



# SPAIP GUIDE

SITE PLANNING AND ARCHITECTURAL  
INTEGRATION PROGRAM



# TABLE OF CONTENTS

INTRODUCTION	3
SPAIP IN BRIEF	4
SECTORS SUBJECT TO THE PROGRAM	5
PROJECTS SUBJECT TO THE PROGRAM	6
THE APPROACH	7
REQUIRED DOCUMENTS	13
FEES, DEADLINES AND MEETING SCHEDULE	15
EVALUATION CRITERIA	16



# INTRODUCTION

Since its creation, the Act respecting land use planning and development (LAU) has been amended to add more flexible regulatory tools to regulate construction and transformations on municipal territories. Since 1989, municipalities have been able to adopt the Site Planning and Architectural Integration Program (SPAIP) by-laws to evaluate projects based on objectives and criteria rather than standards.

These regulatory tools are still often unknown to citizens. Consequently, when a citizen wishes to carry out a project located in an SPAIP sector, it can be difficult to understand the procedure and the impacts on the development of the project. This document is intended to inform and guide anyone wishing to carry out a project subject to the municipality of Senneville's SPAIP by-law.

In this guide, you will find information related to the undertaking of a project subject to the SPAIP by-law, notably the objective of the by-law, the sectors and works covered by it, the procedure to follow as well as, the required documentation.



## SPAIP IN BRIEF

The **Site Planning and Architectural Integration by-law** provides a framework for construction, exterior renovation, subdivision, signage and land development work.

The by-law allows for the evaluation of projects based on qualitative criteria, not only on strict standards. In addition, the criteria are adapted to the built and natural environment.

This approach aims at harmonious integration with the existing environment (built and natural environments). Furthermore, it encourages the search for innovative solutions in an open exchange between the municipality and the applicants.

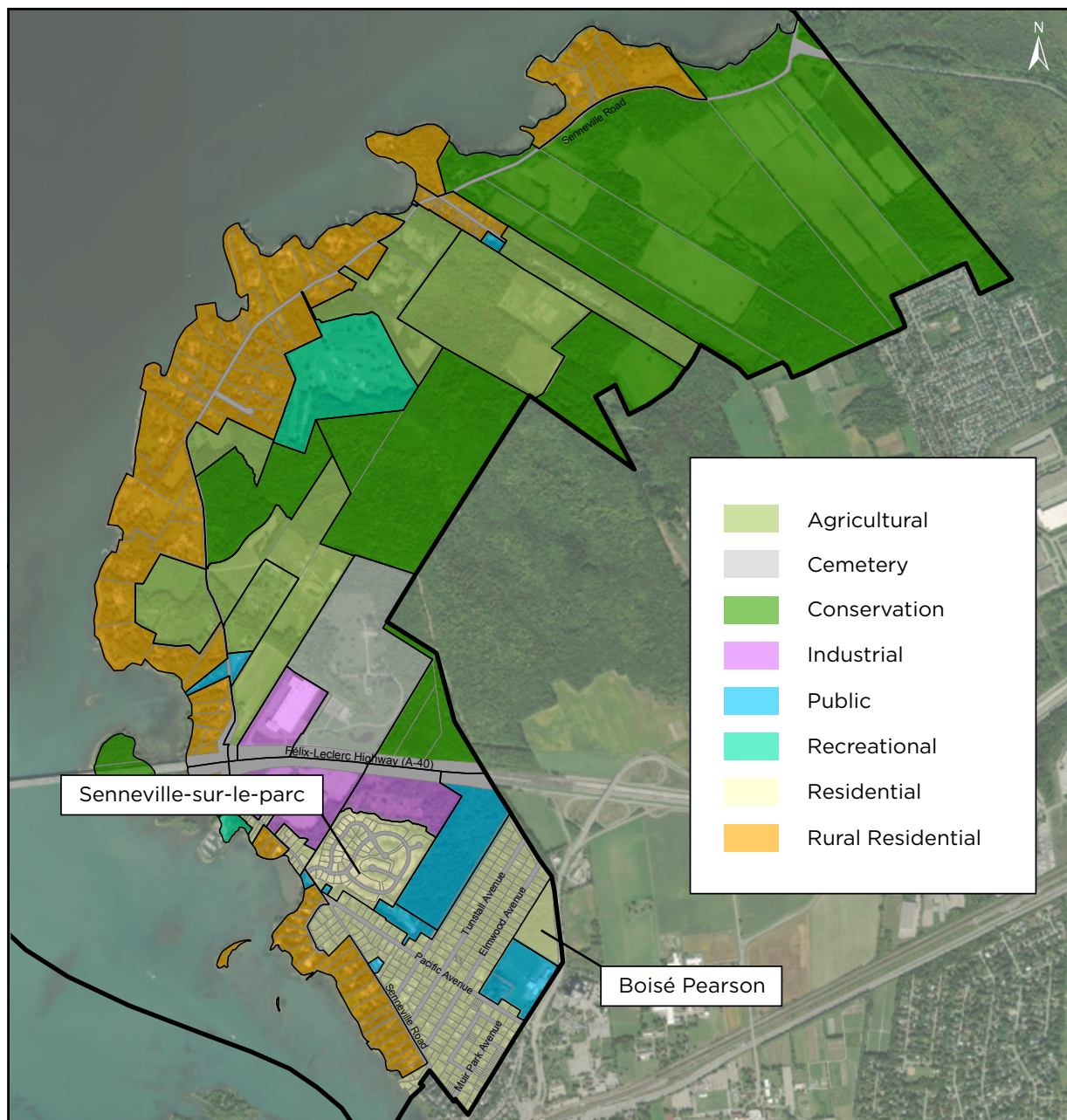
The projects are mainly evaluated based on four elements: location, architectural quality, the development of the site and the integration of signage.

This procedure is complementary to the evaluation of a construction permit or certificate of authorization application and includes respect of zoning and construction by-law standards (height of buildings, size of setbacks, implantation rate, etc.).



# SECTORS SUBJECT TO THE BY-LAW

The entire territory is subject to the SPAIP by-law.  
Specific criteria apply to certain zones:





# PROJECTS SUBJECT TO THE BY-LAW

In most cases, construction, expansion, exterior renovation, subdivision or signage projects are subject to the SPAIP approval procedure and must therefore comply with the provisions of the by-law. To verify if your work is subject to the SPAIP by-law, please **consult article 3.1.2 of the SPAIP By-law**.

**The SPAIP by-law has objectives and criteria that vary according to the area.** These are explained in the subsequent sections.

## Section 3.2

Applicable to the entire territory, with differences for the residential sector (e.g.: the south of the Village, the Crevier sector) and the rural residential sector (north sector).

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## Section 3.3

Applicable to buildings of interest listed in Schedule 1 of the by-law. All the buildings in the Village have qualities. However, some of them have been judged “of interest” based on evaluations carried out by professionals.

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## Section 3.4

Applicable to the Senneville-sur-le-Parc (SSLP) sector (zone R-04) and zone I-03.

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## Section 3.5

Applicable to the Boisé Pearson sector (R-03 zone).

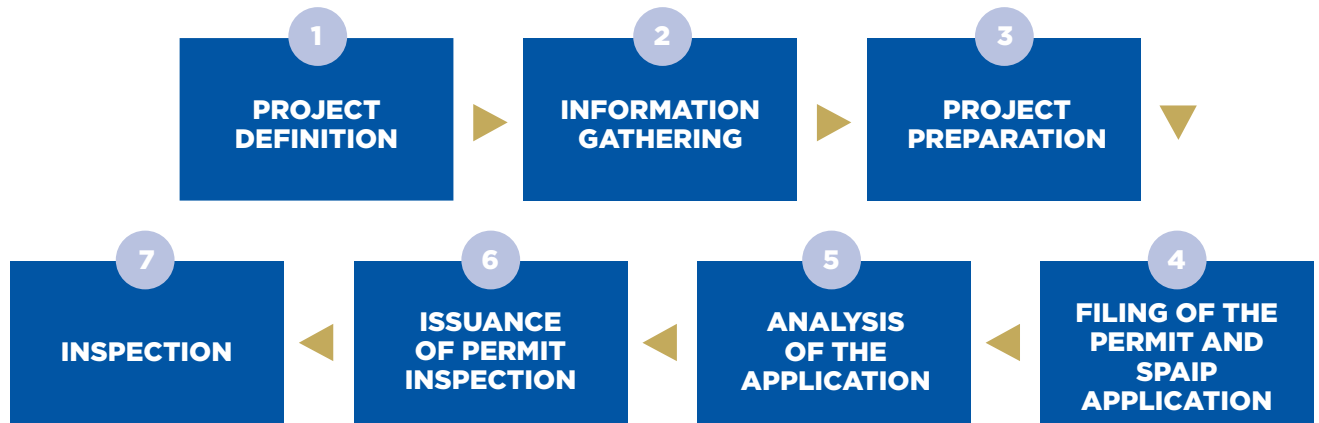
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## Section 3.6

Applicable to the industrial sectors and the cemetery (zones I-01, I-02 and CEM-01)



# THE APPROACH



## 1. PROJECT DEFINITION

The realization of a project subject to the SPAIP approval procedure is, all in all, quite similar to the realization of a project that is not subject to it.

The main difference is that, in addition to compliance with zoning, construction, subdivision and demolition by-laws, projects subject to the SPAIP by-law are analyzed based on criteria and objectives by the Urban Planning Advisory Committee (PAC) and the Municipal Council.

As with any project, it is important to first define your project and its objectives to plan it properly. Take the time to make a list of the work you want to do and the timeline and budget you want to respect.



# THE APPROACH

## 2. INFORMATION GATHERING

Before starting to draw up plans for your project, find out about zoning and construction regulations to which it will be subject. As mentioned previously, certain sectors have their own objectives and criteria. Find out the specific criteria for your specific SPAIP sector by consulting the interactive map or the SPAIP by-law. If you need more information or clarification about certain elements, come to the Permits and Inspection desk to speak with a Built Environment Officer or a Development Consultant for elements related to the qualitative aspects of your project.

Urban planning employees are available at Town Hall as well as by phone or email answer your questions. For the location and hours of operation of Town Hall, [click here](#).

If possible, send the following documents in order to properly understand the project:

- Certificate of location
- Sketch of your project
- Power of attorney (if applicable)

The email address is [info-urbanisme@senneville.ca](mailto:info-urbanisme@senneville.ca)





# THE APPROACH

## 3. PROJECT PREPARATION

Create and design your project, making sure that it respects the regulations as well as the objectives and evaluation criteria applicable to your sector. Depending on the scope of the project, it is strongly recommended that you be accompanied by a professional.

## 4. FILING THE PERMIT APPLICATION AND SPAIP

In order to open a permit application and start the SPAIP procedure, your application must be complete and the required permit fees must be paid.

Send your complete application by email to [info-urbanisme@senneville.ca](mailto:info-urbanisme@senneville.ca)

## 5. ANALYSIS OF THE FILE

The analysis of projects subject to the SPAIP by-law is carried out in three main stages. First, an analysis of conformity is made by the Urban Planning department. Then, the file is presented to the PAC to obtain its recommendation. Finally, the file is forwarded to the Municipal Council which will make the final decision, taking into consideration the recommendation of the PAC.



# THE APPROACH

## Steps prior to obtaining a permit

The main steps are as follows:

### STEP 1

Submission of the permit application, including all required plans and documents: We invite you to contact the Urban Planning Department before submitting the application.

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### STEP 2

The file will be analyzed and the conformity of the plans will be verified by the Urban Planning department.

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### STEP 3

Opinion of the PAC: the PAC evaluates the project based on the objectives and criteria applicable to the SPAIP by-law.

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### STEP 4

Decision of the Municipal Council (resolution): approval, or not, of the plans. Council's decision is based on the objectives and criteria applicable to the SPAIP by-law.

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### STEP 5

The permit will be issued by the municipal inspector if the project is compliant and if Council has approved the plans under the SPAIP by-law.



# THE APPROACH

## 5.1. ANALYSIS BY THE URBAN PLANNING DEPARTMENT

Once you have submitted the required documentation, your file is first analyzed by the designated official to ensure that it complies with the objectives and evaluation criteria as well as the applicable regulations. If your project complies, the designated official prepares the presentation for the PAC. However, if your project does not meet the objectives and criteria, or if it includes non-conformities, your plans must be adjusted accordingly.

Usually, the documents required for the analysis of your file must be sent to the Village no later than 15 days before the PAC meeting. However, depending on the complexity of your project, a longer delay may be required.

## 5.2. ANALYSIS BY THE PLANNING ADVISORY COMMITTEE (PAC)

Your project is then presented to the PAC. This committee generally meets once a month to give its recommendations on various projects. Following the presentation, the committee members issue their recommendation based on the SPAIP objectives and criteria applicable to your project.



# THE APPROACH

## 5.3. ANALYSIS BY MUNICIPAL COUNCIL

Following the recommendation of the PAC, the file is forwarded to Municipal Council for a final decision and the issuance of a resolution in favour or against your project. If your project is not authorized, it will have to be modified and brought before the PAC again.

If you wish to make changes to a project that has been approved, you must start the process again at step one.

## 6. ISSUANCE OF THE PERMIT

Once approved, the file is forwarded to the Urban Planning department to ensure that the prerequisites for the issuance of the permit are met. Once the permit is issued, you can begin the work.

## 7. INSPECTION

After a reasonable period of time, an inspection is carried out to ensure that the work complies with the plans approved by the Municipal Council.



# REQUIRED DOCUMENTS

Any project submitted to the SPAIP approval procedure must first be sent by email to [info-urbanisme@sennerville.ca](mailto:info-urbanisme@sennerville.ca) with the permit application.

In addition to the documents required for your permit application, you will need to provide certain additional documents. Consult the list below to ensure that you have all the necessary documents.

Please note that these documents must be completed by professionals, and that throughout the process, the Village reserves the right to request additional documents deemed necessary for the review of your file.

## 1) For all applications:

- Recent photographs of the four elevations of the existing building;
- An explanatory text demonstrating the integration of the proposed interventions into the surrounding environment in accordance with the objectives and criteria of the SPAIP by-law (no.452);
- Plans to scale of the proposed work, including elevations and proposed layout;
- Details and colours of the proposed materials;
- Details and location of lighting equipment, if applicable.



# REQUIRED DOCUMENTS

## **2) For expansion applications, in addition to the documents required in item 1):**

- Architectural plans prepared by a professional;
- Physical samples and data sheets of proposed materials;
- Landscaping plan, including the location of existing and proposed trees, as well as the species and diameters of proposed trees;
- In the case of an intervention in the eco-territory: A forestry assessment identifying the impact of the project on existing trees, protection measures during the work, and adequate compensation measures.

## **3) For applications for new construction, in addition to the documents required in points 1 and 2:)**

- A visual perspective, in colour, of the proposed building;
- An insertion plan showing the proposed building and the two adjacent buildings, including first floor and ridge levels;
- Photos and a summary analysis of the architectural styles and periods of construction dominant in the area or on the street;
- A site plan prepared by a surveyor, including existing and proposed grade;
- A plan showing the direction of rainwater flow;
- A forestry assessment identifying the impact of the project on the existing trees, protection measures during the work, and adequate compensation measures.

The application must be complete, with all necessary documents, and signed. Any application that lacks information will not be processed.



## FEES

There are currently no fees associated with the SPAIP procedure. However, when you submit your application, you will be required to pay the applicable permit fees. To find out the cost of permits and authorizations, consult the municipality's [website](#).

## DEADLINE

The processing time for this type of application varies depending on the complexity of the project, the rate at which the plans are produced, the adjustments required to the project to meet the evaluation criteria and the schedule of meetings of the PAC and the Municipal Council. A minimum of 6 weeks is required.

## PAC MEETING SCHEDULE

To find out the dates of the PAC meetings as well as the deadlines for the submission of documents, contact the Urban planning department or visit the municipality's [website](#).



# EVALUATION CRITERIA

The evaluation criteria allow us to verify whether your project contributes to the achievement of the specific objectives of the SPAIP by-law. Although they may vary from one sector to another, below are the main objectives to be considered in the design of your project. All the objectives and evaluation criteria for each of the municipality's SPAIP sectors are available in [By-law 452](#) on Site Planning and Architectural Integration Programs.

## INTEGRATION OF THE PROJECT INTO ITS ENVIRONMENT

Implementation, volumetry and architecture harmonious with the surrounding built environment.

## THE ARCHITECTURAL QUALITY OF THE BUILDING

Development of a high-quality architectural concept that contributes to the preservation of the historical and architectural character of the Village of Senneville.

## INTEGRATION OF SIGNAGE

Integration of signs with the buildings and the surrounding environment in terms of size, colour, materials, lighting, height and layout.

## LANDSCAPING OF THE SITE

Enhancement of the architecture of the building and the site, promotion of the greening of the site.