



**CERTIFICATE OF AUTHORIZATION
BACKFILL AND EXCAVATION WORK**

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 : _____

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 ____

➤ **The application for a certificate of authorization for backfilling and excavation work does not apply to the excavation and backfilling of the foundation of a building that has obtained a building permit.**

WORK DESCRIPTION

➤ **Type of Work :**

- Backfill and excavation
- Other : _____

➤ 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 ?

→ **Projected revegetation, planting and mitigation measures :**

→ **Reasons for the backfill and excavation work :**

DOCUMENTS TO PROVIDE
Bylaw related to permits and certificates

- 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.

APPLICATION'S 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 plan drawn to an adequate scale showing the lot or portion of the lot where the backfill and/or excavation is projected, the current and forecasted elevations and the location of a lake, watercourse or wetland;
 - (2) The reasons for the fill or excavation work (see previous page of this form);
 - (3) Projected revegetation, planting and mitigation measures (see previous page of this form);
 - (4) The mitigation measures must be accompanied by a surface water management plan indicating the general drainage pattern of the site, the types of preventive measures and their location.

As an indication, this plan must identify where the various control and mitigation measures will be applied, such as sedimentation basins in ditches located at the bottom of slopes, dikes reducing the velocity of water in ditches at risk, riprap covering on culvert shoulders, revegetation of inclined slopes, provisions for tree clearing and blasting work to control erosion and manage runoff as well as any other measures deemed necessary;

- (5) For work being done next to a lake or watercourse, it is mandatory to proceed with the application of mitigation measures such as the installation of a geotextile barrier, straw bales or virgin straw mulch, aimed at minimizing the input of sediment into lakes and watercourses;
- (6) A minimum of five (5) photographs of the site prior to the beginning of the work.

FRAIS DE LA DEMANDE DU CERTIFICAT D'AUTORISATION ET SIGNATURES

- Backfill and excavation work :
 - 100 \$ (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/>
- 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.
- 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/>