



## HOW TO OBTAIN A CERTIFICATE OF AUTHORISATION FOR LANDSCAPING WORK

The following are considered landscaping work:

- The building or the modification of a wall;
- The excavation or modification of the level of a landsite by backfilling or earth moving;
- The felling of a tree with a trunk of more than 30 cm (1 foot) in diameter;
- The creation or extension of a parking area;
- Widening or reducing the width of a driveway;
- Replacing an existing driveway with different materials even if the dimensions do not change.

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](http://www.pointe-claire.ca) on the *By-laws* page.

Certificate of Authorization Requirement: Throughout the City of Pointe-Claire, a Certificate of Authorization is required in order to excavate the ground, modify the configuration of a property through earthmoving, modify a paved or parking area and build a tennis court or similar facility.

### 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), on the *Permits* page).

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

1 copy of the certificate of location: Prepared by a land surveyor and consisting of a written description, a plan of the lot and building(s) and all existing registered servitudes.

1 set of plans:

All applications for a Certificate of Authorization to improve the landsite of a property must be accompanied by a plan to scale showing:

- 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 near the vehicular accesses in the street right-of-way,
- 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;
- The location of the proposed walls, fences and other landscaping features,
- The ground-covering materials, with the dimensions of all existing and proposed paved areas, and as the case may be, the width of existing and proposed driveways,
- The number of projected parking spaces, the shape and dimensions of the parking spaces and lanes and the location of entrances and exits,
- The existing and proposed land levels,
- Any drainage ditch, the surface drainage systems, as well as the water retention design & calculations for any paved areas exceeding 465 m<sup>2</sup> (5005 ft<sup>2</sup>).

## **2023 Fees**

### Residential use projects (1 to 4 dwellings):

36 \$; or \$73 if land level is increased by materials brought from offsite.

\$245 for the construction of tennis courts or other similar recreational facility.

### Commercial, Industrial or multi-family (more than 4 dwellings) use projects:

\$12 per \$1000 of estimated work value (minimum \$300) for a commercial, industrial or multi-family project.

### Public use projects:

\$12 per \$1000 of estimated work value (minimum \$150) for a public project.

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

Depending on the type of project, addition fees may be required (Engineering tariffs, damage deposit, financial guarantee, etc...). The additional fees will be determined during the analysis of your files.

## **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.