

HOW TO OBTAIN A CERTIFICATE OF AUTHORISATION FOR RESIDENTIAL (1-4 UNITS) LANDSCAPING WORK NOT INCLUDING DRIVEWAYS

The following are considered landscaping work:

- The addition or modification of a patio or walkway;
- The addition or modification of a landing or deck built of paving stones;
- The reduction or modification to the vegetative cover of a property;
- The excavation or modification of the level of a landsite by backfilling or earth moving;
- The construction or modification to an outdoor recreational facility (tennis court, basketball court, etc....).

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 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.

Fill out the permit or certificate application form (available at www.pointe-claire.ca, on the *Residential 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 or several plans 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 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 landscaping feature (patio, walkway, landing or deck) to be added or modified,
- Elevations of the proposed landing or deck confirming the exact dimensions and height,
- Manufacturer's brochure of the materials to be used,
- The ground-covering materials, with the dimensions of all existing and proposed paved areas,
- 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 m² (5005 ft²).

2024 Fees

Residential use projects (1 to 4 dwellings):

Work related to a project consists of a new construction or the expansion of the floor area of the existing house by 50% or more	\$13 per \$1 000 of work value (minimum \$150)
Work not related to a project involving new construction or the expansion of the floor area of the existing house by 50% or more	\$50
Work not related to a project involving new construction or the expansion of the floor area of the existing house by 50% or more when the level of the land is raised with materials brought in from off site	\$100
Work related to the construction of any outdoor recreational facility such as a tennis court or other	\$255

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 file.

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.