



## HOW TO OBTAIN A CERTIFICATE OF AUTHORISATION FOR LANDSCAPING AND WORK IN A RIVERBAND OR FLOODPLAIN

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 shall be required in order to carry out shore stabilization work or install a dock; or undertake a construction, build a structure or carry out works that are liable to modify the shore's vegetation cover, expose the soil, affect the shore's stability or encroach on the riverbed.

### 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 *Residential permits* page.

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

1 copy of the certificate of location or staking certificate: Prepared by a land surveyor and including a plan showing the property limits and building(s).

1 set of plans:

All applications for a Certificate of Authorization to undertake landscaping work in a riverbed or floodplain must be accompanied by the following information:

- For work in the floodplain: a plan prepared by a land surveyor, showing the land levels, the boundaries of the 2-year, 20-year and 100-year floodplains and the location of the proposed undertakings, structures or works,
- A plan showing the location of the proposed structures or works on the landsite, the high-water mark and the riverbank protection area,
- Plans and specifications prepared by a professional in the field, indicating the proposed stabilization method, the material to be used and their method of assembly, the vegetation to be planted and plantation techniques, and the areas of embanking or exaction,
- As the case may be, a report prepared by a professional which will support the choice for the proposed structures or works, and will demonstrate that the slope, the nature or the soil and the conditions of the landsite are not favourable to the reestablishment of the vegetation cover and the natural aspect of the shore by means of seeding or planting of vegetation, scarifying work, levelling or adding arable soil,
- The list and identification of all equipment to be used, proposed means of access and circulation on the site for the equipment and disposal site for excess material.
- 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.

## 2024 Fees

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.

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

Commercial, industrial or multi-family use projects:

\$13 per \$1000 of estimated work value (min. \$310)

Public use projects:

\$13 per \$1000 of estimated work value (min. \$155)

## 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.