

GUIDELINES TO SUBDIVIDING A PROPERTY OR FOR A REDEVELOPMENT PROJECT

General information

Throughout the City of Pointe-Claire, no cadastral operation shall be carried out without first obtaining a Subdivision Permit. This procedure is completely separate from the Building Permit request procedure.

As well, any development of a property that results in an increase in the number of dwelling units is subject to the Parks and Playground Contribution.

This brochure is for general information only. Please refer to Subdivision By-law PC-2774 for more specific information.

Important elements to consider: Prior to submitting a request to subdivide a property, or to undertake a redevelopment project, the following issues must be considered:

1. Quebec Land Surveyor Fees;
2. Parks and Playground Contribution;
3. Engineering and Building Department Tariffs;
4. Location of Mature Trees;
5. Additional Considerations.

Quebec Land Surveyor

Official subdivision plans prepared by a Quebec Land Surveyor (QLS) are required. Depending on the request, other documents prepared by a QLS such as new certificates of location or existing land levels of the property, etc. may also be required. Please refer to l'Ordre des Arpenteurs-géomètres du Québec for a list of QLS. The City will not recommend any particular QLS.

Parks and playground contribution

To promote the establishment, maintenance and improvement of parks and playgrounds and the preservation of natural areas, the approval of a plan relating to a cadastral operation or relating to a redevelopment project shall be subject to one of the following conditions, with Council deciding in each case which obligation is applicable:

- That the owner undertakes to transfer, free of charge, to the City, a parcel of land which, in the opinion of the Council, is suitable for the establishment or enlargement of a park or playground or for the preservation of a natural area, or ;
- That the owner pays an amount to the City, or ;
- That the owner makes both the undertaking mentioned under the first paragraph and the payment of an amount.

Value of land: The area of the land to be transferred and the amount paid shall be equal to 10% of the area and value of the site, respectively. The value of land to be transferred or of the site is considered on the date of receipt by the City of the request for a Subdivision Permit or a Building Permit for a redevelopment. Such value is established according to the principles applicable to expropriation, at the owner's expense, by a chartered appraiser commissioned by the City.

Engineering and Building Department

All Subdivision requests must also be approved by the Engineering and Building Department. In almost all land redevelopment projects, there are tariffs related to service connections and curb/sidewalk cutting and rebuilding. Contact the Engineering and Building Department to determine the exact amount of the tariffs, the approximate depth of the services available in the street, and any other pertinent information related to their department.

Location of mature trees

The location of a new house, extension, driveway, etc. on the property must take into consideration preserving existing older trees as well as not damaging their mature root system. The Parks and Horticultural Division will be consulted for projects involving construction in the proximity of mature trees.

Additional considerations

Public utilities

Hydro poles, fire hydrants, public lamp posts, etc. may not be ideally located for your project. Any modifications to such public utilities are the responsibility and expense of the property owner.

Time delays

As most subdivision requests related to a redevelopment project will have to be presented to the Planning Advisory Committee and Council, the subdivision procedure will take a minimum of 2 months in the case of a favourable decision.

The Building Permit procedure is independent from that of a subdivision, but both processes can be reviewed simultaneously. Please refer to the information documents pertinent to your project. Should you decide to apply for your Building Permit only after the subdivision procedure is complete, an additional period of at least 2 months may be required prior to approval.

Demolition requests require a period of at least 3 months to complete the procedure from the time an official demolition request is submitted.

Application Procedure – required documents

The Chartered Appraiser's basic fee of \$3 100 must be paid to establish the Parks and Playground Contribution required in the case of a Building Permit relating to a redevelopment project or a Subdivision Permit. The real cost will be adjusted when the final report is deposited with the City.

For a Subdivision Permit, the following documents must be submitted to the Planning Department:

- A letter, signed by the property owner or his authorised representative, requesting approval of the cadastral operation. In the case of cadastral operations involving the creation of new streets or roads, the property owner must also undertake, in the same letter, to cede the rights-of-way for the proposed thoroughfares for the nominal sum of one dollar (\$1).
- 1 copy of a plan of the proposed cadastral operation, at a scale of 1: 1 000 or better, with a digital copy of this plan, and indicating:
 - The cadastral designation of the official Quebec cadastre, the boundaries of the property and the boundaries of the adjacent properties;
 - Where applicable, the alignment, limits and width of the proposed thoroughfares;
 - The proposed cadastral division, together with the dimensions and area of each of the lots;
 - Where applicable, the boundaries of proposed parks and green spaces, as well as their areas;
 - Existing or proposed servitudes and rights-of-ways;
 - Existing buildings;
 - All mature trees on the property and on City property between the landsite and the street;
 - The date, title, true north and scale, and the seal and signature of the land surveyor.
- Additional documents are required for requests that are subject to a Site Planning and Architectural Integration Programme (SPAIP) review:
 - 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 preliminary site plan showing a building on the landsite, its location and approximate dimensions (width, depth) as well as the possible location and dimensions of street accesses, alleys and parking areas that are required;
 - In the case of a cadastral operation relating to a consolidation, preliminary sketches showing the additions or alterations to the existing buildings, as the case may be.
- A cadastral operation resulting in a modification of the dimensions of any built landsite shall be accompanied by at least one copy of a certificate of location prepared by a land surveyor for each built landsite affected and showing that each landsite will remain in conformity with the Zoning and Subdivision By-laws.

2024 Revision fees:

The fees for studying applications for a Subdivision Permit are:

- \$125 per single-family residential or public lot; \$190 per commercial, industrial or multifamily lot.

The calculation is based on the number of lots, or part lots as the case may be, resulting from the cadastral operation. Fees shall be paid upon filing the application (non-refundable, payable to the City of Pointe-Claire).

Prior to issuing the Subdivision Permit (or Building Permit for a redevelopment project), the following fees must be paid:

- Parks and Playgrounds Contribution: 10% of the land value established in the appraisal report;
- Related Engineering tariffs: Determined during the analysis of the project, they can be part of a municipal works agreement;
- Any additional financial guarantee imposed by Council at their discretion, relative to the Site Planning and Architectural Integration Plan (SPAIP) resolution.