



**CERTIFICATE OF AUTHORIZATION
APPLICATION**

**CONSTRUCTION, RECONSTRUCTION OR
ENLARGEMENT OF AN ACCESSORY
CONSTRUCTION**

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 : _____

LEAD DESIGNER OF THE PLANS

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 construction):**

- Construction
- Reconstruction
- Enlargement

➤ **Accessory construction :**

- Boathouse
- Carport
- Balcony (with or without eaves)
- Solar panel
- Fence, entrance gate, retaining wall
- Exterior lighting
- Signage
- Private entrance and parking
- Deck (with or without eaves)
- Helipad
- Electric line*
- Retaining wall
- Garden pavilion
- Porch (with or without eaves)
- Pool and/or Spa
- Dock
- Sauna
- Playground
- Veranda
- Other : _____

→ **Electric line*** : Only work for the installation and extension of an electric line that is not covered by section 149 of the *Loi sur l'aménagement et l'urbanisme (RLRQ, c. A-19.1)* or work that does not require backfill and excavation are subject to this regulation.

- Cost of the work : _____
- Start date of the work : _____ Expected completion of the work : _____

- Is the proposed work located in the front yard or side yards? 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

Application demand 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 certificate of authorization application form and submit all required documents to be a complete application.

The **GENERAL CONTENT**

- The application for a certificate of authorization 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 location and footprint of existing and proposed buildings and structures on the property;
 - g) The location of the natural areas and their percentage;
 - h) The location of septic installations and the distances from wells on the property and neighbouring properties, if applicable;
 - i) The location of private entrances and parking areas;
 - j) The location of electrical and telephone lines.
 - (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 plans 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.
 - (5) A copy of any required authorizations by provincial or federal legislation or regulation if applicable;
 - (6) Payment of the application review fee;
 - (7) 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

Bylaw 2021-05 related to permits and certificates

➤ Signage :

- (1) Certificates of ownership or lease;
- (2) A description of the current use of the land and building;
- (3) A description of existing signs;
- (4) A plan showing the location of the proposed sign on the building or land;
- (5) A plan or drawing of the sign showing its content, size, height, materials, method of lighting; if the sign is to be electrified, how it is to be attached or supported.

➤ Private entrance and parking space :

- (1) A plan showing :
 - a) The dimensions of the parking space;
 - b) The topography of the ground expressed by contour lines not more than 1 meter apart;
 - c) The distances between a lake, watercourse, wetland, lot lines, buildings and septic systems;
 - d) The width of the tree felling area (which must be taped off prior to the start of the work);
 - e) Planned slopes;
 - f) Planned drainage;
 - g) Location of culverts;
 - h) Planned lighting.
 - (2) Materials and method of construction;
 - (3) Mitigation measures during the work :
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➤ Retaining wall :

- (1) A description of the work (type of work, location of wall on lot, etc.);
- (2) A report prepared by an engineer.

➤ Pool or Spa :

- (1) A plan showing the proposed location of the pool or spa and its accessories, existing or proposed buildings, septic and water withdrawal systems, the location of the existing or proposed fence, and details of the size, height, materials, and structure of such fence;
- (2) Temporary measures to control the pool access.

➤ Dock :

- (1) A plan to scale showing :
 - a) The dimensions of the structure; and
 - b) The projected location of the dock, including the high-water mark as well as the side lot lines.
- (2) A description of the materials for the walkway and dock.

→ ***Under the Loi sur le régime des eaux (RLRQ, chapitre R-13) and section 2 of the Règlement sur le domaine hydrique de l'État (RLRQ, chapitre R-13, r.1), a lease or a permit of occupation from the MDDELCCFP may be required for a dock erected on a body of water in the State water domain, particularly for docks whose dimensions are greater than 20 m² or cover more than 1/10 of the width of the watercourse.***

Bylaw related to site planning and architectural integration plans (PIIA)

- If applicable, the application for a certificate of authorization 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 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 that includes 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.

CERTIFICATE OF AUTHORIZATION APPLICATION FEES AND SIGNATURES

Method of calculation for the cost of the certificate of authorization application :

➤ **Cost of the certificate of authorization :**

- Construction, reconstruction or enlargement of an accessory construction :
 - Others : 25 \$
 - Solar panel : FREE
 - Fence, entrance gate, retaining wall : 100 \$
 - Electric line : 50 \$
 - Retaining wall : 100 \$
 - Pool or Spa : 250 \$
 - Dock : 100 \$

➤ **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 regulations regarding accessory constructions, please refer to **Chapter 5, Section B - Accessory Constructions, of Bylaw 2021-02 related to zoning**: <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 **Site planning and architectural integration bylaw (PIIA)** : <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/>