



**CERTIFICATE OF AUTHORIZATION
APPLICATION**

**RELOCATION OF A BUILDING OR
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 (Relocation of a building or construction with a footprint of 35 m² or more) :**

- Main building
- Accessory building
- Accessory construction

➤ Cost of the work : _____

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

➤ 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

➤ If applicable, please confirm the following :

→ Lake access :

→ How will you mobilize and demobilize the equipment needed for the work by passing through the shoreline?
(This entrance to the site remains temporary and must be restored to its natural state)

→ What revegetation measures will you take once the work is completed?

DOCUMENTS TO PROVIDE

- An application for a certificate of authorization 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 provide a complete application.

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 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.
 - (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**

- (1) A plan showing the location of the building or construction;
- (2) A plan showing the location where the building or construction will be relocated, including the necessary information to assess compliance with setbacks and any required distances.

➤ **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) 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) :
 - (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 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;
 - (5) 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;
 - (6) 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 :**

Relocation of a building or construction : 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/>
- 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/>