PERMITS AND CERTIFICATES BY-LAW Nº 451

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PROVINCE OF QUEBEC
VILLAGE OF SENNEVILLE

BY-LAW Nº 451

PERMITS AND CERTIFICATES BY-LAW

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THE MUNICIPAL COUNCIL DECREES THE FOLLOWING:

PERMITS AND CERTIFICATES BY-LAW Nº 451

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PERMITS AND CERTIFICATES BY-LAW Nº 451

CHAPTER 1:

Declaratory, Administrative and Interpretative Provisions

Division 1.1: Declaratory Provisions

1.1.1 Title of the By-Law

This by-law bears the title *« Permits and Certificates By-Law »* and carries the number 451.

1.1.2 Repeal

The present by-law repeals By-Law no. 311, entitled *« Permits and Certificates By-Law »* and By-Law 308, entitled « *Zoning By-Law* », and all their amendments, as well as any other incompatible provision in another by-law in force.

The present by-law also has precedence over By-Law 408, entitled « *By-Law Concerning the Protection and Maintenance of the Trees* ».

These repeals do not affect legally-issued permits or certificates issued under the authority of the replaced by-law and acquired rights from before the coming into force of the present by-law.

1.1.3 Scope of the by-law and subject territory

The present by-law applies to the whole territory of the Village of Senneville, and its provisions are imposed on all persons.

1.1.4 Incompatibility with other by-laws or laws

Conforming to the present by-law does not absolve the obligation to comply with the laws or by-laws of the provincial or federal government as well as any other applicable municipal by-law.

1.1.5 Part-by-part adoption

The Municipal Council of Village of Senneville hereby declares that it is adopting the present by-law, chapter by chapter, section by section and article by article, paragraph by paragraph, sub-paragraph by sub-paragraph, so that if a part of the present by-law were to be declared null and void by a tribunal, such a decision would have no effect on the other parts of the by-law, except in cases where the significance and scope of the by-law or of one of its provisions should be altered or modified as a result.

Division 1.2: Administrative Provisions

1.2.1 Administration and application of the by-law

The administration and application of the present by-law are entrusted to any person nominated as a «designated official», by a resolution of the Municipal Council.

1.2.2 Powers of the designated official

Without restricting the powers entrusted to the designated official by the laws governing the Village, the powers of the designated official are the following:

1. To ensure that the by-laws he/she oversees and applies are respected;

2. To analyze applications for permits and certificates addressed to him/her and to verify the compliance with the urban planning by-laws of the submitted documents and plans;

3. To ensure that the applicable fees for the issuance of permits and certificates are paid;

4. To issue permits and certificates that are required in compliance with the present by-law, if they are compliant with the urban planning by-laws as well as with conditions indicated in a resolution of the Municipal Council, if applicable;

5. Can inspect and visit any building, structure, equipment or work;

6. Can send a written notice to any owner, occupant, applicant or person carrying out work, obliging him/her to rectify any situation contravening the urban planning by-laws;

7. Can issue a statement of offence for violation of the urban planning by-laws;

8. Can order any owner, applicant or person carrying out work to suspend all work, to close a building or to cease an activity that contravenes to the urban planning by-laws;

9. Can require that trials and tests mentioned in the present by-law be executed by the applicant and at the applicant's expense;

10. Can request that the applicant supply all technical reports allowing to establish compliance of the application to the present by-law;

11. To keep a registry of permits and certificates issued;

12. To conserve all documents relating to permits and certificates, including inspection reports;

13. Can recommend to the Municipal Council a motion of sanctions against an offender of the urban planning by-laws.

1.2.3 Visits of sites and structures

The designated official is authorized to visit and examine, at all reasonable hours, all movable and immovable properties, as well as the interior and exterior of any house, building or structure whatsoever, to assess whether or not the by-laws for which he/she

has been entrusted to enforce, are being respected, to verify any information or to observe any situation that is related to the carrying out of his/her mandate. The owner or occupant of the house(s), building(s) or structure(s) must grant him/her access.

The designated official is authorized to be accompanied during the visit by any person deemed helpful in the carrying out of his/her duties.

1.2.4 Subject interventions

Any application for a building permit, subdivision permit, certificate of authorization or occupancy certificate must comply with the provisions of the present by-law.

Division 1.3: Interpretative Provisions

1.3.1 Interpretation of provisions

When two standards or provisions of the present by-law apply to a use, building, lot or to any other object governed by the present by-law, the following rules apply:

1. A specific standard or provision prevails over a general provision;

2. The most restrictive provision prevails.

Unless the context specifies otherwise, it is understood that:

3. The use of the words « MUST » and « SHALL » implies an absolute obligation;

4. The use of the verb « CAN » implies a non-obligatory option, except in the expression « CANNOT » which means « MUST NOT »;

5. The word « WHOMEVER » includes individuals and corporations.

The table of contents and the chapter titles, the divisions and the sections of the present by-law are provided to improve the text's readability. In the case of contradiction between the text and the concerned title(s) of the table of contents, the text prevails.

Plans, appendices, tables, graphics, and symbols and all forms of expression aside from the text, contained in the present by-law, are an integral part of the by-law for all legal purposes. In the case of a contradiction between a table, a graphic and the text, the data in the table or in the graphic prevails.

The dimensions, areas and other measures stated in the by-law are expressed in the International System of units.

1.3.2 Numbering

The numbering method used in this by-law is the following (when the section's text does not contain numbering related to a paragraph or sub-paragraph, it is referred to as an indented line:

1. Chapter
1.1 Division
1.1.1 Section
Indented
1. Paragraph
a) Sub-paragraph

1.3.3 Terminology

Unless otherwise specified or unless the context indicates a different meaning, the expressions, terms and words have the meaning and application attributed to them by the following definitions:

ABOVE-GROUND POOL:

Pool with rigid walls that is permanently installed on the ground's surface.

ACCESSORY BUILDING:
Building used only in a manner that is subsidiary or accessory to the purpose of the main building or of the main use exercised on the lot.

ACCESSORY STRUCTURE:
Structure that is accessory to the main structure or use carried out on the lot.

ACCESSORY USE:
Any use exercised on a lot, in a building or structure as a complement to a main use or, in a manner accessory or secondary to the main use.

ANIMAL UNIT:
Unit of measurement of the number of animals that can be in a breeding installation during an annual production cycle as determined in the *Zoning By-Law.*

ANTENNA:
Device serving to pick-up or transmit waves.

AQUATIC PLANT:
Hygrophytes plants including submerged plants, floating leaf plants, emergent plants and emerged herbaceous and woody plants, characteristic of swamps and marshes opened to bodies of water.

ATTIC:
Space located under a building's roof peak (crest or ridge), under the roof slopes and separated from the space below by a floor.

AVERAGE GRADE:
Average grade of the ground calculated in a perimeter of one (1) meter on each facade, wall or partition, including the grading authorized in the Zoning By-law for landscaping and seeding purposes.

Modified by Bylaw no. 451-4 in force on September 4, 2024.

AWNING:
Overhanging shelter supported by a frame serving to protect from the sun and precipitation.

BALCONY:
Accessory structure composed of a platform projecting from a building's wall, surrounded by a guard rail and that can be covered by a roof or eave. A balcony is accessed from an inner room by a door or a patio door and does not have an outer staircase.

BANK:
Strip of land bordering lakes and watercourses extending inland from the high-water mark.

BASEMENT:
Part of a building located below the ground floor, having a clearance of at least 2 meters between the ceiling and the floor. In the case where the basement has a clearance of less than 2 meters, this part of the building is considered to be a cellar.

BED or SHORELINE:
Part of a lake or a watercourse extending from the high-water mark towards the centre of the lake or watercourse.

BED AND BREAKFAST:
Establishment offering room accommodation in a private residence where the operator lives and provides no more than 3 rooms (or the number determined in the *Zoning By-Law*), including breakfast served on site, requiring payment of a fee.

BILLBOARD:
Sign installed on a lot or a building advertising an establishment, a product or a service that is not located on the lot or building in question. Community signs are not considered to be billboards.

BIKE PATH:
Lane reserved for bicycle traffic, within a designated right-of-way or not (bike path, bike lane, bike route, etc.).

BOAT SHELTER:
Structure installed on the bed of a lake or watercourse, serving to protect watercraft from rain, sun and other weather conditions.

BREEDING INSTALLATION:
Building where animals are raised or bred or an enclosure or part of an enclosure where animals are kept for purposes other than grazing, and including, when applicable, any structure used for the storage of animal manure.

BREEDING UNIT:
Breeding installation or, when more than one is present, the breeding installations as a whole, where a point of the perimeter of one thereof is less than 150 meters from the next installation, and including, when applicable, any structure therein for the storage of animal manure.

BUILDABLE AREA:
Area available for construction, remaining resulting from prescribed siting standards.

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Modified by Bylaw no. 451-4 in force on September 4, 2024.

BUILDING:
Any structure having a roof supported by columns or walls and used or designed to be used to shelter or receive persons, animals or objects of any kind.

BUILDING HEIGHT (in meters):
Vertical distance measured in meters from the ground level adjacent to the building, taking into account the grading authorized in the Zoning By-law for landscaping and seeding purposes, to the highest point of this building. The distance must be measured from each of the building's facades, and the highest height is used to calculate the authorized height.

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Modified by Bylaw no. 451-4 in force on September 4, 2024.

BUILDING HEIGHT (in storeys):
Number of storeys included between the roof and the lowest habitable floor (the basement and underground parking are excluded from the height of the building).

BUILT AREA OF A BUILDING:
Exterior area of a building's ground projection, including overhanging elements and other elements that are part of the building. Overhanging elements such as balconies and cornices are excluded from the calculation of built area.

CADASTRAL OPERATION:
Cadastral modification listed in the first indented line of section 3043 of the *Civil Code of Quebec*.

CANOPY (GABLE):
Structure forming a roof, typically installed as an overhang on a wall or resting on posts.

CELLAR:
Part of a building located beneath ground level, having a clearance of less than 2 meters in height between the floor and ceiling. If the clearance in height is 2 meters or more, this part of the building is considered to be a basement.

CHARACTERIZATION STUDY (wetlands)
A study to determine the exact boundaries of a wetland and its protection area, carried out by an expert in the field and meeting the requirements set out in this bylaw.

CIRCULATION LANE:
Any area or structure designated for motorized circulation, whether public or private, namely a road, street, alley, path, railroad as well as a public parking area.

CLEARING
Work consisting in the removal of the earth or soil in the area of intervention either to level, dig or to obtain soil for fill.

CLEARING AREA:
Clear cut area authorized for the establishment of structures, projects or work for which authorization has been obtained, and to allow for the passage of the machinery during construction work.

COMMERCIAL PURPOSE (USE):
Includes construction work, structures or projects related to commercial and service activities both bulk and retail. Are considered to be for commercial purposes all works or structures on a property used for commercial purposes, including, among other things, parking and storage areas, as well as residential development projects.

COMMERCIAL STEM:
Tree that is living or still showing signs of life, having a diameter greater than 10 centimetres, measured at 1.3 meters above the highest grade at the base of the tree.

COMMON DITCH:
Long depression dug in the ground, serving solely as a dividing line between neighbors, within the meaning of Section 1002 of the Civil Code of Québec.

COUNCIL:
The Municipal Council of the Village of Senneville.

CUL-DE-SAC STREET:
Any street not connecting with any other street at one of its extremities.

CURB CUT:
Permanent access to a sidewalk or street curb or ditch in order to allow vehicular access to the lot adjacent to the street.

DAY CARE SERVICE CENTER:
Day care services and centres as defined by the *Educational Childcare Act*, RSQ, S-4.1.1.

DECK:
Accessory structure composed of a platform projecting from the walls of a building accessed by an exterior stairway and that can be protected by a roof or a canopy.

DESIGNATED OFFICIAL:
Official or municipal employee entrusted with the application and administration of the urban planning by-laws.

DISPLAY:
Outdoor presentation of merchandise or various products for sale or on display.

DOCK or LANDING STAGE:
Structure installed on the bed of a lake or watercourse and designed to allow access to watercraft from the shore, and serving for docking and undocking of watercraft.

DOMESTIC WIND TURBINE:
Wind turbine used for domestic purposes.

DRAINAGE DITCH:
Long depression dug in the ground existing only because of human intervention and used solely for the purposes of the drainage and irrigation of a catchment basin no more than 100 hectares in area.

DRIVEWAY
Space built within a parking area for moving a vehicle from the street to a parking space or garage.

Modified by Bylaw no. 451-4 in force on September 4, 2024.

DWELLING:
Building or part of a building serving to house one or more persons or households. Room or series of communicating rooms designed to serve as a domicile for one or more persons, where meals can be prepared and consumed, where persons can sleep, and containing a lavatory.

EAVE:
Inferior part of roof overhanging the face of exterior walls or the roof of a building, including copings and cornices.

ENTRANCE GATE:
Accessory structure located at the place where vehicles access the property, which opens and closes as they pass through, generally of materials similar to the fence on the same property.

ENTRANCE PERGOLA:
Pergola marking the entrance onto a lot for pedestrians.

ESTABLISHMENT:
A location where a professional, service, commercial, industrial, institutional or public occupation is exercised.

EXCAVATION:
Work consisting in digging a cavity on a property or lot or the result of this action. Excavation is differentiated from clearing by obtaining a hollow form.

EXTENSION:
Work increasing the area of a main use on a lot, the work area, the floor area, a built area, the total area or volume of a building or of a structure, excluding renovation and reconstruction. Is a synonym with extension, the terms « modification, addition ».

EXTERIOR STORAGE:
Action of placing merchandise, goods, products or vehicles in a permanent or temporary manner outside a building, in a dedicated space or not.

FACADE
Exterior face or wall of a building that may have one or more advances, setbacks or angles from the main axis of the facade''.

Modified by Bylaw no. 451-4 in force on September 4, 2024.

FACADE LENGTH OF A LOT (FRONTAGE):
The distance measured along the front lot line of a lot or parcel, between the lateral lines of the lot or parcel.
FAMILY TYPE RESOURCE:
A family type resource as defined by the *Act Respecting Health Services and Social Services,* RSQ, c S-4.2.

FENCE:
Structure, on a dividing lot line or not, constituted of posts and of materials that are compliant with the planning by-laws, built with the purpose of delimiting, marking, hiding or closing a space, work or structure.
FILL:
Work consisting of bringing soil, earth or other surface materials to raise the ground or the property or to fill a cavity.

FLOOD-PROOFING:
Interventions affecting a structure in order to protect it from damages that could be caused by a 100-year flood-event.

FLOOR AREA:
Sum of the surface area of each floor, excluding the basement. The surface area is calculated from based on the inside of the exterior walls of the building.

Modified by Bylaw no. 451-4 in force on September 4, 2024.

FOOTPRINT:
Ratio between the built area of the main building and the area of the lot on which it is erected.

FOUNDATION:
Structure serving as the supporting element of a building.

FOUNDATION WALL:
Load-bearing wall, resting on the footing or strip foundation below the ground floor and of which a part is located above grade and in contact with the ground.

FRONT FACADE (OR MAIN FACADE OF A BUILDING)
''Facade of a building that is mainly oriented towards the street. When the lot is adjacent to two or more streets, the front facade is that where the building's main entrance is located. When a section of the front facade located at the end of the facade is set back more than 50% of the depth of the building, this section is not included in the front facade of the building''.

Modified by Bylaw no. 451-4 in force on September 4, 2024.

FRONT LOT LINE:
Line separating a lot from the limit of the street's right-of-way and used for the calculation of a lot's frontage.

FRONT SETBACK:
Minimum distance required between the front facade of the building (main facade of the building) and the front lot line (the calculation is established in the *Zoning By-Law*). In the case of an accessory lot accessed by a right-of-way, the front setback is calculated from the front facade of the building to the street line from which the right-of-way is accessible.

FRONT YARD:
Space contained between a front lot line and the main facade of a building. To delimit the front yard, the main facade's plane that is setback the furthest must be used. When the building is sited at an angle, the points furthest away from the centre of the building must be used. The rear yard extends from one lateral lot line to the other. In the case of a corner lot, there are 2 front yards as illustrated in the *Zoning By-Law*.

GABIONS:
Rectangular containers made of galvanized wired mesh, which once filled with stones form large flexible and permeable blocks. They can be stacked or placed in a staircase arrangement.

GARAGE:
Building or part of a building, closed on more than 3 sides, in which one or more vehicles are stored, kept or repaired. A garage has an opening (garage door or other type of door) allowing vehicles to enter. The garage must be accessible to vehicles from the street.

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Modified by Bylaw no. 451-4 in force on September 4, 2024.

GARDEN WALL:
Structure separating two open areas.

GATEHOUSE / SECURITY POST:
Accessory building required for the surveillance of an area or of a main use (booth).

GAZEBO:
Un-insulated seasonal, temporary or permanent, accessory structure, open on a minimum of 60 % of its sides and having a roof providing shelter, used for eating or relaxing. The openings can be closed or not by a screen or another similar material.

GREEN HOUSE:
Building serving for the cultivation of plants, fruits or vegetables for personal and domestic purposes and not for sale or commercial activity.

GROSS DENSITY:
Number of dwellings that can be established over an area of one (1) hectare of a lot parcel in a residential sector, including in the calculation the areas designated as streets, parks, public or community amenities, or remaining vacant.

GROUND FLOOR:
The storey situated immediately above grade or above the basement.

GUARD RAIL:
Protective barrier preventing or guarding accidental falls from one level to another, or from an open space.

HABITABLE ROOM:
Space designed for daily living.

HEAVY VEHICLE:
A vehicle as defined in the *Highway Safety Code*, RSQ, c C-24.2.

HEDGE:
An orderly continuous plantation of shrubs or small trees, located at the limit of a property or not, trimmed or not, but sufficiently tight or compact to form a screen or circulation barrier.

HIGH-VELOCITY ZONE:
Corresponds to the portion of a floodplain that could be flooded when a 20-year storm event occurs.

HEIGHT OF A CONSTRUCTION (in meters):
Vertical distance measured in meters from the ground level adjacent to the construction, taking into account the grading authorized in the Zoning by-law for landscaping and seeding purposes, to the highest point of this construction. The distance must be measured from each of the construction's facades, and the highest height is used to calculate the authorized height.

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Modified by Bylaw no. 451-4 in force on September 4, 2024.

HIGH-WATER MARK:
Line serving to delineate the shoreline and the bank of lakes and watercourses. This high-water mark is located at the natural high-water line, specifically:

1. At the point where a predominance of aquatic vegetation gives way to a predominance of terrestrial vegetation or, if there are no aquatic plants, the location where terrestrial plants stop in the direction of the body of water.

   Plants considered aquatic are all hydrophytes including submerged plants, plants with floating leaves, emerging and herbaceous plants and emerging ligneous plants, typical of swamps and marshes that open onto a body of water.

2. The maximum operating level of the hydraulic structure for the part of the body of water that is located upstream, in the case where a water retaining structure is present;

3. In the case where a retaining wall was built in accordance to a permit or certificate issued by the Village or protected by acquired rights, the line at the top of the structure.

When impossible to determine the high-water mark using the preceding criteria, it can be located, if the information is available, at the flooding limit of a two (2) year event, and will be considered equivalent to the line established according to the botanical criteria defined in the above paragraph 1 .

HIGHWAY NETWORK SYSTEM:
Roads that are under the purview of the Quebec Ministry of Transport.

HOME-BASED PROFESSIONAL ACTIVITY:
Professional activity defined in the *Zoning By-Law* and accessory to a residential use.

HOT-TUB:
Jacuzzi or whirlpool.

HOUSE:
For the application of provisions relating to separating distances in agricultural zones only, a house with an area of a minimum 21 square meters which does not belong to the owner or operator of the concerned breeding installations, or to a shareholder or manager of a corporation that owns or operates these facilities or that does not serve the dwelling for one or more of his employees.

HOUSING UNIT:
Building or part of building where one or more persons or households live.

IMMOVABLE:
Any lot or building or anything considered as such in the *Civil Code of Quebec.*

IMPROVEMENT CUT:
Sylvicultural operation consisting of the uniform removal of commercial stems over a given area of a woodlot.

INDUSTRIAL PURPOSE (USE):
Includes constructions, structures or projects that are carried out for the purposes of an industry or of a property having an industrial vocation. Examples include loading docks, piers, drainage channels, etc.

INGROUND POOL OR SEMI INGROUND POOL:
Pool that is completely or partially buried below the ground's surface.

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Modified by Bylaw no. 451-4 in force on September 4, 2024.

INSTALLATION (of a pool or hot-tub):
Pool including all equipment, structures, systems or accessories ensuring its proper operation and the safety of individuals or providing or restricting access to the pool.

INSTALLATION GENERATING STRONG ODOURS:
Designates certain types of animal breeding causing negative impacts due to odour, that are more noticeable than other types of breeding in general. For the purposes of the present by-law, an installation generating strong odours includes any unit having an

odour coefficient (determined according to parameter C in the *Zoning By-Law*) relating to the animal groups or categories in which they are bred is equal to or greater than 1.

INTERGENERATIONAL DWELLING:
Dwelling established within a main building and considered to be an accessory use to the main residential use. The dwelling is to be occupied by a family member, under the *Land Use Planning and Development Act*, RSQ, c A-19.1, section 113, par.2 (3.1).

INTERMEDIATE RESOURCE:
Intermediate resource as defined in the *Act Respecting Health Services and Social Services,* RSQ, c S-4.2.

IRREVERSIBLE WITHERING OF A TREE:
The fact that over 50% of the tree crown is constituted of dead wood.

LAKE:
Any non-stagnant body of water that is replenished by runoff water, water sources or watercourses.

LATERAL FACADE:
Facade of a building located between the front and rear facades.

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Modified by Bylaw no. 451-4 in force on September 4, 2024.

LATERAL LOT LINE:
Line contained between the front and rear lot lines.

LATERAL SETBACK:
Minimum distance required between the side wall or lateral façade of the building and the lateral lot line (the calculation is established in the *Zoning By-Law*).

LATERAL YARD:
Space contained between the lateral lot line and the lateral facade of a building. The lateral yard corresponds to the remaining area after delimiting the front and rear yards: it spans from the front yard to the rear yard.

LEQ:
A measure expressing the acoustic energy dose received over a given time interval.

LIFT DEVICE (RAMP):
Device located outside a building, allowing persons with disabilities or reduced mobility, access to the ground floor level of a main building.

LOADING AND UNLOADING AREA:

Off-street area reserved for the temporary parking of a vehicle during the loading and unloading of merchandise.

LOADING PLATFORM:
Device used in the construction of an immovable including a relatively large door, covered or not, providing an outdoor platform or floor space at the height of truck platforms, specifically designed to facilitate the handling of merchandise.

LOCAL STREET:
Any street that is not designated as a collector in the present by-law.

LOT:
Immovable identified and delimited on an official cadastral plan listed in the land register in compliance with the *Cadastre Act* (RSQ, c C-1) or in the *Civil Code of Quebec.*

LOT DEPTH:
Corresponds to the average depth of a lot, measured from 3 distances as prescribed in the formula in the *Subdivision By-law*.

LOT LINE:
Line serving to delimit a lot.

LOT WIDTH (frontage):
Shortest distance in a straight line between 2 lateral lot lines or at the front setback prescribed in the *Zoning By-Law*.

LOW-VELOCITY ZONE:
Corresponds to the portion of a floodplain, beyond the high-velocity zone, that can be flooded during a 100-year storm event.

MAIN BUILDING:
Building receiving one or more main uses authorized by the present by-law on a lot.

MAIN STRUCTURE:
Main structure on a lot except farm buildings or those on cultivated land.

MAIN USE:
Primary purpose for which are or can be used or occupied a structure, building or lot, or a part of these.

MAINTENANCE:
See « renovation ».

MANAGEMENT OF LIQUIDS:
Any method of animal manure evacuation other than the management of solid manure.

MANAGEMENT OF SOLIDS:
Method applied to a building used for animal breeding or to a storage structure for the evacuation of animal waste having a water content of less than 85% upon exiting the building or structure.

MEZZANINE (ABOVE-ROOF STRUCTURE):
Above-roof structure on a building erected for any use, yet part of the structure on which it is erected.

MIXED USE:
Use or occupation of a main building or lot by two (2) or more main uses, by uses other than residential, in conformity with the conditions defined in the *Zoning By-Law.*

MODIFICATION:
See « extension ».

MUNICIPAL PURPOSE (USE):
Includes construction work, structures or projects that are carried out by the Village or for its benefit. Examples include the sewer and aqueduct network, municipal buildings, parks, etc.

NATURE CONSERVATION AND PRESERVATION ACTIVITY:
Activity involving cleaning, maintenance and implementation of an ecological and interpretation projects for the environmental management of an area.

NET DENSITY:
Number of dwellings that can be established per hectare on a lot parcel, excluding in the calculation the areas designated for streets, parks, and other areas that are not used for residential purposes.

OCCUPATION:
See « use ».

OFF-STREET PARKING:
Parking area layout not located within the street right-of-way.

OPENING:
Doors and windows on the walls or roof of a building.

OPENING PATH (GREEN OPENING):
An opening through a screen of vegetation providing a view on a body of water or watercourse.

OUTDOOR AMENITY AREA:
In a planned unit development, the outdoor amenity area is made up of the collective outdoor spaces made available to occupants and complementing main uses. An outdoor amenity area does not include parking areas and circulation lanes.

OVERHANG:
Part of a building's floor space of which the extremity does not directly rest on a foundation and that is designed to bear its load.

PARCEL:
One or more lots or parcels of lots constituting a single property.

PARKING:
Area specifically designed to receive vehicles.

PARKING AREA:
Off-street area including circulation lanes and parking spots.

PARKING SPOT:
Lot surface reserved for the parking of a vehicle.

PARTIALLY SERVICED LOT:
Lot serviced by only one service network, either aqueduct or sewer.

PATH:
Path for hiking, cross-country skiing, cycling or multifunctional use (non limitative list).

PATIO:
Outdoor accessory structure with or without guardrail (platform), located within 60 centimeters of average grade.

PERGOLA:
Structure made of lightweight columns and beams, of which the roof and sides can be open or covered with lattice designed to allow plants to climb or to create shade.

PERSON:
Any individual or corporation.

PLANNED UNIT DEVELOPMENT:
Homogenous building(s) established in an independent location, sharing common spaces and services as well as amenity areas included as part of a detailed layout. A planned unit development generally includes several buildings established on a single lot or is made of a group of properties whose architecture is consistent. The objective in the context of an integrated project is to maximize natural spaces, parks and trails (versus the concentration of buildings in a smaller area).

PLANNING ADVISORY COMMITTEE:
The Planning Advisory Committee (PAC) of the Village of Senneville.

POOL (SWIMMING POOL):
Exterior artificial basin, permanent or temporary, used for swimming and having a minimum depth of 60 centimeters and which is not subject to the *Regulation Respecting Safety in Public Pools (*RRQ, c. S-3, r. 3), excluding jacuzzis or whirlpools (hot-tubs) when their capacity does not exceed 2,000 litres.

PORCH:
Exterior accessory structure composed of a platform and equipped with a small stairway ending at the building's entrance and providing access to the ground floor.

PRIVATE DRIVEWAY:
Private circulation lane established within a planned unit development providing access to buildings and structures on the site. A private driveway is not set to become public property.

PRIVATE GARAGE:
Building adjoining or detached from the main building, used for storing one or more road vehicles or recreational vehicles, with the exclusion of heavy vehicles, used for personal purposes by the occupants of the main building. The garage is considered to be private as it shall not be used for commercial or industrial activities, for the repair and maintenance of vehicles. A private garage has an opening (garage door or other type of door) allowing vehicles to enter. The private garage must be accessible to vehicles from the street.

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Modified by Bylaw no. 451-4 in force on September 4, 2024.

PRIVATE OR PUBLIC ROAD DITCH :
Long depression dug in the ground, serving solely to drain a private or public roadway.

PRIVATE STREET:
Lane on private property with a right-of-way serving mainly for vehicular traffic.

PROFESSIONAL:
Professional as defined in the *Professional Code*, RSQ, c C-26.

PROJECTION (PROJECTING ELEMENT or STRUCTURE):
Part of a building that is salient or projecting from a wall (cornice, balcony, canopy, gable, awning, sign, exterior staircase, chimney, bay window, eave, etc.).

PROTECTED IMMOVEABLES:
For the purpose of applying separating distances in agricultural zoning, a protected immoveable corresponds to the following immoveables:

1. Recreational, sports or culture centre;

2. Municipal park;

3. Lot of an educational establishment or of an establishment as defined in the *Act Respecting Health Services and Social Services*, RSQ, c S-4.2;

4. Buildings of a nature interpretation centre;

5. Golf club house;

6. Building used for wine tasting in a vineyard holding a year-round operating permit.

PRUNING:
Trim reducing the length and number of branches of trees, shrubs or hedges.

PUBLIC ACCESS:
Includes construction work, structures or projects providing access to watercourses and bodies of water for public use or for the use of a group of individuals. Public access to a watercourse includes without being limited to, boat launches or ramps, access paths to the latter, landscaping allowing access to a beach and paths and streets providing access to a lake or a watercourse for all those entitled to their access. These works can be carried out by a public or private organization, by an association or individual, allowing its use in exchange of a fee or other form of compensation.

PUBLIC PURPOSE (USE):
Includes construction work, structures or projects serving a collective or public purpose or serving a group of individuals, carried out by a public or private non-profit organization. Among other things, public services such as networks for transportation and distribution, electricity, gas, cable and telephone, as well as wildlife habitats are considered to be for public purposes.

PUBLIC STREET (or public road):
Roadway belonging to the Village or to the Quebec Ministry of Transport with a right-of-way serving mainly for vehicular traffic.

REAR FACADE
'Facade of a building that is opposite to the front facade and mainly oriented towards the rear yard. When a section of the rear facade located at the end of the facade is set back more than 50% of the depth of the building, this section is not included in the rear facade of the building.

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Modified by Bylaw no. 451-4 in force on September 4, 2024.

REAR LOT LINE:
Line located at the back of a lot, spanning from one lateral lot line to the other.

REAR SETBACK:
Minimum distance required between the rear wall of a building and the rear lot line (the calculation is established in the *Zoning By-Law*).

REAR YARD:
Space contained between the rear lot line and the rear facade of a building. To delimit the rear yard, the rear facade's plane that is setback the furthest must be considered. When the building is set at an angle, the points furthest away from the centre of the building must be used. The rear yard extends from one lateral lot line to the other.

RECONSTRUCTION:
Work to rebuild a structure or a work, or a part of these that has been demolished or destroyed. The substantial modification of a building or structure, including a part thereof, when it can be considered as a new entity, is considered to be a reconstruction. The term « replacement » is a synonym of reconstruction.

RECREATIONAL VEHICLE:
Vehicle motorized or not, used for purposes, such as a trailer, camper, RV, pleasure boat, all-terrain vehicle or other similar vehicle. Are also included off-road vehicles as defined in the *Highway Safety Code*, RSQ, c C-24.2 and the trailer required to displace a recreational vehicle.

RENOVATION:
Work to improve a structure, a construction or a lot, including the renovation of foundations or their replacement. The term « renovation » excludes extension and reconstruction. The terms «maintenance», « repair » and « transformation » are synonyms of renovation.

REPAIR:
See « renovation ».

REPLACEMENT:
See « reconstruction ».

RETAINING WALL:
Work designed to retain or support fill materials, the ground in place or any part of a lot.

RIGHT-OF-WAY:
Space occupied by circulation lanes and public utility services.

RIPARIAN CORRIDOR:
Strip of land bordering a lake or watercourse. This corridor extends inland from the high water line. Its width is measured horizontally: it is 300 meters from the edge of a lake and 100 meters along a watercourse with a regular flow.

RIPRAP:
Structure for bank stabilization made of stacked rocks and protecting an embankment from the impact of currents, waves and ice.

ROAD VEHICLE:
A vehicle as defined in the *Highway Safety Code*, RSQ, c C-24.2.
ROOM:
Part of a dwelling or of a main building serving mainly to sleep in and which can be occupied by a household. A room must not have the physical characteristics of a dwelling (no cooking or sanitary equipment).

SALVAGE LOGGING:
Sylvicultural operation consisting of the uniform removal over a given area of a woodlot, of a portion of dead, weakened, infested, fallen or diseased trees, in order to recuperate these stems before they become unusable.

SEMI-CIRCULAR STREET:
Street with a semi-circular or crescent shape connected to another street.

ECOTERRITORY OF THE SENNEVILLE FOREST:
Corresponds to the territory established in the *Zoning By-Law* and includes the core, movement corridors and buffer zone.

SERVICED LOT:
Lot serviced by both aqueduct and sewer networks.

SHARED WALL:
Common wall belonging to two parties and used commonly by both parties, in compliance to an agreement or to the law, and erected on the property limit separating two lot parcels of which each is or could be considered as an independent cadastral parcel.

SHED:
Accessory building serving for storage of equipment required for the maintenance of the yard or of the main use.

SIGN:
Any structure, text, pictorial representation, emblem, flag or any other object, form, painting or light source, located outside or inside (visible from the street) a building and used to warn, inform, announce, advertise or draw attention.

SIGNAGE:
The result of posting, installing, and keeping in place a sign.

STANDALONE WASTE WATER TREATMENT SYSTEMS (or sanitary installation):
Equipment used to purify waste water from a building that is not connected to a municipal, communal or private sewer system.

STORAGE:
Action of depositing merchandise, goods, products or vehicles permanently or temporarily manner in a warehouse.

STOREY:
Part of a building delimited by the upper (open side of a) floor up to the floor directly above it, or if absent, the ceiling above it.
STREET:
Public street.

STREET LINE:
Line separating a lot and the limit of the street right-of-way.

STREET WIDTH:
Width of street right-of-way.

STRUCTURE:
Building or project of any type resulting from an assembly of materials; also refers to anything that is erected, established or built, with a use requiring sitting on the ground or adjoining any feature requiring sitting on the ground.

SUBDIVISION PLAN:
Plan illustrating a subdivision of land into lots, streets or other subdivisions and prepared by a land surveyor.

TEMPORARY BUILDING:
Fixed or mobile building erected or installed for a specific purpose and for a limited period of time for this purpose.

TEMPORARY STRUCTURE:
Fixed or mobile structure erected or installed for a specific purpose and for a limited period of time for this purpose.

TOOL TRUCK:
A vehicle as defined in the *Highway Safety Code*, RSQ, c C-24.2.

TOTAL AREA OF A BUILDING:
The total area of a building is equal to the sum of all floors in the building, including the floors in basements used for main purposes. The area is established from the outer edge of the exterior walls or from the midpoint of shared walls. Crawl spaces and underground parking are excluded from the calculation of area.

TRAILER:
Transportable structure tied to a chassis built in a factory or workshop. A trailer is designed to move or be moved on its own wheels by an automobile or a recreational vehicle, and is used to shelter individuals for a short period of time for recreation or leisure such as camping and caravanning. Motor homes and tent trailers are also considered to be trailers. A trailer cannot be used as a permanent dwelling.

TREE:
Ligneous vegetation of which the diameter is determined in the *Zoning By-Law.*

TREE FELLING:
All forms of tree and shrub removal carried out with various types of cuts resulting in the partial or complete deforestation of a given area. Is also considered a tree felling operation:

1. The removal of more than 50% of the living tree crown;

2. The sectioning, by uprooting or cutting, of more than 40% of the root system;

3. The covering up of the root system with an embankment of 20 cm or more;

4. Any other action leading to the elimination of a tree, including the use of a toxic product in order to kill a tree or the practice or to permit the practice of incisions more or less in a continuous manner all around the tree trunk in the bark, the phloem or wood.

TRIMMING:
Trim eliminating dead, damaged or diseased branches.

TYPOLOGY:
The typology of a structure in relation to adjacent structures, namely detached, semi-detached or contiguous:

1. A detached structure is a structure built in recess from the lateral lot lines and detached from other structures on the lot or on adjacent lots.
2. A semi-detached structure is a structure built on one of the lateral lot lines with a shared wall with another structure built in a similar manner on the adjacent lot, or a structure adjacent to another structure on the same lot.
3. A contiguous structure is a structure built on both lateral lot lines with shared lateral walls.

UNSERVICED LOT:
Lot not serviced by aqueduct nor sewer networks.

URBAN PLANNING BY-LAW:
Any by-law adopted by the Village in compliance with Chapter IV of the *Land Use Planning and Development Act*, RSQ, c A-19.1.

USE:
Purpose for which a structure, building or lot, or a part of these, is or can be used or occupied.

VEHICLE STORAGE:
Parking a vehicle for longer periods than required by a normal use of the vehicle. In the case of a recreational vehicle, storage can correspond to parking the vehicle after the season during which it is used.

VERANDA:

Seasonal accessory structure attached to the main building, consists of a roof, perforated or not, or the extension of the main building's roof. A veranda can be closed: in this case, a minimum of 60% of openings in the walls that are not integral with the main building, must be maintained. These walls can be made of screening or perforated wood (type of intimacy wall). A roof advancing 3 meters or more above a gallery, a balcony, a patio or porch is considered a veranda.
If the projected construction does not correspond to the above definition (ex. presence of a balcony above a roof, foundations, heat or year round use, closed walls other than those hereinabove defined, etc.), the construction is considered a part or extension of the main building.

VILLAGE:
Refers to the Village of Senneville.

VISIBILITY TRIANGLE:
Represents, in each quadrant of a street intersection, the triangle formed at the ground by a line drawn by joining two points at a given distance of the intersection determined by the *Zoning By-Law*. In the case where there is a turn radius, this distance is measured in a straight line from the end of the radius.

WATER GARDEN:
A landscaped water basin on a lot, serving to improve the appearance of the lot.

WATERCOURSE:
Any body of water flowing from a bed with a regular or intermittent flow, including a bed created or modified by human intervention, with the exception of a ditch along a private or public road way, a common ditch or a drainage ditch. This definition includes the bodies of water skirting the territory such as the St-Lawrence River and the Lake of Two-Mountains as well as those within the territory of the municipality.

WATERWORKS AND SEWER SYSTEM MAINS:
The mains that are identified as trunk lines within the waterworks and sewer systems, in accordance with section 27 of the Act respecting the exercise of certain municipal powers in certain urban agglomerations (CQLR, c. E-20.001).

WETLAND:
Wetland as referred to in the *Environment Quality Act*, RSQ, c Q-2.

WETLAND PROTECTION AREA:
A 30-meter wide area of land bordering a wetland to be protected or restored, identified in Appendix 4 of the Zoning By-law or resulting from a characterization study.

WIND TURBINE:
Work serving for the production of electrical energy from a « wind » resource.

WINDFALL (WIND-THROW):
of trees showing signs of life and having toppled, uprooted, or a trunk that has been broken between the ground and the crown, caused by the wind or other natural disturbance.

WORK:
Any building, structure, use, excavation or transformation of the ground including clearing of vegetation, excavation and fill.

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Modified by Bylaw no. 451-1 in force on July 2, 2015.
Modified by Bylaw no. 451-2 in force on May 4, 2016.

PERMITS AND CERTIFICATES BY-LAW Nº 451

CHAPTER 2:

General Provisions Relating to Permits and Certificates

Division 2.1 General Provisions

2.1.1 Preconditions for Permits and Certificates applications

The following conditions apply to all Permits and Certificates applications:

1. Two copies of the application must be submitted on the forms prescribed by the Village of Senneville and must be submitted to the designated official;

2. The application must include the plans and documents required by the urban planning by-laws;

3. The fees applicable to the application must be paid.

The permit or certificate application is considered complete when the conditions of the present section have been met.

2.1.2 Provisions concerning the required plans and documents

Any plan required for a permit or certificate application must be prepared according to professional standards and must provide, at the very least, the title of the plan, the name of the architect or designer, the scale of the plan, a north arrow as well as the date of the plan and of its modifications, if applicable.
The measurement system used on plans is in metric units.

The documents and plans must be submitted in paper form and in digital format.

The designated official can request from the applicant to provide plans and documents complementary to those required in the urban planning by-laws, namely technical reports, tests and trials required to establish compliance of the permit or certificate application with the urban planning by-laws.

2.1.3 Provisions concerning applicable fees

The applicable fees for permit or certificate applications are set out in the By-law concerning rates.

The payment of applicable fees upon application for a permit or certificate is not refundable, even in the case of a refusal to issue the permit or certificate. This provision also applies to the payment of fees for any review, request for modification, studies or other requests in compliance with the urban planning by-laws.

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Modified by Bylaw no. 451-4 in force on September 4, 2024.

2.1.4 Interruption of an application's review

When the information, plans and documents provided by the applicant are inaccurate, erroneous, insufficient or non-compliant, the designated official advises the applicant that the review procedure and the maximum time delay for issuance are interrupted, for a period of 60 days, so that the applicant may provide information, plans and documents that are accurate, corrected, sufficient and compliant for review of the application to resume.

Once this delay has expired, if the information, plans and documents have not been submitted, the permit or certificate application is cancelled and a new application must be presented to the designated official.

2.1.5 Issuance of the permit or certificate

If the application is compliant with the urban planning by-laws, the designated official issues the permit or certificate within 30 days following the date on which the application was completed, as determined by section 2.1.1., or from the date of approval of the project by resolution when it is subject to a specific procedure in accordance with Divisions VI to XI of the *Land Use Planning and Development Act,* RSQ, c A-19.1.

If the application is not compliant with the urban planning by-laws, the designated official refuses issuance of the permit or certificate. Refusal of issuance of a permit or certificate must be justified and sent in written form to the applicant.

2.1.6 Posting of the permit or certificate

The permit or certificate must be posted for the entire period of work in a location visible from the street, on the lot or building where the intervention is taking place. In the case of an occupancy certificate, it must be permanently posted in order to be visible by the public.

2.1.7 Effect of the issuance of the permit or certificate

The issuance of a permit or certificate allows an applicant to proceed with only the operations that are mentioned in the permit, in compliance with all the provisions of the applicable by-laws.

2.1.8 Modifications of plans and documents

Any modification brought to plans and documents approved by the designated official cancels the permit or certificate delivered, unless these plans and documents have been subjected to a new approval before the carrying out the work or occupation, in compliance with the urban planning by-laws.

Plans and documents required by the present by-law must be submitted to the designated official in the case of a modification.

Division 2.2: Obligations of the Applicant

2.2.1 Obligations of the applicant for a permit or certificate

The applicant for a permit or certificate must:

1. Allow the designated official and all persons accompanying him/her, to visit, examine or inspect the lot and all structures in compliance with the provisions prescribed in the urban planning by-laws;

2. Submit plans and documents required, pay the applicable fees and fill out the forms required by the designated official;

3. Obtain all required permits, certificates and authorizations before beginning the work in question;

4. Post all permits and certificates in a location visible from the street for the duration of the work;

5. Execute the work in compliance with permits and certificates issued and with the by-laws in force, and do so within the prescribed delays;

6. Have all modifications to plans and documents approved by the designated official upon the request for permit or certificate before beginning the modifications;

7. Contact the designated official before backfilling any stand-alone water treatment system;

8. Submit to the designated official all reports, tests or trials requested for evaluation of the permit or certificate application.

9. Communicate with Info Excavation and the Village of Senneville in the case of work susceptible to affect underground conduits (pipeline, gas, etc.) and municipal infrastructure (aqueduct, sewer, etc.).

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Modified by Bylaw no. 451-1 in force on July 2, 2015.

2.2.2 Proxy

If the applicant of the permit or certificate is not the owner of the building, structure or lot in question, he/she must, upon the permit or certificate application, present a proxy, signed by the owner, authorizing the application or the work or occupation in question.

Division 2.3: Content of specific studies

2.3.1 Wetland characterization study

When planning regulations require the deposit of a wetland characterization study, the study must comply with the following:

The purpose of such a study is to determine the exact boundaries of a wetland and its protection area, in order to determine whether any constructions, uses, works and, where applicable, excavation and backfilling activities or displacement of humus or non-invasive native vegetation or cadastral operations are located within the boundaries. If this is the case, the purpose of the study is to determine the composition of the wetland and its protection area.

The following paragraphs specify the basic requirements and elements that must be respected in a wetland characterization study, as well as the additional information that must be provided.

1. The characterization study must include the following requirements:

    a) The characterization study must be carried out by an expert in the field in accordance with the rules of the trade and must be signed by the person or persons who carried out the inventories and field observations:

    b) The characterization study must comply with the standards of the ''Ministère de l'Environnement et de la Lutte contre les changements climatiques, de la Faune et des Parcs'' (hereinafter the ''MELCCFP''), contained in the document ''Identification et délimitation des milieux humides du Québec méridional'' (hereinafter the ''MELCCFP Guide''). This document is available at the following address : http://www.environnement.gouv.qc.ca/eau/rives/milieuxhumides.htm

    c) The surveys must have been carried out during the growing season, i.e. between May 1 (or two weeks after the last spring thaw) and October 15 (or the autumn frost).

    These inventories are valid for five years.

    The inventories must cover all the wetlands present on the land covered by the applicant's request. When a wetland extends over adjacent properties, it may be necessary to include part of these properties in the inventory so that the study can cover a minimum of 10% of the total area of the wetland.

    The inventories must include, as a minimum, one inventory station per wetland and one inventory station per protected area.

    For wetlands larger than 3,000 m², additional inventory stations will be required. A minimum of one wetland station and one station in the protection area must be provided for each additional 3,000 m² of wetland on the site in question.

2. The characterization study must include the following basic elements:

    a) Mapping data relating to the delimitation of:
        i. Wetland to be protected or restored and their protection area identified in Appendix 4 of the Zoning By-law;
        ii. Watercourses and other neighbouring wetlands identified on Map 14 – Natural Environment of the ''Schéma d'aménagement et de Développement de l'agglomération de Montréal''.

    This data must have been validated by the professional in charge of the study using field inventories. If the data collected during the field inventories. If the data collected during the filed surveys differs from the reference data, the study must explain and justify these differences.

    b) The dates of the field surveys;

    c) The mapped location of the surveys stations;

d) The completed ''Wetland Identification and Delimitation Form'', available in Appendix 5 of the MELCCFP Guide, for each inventory station. Each form must contain information on vegetation, soil and hydrological indicators in accordance with the MELCCFP Guide;

e) The type(s) of wetland (pond, marsh, swamp or bog) and whether it is riparian, isolated or partially riparian or isolated. Riparian means that the wetland is supplied with water by the watercourse (overflow plain of the watercourse) and is therefore an integral part of the watercourse. Isolated means that the wetland is fed by precipitation, snowmelt or groundwater. A wetland that is hydroconnected to a watercourse but drains into it is considered isolated;

f) An indication of the formation of a wetland complex when several wetlands are present;

g) The type(s) of terrestrial environment (forest stand, shrubby wasteland, herbaceous wasteland, man-made features, etc.) present on the site targeted by the characterization study;

h) At least one photograph representative of the type of environment per inventory station, i.e. at least one photograph of the wetland and one of the terrestrial environment (protected area);

i) The location and photograph of each of the drainage beds with at least one of the following characteristics:

   i. The flow bed is linked to a wetland located on the property covered by the characterization study;
   ii. The flow bed runs through the protection area of a wetland.

j) A site plan drawn up by an expert, showing at least:
   i. The property limits;
   ii. The boundaries identified by the expert in charge of the study with respect to the wetland, the protection area, and when applicable, the shoreline, the riverbank and the floodplain boundaries;
   iii. The existing location of uses, constructions and lots.

k) A plan showing at least:
   i. The proposed location of uses, constructions, works, excavation and backfilling activities, the displacement of humus or non-invasive native vegetation, as well as lots;
   ii. The boundaries of the work zone.

3. When the mandatory content of the study set out in the preceding paragraph demonstrates that the uses, constructions, works or activities are located within a wetland of interest to be protected or restored or its protection area, the characterization study must include the following elements:

   a) For all homogeneous stands (terrestrial environments and wetlands);
      i. Their surface area;
      ii. The occurrence of dominant, co-dominant and secondary species for each stratum (herbaceous, shrubby and arborescent);
      iii. The absolute and relative percentage cover of each plant species;
      iv. Description of the type of drainage and slope;
      v. The nature of the soil (hydromorphic or not);
      vi. Peat thickness, if applicable;
      vii. Hydrological indicators;
      viii. The presence of the water table within the first 30 centimeters, if applicable.

   b) For homogeneous shrubs or tree stands (terrestrial and wetlands, excluding herbaceous strands);
      i. Average stand height;
      ii. The age of tree stands;
      iii. A description of the successional (climax) stage;
      iv. Structure (uneven-aged or even-aged);
      v. Percentage of canopy cover.

c) For wetlands:
    i. Indication of the applicability of a mosaic effect between wetlands.

d) For water environments:
    i. The mapping date found on Map 14 – Natural environments of the ''Schéma d'aménagement et de développement de l'agglomération de Montréal''. It is important to validate the status of all the drainage beds present, even if the mapping in the ''Schéma'' does not indicate the presence of watercourses;
    ii. The limit of the littoral, the shoreline and, if applicable, the flood zones, when there is a watercourse on the property targeted by the study, as defined in section 4 of the *Regulation respecting activities in wetlands, water bodies and sensitive areas* (chapter Q-2, r.0.1);
    iii. To this end, the characterization study must also indicate the section and year of the flood recurrence ratings of the identified flood zones.

e) For loss of natural environment:
    i. The location and surface are of natural environments conserved or affected by homogeneous settlement (temporary or permanent encroachment);
    ii. The projected loss of canopy due to the implementation of uses, constructions, works or activities involving excavation, backfilling or the displacement of humus or non-invasive native plants.

4. Geomatic date in Shapefile (in NAD 83, MTM zone 8) relating to:
    a) At the boundaries of a wetland, in addition to data relating to adjacent properties for a distance of at least 30 meters on either side of the property in question;
    b) At the limits of the property area of a wetland covered by the characterization study;
    c) Location of survey stations.

Modified by Bylaw no. 451-5 in force on November 17, 2025

PERMITS AND CERTIFICATES BY-LAW Nº 451

CHAPTER 3:

Provisions Relating to Building Permits

Division 3.1 General Provisions

3.1.1 Requirement to obtain a building permit

Over the whole territory, no one may proceed with one of the following interventions without obtaining a building permit in compliance with the provisions of the present by-law:

1. Construction, extension, reconstruction of a main building;

2. Construction, extension, reconstruction of an accessory building.

Division 3.2: Presentation of a Building Permit Application

3.2.1 Content of a building permit application

A building permit application must include the following plans and documents (certain plans and documents may not be required to demonstrate the projected intervention's conformity with the urban planning by-laws):

1. Name, address and telephone number of the owner, or when applicable, of the authorized representative (Complete contact details);

2. The current use of the immovable or part of the immovable as well as a description of the use and structures covered by the application;

3. Identification and complete contact details of all professionals and actors involved in the project;

4. Identification and complete coordinates of the contractor, including the license number of the contractor issued by the *Régie du bâtiment du Quebec;*

5. The information required in the declaration of all building permits to the *Régie du bâtiment du Quebec;*

6. A project site plan, prepared by a land surveyor, with an approximate scale of 1/500 indicating, but not exclusively, the following information:

    a) The lot dimensions;

    b) The projected location of structures, projects or work, including dimensions, setbacks as well as any element, existing or projected, likely to affect construction;

    c) 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, etc.

    Except for the construction of a main building or its extension, the proposed site plan may be prepared by the applicant if the intervention is located more than one (1) meter from a prescribed setback or distance. In this case, the plan must be prepared using an up-to-date certificate of location;

7. 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. In the case of a main building, the plans must be signed and sealed by a professional.

8. The location of parking areas (lanes and parking spots), curb cuts, driveways and loading and unloading areas;

9. The location of fences, hedges, garden walls and retaining walls;

10. The location and detail of exterior lighting systems;

11. Excavation depths, levelling work and when required, clearing and fill operations. The existing ground level must be shown on the construction plans. In the case of the construction or reconstruction of a main building, or its extension, the existing and

projected levels must be surveyed by a land surveyor. In addition, the survey must include the existing levels of properties adjacent to the lot concerned by the application, taken at a distance of one (1) meter from the lot lines;

12. Identification and location of the hydrological network, including lakes, watercourses, wetlands, the determination of the high-water mark and buffer strips, etc.;

13. In the case of a construction, extension or reconstruction of a main building or accessory building erected on a foundation, if this building is located within one (1) meter from a setback or a distance prescribed from the lot line, the applicant must submit a signed commitment to mandate a land surveyor to stake out the projected implantation or, where applicable, the lot lines required to subsequently establish the projected implantation, before work commences. When the markers are in place, the applicant must send a photographic survey of these markers before beginning work;

14. A report by a notary or a land surveyor attesting that the derogatory lot benefits from acquired rights or that the lot, prior to the cadastral renovation, benefits from a subdivision privilege;

15. A report relating to the trees present on the site, including:

    a) A plan showing the location of existing trees on the property;

    b) A description of trees including at least the following information: tree species, trunk diameter, tree height and physiological conditions;

    c) A photograph of each tree or group of trees (The trees must be numbered to clearly associate the information in the report):

    d) The impact of the project on existing trees;

    e) Recommendations for tree conservation;

    f) Measures to protect trees during construction.

    In the case of the construction, reconstruction or extension of a main or accessory building, the tree report must be carried out by an ISA certified biologist, forestry engineer or arborist;

16. An evaluation of the total cost of work;

17. Schedule for the execution of work (beginning and end of work);

18. Any other information deemed necessary by the designated official to review the application.

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Modified by Bylaw no. 451-1 in force on July 2, 2015.
Modified by Bylaw no. 451-4 in force on September 4, 2024.

3.2.2 Documents required for a contaminated lot

In addition to the plans and documents required under division 3.2.1, in the event that the land covered by the building permit application is registered on the list of contaminated lands compiled by the Village of Senneville pursuant to section 31.68 of the *Environment Quality Act '' Loi sur la qualité de l'environnement'' (*RLRQ, c. Q-2) and is the subject of a rehabilitation plan approved

by the Minister responsible for this Act under Division IV of chapter IV of title I of this act or of a declaration of conformity pursuant to section 2.4 of the *Land Protection and Rehabilitation Regulation* (Règlement sur la protection et la réhabilitation des terrains) (RLRQ, c. Q-2, r. 37), the permit may only be issued if the application is accompanied by a report signed by a professional within the meaning of section 31.42 of this Act establishing that the project for which the permit is requested is compatible with the provisions of the rehabilitation plan or declaration of conformity.

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Modified by Bylaw no. 451-4 in force on September 4, 2024.

3.2.3 Documents required for a structure in an agricultural zone

In addition to the plans and documents required in section 3.2.1, the documents required for a building permit application relating to an intervention in an agricultural zone are:

1. A copy of authorizations required in accordance with the *Act Respecting the Preservation of Agricultural Land and Agricultural Activities*, RSQ, c P-41.1;

2. The plans and documents required for the evaluation of the application's conformity with the provisions relating to separating distances.

3.2.4 Documents required for a structure in a floodplain

In addition to the plans and documents required in section 3.2.1, the following plans and documents must be submitted upon application for a building permit for a structure in a floodplain:

1. A plan, prepared by a land surveyor, indicating the lot limits, the location of watercourses, the high-water mark, the bank, the shoreline and the floodplain, the location of existing and projecting structures and projects and other work involved;

2. A document justifying the carrying out of works and projects in the floodplain;

3. The flood-proofing methods retained for the structure, when required by the urban planning by-laws.

3.2.5 Documents required for clearing and fill operations

In addition to the plans and documents required in section 3.2.1, the following plans and documents must be submitted when applying for a permit required for clearing and fill work:

1. The quantity of backfill earth required, its origin and composition;

2. The amount of clearing proposed and the reasons for this work ;

3. A report from a professional or a certified laboratory on the capacity of soil backfill and confirming that the site can accommodate the proposed constructions.

3.2.6 Noise level along the A-40

In addition to the plans and documents required in section 3.2.1, the following plans and documents must be filed with the building permit application for a use when on a property bordering Highway 40 (A-40), as referred to in Chapter 9 of Zoning Bylaw :

1. An acoustic study conducted by a professional, to establish the interior and exterior noise levels;

2. Mitigation measures to the building or to the landscaping to comply with the prescribed sound level.»

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Modified by Bylaw no. 451-1 in force on July 2, 2015.

Division 3.3: Conditions of Issuance

3.3.1 Conditions of issuance of a building permit

The designated official delivers a building permit if the following conditions are respected:

3. The application is in conformity with the *Zoning By-Law*, the *Building By-Law* and *By-Law Concerning Agreements in Regard to Municipal Works*, when applicable;

4. When applicable, the application includes a resolution from the Municipal Council approving the project when it is submitted to a specific procedure in accordance with Divisions VI to XI of the *Land Use Planning and Development Act,* RSQ, c A-19.1;

5. The applicant has committed in writing to cede the contribution for parks, playgrounds or naturals areas purposes, or the amount to be paid has been received in the fund reserve;

6. The application is complete, including the payment of applicable fees;

7. The lot on which each projected structure is to be erected, including its dependencies, must make up one or several distinct lots on the official cadastral plan. In the case of a planned unit development, the said lot corresponds to the site on which the planned unit development will be established. In all cases, these lots are compliant with the *Subdivision By-law*, or, if they are not compliant, are protected by acquired rights;

8. Aqueduct and sewer services for which authorization or a permit has been issued in compliance to the law are established on the street along which the construction is projected, or the by-law decreeing their installation is in force;

9. In the case where aqueduct or sewer services are not available at the street bordering the structure's projected location, or if the by-law declaring their installation is not in force, projects for drinking water supply and treatment of wastewater for the structure to be erected on the lot are compliant with the *Environment Quality Act,* RSQ, c Q-2, with the regulations stemming from this Act and with the applicable municipal by-laws;

10. The lot on which is to be erected the projected structure is adjacent to a public street (existing street, under construction or authorized by the Village), compliant with the requirements of the *Subdivision By-law.*

Certain conditions mentioned in paragraphs 5, 6 and 7 do not apply for structures serving agricultural purposes on agricultural lands, excluding a building serving as a dwelling unit.

3.3.2 Partial building permit

The designated official may issue a partial building permit for the erection of a structure's foundations. The conditions of issuance of the building permit apply with the necessary adaptations.

Division 3.4: Specific Provisions

3.4.1 Invalidity of a building permit

A building permit becomes null and without effect in any of the following cases:

1. The work has not been carried out in compliance with the provisions of the urban planning by-laws and with the conditions contained in the building permit;

2. A modification has been brought to the plan and to the permit application without authorization from the designated official;

3. The building permit has been issued on the basis of false or erroneous information, declarations, plans or documents;

4. Any permit becomes null and void if the work has not begun within 6 months following the issuance of the permit. In this case, a new permit application must be submitted and the new permit will be issued if the applicable regulatory provisions are respected at the moment the new application is submitted;

5. Any permit becomes null and void if the work is interrupted during a period of more than 12 months. In this case, a new permit application must be submitted and the new permit will be issued if the applicable regulatory provisions are respected at the moment the new application is submitted.

3.4.2 Term of building permit

A building permit grants to its holder a term, prescribed in the table of the present section, to proceed with the interventions or work described therein.

A building permit can be renewed once, at the end of the term prescribed for the additional period indicated in the present table. The applicant must, to invoke the possibility of a renewal, submit a written request to the designated official within 30 days following the expiration of the term, including a description of the work remaining and reasons for the request. The applicable fees for a renewal request must have been paid before the permit renewal.

Interventions	Maximum term to proceed with interventions (end of work)	Maximum term to carry out the work in the case of a renewal
New main building	12 months	6 months
Extension of a main building	12 months	6 months
Reconstruction of a main building	12 months	6 months
New accessory building, extension or reconstruction	12 months	6 months

Modified by Bylaw no. 451-4 in force on September 4, 2024.

3.4.3 Providing a certificate of location

In the 3 months following the end of the construction or the reconstruction of a main building, the applicant must provide a certificate of location prepared by a land surveyor to the designated official.

PERMITS AND CERTIFICATES BY-LAW Nº 451

CHAPTER 4:

Provisions Relating to a Subdivision Permit

Chapter 4
Provisions Relating to a Subdivision Permit

Division 4.1: General Provisions

4.1.1 Requirement to obtain a subdivision permit

A subdivision permit is required for all cadastral operations, except in the case of a vertical cadastral operation that is required and carried out upon constitution or conversion of an immovable in divided co-ownership or when applicable, in the case of a contrary provision stated in the *Subdivision By-Law*.

A subdivision permit is also required in the case of a grouping of more than one lot or part of lots to form a lot compliant with the urban planning by-laws (plan for the merging of titles).

4.1.2 Non-compliant cadastral operation

A cadastral operation shall not be authorized if it will make another lot non-compliant with the *Subdivision By-Law* or if it will aggravate the non-compliance of a lot in terms of dimensions and minimum area. A cadastral operation cannot be authorized if it has the effect of making a construction derogatory.

Modified by Bylaw no. 451-4 in force on September 4, 2024.

Division 4.2: Presentation of a Subdivision Permit Application

4.2.1 Content of a subdivision permit application

A subdivision permit application must include the following plans and documents (certain plans and documents may not be required to assess the conformity of the projected intervention with the urban planning by-laws):

1. Owner's name, address and telephone number, or when applicable, of his/her authorized representative (complete contact details);

2. Identification and complete contact details of all professionals and actors involved in the project;

3. The current use of the immovable or part of the immovable as well as a description of the use and constructions in the application;

4. A plan of the projected cadastral operation, prepared and signed by a land surveyor, including, but not limited to, the following elements (minimum scale of 1/2500):

    a) Cadastral identification of the lot undergoing the cadastral operation as well as its limits, dimensions and area;
    b) Cadastral identification of neighbouring lots, as well as their limits;
    c) The path and right of way of existing and projected streets and vehicular access, art work infrastructures with which they would be lead to;
    d) The angle of the curve in the lot and in the street;
    e) Existing or required servitudes and passages;
    f) Paths;
    g) Adjacent lots belonging to the applicant or coming under his/her responsibility;
    h) In the case where the subdivision project is located within a waterfront corridor, the location of watercourses and lakes as well as the determination of the natural high-water mark;
    i) Identification and location of the hydrological network, including lakes, watercourses, wetlands, the determination of the high-water mark and buffer strips, etc.;
    j) The built area of existing buildings on lots that are part of the application as well as the distances between buildings and all lot limits;
    k) Topographic survey and slopes expressed as marked points at 2-meter intervals, and the average slope;
    l) The location of parks, playground or natural spaces ceded as the contribution required by the *Subdivision By-Law*.

5. The development phases of a project and the term of its work;

6. A report from a notary or a land surveyor demonstrating that the derogatory lot benefits from acquired rights or that the land, prior to cadastral renovation, benefits from a subdivision privilege;

7. Any other information deemed necessary by the designated official to review the application.

Modified by Bylaw no. 451-4 in force on September 4, 2024.

4.2.2 Documents required for certain cadastral operations

The following provisions apply to all subdivision permit requests for a cadastral operation on two or more lots and a cadastral operation for the creation of one or more streets. The request must include the following plans and documents:

1. The plans and documents required in section 4.2.1;

2. An additional fragmentation plan covering an area greater than the one in the request;

3. A table giving the total lot area, the area allocated to each use and their relation with the total lot area, the number of units per use type as well as the gross and net densities per use type;

4. The hydrological network, runoff and ditches;

5. The plans and documents required in the *By-Law Concerning Agreements in Regard to Municipal Works,* if the cadastral operation in creating one or more streets.

4.2.3 Documents required for a contaminated lot

In addition to the plans and documents required under division 4.2.1, in the event that the land covered by the subdivision application is registered on the list of contaminated lands compiled by the Village of Senneville pursuant to section 31.68 of the *Environment Quality Act "Loi sur la qualité de l'environnement" (*RLRQ, c. Q-2) and is subject to a rehabilitation plan approved by the Minister responsible for this Act under Division IV of chapter IV of title I of this act or of a declaration of conformity pursuant to section 2.4 of the *Land Protection and Rehabilitation Regulation "* (Règlement sur la protection et la réhabilitation des terrains) (RLRQ, c. Q-2, r. 37), the permit may only be issued if the application is accompanied by a report signed by a professional within the meaning of section 31.42 of this Act establishing that the project for which the permit is requested is compatible with the provisions of the rehabilitation plan or declaration of conformity.

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Modified by Bylaw no. 451-4 in force on September 4, 2024.

4.2.4 Documents required for a cadastral operation in an agricultural zone

In addition to the plans and documents required in section 4.2.1, the documents required for a subdivision permit application relating to a cadastral operation in an agricultural zone:

1. A copy of the authorizations required in accordance with the *Act Respecting the Protection of Agricultural Land and Agricultural Activities*, RSQ, c P-41.1.

4.2.5 Documents required for a cadastral operation in a floodplain

In addition to the plans and documents required in section 4.2.1, the documents required for a subdivision permit application relating to a cadastral operation in a floodplain:

1. A plan prepared by a land surveyor, indicating the lot limits, the location of watercourses, the high-water mark, the bank, the shoreline and the floodplain, and the location of existing and projected structures and projects and other work involved.

Division 4.3: Conditions of Issuance

4.3.1 Conditions of issuance of a subdivision permit

The designated official issues the subdivision permit if the following conditions are respected:

1. The request is compliant with the present by-law, with the *Subdivision By-law* and with the *By-Law Concerning Agreements in Regard to Municipal Works*, when applicable;

2. If required, the application includes a resolution of the Municipal Council approving the project when it is subject to a specific procedure in accordance with Divisions VI to XI of the *Land Use Planning and Development Act,* RSQ, c A-19.1 ;

3. The applicant has committed in writing to cede the contribution for parks, playgrounds or naturals areas purposes, or the amount to be paid has been received in the fund reserve;

4. The request is complete, including the payment of applicable fees;

5. Unpaid municipal taxes for the lot in the request have been cleared;

6. If applicable, the applicant commits to provide a plan for the merging of titles of a lot with an adjacent lot following the issuance of the subdivision permit, in the case of a cadastral operation for the purpose of alienation that does not respect the minimum area and dimensions for subdivision.

Division 4.4: Specific Provisions

4.4.1 Invalidity of a subdivision permit

The subdivision permit becomes null and void if any of the following cases applies:

1. The cadastral operation plan has not been submitted to the minister responsible for the cadastre within 6 months following the subdivision permit's issuance date;

2. The cadastral operation plan submitted to the minister responsible for the cadastre is not compliant with the plan in the subdivision permit request;

3. A modification has been brought to the plan and to the request without having received authorization from the designated official;

4. The subdivision permit has been issued on the basis of false or erroneous information, declarations, plans or documents;

4.4.2 Effects of issuance of a subdivision permit

The approval by the designated official of a project relating to a cadastral operation does not result in an obligation for the Village of Senneville to issue a building permit, certificate of authorization or occupancy certificate.

The approval by the designated official of a project relating to a cadastral operation shall not constitute an obligation for the Village to accept the transfer of the proposed streets and lanes appearing on a plan, nor to declare these streets or lanes to be open, nor to assume building and maintenance costs, nor to assume its civil responsibilities, nor to supply public services.

PERMITS AND CERTIFICATES BY-LAW Nº 451

CHAPTER 5:

Provisions Relating to Certificates of Authorization

Division 5.1: General Provisions

5.1.1 Requirement to obtain a certificate of authorization

On the whole territory, whoever wishes to carry out one of the following interventions must first obtain a certificate of authorization in conformity with the provisions of the present by-law:

1. The displacement or the demolition of a building larger than 50 square meters;

2. Exterior renovation work on a main or accessory building concerning:

    a) The foundations, exterior walls and roof (material and slope);
    b) Exterior cladding materials, excluding the application of similar paint or stain;
    c) Openings;
    d) Projections, guard rails, architectural details, excluding the replacement of part of a projection, guard rails or architectural details.

3. The construction, extension or replacement of a structure;

4. The construction, installation or replacement of a pool or hot-tub;

5. The establishment or extension of a parking area (including the replacement of the surface coating and drainage work);

6. The establishment or extension of a loading and unloading area (including the replacement of the surface coating and drainage work);

7. The establishment or extension of a circulation lane in a planned unit development (including the replacement of the surface coating and drainage work);

8. The establishment (construction), reconstruction or extension of a fence, garden wall or retaining wall (including the renovation work to a wall or fence of interest to preserve under the Bylaw on Site Planning and architectural Integration);

9. The felling of a tree;

10. The felling of trees for sylvicultural activities;

11. The establishment of a temporary use or temporary structure;

12. The installation, extension, replacement or displacement of a sign, including its support, unless otherwise indicated in the *Zoning By-Law;*

13. The installation and the displacement of an antenna for public utility uses;

14. All interventions in the bank, shoreline and floodplain;

15. All interventions within a wetland and its buffer strip;

16. The installation, renovation, extension, displacement or reconstruction of a stand-alone water treatment system;

17. The construction of a groundwater or surface water withdrawal facility, aimed by chapter III of the Water Withdrawal and Protection Regulation (Q.2, r. 35.2), including its installation, a substantial modification intended in particular to increase the depth of a well, its fracturing or to seal it, or its replacement;

18. Excavation and fill operations and works;

19. The change in use or purpose of an immovable or of part of an immovable;

20. The leveling of a property of 2000 square meters and more in area or when the leveling involves adding 150 cubic meters or more of soil on the property;

21. The demolition of a building authorized under the Bylaw on the demolition of immoveables;

22. The installation and the replacement of ground equipment, mechanical, heat pump and other similar equipment. In the case of residential use, air conditioners installed in an opening are excluded;

23. The installation of a geothermal system, aimed by chapter IV of the Water Withdrawal and Protection Regulation, including its replacement;

24. Drilling or post-holes digging work on private property, if a waterworks or sewer system main under agglomeration jurisdiction passes under the lot or neighbouring lot of the planned drilling or post-hole digging site; »

25. The construction of a permanent installation more than 15 meters underground.

Despite what precedes, when an intervention mentioned in the present section is projected at the same time as an intervention subject to a building permit, the issuance of a certificate of authorization is not required (this exception does not apply in the case of a stand-alone water treatment system, of a sampling installation ground or surface water and a geothermal system). However, the applicant must provide the plans and documents prescribed in the present chapter and comply with all provisions.

Are excluded from the application of paragraph 8, the following constructions:

1. Snow fences;

Fences or barriers to delimitate the areas to protect during authorized work.

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Modified by By-law no. 451-1 in force on July 2, 2015.
Modified by By-law no. 451-1 in force on May 4, 2016.
Modified by By-law no. 451-3 in force on March 7, 2019.
Modified by Bylaw no. 451-4 in force on September 4, 2024.

Division 5.2: Presentation of an Application for a Certificate of Authorization

5.2.1 Content of an application for a certificate of authorization

An application for a certificate of authorization must include the following plans and documents (certain plans and documents may not be required to assess the conformity of the projected intervention with the urban planning by-laws):

1. Owner's name, address and telephone number, or when applicable, of his/her authorized representative (complete contact details);

2. Current use of the immovable or of the part of the immovable as well as a description of the use, of structures, work or projects included in the application;

3. Identification and complete contact details of all professionals and actors involved in the project;

4. A project site plan, at an approximate scale of 1/500 indicating lot dimensions, current and projected location of structures, buildings or projects, including their dimensions, setbacks as well as any other element, existing or projected, likely to affect construction, notably: servitudes, passages, paths, infrastructure, power transmission lines, stand-alone water treatment systems, water withdrawal facilities, etc.;

5. Building plans (maximum scale of 1/50) and a description of the planned works, including plans, elevations, cross sections, profiles (of all storeys and facades), exterior cladding materials, specifying the applicable standards in accordance with the urban planning by-laws;

6. Identification and location of the hydrological network, including lakes, watercourses, wetlands, the determination of the high-water mark and buffer strips, etc.;

7. Excavation depths, levelling work and when required, clearing and fill operations;

8. An assessment of the total cost of the project and work;

9. Timeframe for the carrying out of work (start and end of work);

10. Any other information deemed necessary by the designated official for the application's review.

Modified by Bylaw no. 451-1 in force on July 2, 2015.

5.2.2 Additional content for the displacement of a building

In addition to the plans and documents required in section 5.2.1, the following plans and documents must be submitted upon application for a certificate of authorization for the displacement of a building:

1. Complete contact details of the person or contractor responsible for the building's displacement;

2. The date and time of displacement as well as the planned route;

3. Proof of the applicant's insurance covering the building's displacement;

4. A project site plan prepared by a land surveyor indicating the future location of the displaced building;

5. In the case of the relocation of a main building or an accessory building erected on a foundation, if the building is located within (1) metre of a setback or a distance prescribed from the lot line, the applicant must submit a signed commitment to mandate a land surveyor to stake out the projected implantation or, where applicable, the lot lines required to subsequently establish the projected implantation, before work commences. When the markers are in place, the applicant must send a photographic survey of these markers before beginning work.

Modified by Bylaw no. 451-4 in force on September 4, 2024.

5.2.3 Additional content for the demolition of a structure

In addition to the plans and documents required in section 5.2.1, the following plans and documents must be submitted upon application for a certificate of authorization for the demolition of a structure:

1. The dimensions of the structure to be demolished;

2. Recent photographs of the structure to be demolished;

3. Protective measures undertaken by the applicant during the demolition.

5.2.4 Document required for the felling of a tree

In addition to the plans and documents required in section 5.2.1, a report explaining the reasons for felling, prepared by a forestry engineer or an ISA certified arborist, must be submitted upon application for a certificate of authorization for the felling of a tree, other than the felling of a tree located in the deforestation area described in the *Zoning By-Law*. A plan showing the trees to be felled as well as the protection measures must be included with the report.

In all cases, the applicant must identify the trees to be felled on the lot before the carrying out of work in compliance with the provisions of the *Zoning By-Law*.

In the case of tree felling authorized before the beginning of the work involving the establishment of a main structure, the construction of a street or a private driveway, the applicant must submit a report, after the felling is carried out, confirming that the provisions relating to trees in the urban planning by-laws have been respected.

Modified by Bylaw no. 451-1 in force on July 2, 2015.

5.2.5 Document required for the felling of trees for sylvicultural activities

In addition to the plans and documents required in section 5.2.1, a sylvicultural assessment prepared by a forestry engineer must be submitted upon application for a certificate of authorization for the felling of trees during the course of forestry operations. The assessment must minimally include the location of the access road, the areas to be cut, a harvesting plan, the percentage removed, the location of trees targeted by a clear cut or improvement cut, etc.

Upon completion of the work, the applicant must submit a forestry engineer's report attesting the conformity of cuts authorized in the certificate of authorization.

5.2.6 Documents required for a pool or hot-tub

In addition to the plans and documents required in section 5.2.1, the following plans and documents must be submitted upon application for a certificate of authorization for a pool or hot-tub:

1. Detail of the security mechanisms and equipment required by the *Zoning By-Law*;

2. A scaled site plan of the property and the location of installations;

3. In the case of an in-ground pool, if the pool is located less than one (1) meter from a setback or a distance prescribed from the lot line, the applicant must submit a signed commitment to mandate a land surveyor to stake out the projected implantation

or, where applicable, the lot lines required to subsequently establish the projected implantation, before work commences. When the markers are in place, the applicant must send a photographic survey of these markers before beginning work.

During the work, the holder of the certificate of authorization must provide for temporary measures to control access to the pool. Details of these measures must be submitted to the designated officer at the time of the application of the certificate of authorization.

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Modified by Bylaw no. 451-4 in force on September 4, 2024.

5.2.7 Documents required for a sign

In addition to the plans and documents required in section 5.2.1, the following plans and documents must be submitted upon application for certification of authorization for a sign:

1. Detailed plans of the sign, showing its dimensions and areas, its location on the building and its height in relation to average grade;

2. Recent photographs, taken in the 30 days preceding the application, of the building where the sign is to be affixed;

3. A description of materials, colours, lighting and support structure used.

5.2.8 Documents required for an intervention in an agricultural zone

In addition to the plans and documents required in section 5.2.1, the documents required in an application for a certificate of authorization relating to an intervention in an agricultural zone are:

1. A copy of the authorizations required in accordance with the *Act Respecting the Preservation of Agricultural Land and Agricultural Activities,* RSQ, c P-41.1;

2. The plans and documents required for the assessment of the application's conformity with provisions relating to separating distances.

In the case of a certificate relating to a breeding installation, the following plans and documents are required:

1. Name and contact details of the breeding installation's operator;

2. A specific description of the project and of projected work;

3. A site plan prepared by a land surveyor or an engineer indicating property limits, lots numbers, the location of current and projected installations in relation to a street, a housing unit, the urban perimeter, a protected immovable, the property limits, a lake or a watercourse as well as a municipal or community drinking water intake;

4. The agro-environmental fertilization plan required by provincial regulations;

5. The type of breeding, the composition by animal group or category, weight of the animal at the end of the breeding periods (if applicable) as well as the current and projected number of heads and animal units, including the number of animal units;

6. The mode of animal manure management and the technologies implemented to mitigate odours;

7. If applicable, a copy of the sworn declaration provided in accordance with section 79.2.6 of the *Act Respecting the Preservation of Agricultural Land and Agricultural Activities,* RSQ, c P-41.1 concerning the right to the expansion of agricultural activities involving breeding units.

5.2.9 Documents required for a intervention in a floodplain

In addition to the plans and documents required in section 5.2.1, the following plans and documents must be submitted upon an application for certificate of authorization for an intervention in a floodplain:

1. A plan, prepared by a land surveyor, indicating lot limits, the location of watercourses, the high-water mark, the bank, the shoreline and floodplain, the location of existing and projected structures and projects;

2. A document justifying the carrying out of the work and projects in the floodplain;

3. Flood-proofing measures implemented in construction, when required by the urban planning by-laws.

5.2.10 Documents required for excavation and fill operations

In addition to the plans and documents required in section 5.2.1, the following plans and documents must be submitted upon an application for a certificate of authorization requiring excavation and fill operations:

1. The quantity of backfill earth required, its origin and composition;

2. The quantity of clearing required and the reasons for such work;

3. A report from a professional or from a certified laboratory on the capacity of backfill soil and confirming that the site can accommodate the proposed constructions;

4. In the case of the removal of topsoil in the decreed agricultural zone, the authorization obtained under the Act respecting the preservation of agricultural land and activities;

5. When required under this bylaw, the proposed plans for the landscaping and seeding for the restoration of the site after the operations.

_____
Modified by Bylaw no. 451-1 in force on July 2, 2015.

5.2.11 Documents required for a standalone waste water treatment system

In addition to the plans and documents required in section 5.2.1, the following plans and documents must be submitted upon application for a certificate of authorization for the installation of a standalone waste water treatment system:

1. The plans and documents required under the provincial regulation (Q.2, r. 22);

2. Upon completion of the work, a report from a professional confirming that the system complies with the provincial regulation (Q.2, r. 22), including a certificate of location «as constructed».

5.2.12 Levelling of a property

In addition to the plans and documents required in section 5.2.1, the following plans and documents must be filed with the application for a certificate of authorization for the levelling of a property:

1. A plan showing the location of the work to be undertaken;

2. The quantity of earth that is to be added to the property;

3. A written undertaking from the owner to proceed with the landscaping, the seeding or the restoration of the premises within ninety (90) days and a description of the projected work.

_____
Modified by Bylaw no. 451-1 in force on July 2, 2015.

5.2.13 Installation of a water withdrawal facility and a geothermal system

In addition to the plans and documents required in section 5.2.1, the following plans and documents must be filed with the application for a certificate of authorization for the installation of a water withdrawal facility and a geothermal system:

1. The plans and documents signed by a professional, to attest the conformity of the installation or facility to the Water Withdrawal and Protection Regulation. Without being limited to:

    a) a description of the intended purpose for the facility, the maximum water volume (in liters) that could be drawn and the number of persons to be serviced for human consumption;
    b) a description of the type of installation or system;
    c) when the application is for a modification or replacement, the date of the initial installation to assess if previous to June 15, 2002;
    d) a plan showing the location of the installation or system, as well as the other buildings, structures or works, that may impact on its location under the provincial regulation including the natural and hydrous environment and components (watercourses, banks, shorelines, floodplains, wetlands);
    e) a description of the proposed construction and maintenance work, the mitigation measures and supervision planned during construction;
    f) a description of the neighbouring environment and the uses or activities that could be impacted by the installation or system;
    g) an assessment of the elevation of the property before the construction and the elevation of the well lid after the work;
    h) the permit number of the holder (well digger or excavator) with the *Régie du bâtiment du Québec*;
    i) the protection areas required;
    j) any other description to insure compliance of the installation or the system and that the responsibilities of the well digger, the excavator, the installer of the pumping equipment, the professional and the owner of the installation or system are respected.

2. If applicable, the hydrological study required under Section 95 of the *Water Withdrawal and Protection Regulation* »;

3. The drilling report required in compliance with the *Water Withdrawal and Protection Regulation* to be deposited within the prescribed timeline (maximum 30 days from end of work);

4. A report signed by a professional, after the end of the work, attesting that the installation or the system is in compliance to the *Water Withdrawal and Protection Regulation*;

5. For an application for a certificate of authorization for the installation of a geothermal system with drilling at a depth of more than fifteen (15) meters, section 5.2.14 hereafter of this bylaw is applicable.

Modified by Bylaw no. 451-1 in force on July 2, 2015.
Modified by Bylaw no. 451-2 in force on May 4, 2016.

5.2.14 Drilling or post-holes digging work on private property and/or the construction of a permanent installation more than 15 meters underground

In addition to the plans and documents required in section 5.2.1, all applications for drilling or post-holes digging work on private property and/or the construction of a permanent installation more than 15 meters underground must be presented on the application form attached hereto as Schedule 1 at least ten (10) work days prior to the start of the proposed works.

This application form must contain or be accompanied by the following information or documents:

1. A proof of liability insurance valid until the end of the work whereby the contractor and the Municipality of the Village of Senneville are co-insured in the amount of $ 2,000,000 per person per event;

2. A CNE map (water digital compilation) with the items specified in paragraphs 3 and 4 below, as applicable.

3. In the case that a water or sewer system main under agglomeration jurisdiction passes under the lot or neighbouring lot of the planned drilling or post-hole digging site, the CNE plan required hereinbefore must include the following details:

    a) The location and identification of the drillings/post-holes diggings;
    b) The distances between the drillings/post-holes diggings and the water or sewer system main under agglomeration jurisdiction.

4. In the case of the construction of a permanent installation more than 15 meters underground, the CNE plan required hereinbefore must include the following details:

    a) The location and identification of the drillings/post-holes diggings;
    b) A measurement of the distance from a drilling/post-holes digging location to the visual marker;
    c) A second measurement of the distance from a drilling/post-holes digging location to another visual marker. The axis of this required distance must cross the axis of the distance required in paragraph b. above; they must not be parallel.

5. The owner may be required to conduct at his expense marking work and present proof of this marking (photo, written opinion of the surveyor, etc.).

6. The owner may be required to conduct at his expense, expertise to locate a permanent installation deemed to be deeper than 15 meters.

This application will be transmitted by the municipality to the Water Service of the City of Montreal to obtain confirmation that the proposed works may be done in compliance to the criteria mentioned in the application form attached as Schedule 1.

Damage to underground infrastructure

The owner of the property on which are carried out drilling/post-holes digging and/or the construction of a permanent facility at a depth of more than fifteen (15) meters is responsible for damage that may be caused to a water or sewer system main under agglomeration jurisdiction.

The cost of expertise or works done by the municipality or the agglomeration of Montreal for the repair or replacement of a water or sewer system main under agglomeration jurisdiction by drilling/post-holes digging or the construction of a permanent facility at a depth of more than fifteen (15) meters can be recovered from the owner of the property on which they are executed in the same way and the same rank as the claims referred to in paragraph 5 of section 2651 of the civil Code of Québec. These costs are also secured by a legal hypothec on the same property.

Registry

The municipality will register all certificates of authorization issued under this section in a registry that it is required to maintain of all the permanent installations at a depth of more than fifteen (15) meters, and will attach the information and documents accompanying the applications.

Modified by Bylaw no. 451-2 in force on May 4, 2016.

Division 5.3: Conditions of Issuance

5.3.1 Conditions of issuance of a certificate of authorization

The designated official issues a certificate of authorization if the following conditions are respected:

1. The application is compliant with the *Zoning By-Law* and the *Building By-Law*;

2. If applicable, the application includes a resolution of the Municipal Council approving the project when it is subject to a specific procedure in accordance with Divisions VI to XI of the *Land Use Planning and Development Act*, RSQ, c A-19.1;

3. The application is complete, including the payment of applicable fees.

Division 5.4: Specific Provisions

5.4.1 Invalidity of the certificate of authorization

A certificate of authorization becomes null and void in any of the following cases:

1. The work has not been carried out in compliance with the provisions of the urban planning by-laws and with the conditions stated in the certificate of authorization;

2. A modification was made to the plan in the application without the approval of the designated official;

3. The certificate of authorization has been issued on the basis of false or erroneous information, declarations, plans or documents;

4. Any certificate becomes null and void if the work was not completed within the delay prescribed in section 5.4.2. In this case, a new certificate application must be submitted and the new certificate will be issued if the regulatory provisions applicable at the moment of the new application are respected;

5. Any certificate becomes null and void if the work has not begun in a span of 6 months or is interrupted for a period of more than 6 months or a period corresponding to 50% of the timeframe established in section 5.4.2. In this case, a new certificate application must be submitted and the new certificate will be issued if the regulatory provisions applicable at the moment of the new application are respected.

5.4.2 Duration of certificate of authorization

A certificate of authorization allows its holder to proceed with the interventions or works authorized by the certificate, within the timeframe indicated in the table below. The certificate of authorization can only be renewed once, for a maximum time corresponding to half the timeframe indicated in the table. For a renewal, the applicant must submit a written request to the designated official a maximum of 30 days following the certificate's expiration, indicating the subject works and interventions as well as the reasons for the application.

In the case where the subject works or interventions have not been completed within the prescribed timeframe, a new certificate application must be submitted by the applicant.

Interventions	Maximum Timeframe for Interventions (completion of work)
Displacement of a building	3 months
Demolition of a building	6 months
Renovation of a building	12 months
Construction, replacement, extension and renovation of a structure	6 months
Construction, installation or replacement of a pool or of a hot-tub	6 months
Establishment or extension of a parking area	6 months
Establishment or extension of a loading and unloading area	6 months

Interventions	Maximum Timeframe for Interventions (completion of work)
Establishment of a circulation lane	6 months
Installation of a fence, garden wall or retaining wall	6 months
Felling of a tree	3 months
Felling of trees for a sylvicultural operation	6 months
Temporary use or structure	6 months or duration of temporary use
Installation, extension, replacement or displacement of a sign	6 months
Installation of a public utility antenna	6 months
Intervention in the bank, shoreline or floodplain	6 months
Intervention in a wetland or its buffer strip	6 months
Installation, renovation, extension or reconstruction of a stand-alone water treatment system	12 months
Construction of a water withdrawal facility, including its installation, its substantial modification or its replacement	12 months
Excavation and fill operation	6 months
Change in use or purpose of a immovable	Non applicable.
Levelling of a property	6 months
Geothermal system	12 months
Demolition of a building authorized under Bylaw regulating the demolition of immoveables	12 months or the timeline prescribed by the Demolition Committee
Drilling or post-holes digging work on private property and/or the construction of a permanent installation more than 15 meters underground	3 months

Modified by Bylaw no. 451-1 in force on July 2, 2015.
Modified by Bylaw no. 451-2 in force on May 4, 2016.

PERMITS AND CERTIFICATES BY-LAW Nº 451

CHAPTER 6:

Provisions Relating to Occupancy Certificates

Division 6.1: General Provisions

6.1.1 Requirement to obtain an occupancy certificate

An occupancy certificate is required for all non-residential uses, including temporary uses.

An occupancy certificate is also required for uses accessory to residential (home-based professional activities, bed and breakfast, intergenerational dwelling, boarding and keep of horses, etc.).

6.1.2 Uses not requiring an occupancy certificate

An exemption from the obligation to obtain an occupancy certificate does not absolve from the obligation to comply with the urban planning by-laws and any other applicable by-law.

Division 6.2: Application for an Occupancy Certificate

6.2.1 Content of an occupancy certificate application

An occupancy certificate application must include the following plans and documents:

1. Owner's name, address and telephone number, or when applicable, those of his/her authorized representative (complete contact details);

2. Current use of the immovable or of the part thereof as well as a description of the proposed occupancy;

3. Postal address or cadastral number of the concerned immovable;

4. The date on which the occupation will begin;

5. A plan showing existing and projected use;

6. A plan showing existing and projected parking areas;

7. Any other information deemed necessary by the designated official for the application's review.

If work is required for the said use, a permit or certificate application must be submitted by the applicant.

6.2.2 Documents required for tourist accommodations

In addition to the plans and documents required in section 6.2.1, the following plans and documents must be submitted upon the application for an occupancy certificate seeking to establish tourist accommodations (bed and breakfast):

1. A classification certificate for the tourist accommodation establishment as required by law;

2. The type of tourist establishment;

3. The number of rooms or beds available.

6.2.3 Documents required for a temporary use

In addition to the plans and documents required in section 6.2.1, a declaration from the owner of the location authorizing temporary occupation of the location, must be submitted upon application for an occupancy certificate involving a temporary use carried out elsewhere than on applicant's lot or in his/her building.

Division 6.3: Conditions of Issuance

6.3.1 Conditions of issuance of an occupancy certificate

The designated official issues an occupancy certificate if the following conditions are respected:

1. The application is compliant with the use prescribed in the urban planning by-laws;

2. The application is complete, including the payment of applicable fees.

Division 6.4: Specific Provisions

6.4.1 Invalidity of an occupancy certificate

The occupancy certificate becomes null and void in any of the following cases:

1. The occupancy is not carried out in compliance with the provisions of the urban planning by-laws and at the conditions stated in the occupancy certificate;

2. A modification was made on the application without the approval of the designated official;

3. The occupancy certificate was issued on the basis of false or erroneous information, declarations, plans or documents;

4. The use must begin within the 6 months following the occupancy certificate's issuance. Otherwise, a new application must be submitted to the designated official.

6.4.2 Duration of an occupancy certificate

No limit of duration is prescribed for occupancy certificates.

PERMITS AND CERTIFICATES BY-LAW Nº 451

CHAPTER 7:

Provisions Relating to Fees

Abrogated

Modified by Bylaw no. 451-4 in force on September 4, 2024.

PERMITS AND CERTIFICATES BY-LAW Nº 451

CHAPTER 8:

Final Provisions

Division 8.1: Penal Provisions and Coming into Force

8.1.1 Infractions and penalties: general provisions

Whomever contravenes the provisions of the present by-law is committing an infraction.

An infraction to the present by-law exposes the offender to the following fines (in all cases, court and prosecution fees are added):

	Individual		Corporation	
	Minimum	Maximum	Minimum	Maximum
First offense	$ 500	$ 1,000	$ 1,000	$ 2,000
Repeat offense	$ 1,000	$ 2,000	$ 2,000	$ 4,000

The delay for payment of fines and fees imposed in accordance with the present by-law, and the consequences of default of payment of the said fines and fees within the prescribed delays are established in conformity with the *Code of Penal Procedure of Quebec*, RSQ, c C-25.1.

If an infraction lasts more than one day, the infraction committed each day is deemed to be a distinct infraction and the applicable penalties for each of the infractions may be imposed for each day the infraction lasts, in conformity with the present section.

8.1.2 Infractions and penalties: provisions specific to the felling of trees

The felling of a tree in infraction of a provision of a planning by-law adopted under paragraph 12 of the second indentation of section 113 of the Act respecting land use planning and development" (RLRQ, c. A-19.1) is punishable by a fine of at least f $500 plus:

1. In the case of a felling over an area of less than 1 hectare, a minimum of $500 and a maximum of $1,000 per tree felled illegally, up to a maximum of $15,000;

2. In the case of a felling over an area of 1 hectare or more, a minimum fine of $15,000 and a maximum fine of $100,000 per full hectare cleared, plus, for each fraction of a hectare cleared, an amount determined in accordance with the preceding paragraph.

The felling of a tree in contravention of a provision of a planning by-law adopted under paragraph 12.1 of the second indentation of section 113 of the Act respecting land use planning and development (RLRQ, c. A-19.1) is punishable by a fine of at least $500 plus:

1. In the case of a felling of an area equal to or less than 1,000 m2, a minimum amount of $100 and a maximum amount of $2,500;

2. In the case of a felling over an area of more than 1,000 m2, a minimum amount of $5,000 and a maximum of $15,000 per hectare cleared or, proportionally, per fraction of a hectare: where at least half the forest cover has been felled, the maximum amount is increased to $30,000.

_____

Modified by Bylaw no. 451-4 in force on September 4, 2024.

Modified by Bylaw no. 451-5 in force on November 17, 2025.

8.1.3 Infractions and penalties: provisions specific to the standalone waste water treatment systems

Whoever does not comply with the provisions of the present by-law regarding the standalone waste water treatment systems, is committing an infraction.

An infraction to the present by-law concerning the standalone waste water treatment systems exposes the offender to the fines provided in section 8.1.1, except in the case of a breach to any of the objects referred to in section 89 and seq. of the Regulation concerning the evacuation and treatment of wastewater from isolated dwellings (Q.2., r.22). In these cases, the fines in said Regulation shall apply.

8.1.4 Infractions and penalties: provisions specific to the installations of water withdrawal facilities and of geothermal systems

Whoever does not comply with the provisions of the present bylaw regarding the installations of water withdrawal facilities and of geothermal systems regulated under chapters III and IV of the Water Withdrawal and Protection Regulation (Q.2, r. 35.2) is committing an infraction.

An infraction to the present bylaw concerning the installations of water withdrawal facilities and of geothermal systems exposes the offender to the fines provided in section 8.1.1 except in the case of an infraction to any of the objects referred to in section 88 and seq. of the Water Withdrawal and Protection Regulation (Q.2, r. 35.2). In these cases, the fines in said Regulation shall apply.

Modified by Bylaw no. 451-1 in force on July 2, 2015.

8.1.5 Infractions and penalties: provision specific to residential pools

In conformity with the *Residential Swimming Pool Safety Regulation* and the Act respecting the safety of residential swimming pools (RLRQ, c. S-3.1-02, r.1), anyone who contravenes a provision concerning the regulation of residential swimming pools set out in this Act or in the present by-law is liable to a fine of not less than $500 and not more than $700. In the case of a repeat offence, the minimum amounts are increased to $700 and $1,000 respectively.

If the offence is of a continuous nature, it constitutes a separate offence day by day, and the offender is liable to the above-mentioned fine for each day during which the offence continues.

Any costs incurred are added to the amount of the fine''.

Modified by Bylaw no. 451-4 in force on September 4, 2024.

8.1.6 Infractions and penalties: provisions specific to tourist accommodation

Any person who offers to rent an accommodation unit within a tourist accommodation establishment without the use being authorized by the planning by-laws or, if authorized, without having first obtained a certificate of authorization, commits an offence and is liable to a fine of $1,000 for a natural person and $2,000 for a legal person.

In the event of a repeat offence, the offender is liable to a fine of $2,000 for a natural person and $4,000 for a legal person.

If the offence is of a continuous nature, it constitutes a separate offence day by day, and the offender is liable to the above-mentioned fine for each day during which the offence continues.

Any costs incurred are added to the amount of the fine''.

Modified by Bylaw no. 451-4 in force on September 4, 2024.

8.1.5 Coming into force

The present by-law comes into force in compliance with the law.

(Signé / Signed Jane Guest)
Mayor

(Signé / Signed Joanne Bouclin)
Town Clerk

PERMITS AND CERTIFICATES BY-LAW Nº 451

APPENDIX 1:

DEMANDE D'AUTORISATION DE FORAGE / FONÇAGE DE PIEUX SUR LA PROPRIÉTÉ PRIVÉE

Montréal Municipalité:_____ Arrondissement:_____

DEMANDE D'AUTORISATION DE FORAGE / FONÇAGE DE PIEUX SUR LA PROPRIÉTÉ PRIVÉE

Section 1: OBJECTIFS DE L'AUTORISATION

1 **Vous protéger contre les risques de perforation d'une conduite principale** lors des travaux (voir illustration ci-contre). Les conduites principales servent au transport de l'eau potable ou des eaux usées d'un quartier. Un tel accident pourrait avoir des conséquences graves (responsabilité financière, dommages à votre propriété, coupure de service dans votre quartier).



Conduite principale perforée lors d'un forage

2 **Identifier et cartographier les installations privées souterraines** afin de les prendre en compte lors de travaux futurs de forage de tunnels requis pour le développement des réseaux d'eau potable ou d'eaux usées.

Section 2: ÉTAPES À SUIVRE

1 **Rendez vous au comptoir de permis** de votre arrondissement ou municipalité, demandez une copie du plan **"Compilation numérique eau (CNE)"** sur lequel apparaît votre propriété et vérifiez, avec l'aide du préposé au comptoir de permis, si une conduite principale passe sous votre terrain ou sous un terrain voisin. Les conduites principales sont identifiées avec un « A » (voir figure ci-contre).



2 **Si votre projet correspond à l'une des trois situations ci-dessous, vous devez remplir ce formulaire**

	Oui	Non
Une conduite principale d'**eau** passe sous votre terrain ou sous celui d'un de vos voisins.	☐	☐
Une conduite principale d'**égout** passe sous votre terrain ou sous celui d'un de vos voisins.	☐	☐
Vous forez/foncez des pieux à **plus de 15 m** de profondeur **ET** il restera une **installation permanente** dans le sol (exemple : géothermie, captage d'eau souterraine).	☐	☐

3 Retourner le formulaire dûment rempli au comptoir de permis au moins 10 jours ouvrables avant le début des travaux.

Section 3: IDENTIFICATION ET DÉCLARATION DU PROPRIÉTAIRE

Madame ☐ Monsieur ☐

Nom du propriétaire:
Adresse:
Courriel:
Code postal:
Téléphone:
 # de lot:

Le propriétaire est responsable du coût de réparation des dommages aux conduites ou aux ouvrages de compétence d'agglomération qui sont situés sur sa propriété qui pourraient résulter de l'exécution des travaux pour lequels une autorisation était exigée.

Je, soussigné _____, déclare par la présente que les renseignements inscrits ci-dessus sont complets et exacts et que, si l'autorisation m'est accordée je me conformerai aux conditions de l'autorisation de même qu'aux dispositions des lois et règlements pouvant s'y rapporter.

Signature du propriétaire : Date :

Section réservée à l'administration de la demande

Nom de l'intervenant de la municipalité ou de l'arrondissement:
Adresse:
Téléphone:
Adresse courriel:

Présence de conduite principale d'aqueduc à proximité Oui ☐ Non ☐	Envoi de la demande Direction de l'eau potable à l'adresse courriel: DEP_Demande_Forage-Excavation @ville.montreal.qc.ca ☐ Date:	**Nom de l'intervenant de la DEP:**	Avis de la DEP Autorisation ☐ Refus ☐	Marquage Requis ☐	Marquage réalisé ☐
Présence de conduite principale d'egout à proximité Oui ☐ Non ☐	Envoi de la demande DEEU à l'adresse courriel: deeu_demande_forage_excavation @ville.montreal.qc.ca ☐ Date:	**Nom de l'intervenant de la DEEU:**	Avis de la DEEU Autorisation ☐ Refus ☐	Marquage Requis ☐	Marquage réalisé ☐
Installation permanente à plus de 15 m de profondeur Oui ☐ Non ☐	Envoi de la demande Division de la géomatique: geomatique_reseaupr @ville.montreal.qc.ca ☐ Date:	**Nom de l'intervenant de la Géomatique:**	Avis de la Division de la géomatique Autorisation ☐ Refus ☐	Inscription au registre confirmé ☐	

Réponse de l'arrondissement ou de la municipalité au propriétaire demandeur

Travaux autorisés ☐

Travaux refusés ☐

Date:

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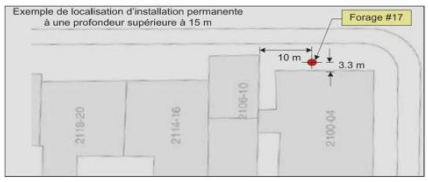
Montréal **DEMANDE D'AUTORISATION DE FORAGE / FONÇAGE DE PIEUX SUR LA PROPRIÉTÉ PRIVÉE**

Section 4: LOCALISATION DES TRAVAUX
À faire remplir par l'entrepreneur que vous avez mandaté pour réaliser les forages / fonçages de pieux

1 Pour un forage / fonçage de pieux à risque:
Demandez au consultant ou à l'entrepreneur que vous avez mandaté pour réaliser les travaux d'indiquer les items suivants sur un plan CNE et joignez le à cette demande d'autorisation (voir la figure ci-dessous):
a) la localisation et identification des forages / fonçages de pieux ;
b) les distances entre le forage / fonçage de pieux et la conduite d'eau ou d'égout principale;
c) une zone d'interdiction égale à 1,5 mètres plus un demi diamètre de la conduite de chaque coté de la paroi extérieure de la conduite. Par exemple, si la conduite a un diamètre de 16" (400 mm), il est interdit de forer ou de fonçer des pieux dans une zone qui s'étend à 1.7 m de chaque côté de la paroi extérieure de la conduite ou 1.9 m de part et d'autre du centre de la conduite (voir le croquis ci-dessous).



2 Pour une installation permanente à plus de 15 m de profondeur:
Demandez au consultant ou à l'entrepreneur que vous avez mandaté d'indiquer les items suivants sur un plan CNE et joignez le à cette demande d'autorisation (voir figure ci-dessous):
a) la localisation et identification des forages / fonçages de pieux;
b) une mesure de distance par rapport à un repère visuel (exemple: mur d'un bâtiment, borne d'incendie);
c) une deuxième mesure de distance par rapport à un autre repère visuel (veuillez noter que pour permettre la localisation du forage / fonçage de pieux, les axes de la première et de la deuxième mesure doivent se croiser, ils ne peuvent être parallèles).



3 Demandez à l'entrepreneur que vous avez mandaté pour réaliser les travaux de préciser les renseignements demandés au tableau ci-dessous:

# d'identification du forage / fonçage de pieux sur le croquis	# Forage / fonçage de pieux	# Forage / fonçage de pieux	# Forage / fonçage de pieux	# Forage / fonçage de pieux	# Forage / fonçage de pieux	# Forage / fonçage de pieux
Installation permanente	Oui ☐ Non ☐	Oui ☐ Non ☐	Oui ☐ Non ☐	Oui ☐ Non ☐	Oui ☐ Non ☐	Oui ☐ Non ☐
Type d'installation	Géothermie ☐ Captage d'eau souterrainne ☐ Autre (spécifiez):	Géothermie ☐ Captage d'eau souterrainne ☐ Autre (spécifiez):	Géothermie ☐ Captage d'eau souterrainne ☐ Autre (spécifiez):	Géothermie ☐ Captage d'eau souterrainne ☐ Autre (spécifiez):	Géothermie ☐ Captage d'eau souterrainne ☐ Autre (spécifiez):	Géothermie ☐ Captage d'eau souterrainne ☐ Autre (spécifiez):
Forage à angle (si oui, joindre patron de forage)	Oui ☐ Non ☐	Oui ☐ Non ☐	Oui ☐ Non ☐	Oui ☐ Non ☐	Oui ☐ Non ☐	Oui ☐ Non ☐
Profondeur (m)						
Diamètre (m)						
Date du forage / fonçage de pieux: (AAAA-MM-JJ)						
Plage horaire: (de 08h00 à 16h00)						

Section 5: IDENTIFICATION ET DÉCLARATION DE L'ENTREPRENEUR
À faire remplir par l'entrepreneur que vous avez mandaté pour réaliser les forages / fonçages de pieux

Nom de l'entrepreneur:
adresse: Code postal:
Courriel: Téléphone:
 # de lincence RBQ:

Avenant de la Ville de Montréal déposé: ☐ **Montant de garantie** **Date d'échéance de l'assurance:**
(Preuve d'assurance-responsabilité aux termes de laquelle l'entrepreneur et la Ville de Montréal sont coassurés, au montant de 2 000 00$)

Je, soussigné:
- m'engage à maintenir en vigueur la police citée ci-dessus durant toute la durée des travaux;
- déclare par la présente que les renseignements inscrits au tableau ci-dessus et sur le plan CNE joint à cette demande sont complets et exacts.

Signature de l'entrepreneur: Date :

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