



## HOW TO OBTAIN A CERTIFICATE OF AUTHORIZATION TO OPERATE A COMMERCIAL TERRACE OR A SEASONAL ACTIVITY

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

Certificate of Authorization Requirement: Throughout the City of Pointe-Claire, a Certificate of Authorization is required in order to operate a commercial terrace and operate a seasonal or occasional business, such as the sale of Christmas trees, flowers and landscaping material, or the garden centre of a mega home renovation centre.

### 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 for business* 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 and a plan of the lot and building(s).

1 set of plans:

All applications for a Certificate of Authorization to operate a commercial terrace must be accompanied by the following information:

- The location of the terrace on the property and the distances between it and other structures, buildings and property lines,
- The proposed date of opening and closure of the terrace and the opening hours,
- The seating capacity and the proposed organisation of tables and chairs,
- The proposed separations between the terrace and public or residential properties, where applicable,
- The building plans of the temporary roof or the awning specifications, where applicable.

All applications for a Certificate of Authorization for a seasonal business must be accompanied by the following information:

- A site plan showing the location of the sale area, its dimensions and the distances between it and other structures, buildings and property lines,
- The proposed date of opening and closure of the sale area and the opening hours,
- The details and dimensions of all installations related to the sale area (fences, type of products for sale, space organization, etc.),
- The proposed separations between the sale area and public or residential properties, where applicable.

### 2023 Fees

\$61 for a commercial terrace;

\$6 per day (min. 42\$) for a seasonal or occasional business;

\$1650 for the garden centre of a mega home renovation centre (275 days).

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 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 Authorization.

**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 Authorization 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 Authorization 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 Authorization.