



## HOW TO OBTAIN A CERTIFICATE OF AUTHORIZATION FOR A FENCE OR WALL

### Checklist

To submit a request for a fence permit, you will need to show:

1. A certificate of location showing the location of the proposed fence;
2. A description / drawing of the fence: style, height, materials (wood, PVC, metal); refer to the additional form for fences
3. Indicate any decks, mechanical equipment, shed and pool on the property;
4. Any servitude.

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 install a fence or build a wall must be accompanied by a plan to scale showing:

- 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,
- A description of the fence or wall, either the construction plans or a brochure illustrating the model, indicating its material, its height and confirming that the structural components are installed on the interior side of the fence, within the property that it encloses;
- The location of the fence or wall on the property and the distances between it and other structures, buildings and property lines,
- All existing registered servitudes.

All applications for a Certificate of Authorization to build a retaining wall must also be accompanied by a plan to scale showing:

- The materials to be used, their specifications and the manner in which they will be assembled,
- The details to the manner by which the drainage system will be installed along the wall,
- The details to the manner by which the wall is to be anchored,
- Whenever the Certificate of Authorization is applied for in order to build more than one retaining wall as required by the Zoning By-Law, the plan shall bear the seal and signature of the engineer or professional technologist who prepared it.

## **2023 Fees**

\$36 for a fence or wall. Fees for the study of an application for a Certificate of Authorization 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 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 .