |  |

|  |  |  |  |  |
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| **2. DOCUMENTS REQUIRED FOR MAJOR WORK AND/OR EXTENSIONS**  ALL DOCUMENTS REQUIRED IN SECTION 1, AND: | YES | NO | TO BE SUBMITTED NO LATER THAN | N/A |
| TOPOGRAPHICAL PLANS (existing and proposed land levels and level of crown of the street) |  |  |  |  |
| URBAN FORESTRY REPORT (please ensure that the findings of the report are considered and plans modified where necessary to preserve the greatest amount of trees prior to submission) |  |  |  |  |
| LANDSCAPING PLAN |  |  |  |  |

|  |  |  |  |  |
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| **3. DOCUMENTS REQUIRED FOR NEW CONSTRUCTIONS OR EXTENSIONS OF MORE THAN 50%**  ALL DOCUMENTS REQUIRED IN SECTION 1 AND 2, AND: | YES | NO | TO BE SUBMITTED NO LATER THAN | N/A |
| COLOURED RENDERING/PERSPECTIVE |  |  |  |  |
| DRAINAGE PLAN |  |  |  |  |
| Plans that show the LEVEL AND DEPTH OF THE SERVICE CONNECTIONS, as measured at the property limit |  |  |  |  |
| INSERTION PLAN OF FACADE OF HOUSE AS WELL AS 3 NEIGHBOURING HOMES ON EITHER SIDE TO SCALE (IN COLOUR) ***(in the case of demolition/new construction, the insertion plan must include three houses on each side)*** |  |  |  |  |

**PLEASE PROVIDE THE FOLLOWING INFORMATION: \***

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| |  |  |  |  |  | | --- | --- | --- | --- | --- | | **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’’X17’’**  DO YOU WANT YOUR SAMPLES TO BE RETURNED AFTER THE REVISION PROCESS? | | |  |  | |

NO

YES

|  |  |
| --- | --- |
| SPAIP REVISION FEES \* | |
| 2 first presentations to PAC for renovation/landscaping or extension of a residence (up to 4 dwelling units) | $0 |
| New construction / Renovation of multi-family building, an industrial or commercial building in a C, Cb or N zone or 3rd presentation to PAC | $545 |
| Construction or extension of multi-family residence or residential complex | $1,095 |

\*\*\* 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-2922 FOR 2021 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 |