



PERMIT APPLICATION
CONSTRUCTION, RECONSTRUCTION OR
ENLARGEMENT OF AN ACCESSORY
BUILDING

Application no. : _____
Certificate no. : _____
Registration number: _____

GENERAL INFORMATION : APPLICANT

→ Are you the owner of the property? Yes No
→ If not do you have a proxy? Yes No

Name : _____ Tel. : _____ Ext* : _____
Address : _____ Fax : _____
Municipality : _____ Email : _____
Province : _____ Country : _____
Postal code : _____

→ In the event that the applicant has acquired the land related to the application for a certificate of authorization within a period of less than one (1) year, a copy of the property title must be attached to the application.

PERFORMER OF THE WORK

If same as owner, do not complete this section

→ Owner* or client* Proxy
→ Project manager Responsible for the work

Name : _____ Phone : _____ Ext.* : _____
Address : _____ Fax : _____
Civic no. : _____ RBQ : _____
Type and name of road : _____ NEQ : _____
Postal code : _____ Email : _____
Municipality : _____
Province : _____ Country : _____

PLAN DESIGNER

Name : _____ Phone : _____ Ext.* : _____
Address : _____ Fax : _____ Ext.* : _____
Email : _____

LOCATION OF THE WORK

Location of the work (if other than postal address) : _____
Registration number (Matricule) : _____
Lot no. : _____

➤ Is the lot next to a lake, watercourse or wetland ? Yes ____ No ____

WORK DESCRIPTION

➤ **Type of Work (Accessory building) :**

- Enlargement
- Construction
- Reconstruction

➤ Cost of the work : _____

➤ Start date of the work : _____ Expected completion of the work : _____

➤ Do you have or plan to install an alarm system? Yes No

➤ Is it an intergenerational building? Yes No

➤ How many bedrooms are there in the building ? _____

➤ Occupancy of the residence: Annual Seasonal

➤ Current building use : _____

➤ Intended use of the building : _____

➤ For the purposes of your application, are you planning (see application forms):

- Landscaping (sidewalk, deck, patio, shed, gazebo or other);
- A lake access (work in the shoreline);
- A private entrance;
- The crossing of a watercourse (bridges & culverts).

➤ Is the building served by :

- Septic installation
- Well
- Water from the lake

DOCUMENTS TO PROVIDE

- An application for a permit must be submitted to the municipality in **two paper copies** and **one electronic copy (PDF)**;
- The applicant must **complete and sign the permit application** form and submit all required documents to provide with a complete application.

GENERAL CONTENT

- The application for a permit must contain the following plans and documents (the designated official may advise the applicant that certain plans and documents are not required considering the nature of the work and the information necessary to establish the conformity of the intervention with the urbanism bylaws) :

- (1) A site plan executed at an appropriate scale to allow interventions and showing the following relevant information:
 - a) The cadastral identification of the lot, its dimensions and size as well as any servitudes ;
 - b) The location of nearby roads and vehicular access;
 - c) The current and future topographic levels of the ground by means of equidistant elevations of the site;
 - d) The location of the high-water mark of a lake, watercourse and wetland, as well as the shoreline and wetland protection strip;
 - e) The distance between any watercourse or lake and the proposed buildings, structures and works measured from the high-water mark;
 - f) The excavation levels, first floor levels and proposed levelling, by means of elevations and contour lines;
 - g) The location and footprint of existing and proposed buildings and structures on the property;
 - h) The location of the natural areas and their percentage;
 - i) The location of septic installations and the distances from wells on the property and neighbouring properties, if applicable;
 - j) The location of private entrances and parking areas;
 - k) The location of electrical and telephone lines.

→ In the case of a main building, the enlargement of a main building or an accessory building of 35 m² or more, the site plan must be signed by a land surveyor.

- (2) A plan and description of the site landscaping prior to the work, the areas to be cleared, excavated, the trees to be preserved, the methods of protecting them during the work, as well as the location and description of hedge, tree and shrub plantings;
- (3) Information on surface water drainage;
- (4) Plans of the proposed construction, in plan and elevation, showing the dimensions, elevations, roof, levels, floors and function of each room. The plans must include the technical details required to establish the project's compliance with the urbanism regulations.

→ In the case of a main building, the enlargement a main building or an accessory building of 35 m² or more, the construction plans and specifications must be signed by a technologist who is a member of the *Ordre des technologues professionnels du Québec* or an architect who is a member of the *Ordre des architectes du Québec*.

- (5) The location of outdoor lighting installations and all information allowing the verification of compliance with *Règlement numéro 2020-02 relatif au contrôle de l'éclairage extérieur* (light pollution);
- (6) If the land covered by the building permit application is registered on the list of contaminated land established by the Municipality pursuant to section 31.68 of the *Loi sur la qualité de l'environnement (RLRQ, c. Q-2)* and is subject to a rehabilitation plan approved by the Minister of the Environment and Climate Change, an attestation by an expert referred to in section 31.65 of the *Loi sur la qualité de l'environnement (RLRQ, c. Q-2)* establishing that the project for which the permit is requested is compatible with the provisions of the rehabilitation plan;
- (7) A copy of any required authorizations by provincial or federal legislation or regulation if applicable;
- (8) Payment of the application review fee;
- (9) Any other plans and documents to assess the compliance of the application for a certificate of authorization with the applicable regulations.

ADDITIONAL DOCUMENTS TO PROVIDE IF SUBMITTED TO THE CCU/PAC COMMITTEE
Bylaw related to site planning and architectural integration (PIIA)

- (1) A description of the existing condition of the land, buildings and structures on the land, including recent photographs taken within three months prior to the application;
- (2) A description and location of the natural features of the land, including, but not limited to, watercourses, wetlands, natural areas (grass, shrubs and trees);
- (3) A description of the surrounding context, minimally the land adjacent to the lot covered by the application, in order to understand the relationship with the nearby built and natural environment;
- (4) A description of the proposed work, supported by plans, sketches and coloured drawings, for the buildings, constructions and landscaping. The level of detail must allow for an evaluation of the objectives and criteria set out in the PIIA bylaw;
- (5) Details of cladding materials and colors selected;
- (6) The technical data sheet including models and location of exterior lighting installations;
- (7) A demonstration of how the interventions will fit into the landscape, supported by visual perspectives. The demonstration must be based on at least two viewpoints, including a view of the lake or the street, as the case may be, and taking into account the natural topography of the site and the existing vegetation;
- (8) An explanatory text demonstrating the integration of the proposed interventions into the natural and landscaped environment in accordance with the objectives and criteria set out in the PIIA bylaw;
- (9) Any other plan or document deemed necessary to evaluate the request in relation to the objectives and criteria set out in the PIIA bylaw.

➤ **SUBMISSION OF A CERTIFICATE OF LOCATION AFTER COMPLETION OF THE WORK**

In the case of a main building, the enlargement of a main building or an accessory building with a surface area of 35 m² or more, the applicant must submit, within 12 months following the completion of the work, a certificate of location signed by a land surveyor.

PERMIT APPLICATION FEES AND SIGNATURES

Method of calculation for the cost of the permit application :

➤ **Cost of the permit :**

- Construction or reconstruction of an accessory building :
 - Detached garage : 200 \$
 - Other : 50 \$
- Enlargement of an accessory building :
 - Detached garage : 100 \$
 - Other : 25 \$

➤ **Cost of study fees for plan approval (PIIA) :**

- 50 \$ (if applicable)

➤ **Total cost of the permit (Permit cost + PIIA Study fees) :**

Cost permit = _____ \$
+ PIIA cost = 50 \$ (if applicable)

Total = _____ \$ (non-refundable)

→ **NOTICE** : PLTN will charge owners who must use the boat launch to mobilize and/or demobilize equipment required for the work at a rate of 1.75% of the value of the work. For this purpose, the declared cost of the work is transferred directly to the PLTN directors.

I, the undersigned _____, hereby declare that the required information and documents given above are complete and accurate.

Signed at _____ this _____

By : _____

NOTE: This form is intended to expedite the application for a certificate of authorization and does not constitute a complete application or an authorization. The designated officer to whom your application is submitted reserves the right to request any additional documents and information that will give him a clear and precise understanding of your project.

APPLICANT'S GUIDE

- You can consult the different urbanism bylaws of the municipality in the **Bylaws and permit applications** tab on the municipality's website by clicking on the following link : <https://lac-tremblant-nord.qc.ca/en/bylaws-and-permit-applications/>
- For the regulations regarding accessory buildings, please refer to **Chapter 5, Section A – Bâtiments accessoires, du Règlement relative au zonage**: <https://lac-tremblant-nord.qc.ca/wp-content/uploads/2022/06/Reglement-numero-2021-02-relatif-au-zonage.pdf>
- Please pay particular attention to the **evaluation criteria** of the **PIIA bylaw**: <https://lac-tremblant-nord.qc.ca/wp-content/uploads/2022/07/Reglement-numero-2021-06-relatif-aux-plans-dimplantation-et-dintegration-architecturale-PIIA.pdf>

The PIIA bylaw is applicable throughout the entire territory of the Municipality. This bylaw is used to evaluate the presented construction projects according to different objectives and criteria regarding the location of buildings, constructions and land use, the architecture of the buildings, the colors and materials of exterior cladding materials, exterior lighting and signage.

➤ **APPLICATIONS SUBJECT TO THE PIIA BYLAW**

Any application for a permit or certificate for any of the following shall be reviewed by the Planning Advisory Committee (PAC) and by the City Council:

- A cadastral operation for the purpose of creating a building lot or a road;
 - The construction, reconstruction, enlargement or exterior renovation of a main building;
 - The relocation of a main building;
 - The construction, reconstruction, enlargement or exterior renovation of a detached garage;
 - The construction, reconstruction or enlargement of an accessory building located in the front yard or side yards;
 - The construction, reconstruction or enlargement of an accessory construction located in the front yard or side yards;
 - The construction, reconstruction or enlargement of a private entrance or parking space;
 - The installation of an electrical line;
 - The installation, enlargement, replacement or relocation of a sign;
 - The felling of trees, only in the VA-16 and VA-17 zones.
- Generally, in order to provide the required documents to complete the work, professionals to consult may include a surveyor, an architect or architectural technologist, a landscape architect, a biologist, an engineer or technologist for your wastewater treatment system, a well-digger and an urbanist.
 - Consult the administrative procedure to learn the process for a file subject to the evaluation of the PIIA : <https://lac-tremblant-nord.qc.ca/wp-content/uploads/2020/08/Permit-application-process-1.pdf>
 - Prior to your application, we invite you to contact the municipal inspector to ensure that your construction project complies with regulatory requirements.
 - In order to avoid errors that are detrimental to both parties, all requested documents must be provided. Failure to do so may result in the application being delayed or rejected.
 - In order to foresee the delays between the filing of the complete application and obtaining of the certificate of authorization, please consult the calendar of the Planning Advisory Committee (PAC) meetings and the Municipal Council meetings on our website in the **Municipal Calendar** section : <https://lac-tremblant-nord.qc.ca/en/municipal-calendar/>