



**CERTIFICATE OF AUTHORIZATION
APPLICATION**

**INTERVENTION ON THE SHORE OR
SHORELINE OF A LAKE OR WATERCOURSE**

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 :

➤ Interventions on the shoreline (littoral) :

On the shoreline (littoral), all constructions, structures and works are prohibited, with the following exceptions :

- Boathouse
- Dock
- Watercourse crossing arrangements relating to fords (walkways), culverts and bridges;
- Water intakes, provided they are constructed with the application of mitigation measures (including the installation of a geotextile or other barrier) to minimize sediment discharge into lakes and watercourses;
- The encroachment on the shoreline necessary for the realization of work authorized on the shore by Chapter 7 of *zoning bylaw 2021-02* provided that it is carried out with the application of mitigation measures aimed at minimizing the discharge of sediments into lakes and watercourses, as indicated in the preceding paragraph;
- The maintenance, repair and demolition of existing structures and constructions that are in compliance as of July 5, 2013 (the effective date of *Bylaw 2013-003*) and are not used for municipal, industrial, public, commercial or public access purposes;
- Others : _____

➤ Interventions on the shore :

➤ Maintenance, reparation and demolition of existing constructions and structures ;

➤ Authorized construction, works and structures other than those relating to vegetation :

Only the following constructions, structures and works are permitted on the shoreline:

- (1) The installation of fences perpendicular or almost perpendicular to the shoreline to delineate a lot whose use is part of the Community and Public group ;
- (2) The installation or completion of outfall or a sedimentation basin as part of the subsurface or surface drainage system (ditches), provided that the soil beneath the end of the outfall is stabilized (for the purpose of preventing erosion) ;
→ *The work must be done by hand without the use of excavators, retroexcavator or similar mechanical equipment.*
- (3) Development of watercourse crossings relating to fords (walkways), culverts and bridges and the roads leading to them;
- (4) When the slope, nature of the soil, and ground conditions do not permit the restoration of the vegetative cover and the natural character of the shoreline, vegetative or mechanical stabilization works and structures ;
→ *A report prepared by an expert must be submitted with the permit application and must state the reasons for the stabilization technique used.*
- (5) Individual wells, only if they cannot be located outside the shoreline;
- (6) The location of the underground pipe for an authorized water intake in the shoreline. The pump station and water storage tank must be located outside the shoreline ;
→ *The work must be done by hand without the use of excavators, retroexcavator or similar mechanical equipment.*

- (7) Works necessary for the realization of constructions or structures authorized on the shoreline in accordance with Chapter 7 of *Zoning bylaw 2021-02*, provided that they are carried out with the application of mitigation measures (in particular by the installation of a geotextile barrier or straw bales or virgin straw mulch).

➤ **Authorized structures and works related to vegetation :**

Only the following vegetation-related structures and works are permitted on the shore :

- (1) Sanitation cut ;
- (2) The necessary tree cutting for the implementation of a construction or an authorized work, only after obtaining a permit to that effect;

→ **When the slope of the shore is less than 30% :**

- Cutting and brushing necessary for the construction of one (1) or more openings whose combined width does not exceed 5 meters;

→ *The combined width in the preceding subparagraph is reduced to 2 meters for shoreline properties whose width calculated at the high-water mark is less than 10 meters.*

→ **Lorsque la pente de la rive est supérieure à 30 % :**

- The necessary pruning and trimming for the development of a window (hole in the vegetation screen to allow view on a watercourse) of a maximum width of 5 meters ;
- The brushing and pruning necessary for the development of a pathway of a maximum width of 1.2 meters carried out without filling or excavation ;

→ *Soil sealing (concrete, asphalt, tile or slabs, etc.) is prohibited.*

- Brushing and pruning necessary for the development of a staircase up to 1.2 m wide constructed on posts or stilts in a manner that retains the existing herbaceous vegetation and shrubs in place.

→ *The staircase must not include a platform or deck; only bearings of 1.2 m in width may be permitted.*

- For the purpose of re-establishing a permanent and sustainable vegetative cover, the seeding of grasses and the planting of riparian-type plant species, trees and shrubs and the work necessary for these purposes;
- The clearing of vegetation and maintenance of herbaceous vegetation within a 2-meter strip around the immediate surroundings of existing buildings and structures, with the exception of retaining walls.

- For a complete list of authorized interventions in the shoreline, please refer to **Chapter 7 of Zoning bylaw 2021-02** : <https://lac-tremblant-nord.qc.ca/wp-content/uploads/2022/06/Reglement-numero-2021-02-relatif-au-zonage.pdf>

WORK DESCRIPTION

- Cost of the work : _____
- Start date of the work : _____ Expected completion of the work : _____
- Is the proposed work near a wetland? 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

➤ **Please provide the following information :**

→ Description of the planned work :

→ Description of proposed measures to prevent pollution, erosion and sediment transport :

➤ ***Landscaping or maintenance work to control vegetation within the three vegetation strata (grass, shrubs and trees), such as grass cutting and brush clearing, is not permitted.***

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

➤ **In the case of an intervention located within 60 meters of the high-water mark of a lake, watercourse or wetland, please provide us with :**

→ The measures that will be taken to identify the shoreline or wetland protection strip on the site prior to the start of the work :

➤ **Specifically, for stabilization work :**

- (1) A plan prepared by a licensed professional showing the precise delimitation of the shoreline;
- (2) A document justifying the planned work and indicating the planned rehabilitation measures on site;
- (3) In the case of planned shoreline stabilization work using vegetation, the applicant must submit an expert opinion prepared by a licensed professional;
- (4) For stabilization work planned using riprap, gabions, or retaining walls, the applicant must submit an expert opinion and plans prepared by a professional engineer. The expertise must demonstrate that priority is given to the technique most likely to facilitate the implementation of vegetation and that stabilization work using vegetation is not feasible;
- (5) Surveys must be conducted on the natural level of the land, without fill. If the land has been filled, the fill level may be used if it is shown that the fill was done prior to the first bylaw (1988) prohibiting new construction and fill at this location.

Bylaw related to site planning and architectural integration (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 :**

Intervention on the shore or shoreline of a lake or watercourse : 200 \$

➤ **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 provisions regarding the **protection of water environments and wetlands in Chapter 7 of the zoning bylaw** : <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/>