

## HOW TO OBTAIN A CERTIFICATE OF AUTHORIZATION TO ADD, RELOCATE OR MODIFY A RESIDENTIAL (1-4 dwellings) DRIVEWAY OR PARKING AREA

Certificate of Authorization Requirement: Throughout the City of Pointe-Claire, a Certificate of Authorization is required in order to add, relocate or modify a driveway or parking area. A Certificate of Authorization is also required when the materials of an existing driveway or parking area are replaced with different ones (i.e.: replacing asphalt with paving stone), even if the dimensions of the driveway or parking area do not change.

To submit a certificate of authorization request for a driveway or parking area, you will need:

1. A 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;
2. On the certificate of location, the exact location and dimensions of the existing driveway/parking area as well as the exact location and dimensions of the proposed modifications;
3. To show the vegetative space in the front yard. Depending on the zone, the minimum required percentage varies from 33% to 50%;
4. To indicate if there is a curb or a sidewalk on the side of the street;
5. To identify 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;
6. To show 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;
7. In certain cases, the existing and proposed land levels;
8. To pay Engineering fees required for cutting and constructing curbs, sidewalks and services to be relocated when applicable.

All 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.

### Application Procedure

All documents listed above related to an application for a certificate for a driveway/parking area must be sent by email to [urbanisme@pointe-claire.ca](mailto:urbanisme@pointe-claire.ca) along with the completed 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.

### 2024 Fees

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

\$50 for a change in material to an existing driveway or parking area with no modifications to the existing dimensions or location;

\$150 for a new driveway/parking area, a relocation of a driveway/parking area or modifications to the dimensions of an existing driveway or parking area.

In addition, any tariffs required by the Engineering Department for cutting and constructing curbs or sidewalks to accommodate the driveway modifications must also be paid.

Fees shall be paid upon filing the application (non-refundable, payable to the City of Pointe-Claire). Any tariffs required by the Engineering Department shall be paid at the issuance of the Building Permit.

### **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.