



**CERTIFICATE OF AUTHORIZATION
APPLICATION**

**INSTALLATION, RENOVATION, ENLARGEMENT,
RELOCATION OR RECONSTRUCTION OF A
SEPTIC SYSTEM**

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 : _____

CONCEPTEUR PRINCIPAL DES PLANS

Nom : _____ Téléphone : _____ Poste* : _____
Adresse : _____ Télécopieur: _____ Poste* : _____
Courriel : _____

LEAD DESIGNER OF THE PLANS

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 ____

- **No construction or alteration of a septic system is permitted without a permit. Such permit is also required prior to the construction of an additional bedroom in an isolated residence or in the case of another building to increase the capacity of operation or exploitation.**

WORK DESCRIPTION

- Type of Work (Septic installation) :
 - Enlargement
 - Relocation
 - New septic installation
 - Reconstruction
 - Renovation
 - Dry Pit Cabinet
- 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 : _____
- Is the building served by :
 - Septic installation
 - Well
 - Water from the lake

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

- (1) The content of the permit application required by the *Règlement sur l'évacuation et le traitement des eaux usées des résidences isolées (RLRQ, c.Q-2, r.22)* ;
 - a) A characterization study of the site and natural terrain carried out by a person who is a member of a professional order competent in the matter;
 - b) A certificate of authorization required under the *Loi sur la qualité de l'environnement*, if applicable.
- (2) A commitment by the professional who produced the characterization study to monitor the work and to produce, no later than 30 days after the completion of the work, a signed and sealed inspection report which includes :
 - a) An as-built plan, drawn to scale, identifying the device involved, the residence served, the location of all wells, lakes and watercourses within a minimum of 30 metres and any other relevant features ;
 - b) A minimum of three photographs showing the wastewater treatment device, at least one of which must include the wastewater treatment device and the main building;
 - c) If applicable, a detailed description of the modifications made to the device during its construction or modification.
- (3) A letter of attestation of compliance with the *Règlement sur l'évacuation et le traitement des eaux usées des résidences isolées (RLRQ, c.Q-2, r.22)* of said device as built or modified.
- (4) A copy of any required authorizations by provincial or federal legislation or regulation if applicable;
- (5) Payment of the application review fee;
- (6) Any other plans and documents to assess the compliance of the application for a certificate of authorization with the applicable regulations.

APPLICATION FEES FOR THE CERTIFICATE OF AUTHORIZATION AND SIGNATURES

- New septic installation :
 - 200 \$ (non-refundable)
- Other (Renovation, enlargement, relocation or reconstruction of a septic installation) :
 - 100 \$ (non-refundable)
- Dry Pit Cabinet
 - 25 \$ (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 **Article 5.3.12 regarding septic systems** in the municipality's zoning bylaw : <https://lac-tremblant-nord.qc.ca/wp-content/uploads/2022/06/Reglement-numero-2021-02-relatif-au-zonage.pdf>
- You can consult the **Good Practice Guide for Septic Systems** provided by the Ministère de l'Environnement et de la Lutte contre les changements climatiques (MELCC) at the following link : <https://lac-tremblant-nord.qc.ca/wp-content/uploads/2021/03/Guide-de-bonnes-pratiques-Installation-septique.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/>