



REQUEST FOR CERTIFICATE OF AUTHORIZATION  
**ACCESSORY BUILDINGS**



*Eligibility conditions and regulations - applicant's copy*

**A CERTIFICATE OF AUTHORIZATION IS REQUIRED FOR**

	<b>SUBJECT TO SPAIP?</b>
A renovation	Yes
A displacement	Yes
A demolition	No

**TYPES OF ACCESSORY BUILDINGS AND BY-LAW REGULATIONS (no. 448) (non-exhaustive list)**

Conditions: Accessory structures - **article 4.1.3**  
 Shed - **article 4.2.5**  
 Detached garage - **article 4.2.6**  
 Gazebo and pergola - **article 4.2.7**  
 Domestic Greenhouse - **article 4.2.10**

Building designed for storage - **article 4.2.13**  
 Building designed for agricultural activities - **article 4.2.14**  
 Gatehouse / security post - **article 4.2.15**  
 Building designed for domestic storage - **article 4.2.16**

**By-law 452** - SPAIP and Appendix « 1 » By-law 452, entitled « List of Buildings of Interest »

**SITE PLANNING AND ARCHITECTURAL INTEGRATION PROGRAM (SPAIP)**

A SPAIP is a qualitative assessment combined with urban planning regulations to provide guidance pertaining to work completed on buildings. This program complements other municipal by-laws, particularly those of zoning and construction. As a result, the Village can exercise a certain quality control over architectural aspects regarding permits or certificates. Projects are assessed according to a system of criteria and objectives established for each sector in order to better integrate into existing building environments. This measure also allows a more flexible approach compared to normative regulations.

The owner of a building wishing to carry out a project subject to SPAIP, must accompany the permit application with a request for evaluation of their proposed project. Applications must be submitted to the Planning Advisory Committee (PAC) and the Municipal Council.

**Allow 6 to 8 weeks for the study of the request, following the complete filing of the permit request with the urban planning department.**



## TO PREPARE YOUR REQUEST

### 1. Ensure that the project meets the standards and regulations in force

(if in doubt, contact the municipal officer)

### 2. Join the following documents with your application:

- A project site plan, prepared by a land surveyor, with an approximate scale of 1:500 indicating, but not exclusively, the following information:
  - The lot dimensions;
  - The projected location of structures, projects or work, including dimensions, setbacks as well as any element, existing or projected, likely to affect construction;
  - Servitudes, passages, trails, infrastructure, electrical transmission lines, stand-alone water treatment systems, water withdrawal systems, the hydrological network (lake, watercourse, wetland) and the high-water mark (flood lines), etc.
- Building or construction plans (maximum scale of 1:50) and a description of the projected work, prepared by a professional, including plans, elevations, sections, profiles (of all storeys and facades), exterior cladding materials, specifying the applicable standards in compliance with the urban planning by-laws
- The location of parking areas (lanes and parking spots), curb cuts, driveways and loading and unloading areas;
- The location of fences, hedges, garden walls and retaining walls;
- The location and detail of exterior lighting systems;
- Excavation depths, levelling work and when required, clearing and fill operations;
- Identification and complete coordinates of the contractor, including the license number of the contractor issued by the *Régie du bâtiment du Québec*;

#### **Additional documents to provide for SPAIP interventions:**

- Recent photographs, taken within 3 months preceding the application
- Photographs and/or summary analysis of architectural styles to evaluate the context of insertion
- Plans, elevations, cross-sections and sketches, in colour, in relation to the neighboring buildings
- Details of material and colors (sample)
- Detailed landscaping plan including the location of existing and projected vegetation, the location of structures, parking areas, as well as fences, hedges, and retaining walls
- An illustration of the impact on the built and natural landscape, visual perspectives
- In the case of an intervention on a building of interest, research on the building's history and heritage
- For a sector of archaeological interest, a study of the archaeological potential

#### **Additional content for the *displacement* of a building**

- Complete contact details of the person or contractor responsible for the building's displacement;
- The date and time of displacement as well as the planned route;
- Proof of the applicant's insurance covering the building's displacement;
- A project site plan prepared by a land surveyor indicating the future location of the displaced building.

#### **Additional content for the *demolition* of a structure**

- The dimensions of the structure to be demolished;
- Recent photographs of the structure to be demolished;
- Protective measures undertaken by the applicant during the demolition.
  
- Any other information deemed necessary by the designated official to review the application

### 3. Submit the permit application and the documents at the Town Hall

The request must be complete, with all the necessary documents, and signed.

***All requests that are missing information will be returned without processing.***



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**ACCESSORY BUILDINGS**



*Form - To be completed and submitted to the Village of Senneville*

**IDENTIFICATION**

**OWNER**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Town: \_\_\_\_\_  
Postal code: \_\_\_\_\_  
Telephone 1: \_\_\_\_\_  
Telephone 2: \_\_\_\_\_  
E-mail: \_\_\_\_\_

**APPLICANT** - if other than owner\*

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Town: \_\_\_\_\_  
Postal code: \_\_\_\_\_  
Telephone 1: \_\_\_\_\_  
Telephone 2: \_\_\_\_\_  
E-mail: \_\_\_\_\_

\*Proxy required (consult By-law 451, Chapter 2, Article 2.2.2: Proxy)

**LOCATION OF WORK AND INFORMATION ON THE PROJECT**

Address: \_\_\_\_\_  
Main use of building:     Residential         Commercial         Other: \_\_\_\_\_  
Type of accessory building: \_\_\_\_\_  
Type of work:             Renovation         Displacement         Demolition  
Start date of work: \_\_\_\_\_ Duration of work: \_\_\_\_\_  
Cost of work (before taxes): \_\_\_\_\_

**DESCRIPTION OF WORK** (Location, dimensions, materials, specifications)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**CONTRACTOR**

Company: \_\_\_\_\_ RBQ licence number: \_\_\_\_\_  
Name of contact: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ Postal code: \_\_\_\_\_  
Telephone 1: \_\_\_\_\_ Telephone 2: \_\_\_\_\_  
E-mail: \_\_\_\_\_

**ARCHITECT**

Company: \_\_\_\_\_  
Name of contact: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ Postal code: \_\_\_\_\_  
Telephone 1: \_\_\_\_\_ Telephone 2: \_\_\_\_\_  
E-mail: \_\_\_\_\_

**ENGINEER**

Company: \_\_\_\_\_  
Name of contact: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ Postal code: \_\_\_\_\_  
Telephone 1: \_\_\_\_\_ Telephone 2: \_\_\_\_\_  
E-mail: \_\_\_\_\_



# REQUEST FOR CERTIFICATE OF AUTHORIZATION ACCESSORY BUILDINGS



*Form - To be completed and submitted to the Village of Senneville*

## PROVISIONS RELATING TO FEES FOR PERMITS AND CERTIFICATES

See regulation 451, division 7.1, article 7.1.1: Pricing for permits and certificates

## STEPS TO OBTAIN THE PERMIT

1. Submission of the thoroughly **completed** application form by the owner or applicant and applicable fees must be paid
2. Compliance analysis by the municipal officer
3. Project presented to the Planning Advisory Committee (PAC) **subject to SPAIP**, if applicable
4. Study and recommendations submitted to the Municipal Council
5. Verdict by the municipal council; if approved:
6. Issuance of permit by the municipal officer

## DECLARATION

- The request is complete, and all documents are attached
- I, hereby, certify that the information given in this document is correct and complete and I undertake to submit all the required documents. I also declare that I have read the procedures and applicable municipal regulations in force. Finally, I understand that this form does not constitute an authorization to commence any work.

Signature of owner or applicant: \_\_\_\_\_

Name (PRINTED): \_\_\_\_\_ Date: \_\_\_\_\_

## TO CONTACT US

**VILLAGE OF SENNEVILLE, Urban Planning and Environment Services**  
**35 Senneville Road, Senneville (QC) H9X 1B8**  
**Tel: (514) 457-6020**  
**E-mail: [info-urbanisme@villagesenneville.qc.ca](mailto:info-urbanisme@villagesenneville.qc.ca)**

The presented information in this document is taken from the municipal urban planning by-laws in force and is published for information purposes only. They do not replace the provisions contained in the regulations.