CANTON DE / TOWNSHIP OF

LOW

MUNICIPALITY OF THE TOWNSHIP OF LOW

BYLAW NUMBER ____

EFFECTIVE DATE____

PROJET DU RÈGLEMENT

SECTION 1 DECLARATORY PROVISIONS **1**

1.1. Title 1

1.2. Purpose 1

1.3. Bylaws replaced 1

1.4. Territory covered 1

1.5. Persons affected 1

1.6. Effective 1

SECTION 2 INTERPRETATIVE PROVISIONS **2**

2.1. Validity 2

2.2. Rules of precedence 2

2.3. Plans, tables, diagrams, graphs, symbols, specification grids 2

2.4. Units of measurement 2

2.5. References 3

2.6. Terminology 3

SECTION 3 ADMINISTRATIVE PROVISIONS **4**

3.1. Application of Regulations 4

3.1.1 ADMINISTRATION OF REGULATIONS (L.A.U., ART. 119, 7°) **4**

3.1.2.1 Duties and powers of the Municipal Officer 4

3.1.2.2 Obligation of the applicant, owner, or occupant 6

3.1.2.3 Duties and responsibilities of the designer, person responsible for or performing work authorized by a permit or certificate of authorization 7

SECTION 4 GENERAL PROVISIONS APPLICABLE TO PERMITS AND CERTIFICATES **8**

4.1 Requirement for a permit or certificate of authorization (L.A.U., art. 119, 1°) 8

4.2 Requirements for submitting a document or plan (number of paper copies and digital version) 9

4.3 Requirements and obligations relating to a plan prepared by a land surveyor 9

4.4 Requirements and obligations relating to a plan prepared by an architect 10

4.5 Exemption from providing certain documents 11

4.6 Obligation to provide additional information and documents 11

4.7 Copy of authorization from a government department or the MRC 11

4.8 Payment of fees 11

4.9 Procedures to follow 11

4.9.1 Application for a permit or certificate (L.A.U., sections 120 and 121) 11

4.9.2 Request for amendment to the regulations 12

4.10 Issuance of permits and certificates of authorization, deadline and decision 13

4.11 General provisions applicable following the issuance of a permit or certificate of authorization 14

PROJET DU RÈGLEMENT

4.11.1 Modification of plans and documents 14
4.11.2 Validity period of permits and certificates of authorization 14
4.11.3 Cases of invalidity of a permit or certificate 15

SECTION 5: SUBDIVISION PERMITS 17

5.1 Submission of the application 17
5.2 Additional information, documents, and special provisions depending on certain situations 19
5.2.1 Additional information and documents for a subdivision permit application required for a campground 19
5.2.2 Change in the cadastral identification of the lot 20
5.3.1 Requirement for a subdivision permit (L.A.U. Art. 119, 4°) 20
5.3.2 Exceptions 20
5.3.3 Special provisions in the case of a cadastral operation within an integrated project 20
5.3.4 Special provisions in the case of a project subject to a declaration of co-ownership 21
5.2.3 Declaration of co-ownership 21

SECTION 6 BUILDING PERMITS 22

6.1 Main & accessory building permits 22
6.1.1 General form of application for a building permit for a main or accessory building 22
6.2 Additional information, documents, and special provisions depending on certain situations 23
6.2.1 A residence for seniors 23
6.2.2 Contaminated land 24
6.2.3 A former waste disposal site 24
6.2.4 Application for a building permit on land located in a floodplain 24
6.2.5 An application for a building permit for a building or facility intended for a small farm 24
6.2.6 Information required for a permit application for a septic system 25
6.2.7 Information required for an application for a permit to construct an individual groundwater withdrawal facility in accordance with the Provincial Regulation respecting water withdrawal and protection 25
6.2.8 Information required for the installation of a new telecommunications antenna or tower 25
6.2.9 Information required for the installation of a spa, removable pool, in-ground or semi-inground pool, and above-ground pool. 26
6.2.10 Information required for the installation of a geothermal energy system (closed circuit) 27
6.3 Conditions for issuing a building permit 27
6.3.1 Exceptions 28
6.3.2 Conditions for obtaining a building permit in an agricultural zone 28
6.3.3 Specific provisions for integrated projects 29
6.3.4 Construction for public utility purposes and mining projects 29
6.4 Following the issuance of a building permit (L.A.U., Art. 120) 29
6.4.1 Preparation of the site prior to construction 29
6.4.2 Transmission of the location certificate (verification of margins) 29
6.4.3 Transmission of the certificate of compliance for the septic system 29
6.4.4 Submission of the groundwater withdrawal report 30
6.4.5 Submission of a report on the development of a closed-loop geothermal system (which does not withdraw water) 30

SECTION 7: CERTIFICATES OF AUTHORIZATION 31

PROJET DE RÈGLEMENT

7.1 Application form for a certificate of authorization (L.A.U., art. 119, 5º) 31

7.2 Additional information and documents required depending on the type of certificate of authorization 31

7.2.1 Tennis courts and other sports or game fields 31
7.2.2 Structures attached to the main building (balcony, terrace, staircase, veranda, gazebo, etc.) 31
7.2.3 Commercial terrace 32
7.2.4 Signage and permanent display 32
7.2.5 Docks, boat ramps, and boat lifts for private, municipal, commercial, industrial, public, or public access purposes. 32
7.2.6 Transport of a main building to another site 33
7.2.7 Demolition of a building principal or accessory 33
7.2.8 Land modification including backfilling and excavation 33
7.2.9 Commercial parking spaces 34
7.2.9.1 Parking area with more than 10 spaces 34
7.2.10 Work or structures along a watercourse or lake 34
7.2.11 Felling of private trees 35
7.2.12 Quarry, " gravière " or sandpit 36
7.2.13 Forest cutting 36
7.2.13.1 Additional documents for forest cutting of more than 40% of commercial stems 36
7.2.14 Temporary trade or sale of handicrafts and local products (excluding garage sales) 37
7.2.15 Use of the roadway during construction work 38
7.2.16 Temporary building, construction trailer, private trailer (during construction work), sales office 38

SECTION 8 CERTIFICATES OF CHANGE OF USE, OPERATION OR CLOSURE FOR A USE OTHER THAN RESIDENTIAL OR COMMERCIAL 39

8.1 Requirement for a certificate of operation for non-residential use or for a change of use 39

8.1.1 Form of application for a certificate of occupancy for non-residential use or for a change of use 39

8.2 Requirement for a certificate of closure of use 40

8.2.1 Form to apply for a certificate of closure of use 40

SECT ION 9 APPLICATION FOR AMENDMENT TO THE BYLAWS 41

9.1 Form to request amendments to the regulations 41

SECTION 10: PROCEDURES, APPEALS AND PENALTIES 42

10.1 Violations of urban planning regulations 42

10.2 General penalties (R.S.Q., chapter C-27.1), Art. 455) 42

10.3 Penalty for tree cutting 42

10.4 Penalty for a new telecommunications antenna or tower 42

PROVISIONS APPLICABLE TO THE PRICING OF LICENSES AND CERTIFICATES 44

FEES APPLICABLE TO PERMITS AND CERTIFICATES 44

APPENDIX A TABLE OF LICENSE AND CERTIFICATE COSTS 48

APPENDIX B TERMINOLOGY 49

PROJET DU REGLEMENT

List of tables

Table 1: Validity period of permits and certificates according to their issuance

PROJET DU RÈGLEMENT

LIST OF ACRONYMS USED

Council	Low Township Municipal Council
UCC	Low Township Urbanism Council Committee
CSA	Canadian Standards Association
LAU	Land Use Planning and Development Act (R.S.Q., c. A-19.1)
LQE	Environmental Quality Act (R.S.Q. – c. Q-2)
RPEP	Water Withdrawal and Protection Regulation (Q-2, r. 35.2)
NHL	Natural high-water line
Officer	Municipal officer of the Municipality of Canton de Low
MELCC	Ministry of the Environment and Climate Change
MRC	Regional County Municipality of the Gatineau Valley
MERN	Quebec Ministry of Energy and Natural Resources
MFFP	Quebec Ministry of Forests, Wildlife and Parks
MTQ	Quebec Ministry of Transport
NQ	Quebec Standardization Bureau
PAE	Comprehensive development plan
PDF	Portable Document Format
PIIA	Site planning and architectural integration plan
PPCMOI	Special building, alteration, and occupancy projects
RBQ	Quebec Building Authority
SAD	Land use and development plan for the Vallée-de-la-Gatineau RCM
DOC	Supplementary document to the Vallée-de-la-Gatineau RCM Land Use and Development Plan

PROJET DU RÈGLEMENT

SECTION 1 DECLARATORY PROVISIONS

1.1. Title

The bylaw is entitled "Bylaw respecting permits and certificates in the Municipality of Low."

1.2. Purpose

These regulations are intended to facilitate the enforcement of land-use regulations while respecting private property rights, providing property owners with considerable flexibility, and promoting spacious, self-sufficient rural development consistent with the homesteading and agricultural heritage of the Township of Low. They establish a simple and proportionate framework for procedures, without imposing unnecessary burdens on taxpayers and new residents.

1.3. Bylaws replaced

This bylaw replaces, for all legal purposes, Bylaw No. 05-93, as well as all amendments in force, in order to ensure compliance with the provisions of the urban planning program throughout the territory.

It applies notwithstanding any provisions deemed incompatible contained in the current text of the various bylaws in force in the Municipality. Legal proceedings initiated under the repealed or replaced bylaws shall continue under those same bylaws until the conclusion of such proceedings and their enforcement.

1.4. Territory covered

This bylaw applies to the entire territory under the jurisdiction of the Municipality of Low.

1.5. Persons affected

This regulation applies to all natural and legal persons.

1.6. Effective

These regulations shall come into force in accordance with the Act.

PROJET DU REGLEMENT

SECTION 2 INTERPRETATIVE PROVISIONS

2.1. Validity

1) The Council adopts this regulation as a whole and chapter by chapter, section by section, subsection by subsection, article by article, paragraph by paragraph, subparagraph by subparagraph, and sub-subparagraph by sub-subparagraph.

2) If a chapter, section, article, paragraph, subparagraph, or sub-subparagraph of this regulation is declared invalid by a competent authority, the remainder of the regulation shall continue to apply to the extent possible.

3) Nothing in this regulation shall have the effect of exempting any person from the application of any law or regulation of the Government of Canada or of Quebec.

2.2. Rules of precedence

1) The text of the regulations prevails over other elements such as titles that form an integral part of them for all legal purposes. In the event of a conflict between the text itself and the titles, the text prevails.

2) The use of the verb in the present tense includes the future tense.

3) The singular includes the plural and vice versa, unless the context clearly indicates that this cannot be the case.

4) When the word "must" or "shall" is used, the obligation is absolute. The word "may" retains its optional meaning.

5) The word "anyone" includes any legal or natural person.

6) The masculine gender includes both (2) sexes, unless the context indicates otherwise.

7) In the event of any inconsistency between two provisions within this regulation or between this regulation and another regulation, the specific provision shall prevail over the general provision.

8) In the event of any inconsistency between two provisions within this regulation or between this regulation and another regulation, the more restrictive or prohibitive provision shall apply.

2.3. Plans, tables, diagrams, graphs, symbols, specification grids

Unless otherwise specified, the tables, plans, graphs, symbols, specification grids, annexes, and any other form of expression other than the text itself contained therein or referred to therein shall form an integral part of this regulation.

2.4. Units of measurement

All units of measurement used in the regulation are expressed in the International System of Units (SI).

PROJET DU RÈGLEMENT

2.5. References

All references to other regulations contained in the regulations are open, i.e.:

1) The use of the words "this regulation" refers to both the regulation on permits and certificates and all other urban planning regulations, including zoning, subdivision, and building regulations, or other documents appended thereto.

2) They extend to any amendments that may be made to the regulation to which reference is made after the entry into force of this regulation.

3) Any work carried out prior to this regulation and subject to a permit in accordance with the regulations previously in force shall be recognized as acquired rights.

4) They apply concurrently with other urban planning regulations which, where applicable, shall be used to interpret the regulatory provisions.

2.6. Terminology

For the purposes of interpreting these regulations, unless the context and the terms defined in these regulations indicate a different meaning, all words and expressions have the meaning assigned to them in the terminology in Appendix B of these regulations.

If a word or expression is not specifically defined, it shall have the usual meaning given to that word or expression in the dictionary.

PROJET DU RÈGLEMENT

SECTION 3 ADMINISTRATIVE PROVISIONS

3.1. Application of Regulations

3.1.1 Administration of regulations (L.A.U., Art. 119, 7°)

The Council appoints the municipal inspector and/or deputy municipal inspector as "Municipal Officer" for the administration and enforcement of urban planning regulations. They are identified below by the title "Municipal Officer."

3.1.2 Functions, powers, and responsibilities

3.1.2.1 Duties and powers of the Municipal Officer

The Municipal Officer shall ensure that the provisions of this bylaw are complied with. More specifically, the Municipal Officer shall:

1) Ensures that all provisions contained in the urban planning regulations are enforced.

2) Reviews files relating to all permit and certificate applications

3) Analyzes the compliance of plans and documents submitted with the provisions of the urban planning bylaws.

4) Enforces the provisions of urban planning and interim control regulations.

5) Issues permits and certificates when the application complies with the applicable regulations.

6) Visits and inspects all real estate properties, both inside and outside, for which a permit or certificate has been issued or to ensure compliance with various urban planning regulations. The owner, tenant, or occupant is then required to allow the competent authority to do its work.

7) Follows up on complaints and requests related to the application of this bylaw and, to this end, has access to any property located within the municipality.[1]

8) Finds a violation of urban planning regulations. The municipal officer then notifies the offender and the owner (if applicable) by issuing a notice of violation or sending a letter explaining the nature of the alleged violation and ordering them to comply with urban planning or interim control regulations within a prescribed period of time, determined according to the nature of the offense.

9) Notifies a property owner in writing that the work they are carrying out contravenes these urban planning regulations and informs their superior.

10) Issues notices of violation ( ) to any natural or legal person who contravenes any of the provisions of the urban planning regulations.

11) Take the necessary measures to prevent or suspend any construction work carried out in contravention of the urban planning regulations and notify the offender and the owner (if applicable) in writing.

[1] Supplementary document to the Gatineau Valley RCM Land Use Plan, section 3.2

PROJET DU RÈGLEMENT

12) Refuses to issue a permit or certificate when:

    a. The information provided does not make it possible to determine whether the project complies with urban planning regulations.
    b. The information and documents provided are incomplete, inaccurate, or erroneous.
    c. The permit or certificate would allow a use or work not authorized by any of the urban planning regulations.
    d. The fees and other contributions required for the issuance of the permit or certificate have not been paid.[2]

13) Require the owner to provide, at their own expense, any other information, details, plans, or professional certifications, as well as a report presenting the conclusions and recommendations relating to the project necessary for a complete understanding of the application or to ensure full compliance with the various provisions of any applicable bylaw or to ensure that public safety or the environment will not be unduly compromised.

14) Suspend a permit or certificate of authorization until the production of any additional document provided for in this bylaw to demonstrate compliance with the applicable bylaw.

15) Take the necessary measures to temporarily evacuate any structure that could endanger or compromise the safety of others and have any consolidation work carried out to ensure the safety of the structure.

16) Prevent or suspend the occupation, use, excavation or raising of land and the construction, use, installation, modification, demolition, relocation or transportation of a building, as well as anything erected or placed on the land or placed in or on the building or attached thereto in contravention of urban planning regulations.

17) Requires the owner to uncover, at their own expense, any structure or part thereof that has been covered without prior inspection. After verification, if the structure is found to be non-compliant, the work must be modified or redone.

18) Requires a safety perimeter around any excavation that poses a danger to the public.

19) Requires the assistance of the public safety department when special conditions or the urgency of the situation so require. Any officer or representative of the public safety department may then, for the purpose of filing a complaint, require an offender to identify himself by providing his name and address and to provide proof thereof upon request.

20) Initiate legal proceedings in municipal court, on behalf of the Municipality, for any violation of urban planning bylaws.

21) Make any recommendation deemed useful to the Municipal Council or the Council of the MRC de la Vallée-de-la-Gatineau on any matter provided for in the urban planning or interim control bylaws.

22) Keep a copy of the files of all applications within its jurisdiction, inspections, letters and reports that it may make or require, as well as those relating to the issuance of all required permits and certificates.

[2] Supplementary document to the Vallée-de-la-Gatineau RCM Land Use Plan, section 3.2

PROJET DU RÈGLEMENT

23) Also keep copies of all documents relating to the administration of an interim control regulation.

3.1.2.2 Obligation of the applicant, owner, or occupant

Anyone wishing to undertake an activity that requires a permit or certificate under this bylaw must:

1) Obtain a permit, certificate or other authorization from the municipal officer before undertaking an activity when required.

2) Comply with all provisions of the Municipality's urban planning bylaws.

3) Provide the municipal officer with all information, plans, reports, attestations, certificates or other documents required for the analysis and, where applicable, for the issuance of a permit, certificate of authorization or certificate of occupancy.

4) Declare all elements: any construction, equipment, structure, or special situation that may have an impact on the analysis of the permit application or certificate of authorization.

5) Carry out the work in accordance with the permit or certificate of authorization and the provisions of the urban planning regulations.

6) Notify the designated officer before making any changes to the authorized work and obtain their authorization before proceeding with the changes.

7) Cease or refrain from commencing work when the permit or certificate of authorization is suspended, expired, or cancelled.

8) Allow the municipal officer and any person authorized to accompany them to visit, examine, or photograph any building or place and, for this purpose, allow them to enter the land, construction, or structure between 7 a.m. and 7 p.m., seven days a week.

9) Take all necessary measures to correct any situation that is dangerous to the safety of persons.

10) Display any permit or certificate so that it is visible at all times.

11) Outside the urban perimeter, the civic number must be displayed at the edge of the street so that it is visible from both directions of traffic. The civic number must be written in Arabic numerals.

12) Install a waste container with sufficient capacity to prevent waste from accumulating outside the container on the site for which a building permit has been issued.

13) Carry out, at your own expense, the necessary tests and inspections to prove compliance to the Officer, and provide copies of all test and inspection reports.

14) Obtain authorization from the responsible officer for all work involving connection to public utilities.

15) Notify the responsible officer at least 48 working hours before any backfilling work so that they can verify that connections to public utilities are made in accordance with applicable regulations, if applicable.

PROJET DU RÈGLEMENT

Neither the granting of a building permit, nor the approval of plans and specifications, nor inspections carried out by the responsible officer can relieve the owner of his responsibility to carry out the work or have the work carried out in accordance with the permits issued and in accordance with the provisions of the urban planning regulations.

3.1.2.3 Duties and responsibilities of the designer, person responsible for or performing work authorized by a permit or certificate of authorization

1) The designer (engineer, architect, technologist, etc.), manager or contractor of work authorized by a permit or certificate of authorization must carry out or perform the work in accordance with the plans and documents approved by the municipality and the laws, codes and regulations in force applicable to the nature of the work.

2) At the request of the Officer, the designer, contractor or person responsible for the work authorized by a permit or certificate of authorization must issue a certificate of compliance following the work.

PROJET DU RÈGLEMENT

SECTION 4 GENERAL PROVISIONS APPLICABLE TO PERMITS AND CERTIFICATES

4.1 Requirement for a permit or certificate of authorization (L.A.U., art. 119, 1°)

1) Any person who wishes to undertake construction, reconstruction, extension, renovation, alteration or relocation of any building or part of a building must first obtain a building permit or certificate of authorization from the competent authority in accordance with the provisions of this bylaw and any other urban planning bylaw.

2) Any person wishing to undertake a cadastral operation must obtain a permit in accordance with the provisions of this bylaw and any other urban planning bylaw. For agricultural purposes on cultivated land, cadastral operations associated with a building permit are not required.

3) The table in Appendix A of this bylaw specifies whether a permit or certificate must be issued depending on the type of work.

4) When a project involves the issuance of a building permit and a certificate of authorization, the building permit serves as the certificate of authorization.

5) The performance of all work governed by municipal regulations is subject to all applicable general or specific provisions.

6) In the case of work on riverbanks, coastlines, and floodplains, all construction, structures, and work that are likely to alter the water regime, interfere with the free flow of water, threaten the safety of persons or property, disturb wildlife habitats, affect the stability of the shoreline or coastline, or encroach on the shoreline, coastline or floodplain, alter the vegetation cover of the shoreline, or expose the soil, must be subject to a prior permit under this bylaw.

7) Construction, structures and work related to forest management activities, the carrying out of which is subject to the Sustainable Forest Development Act (R.S.Q., c. A-18.1) and the regulations thereunder, are not subject to prior authorization.

8) A building permit or certificate of authorization is not required for minor work necessary for the normal maintenance of a building, provided that the foundations or load-bearing components of the structure are not altered, the floor area is not increased, and there is no increase in the number of rooms or dwellings.

PROJET DU RÈGLEMENT

4.2 Requirements for submitting a document or plan (number of paper copies and digital version)

Unless otherwise specified in these regulations, all applications must be submitted in writing to the designated municipal officer on the form provided by the municipality, if available, and must be submitted:

- In two paper copies.

WHERE

- In digital format (PDF) compatible with the Municipality's computer system

In the case of a plan produced on paper for an application for a permit, certificate of authorization, or change of use or operation for a non-residential use, it must be produced in an indelible form, printed to scale, and in a format that allows for easy and accurate reading of the information contained therein.

4.3 Requirements and obligations relating to a plan prepared by a land surveyor

Generally speaking, a simple plan prepared by the property owner is sufficient. However, particularly in the case of major projects or those in sensitive areas (immediate vicinity of a waterway, village center), a plan prepared by a licensed surveyor must accompany the application for a permit or certificate of authorization, among other things:

1) The construction of a main building or its extension.

2) When an accessory building with a foundation is planned at a distance equal to or less than 2 meters from the prescribed setback and from the riparian protection strip of any watercourse.

3) The land is affected by a floodplain.

All site plans must include the following information:

1) The cadastral identification, dimensions, and area of the land, as well as an indication and description of existing and planned easements, if applicable.

2) The location and elevation of geodetic points, including those of the location of planned buildings, structures or works.

3) The level of recurrence within the floodplains identified on the plan and the flood levels recorded in the zoning regulations and elevations in meters.

4) The distance between any watercourse or lake and the planned buildings and structures, measured from the high-water line, if applicable.

5) The location, if applicable, of public sewer and water services.

6) The location and ground dimensions of each proposed building and existing building or structure, if applicable, on the same lot. In addition, the measurements specific to each setback must be identified on the plan.

7) The location of existing or planned septic systems and the distances from drinking water intakes on the land concerned and neighboring land, if applicable.

PROJET DU RÈGLEMENT

8) The location of any obstacles, fire hydrants, power lines, telephone lines, cable lines, or gas lines, if applicable.

9) The location of existing streets and traffic lanes.

10) The location and type of mitigation measures required under urban planning regulations.

11) The percentage of natural space preserved.

12) If applicable, an elevation certificate in the case of a mountain peak.

13) The date, title, astronomical north, and scale of the plan.

4.4 Requirements and obligations relating to a plan prepared by an architect

All plans and specifications involving architectural work must be signed and sealed by an architect who is a member of the Ordre des architectes du Québec, with the exception of work involving:

1) A detached, semi-detached or attached single-family dwelling, a multi-family dwelling with four units or less, a commercial establishment, a business establishment, an industrial establishment or a combination of these dwellings or establishments where, after completion of the work, the building does not exceed two stories and 300 square feet of floor area and has only one basement level.

2) An alteration or renovation of the interior layout of any building or part of a building that does not change its use or affect its structural integrity, fire walls or partitions, exits and access to them, or the exterior envelope.

3) An accessory building.

In the case of a building covered by the Act respecting safety in public buildings (R.S.Q., chap. S-3 and amendments), all plans and specifications relating to architectural and engineering work must be signed and sealed by an architect who is a member of the Ordre des architectes du Québec and an engineer who is a member of the Ordre des ingénieurs du Québec, according to their respective fields of competence.

PROJET DU RÈGLEMENT

4.5 Exemption from providing certain documents

The municipal officer may, when he or she deems it necessary and justifiable, exempt the applicant from providing certain documents required by this bylaw if he or she deems that such documents are not required for the understanding of the file or to support an application. Municipal officials are encouraged to exercise their authority to grant exemptions for small-scale residential or agricultural projects in order to reduce costs and delays for property owners.

4.6 Obligation to provide additional information and documents

Depending on the nature of the application, the designated officer may ask the applicant to provide information or documents in addition to those required by this bylaw if they are essential to verify the application's compliance with the provisions of the urban planning bylaw.

4.7 Copy of authorization from a government department or the MRC

When all or part of the subject of the application must also be authorized or otherwise processed by a government department, one of its agents, or the MRC, the application must be accompanied by the authorization or declaration issued, required under a law or government regulation, or a certificate of compliance from the MRC when the project affects a watercourse or regional park territory.

4.8 Payment of fees

An application for a permit, certificate of authorization, or change of use or operation for a non-residential use must be accompanied by payment of the fees required for that permit, in accordance with sections 6.3 and 7.1 of this bylaw.

4.9 Procedures to follow

4.9.1 Application for a permit or certificate (L.A.U., sections 120 and 121)

1) Review by the municipal officer:

   a. **Non-compliant application:** When the subject of the application does not comply with the provisions of this bylaw, the designated municipal officer shall notify the applicant in writing within thirty (30) days of the date of receipt of the application, specifying the elements of non-compliance.

   b. **Suspended application:** If the application or accompanying plans are incomplete or unclear, the designated municipal officer shall notify the applicant in writing within thirty (30) days of the date of receipt of the application, specifying the reasons. The review of the application shall be suspended until the necessary information is provided by the applicant, at which point the application shall be deemed to have been received on the date of receipt of such additional information.

Compliant application: Following a review of the file to determine whether the application is compliant and depending on the type of project, the responsible officer shall issue the permit or certificate directly within the time limits set out in this bylaw.

PROJET DU RÈGLEMENT

Review by the CCU and decision by the Council when required:

The Council may be called upon to review a project and issue a resolution in the following cases:

Review of a master plan for an integrated project.

a. The CCU may be called upon to review a project and make a recommendation to the Council.

b. The Council shall decide on the application, reject it, accept it, or accept it with conditions. In the latter case, it shall suggest the necessary modifications to the applicant.

4.9.2 Request for amendment to the regulations

1) Review by the responsible officer:

a. **Non-compliant application:** When the subject of the application does not comply with the provisions of these regulations, the designated Officer in Charge shall notify the applicant in writing within thirty (30) days of the date of receipt of the application.

b. **Application suspended:** If the application or accompanying plans are incomplete or unclear, the designated officer will notify the applicant in writing within thirty (30) days of receiving the application. The review of the application shall be suspended until the necessary information is provided by the applicant, at which point the application shall be deemed to have been received on the date of receipt of such additional information. This process shall expire sixty (60) days following the notice.

c. **Compliant application:** Upon receiving an application for a regulatory amendment, the officer responsible for the Urban Planning Department will review the application based on the planning tools in place, including:

i. The Vallée-de-la-Gatineau RCM's land use plan.
ii. Urban plan.
iii. Urban planning regulations.

2) **Writing a report:** The officer responsible for the Urban Planning Department writes a report for the members of the CCU, taking into account, where applicable, the results of the previous steps.

3) **Working session**: If necessary, and as soon as possible after the application is submitted, the applicant or their representative is invited to present their proposed amendment to the Urban Planning Department and the members of the Municipal Council at a special working session. After the presentation, there is a question period reserved for Council members, who then share their concerns and recommendations with the Urban Planning Department.

4) Review by the CCU and decision by the Council:

a. The CCU may be called upon to review an amendment request and make a recommendation to the Council.

PROJET DU RÈGLEMENT

b. Following the CCU's review of a file, the Council rules on the request, rejecting it, accepting it, or accepting it with conditions. In the latter case, it suggests the necessary amendments to the applicant.

6) **Initiation of a regulatory amendment procedure:** When the Council's decision is favorable to the request for a regulatory amendment, the responsible officer initiates a legal procedure to amend the regulations.

4.10 Issuance of permits and certificates of authorization, deadline and decision

1) Unless otherwise specified, the permit or authorization certificate requested must be issued within thirty (30) working days of the date of receipt of the application by the responsible officer, with the exception of applications that must be reviewed by the CCU and/or the Council.

2) In the case of an application for a building permit for the installation of a new telecommunications antenna or tower, with the exception of private satellite dishes and traditional antennas for residential use and private amateur radio antennas for which no permit is required; the permit requested must be issued within forty-five (45) working days of the date of receipt of the application by the Officer in Charge.

3) However, in the case of a subdivision permit, the Responsible Officer must issue the permit within sixty (60) working days of the date of receipt of the application.

4) If an application is incomplete, the date of receipt of the additional information shall be considered the date of receipt of the application.

5) No permit or certificate of authorization may be issued if the proposed work, structure, or construction does not meet municipal regulations.

6) If the municipal officer responsible refuses to issue a permit or certificate, they must notify the applicant in writing, stating the reasons for their decision, within thirty (30) working days of the date of receipt of the application.

PROJET DU RÈGLEMENT

4.11 General provisions applicable following the issuance of a permit or certificate of authorization

4.11.1 Modification of plans and documents

1) Any modification to plans and documents after the permit and certificate have been issued must be approved by the responsible officer before the modified work is carried out. The responsible officer may only approve modifications if they comply with the provisions of the urban planning regulations.

2) This approval does not extend the duration of the permit or certificate.

4.11.2 Validity period of permits and certificates of authorization

1) If the deadline for carrying out the work specified in these regulations for a permit or certificate cannot be met, the applicant shall be deemed to be in breach of the regulations. To complete the work, the applicant must obtain a new permit or certificate and/or an extension of the said permit or certificate.

2) Any permit or certificate of authorization is null and void if the purpose for which it was issued is not undertaken within the time limits prescribed from the date of issue.

Table 1: Validity period of permits and certificates following their issuance

Type of permit and certificate	Validity period	Possible extension period	Notes
Subdivision permit	12 [3]	None	
Building permit	(12 months)	For new construction, the permit may be extended for a period of 12 months.	
Certificate of authorization:			
– Certificate of authorization to move a building or structure	48 hours		Must only be issued for a specific date and time
– Certificate of authorization for the felling of trees on private land	12	Only one certificate may be issued per year	Reforestation work, when required, must begin within six (6) months of the issuance of the authorization certificate and must be completed within twelve (12) months
– Certificate of authorization for a removable commercial deck	April 1 to October 31		Must be renewed annually

[3] The land surveyor has 10 days following the date of issuance of the permit to send confirmation of filing of the plan relating to the cadastral operation to the minister responsible for the cadastre.

– Certificate of authorization for the operation of a sand or gravel pit for street construction purposes (borrow pit)	Same duration as the permit for the construction of a private or public road		
– Certificate of authorization for forest cutting	2 years		In order for the certificate to be validated, the applicant must provide, after each stage following the silvicultural prescription, a report on the work carried out, signed by a forestry engineer. This requirement does not apply to forest cutting involving less than 30% of the commercial stems of the forest resource. This implementation report determines whether the work carried out was done in accordance with the silvicultural prescription. If no document attesting to the compliance of the work is submitted to the designated officer, the certificate of authorization becomes void and the work must cease.
– Other authorization certificates	12 months	None	
Certificate of change of use	6 months	None	
Certificate of operation for non-residential use	Annual	None	Annual renewal, e.g., place of business, etc.
Temporary business certificate	30		Possibility of renewing the certificate

PROJET DU RÈGLEMENT

The period of validity of a permit for a removable dock refers to the period during which the dock must initially be constructed. Once the work has been completed, even if the dock is removed from the site and reinstalled, the applicant does not have to reapply for a permit as long as the conditions under which the permit was issued are met.

4.11.3 Cases of invalidity of a permit or certificate

A permit or certificate for a project, construction, development, or structure that does not comply with the regulations shall automatically become null and void.

The responsible officer revokes a permit or certificate in the following cases:

1) The permit or certificate was issued on the basis of false or incorrect information, plans or documents.

2) A change has been made to the approved documents without the prior approval of the responsible officer.

3) The permit or certificate was issued in error.

4) The work is not carried out in accordance with the provisions of the urban planning regulations or the conditions attached to the permit.

PROJET DU RÈGLEMENT

SECTION 5: Subdivision permits

5.1 Submission of the application

1) To apply for a subdivision permit, the applicant must complete the form provided by the Municipality and submit it to the Officer in Charge.

2) Any application for a subdivision permit may be combined in cases where, in a renovated area, a temporary operation is proposed with the aim of integrating the created lot into a neighboring lot in a second operation that takes place simultaneously or concurrently. In this case, the permit shall indicate that the applicant acknowledges the transitional nature of the operation and undertakes to carry out the other operation simultaneously or concurrently. Where applicable, the provisions applicable to transfer or payment for park purposes shall apply at the stage of this transitional operation.

3) Prior to obtaining a subdivision or cadastral operation permit, the applicant must submit to the municipality an image plan or a general plan prepared **by a professional member of a recognized order**, in the case of the following projects:

This section applies to any cadastral operation project.

When laying out any new subdivision, existing and future subdivisions must be taken into account so as not to leave any residual land, except in the case of a lot in an unrenovated area that cannot be subdivided without complying with the applicable area and size standards.

In addition to the completed form, an application for a subdivision permit must contain the following information and documents:

1) The last name, first name, address, and phone number of the owner or their authorized representative.

2) A cadastral plan including the following information, where applicable:

   a. The date the plan was prepared, the direction of north, the scale of the plan, the minute number, the file number, the contact details and the signature of **the surveyor** who prepared the plan.

   b. The boundaries, dimensions of each boundary, area, and cadastral identification of the proposed lot.

   c. The boundaries and cadastral identification of all lots adjacent to the lot covered by the application.

   d. The layout and boundaries of the right-of-way of an existing or proposed street adjacent to the lot covered by the application.

   e. The location of any existing public utility infrastructure surrounding or crossing a lot covered by the application, such as a sewer or water main, a sewer or water main connection, a fire hydrant, a streetlight, a power line, or a telecommunications line, if applicable.

PROJET DU REGLEMENT

f. The location, legal nature, and purpose of any existing or proposed easement. The plan may identify, in particular, a no-access easement, a right of way, an easement for a power or telecommunications line, or an easement for services such as water, sewer, or gas, if applicable.

g. The location of the high-water line of a lake or watercourse, the line corresponding to the 0-20 year and 20-100 year flood levels, if applicable.

h. The location of the boundary of a listed wetland, if applicable.

i. The boundary of an area at risk of soil erosion, landslides, rockfalls or subsidence, if applicable.

j. The perimeter of an existing building on a lot covered by the application, indicating the distances between the boundaries of the building and the boundaries of the proposed lot, if applicable.

k. The perimeter of any existing structure on a lot adjacent to the lot covered by the application, indicating the distances between the perimeter of the structure and the boundaries of the proposed lot, if applicable.

l. The geodetic level at minimum intervals of 50 meters along the axis of a proposed street, if applicable.

m. The geodetic levels of the lot or lots covered by the application, with level lines at maximum intervals of 1.5 meters before and after the modification of the natural topography, if applicable.

3) A land use study when required for a project involving the installation of municipal equipment and infrastructure, such as an environmental study or a plan of the proposed infrastructure network.

4) A copy of the completed form for the transfer of parks, playgrounds, and green spaces provided by the municipality, if applicable.

5) As applicable, any additional declarations or authorizations required under any law or government regulation.

6) Access authorizations and other requirements as provided for by the MTQ.

a. A table identifying the total area of the project site and each of the proposed sites, the area of land allocated to each use on the project site (e.g., street/driveway, park, residential, etc.) and the number of units proposed by type of use.

b. A site characterization study prepared by a professional in the field identifying, on the one hand, the natural features found on the project site, such as the location of lakes and watercourses (including intermittent or regular watercourses), wetlands, natural areas, and any other wildlife habitat, and, on the other hand, the mitigation or renaturalization measures required based on the proposed development.

PROJET DU RÈGLEMENT

1) If applicable, a plan showing the layout of the land, including planting, turfing, parking, road and pedestrian access, fencing, recreational areas, seating areas, children's play areas, etc.

5.2 Additional information, documents, and special provisions depending on certain situations

5.2.1 Additional information and documents for a subdivision permit application required for a campground

In addition to the form and information and documents required for a subdivision permit, when the cadastral operation involves land used or intended to be used as a campground, the subdivision permit application must be accompanied by a work schedule and a development plan showing:

1) A protective strip of vegetation between any street and the campground.

2) The margins.

3) The distances between various elements and the boundaries of neighboring lots.

4) The layout of the camping areas.

5) The density of occupancy.

6) Integration with the surrounding environment.

PROJET DU RÈGLEMENT

5.2.2 Change in the cadastral identification of the lot

When the cadastral identification of a lot assigned to the cadastral office differs from that entered on the subdivision permit application, the surveyor is required to submit to the designated officer a cadastral plan indicating the cadastral identification of the lot that differs.

5.3.1 Requirement for a subdivision permit (L.A.U. Art. 119, 4°)

1) Any cadastral operation or subdivision of a lot by alienation is prohibited without first obtaining a subdivision permit issued by the municipality.

2) No cadastral operation or subdivision of land by alienation shall have the effect of rendering a piece of land or lot non-compliant with the standards prescribed in this document or of increasing its state of non-compliance with these standards.

3) Notwithstanding this section, a cadastral operation required by a declaration of co-ownership made under section 1010 of the Civil Code of Québec and applying to proposed lots identifying the exclusive parts is not subject to the obtaining of a subdivision permit. Land comprising the entire land owned in co-ownership does not benefit from this exemption.

4) Notwithstanding the preceding paragraph, a subdivision permit is not required for the cadastral identification of a lot carried out under the Act to promote the reform of the Quebec cadastre.

5.3.2 Exceptions

A permit authorizing a cadastral operation may not be refused in the following cases:

1) A cadastral operation required by a declaration of co-ownership made under section 441b of the Civil Code of Québec or by the alienation of part of a building requiring the partition of the land on which it is located.

2) A subdivision of a lot that does not meet the requirements of the subdivision bylaw if the subdivision is for the purpose of enlarging a neighbouring and contiguous lot and is intended to form a single new lot.

3) Land that has the minimum area required under the subdivision regulations and whose expansion is prevented by a lake, a watercourse, or the existence of a road, but which could otherwise be built in compliance with all the site planning standards required by the municipal regulations in force at the time of the permit application.

4) Land that benefits from a privilege in the land registry under sections 256.1, 256.2, and 256.3 of the Land Use Planning and Development Act.

5) A subdivision of a lot or a cadastral operation required by the transfer to the municipality of land for park or playground purposes.

5.3.3 Special provisions in the case of a cadastral operation within an integrated project

PROJET DU RÈGLEMENT

In the case of integrated projects for which a plan has been approved in accordance with the applicable provisions of this bylaw, a cadastral operation for the purposes of managing the ownership of the various phases of the project may be authorized even if it results in the creation of a lot for construction purposes that will not be adjacent to a street.

5.3.4 Special provisions in the case of a project subject to a declaration of co-ownership

In the case of a project subject to a declaration of co-ownership under section 1038 et seq. of the Civil Code of Québec, the cadastral operation for each of the planned units may be carried out after the building has been constructed. However, the cadastral operation plan must illustrate the subdivision plans and include the filing of the declarations of co-ownership.

5.2.3 Declaration of co-ownership

The applicant for a permit for the construction of a co-ownership under the Civil Code of Québec must submit a copy of the declaration of co-ownership to the municipality.

PROJET DU RÈGLEMENT

SECTION 6 BUILDING PERMITS

6.1

6.1.1 General form of application for a building permit for a main or accessory building

An application for a building permit must be submitted to the designated municipal officer on the application form provided by the Municipality, signed by the applicant.

A building permit application must contain the following information and documents:

1) The last name, first name, address, and telephone number of the owner or occupant if different from the owner.

2) The first and last names, address, and telephone number of the general contractor who will carry out the work and of the professionals involved in preparing the plans and estimates or in supervising the work, if applicable.

3) The existing and proposed use of the building or part of the building covered by the application.

4) The expected date of completion of the work, its duration, and the estimated costs.

5) A detailed description of the project.

6) A plan showing the location of the main or ancillary building or extension to _[4] , indicating, where applicable, the following information:

   a. The cadastral identification of the land, its dimensions and area, and an indication and description of any easements.
   b. The current and future topographical levels of the ground using elevations or equidistant contour lines allowing a clear understanding of the site and the project.
   c. The distance between any watercourse or lake and the planned buildings and structures, measured from the high-water line.
   d. The excavation levels, the level of the ground floor and the proposed level, in relation to the actual elevation of the nearest street, shown by elevations and contour lines.
   e. The excavation levels of the street and sewers adjacent to the site.
   f. The location and ground dimensions of each proposed building and existing buildings on the same site.
   g. The distances between each building and the site lines.
   h. The depth of the front yard of adjacent sites.
   i. The landscaping of the site prior to construction, areas to be cleared, excavated, trees to be retained, and the location and description of hedges, trees, and shrubs.
   j. The location of septic systems and their distances from drinking water intakes on the site and neighboring sites.
   k. The location and projected slope of driveways and parking areas.
   l. Surface water drainage.
   m. The location of power and telephone lines, walls and fences, and signs.
   n. The date, title, astronomical north, scale, and names of the persons who collaborated in the preparation of the project.

[4] Refer to section 4.3 for a list of cases requiring a site plan prepared by a land surveyor.

PROJET DU REGLEMENT

7) Construction plans showing:

   a. Plans of all levels of the building (basement, ground floor, and all other floors) indicating the use and dimensions of each room.
   b. Scale elevations of all facades and cross-sections, if required, indicating the floor/ceiling height of each level and the total height of the building in relation to the average ground level.
   c. The exterior dimensions of the building.
   d. The geodetic level of the first floor.
   e. The materials used.

8) Where required:

   a. Sections of the building,
   b. Color sketches of the building when required
   c. Construction estimates.
   d. Description and plans of the foundation, its dimensions and depth.

9) In the case of a main building, detached garage, garden pavilion, warehouse, and aircraft hangar, the construction plans must be signed and sealed by a technologist or architect.

10) When required, a copy of the approval of an application for authorization or other certification required under the Act respecting the protection of the territory and of agricultural activities.

11) In the case of the relocation of a main building:
   a. The construction plans may be replaced by a photograph of the building to be moved.
   b. However, a plan of the foundations to be built must be provided.
   c. A copy of the current insurance policy covering all damage to municipal property and covering the municipality in the event of a claim against it arising from any damage to property or injury to any person resulting from the relocation.
   d. A certificate, if applicable, from the municipality that the cost of disconnecting municipal services has been paid.

8) If applicable, proof that a land surveyor has been hired to prepare a certificate of location following the work.

9) The completed and signed form required under a municipal subsidy/financing program, if applicable.

10) Any other information required for analysis to ensure that the permit application is in compliance.

6.2 Additional information, documents, and special provisions depending on certain situations

6.2.1 A residence for seniors

In addition to the form, information, and mandatory documents, a building permit application for the construction of a residence for seniors must include the following documents and information:

1) All information required to complete the form provided for in section 120.1 of the Land Use Planning and Development Act.

PROJET DU RÈGLEMENT

2) The declaration provided for in section 120.0.1 of the Land Use Planning and Development Act.

6.2.2 Contaminated land

In addition to the form, information, and documents required, when the work involves land listed on the contaminated land list established by the municipality under section 31.68 of the Environment Quality Act, the building permit application must be accompanied by a test assessing the type and level of contamination of the land and a letter from the owner certifying, as applicable, that the land is or is not subject to a rehabilitation plan approved by the minister responsible under that Act.

6.2.3 A former waste disposal site

In addition to the form, information, and mandatory documents, when work is carried out on the site of a former waste disposal site that has been closed (former landfill and former trench deposit), written permission from the MELCC is required for any work or construction, including all excavation work.

6.2.4 Application for a building permit on land located in a floodplain

In addition to the form, information, and mandatory documents, an application for a building permit on land located in a floodplain must be accompanied by a topographical survey prepared by a land surveyor.

In the case of flood-resistant foundation construction, the plans and specifications must be signed and sealed by an engineer who is a member of the Ordre des ingénieurs du Québec.

6.2.5 An application for a building permit for a building or facility intended for a small farm

In addition to the form, information, and required documents, when the work involves a building or facility intended for a small farm, (more than 10 animal units), the application must be accompanied by the following information and documents:

1) A document containing the following information:

   a. The applicant's first and last names and address.
   b. The group or category of animals and the corresponding number of animal units.
   c. The type of roof over the manure or slurry storage area, whether rigid, permanent or temporary, if applicable.

2) A scale plan indicating:

   a. The location of the land covered by the permit application and its cadastral identification.
   b. The location of an individual well or drinking water intake.
   c. The location of the livestock building, livestock facility, enclosure, storage area, and other existing buildings on the land and the distance between:

      i. Any building located within the perimeter established in accordance with the separation distances.
      ii. Streets.
      iii. Lakes and watercourses.

PROJET DU RÈGLEMENT

3) A document prepared by an agronomist, engineer, technologist, or other professional with the required qualifications certifying that the project complies with the separation distances.

6.2.6 Information required for a permit application for a septic system

In addition to the form provided for this purpose, the construction or modification of a septic system covered by the Provincial Regulation on Wastewater Disposal and Treatment for Isolated Dwellings must include the mandatory information and documents required by this regulation.

6.2.7 Information required for an application for a permit to construct an individual groundwater withdrawal facility in accordance with the Provincial Regulation respecting water withdrawal and protection

In addition to the form provided for this purpose, the construction or modification of a groundwater withdrawal structure (well) covered by the Provincial Water Withdrawal and Protection Regulation must include the mandatory information and documents required by this regulation, except where the application of the regulation falls within the jurisdiction of the responsible ministry.

Open-loop geothermal extraction structures (which extract water) are also subject to a permit application.

6.2.8 Information required for the installation of a new telecommunications antenna or tower

In addition to the form, mandatory information, and documents, an application for a building permit for the construction of a telecommunications tower must include the following documents and information:

1) Name, first name, address, and telephone number of the owner(s) or, if applicable, their authorized representative.

2) The number of the lot or lots comprising the land, its area and dimensions.

3) A brief description of the tower and its planned buildings.

4) A description of the facilities and structures necessary for its installation.

5) The start date of the work and the expected completion date.

6) The estimated cost of the work, including materials and labor.

7) A site plan prepared by a land surveyor, including:

   a. The current and projected topographical levels of the ground measured using elevations or equidistant contour lines to provide a clear understanding of the site and the project.
   b. The recurrence level in the context of flood plains.
   c. The location of any lake, watercourse, or wetland boundary within 100 meters of the proposed location of the main building, as well as the shoreline boundary.
   d. The identification of all parts of the site that will be disturbed during construction, including areas to be cleared.
   e. The distance between any existing or planned construction and its use.

8) In the case of a telecommunications tower, a plan detailing the construction of the tower, prepared by an engineer.

PROJET DU RÈGLEMENT

9) The location and description of the temporary and permanent erosion and sediment control measures planned.

10) Demonstration, by technical justification, that there are no existing towers, buildings, or structures in the surrounding area that could accommodate the new antenna. This demonstration must be the subject of a study prepared by a competent professional in the field chosen by the Municipality.

11) A visual simulation of the planned telecommunications antenna structure from different angles.

12) The profile of the telecommunications antenna on its structure, illustrating its elevation and the reasons for its choice.

13) A technical data sheet for the telecommunications antenna or similar device planned, including guy wires and specifying the electrical and mechanical specifications.

14) A notarized commitment to dismantle the structure and restore the land to its original condition when it is no longer used for this purpose.

15) An ecological characterization of the area.

16) Any other document deemed necessary by the designated officer.

PROJET DU REGLEMENT

6.2.9 Information required or the installation of a spa, removable pool, in-ground or semi-inground pool, and above-ground pool.

An application for a permit to install a spa, removable pool, in-ground or semi-inground pool, or above-ground pool must be submitted to the designated municipal officer on the application form provided by the municipality, signed by the applicant.

The permit application must contain the following information and documents:

1) A scale plan showing the location of the spa or pool, any equipment related to its operation, and any facilities designed to prevent access, as well as the location of all main and accessory buildings and other structures.

2) Details of the spa or pool (installer's brochure).

3) Details of the fence, if applicable (height, location, materials, safety device, etc.).

4) Details of the construction of the deck adjacent to the pool, if applicable.

In the case of an in-ground or semi-inground pool, the permit application must include, in addition to the documents listed above, a recent certificate of location or a site plan prepared by a licensed surveyor if the pool is located one (2) meter or less from the setback lines.

Swimming pools less than sixty (60) centimeters high are not subject to a permit application.

6.2.10 Information required for the installation of a geothermal energy system (closed circuit)

A permit application for the installation and development of a geothermal energy system (closed circuit) must be submitted to the designated municipal officer on the application form provided by the municipality, signed by the applicant.

The permit application must contain the following information and documents:

1) Details of the geothermal system (depth, type of system, components, etc.).

2) The dimensions of the geothermal loop and the composition of the fluids used by the system.

3) A letter detailing the proposed work and the depth of the system in relation to the ground surface.

4) A scale plan locating the geothermal system on the property and including the location of underground components.

5) The applicant must provide the plans and a description, as well as the completed certification form from the Canadian Geothermal Energy Coalition (CGC).

6) A letter of commitment from the applicant, certifying that a development report will be submitted to the municipality in accordance with the requirements of the Water Withdrawal and Protection Bylaw within thirty (30) days of the completion of the work.

6.3 Conditions for issuing a building permit

In accordance with section 116 of the Land Use Planning and Development Act (chapter A-19.1), a permit may be refused if one or more of the following conditions are not met:

1) The land on which each proposed structure is to be erected, including its appurtenances, forms one or more separate lots on the official cadastral plans, which comply with the municipality's subdivision regulations or, if they do not comply, are protected by acquired rights (Articles 256.1 to 256.3 of the Act respecting land use planning and development, chapter A-19.1). However, two exemptions to this provision may apply:

   a. When the location of the proposed construction is identical to that of an existing construction;

   b. When it is demonstrated to the municipal officer responsible for issuing the permit that the proposed construction will not be erected on land belonging to different owners;

2) Water and sewer services that have been authorized or permitted under the Environment Quality Act (chapter Q-2) are established on the street bordering the proposed construction or the bylaw prescribing their installation is in force;

3) Where water and sewer services are not established on the street bordering the proposed construction or the bylaw prescribing their installation is not in force, the drinking water supply and wastewater treatment plans for the construction to be erected on the land must comply with the Environment Quality Act (chapter Q-2) and the regulations enacted under it;

4) The land on which the proposed construction is to be erected is adjacent to a public street or a private street that complies with the requirements of the municipality's subdivision bylaw or that existed before

PROJET DU REGLEMENT

In the case of an island, the land does not have to be adjacent to a public street or a private street that complies with the requirements of the subdivision bylaw and the zones and standards set out in the zoning bylaw;

5) When the land on which the proposed construction is to be erected is adjacent to an MTQ road, a permit for access to the provincial road network must have been issued in accordance with the provisions of the Road Act (chapter V-9) for any building permit application that requires new access.

6) The application must be accompanied by all required plans, documents, or information;

7) The fee for obtaining the permit has been paid;

6.3.1 Exceptions

The provisions relating to the conditions for issuing a building permit do not apply in the following cases:

1) Notwithstanding the provisions of paragraphs 1 and 4 of section 6.3, structures related to mining operations, constructions erected on land that complies with the subdivision standards set by the interim control regulations and that are subject to a lease or operating permit issued by the Ministry of Energy and Resources are exempt from the requirement to be on one or more separate lots and adjacent to a public or private street.

2) Buildings used for public utilities, such as sewers, waterworks, electricity, and telephones.

3) In the case of structures erected or to be erected that are or will be subject to a declaration of co-ownership under section 1038 et seq. of the Civil Code of Quebec or any amendment thereto, of vertical or horizonta , where only the structure or structures are the subject of exclusive parts, the condition for issuing a building permit relating to the fact that a lot forms a single distinct lot does not apply to the proposed lots identifying the exclusive parts, but only to the land comprising the entire land owned in co-ownership.

4) Planned constructions on public land may be exempted from all conditions for the issuance of a building permit except for point 3), except in the case of works or constructions by persons who have acquired land rights on such land.

5) The reconstruction of a building following a natural disaster, a cataclysm, or an accidental fire may be exempted from the application of paragraph 4) of the preceding article.

6.3.2 Conditions for obtaining a building permit in an agricultural zone

In accordance with section 116 of the Act respecting planning and development (chapter A-19.1), no building permit shall be granted for a construction project that is not intended for agricultural purposes on cultivated land, unless one or more of the following conditions are met:

1) The land on which each proposed building, including its outbuildings, is to be erected forms one or more separate lots on the official cadastral plans, which comply with the municipality's subdivision bylaw or, if they do not comply with it, are protected by acquired rights (sections 256.1 to 256.3 of the Land Use Planning and Development Act, Chapter A-19.1);

2) In the case of a residential project in an agricultural zone, if water and sewer services are not established on the street bordering the proposed construction or the bylaw prescribing their

PROJET DE RÈGLEMENT

installation is not in force, the drinking water supply and wastewater treatment plans for the residence to be built on the land must comply with the Environment Quality Act (chapter Q-2) and the regulations enacted under it;

3) The construction project complies with all the provisions of the Environment Quality Act (chapter Q-2) and the regulations enacted under it with respect to buildings and agricultural operations.

4) The construction project must comply with all provisions relating to the determination of separation distances for odor management in agricultural areas set out in this plan.

6.3.3 Specific provisions for integrated projects

The construction of more than one main building per lot may be authorized as part of an integrated project, especially when it comes to a project outside the urban development area, where regulations may be relaxed. This form of development is intended solely for projects located within an urbanization perimeter and served by both municipal water and sanitary sewer systems.

However, the following conditions must be met:

a) The maximum percentage of land use for all main buildings may not exceed 80% of the land area within the urbanization perimeter;

b) All other general conditions for obtaining a building permit set out in section 6.3 remain applicable, with any necessary adjustments.

6.3.4 Construction for public utility purposes and mining projects

Any construction project related to public utilities is exempt from the general conditions for obtaining a building permit. In addition, buildings related to a mining exploration or exploitation project are also exempt from the general conditions for obtaining a building permit. (if provided for by law)

6.4 Following the issuance of a building permit (L.A.U., Art. 120)

6.5.1 Preparation of the site prior to construction

Following the issuance of the building permit and before the start of construction work, the permit holder must stake out and fence off the boundaries of the shoreline and any wetlands with a protective sediment barrier to prevent any encroachment by machinery, excavation or filling of these fragile environments.

6.5.2 Transmission of the location certificate (verification of margins)

Upon completion of construction work or any modification that changes the dimensions of a main building located less than 1 meter from one or more prescribed setbacks, the holder of a building permit must send the designated officer a certificate of location prepared by a land surveyor, including the landmarks, in a copy approved and signed by a land surveyor, within a period not exceeding sixty (60) days.

6.5.3 Transmission of the certificate of compliance for the septic system

In the case of a permit for the construction of a septic system, the applicant must submit a certificate of compliance issued by a qualified professional when the lawn has grown back. This certificate must confirm

PROJET DU RÈGLEMENT

that the construction work was carried out in accordance with the Regulation respecting wastewater disposal systems for isolated dwellings.

6.5.4 Submission of the groundwater withdrawal report

In the case of a groundwater withdrawal permit, the person who constructed or deepened the water withdrawal structure must, in accordance with the Water Withdrawal and Protection Regulations, submit a copy of the report to the municipality, which must also be provided to the responsible minister and the owner of the structure.

This report must be prepared in accordance with the format provided by the responsible ministry, contain all the information listed in the Water Withdrawal and Protection Regulation, including a description of its location, and certify that the work carried out complies with the provisions of the regulation.

6.5.5 Submission of a report on the development of a closed-loop geothermal system (which does not withdraw water)

In the case of a closed-loop geothermal permit, the person who developed the geothermal system must, in accordance with the provincial Water Withdrawal and Protection Regulation, submit a copy of the report to the municipality, which must also be provided to the responsible minister and the owner of the structure within thirty (30) days of the completion of the work.

PROJET DU RÈGLEMENT

SECTION 7: CERTIFICATES OF AUTHORIZATION

7.1 Application form for a certificate of authorization (L.A.U., art. 119, 5°)

All applications for certificates of authorization must be addressed to the designated officer and must include:

1) The name and address of the owner of the building concerned.

2) The identification, if applicable, of the person authorized by the owner to represent them.

3) The cadastral designation of the lot on which the project will be carried out or, in the absence of a cadastral designation, the most precise identification of the location where the project will be carried out.

4) A detailed description of the project.

5) A copy of the construction plans and specifications signed by a member of a Quebec professional order, when required by applicable laws and regulations.

6) The expected date of completion of the work, its duration, and a cost estimate.

7) The plans and documents required depending on the type of certificates requested[5] .

8) The duly completed form.

9) Payment of the application fees.

10) Any other information required for the purpose of analyzing the application to ensure that it complies with the permit requirements.

The designated officer may, if deemed necessary, request any other documents not mentioned above to gain a better understanding of the project.

7.2 Additional information and documents required depending on the type of certificate of authorization

8.2.1 Tennis courts and other sports or game fields

1) A scale plan showing the location on the land and the location of all main and accessory buildings and other facilities.

2) Details of the development measures to limit the visibility of the sports field from the street.

8.2.2 Structures attached to the main building (balcony, terrace, staircase, veranda, gazebo, etc.)

1) A proposed site plan or a certificate of location showing the location of the structure attached to the building.

2) A document detailing the construction materials and identifying the contractor.

[5] Refer to section 4.3 for a list of cases requiring a site plan prepared by a land surveyor.

PROJET DU RÈGLEMENT

3) A scale construction plan showing the proposed structures.

8.2.3 Commercial terrace

1) Photographs showing where the terrace will be installed.

2) The proposed layout of the terrace in relation to the property lines, neighboring buildings, and public roadways, to scale.

3) Scale plans showing construction details (materials) and dimensions. These plans must be signed and sealed by a technologist.

4) A landscaping plan, if applicable.

8.2.4 Signage and permanent display

A scale plan of the sign, indicating:

1) The shape, dimensions, surface area, and height of the base and top in relation to the ground.

2) The text and other visual elements comprising the sign, such as the design, image, logo, and colors.

3) The lighting method.

4) The identification of all these materials.

5) How the sign is attached to the building or the ground.

6) A scale plan showing the location, on the ground or on the building, where the sign will be installed.

8.2.5 Docks, boat ramps, and boat lifts for private, municipal, commercial, industrial, public, or public access purposes. (larger than 20 cubic meters).

1) A scaled property plan showing the location of the proposed dock, boat lift, property lines, location of lakes and watercourses, location of lake access and its width, wooded and cleared areas, and high-water line, location of any easements on the property.

2) A plan or sketch of the proposed dock and boat lift, drawn to scale, showing their dimensions and areas, a description of the materials to be used, and a description of the method to be used for their installation.

3) When required:

   a. The property location certificate.
   b. A copy of the notarized deed in the case of a community dock.
   c. Photographs of the current condition of the shoreline.
   d. The profile of the shoreline before and after the work is completed, with an indication of the high-water line.

PROJET DU REGLEMENT

e. Authorizations from the relevant ministries, in particular for docks with an area of more than 20 square meters that are subject to obtaining a MELCC occupancy permit when located in public waterways;

8.2.6 Transport of a main building to another site

1) A clear, recent photo of the various facades of the building to be moved.

2) The lot number and address of the building to be moved.

3) The type of building, its dimensions, and its approximate weight.

4) The planned route within the municipal boundaries, as well as the means to be used for the move.

5) The current and planned locations.

6) The date, time, and probable duration of the move.

7) A copy of any authorization required by any public or parapublic service and the conditions under which the transport must be carried out.

8) Proof of insurance certificate releasing the municipality from all liability.

9) Proof of the presence of an escort vehicle for the convoy at the time of the move.

10) A list of security measures that will be put in place once the building arrives at the new site.

8.2.7 Demolition of a principal or accessory building

1) Photographs showing each of the exterior walls and the entire structure.

2) The location of the building on the site.

3) A plan identifying all structures located within a radius equivalent to one and a half times the height of the structure to be demolished.

4) A description of the means used for demolition, cleaning, and redevelopment of the site after demolition.

5) Identification of the demolition waste disposal site.

6) If the foundation is not demolished, the applicant must provide information on the safety measures taken to make it inaccessible during the period when it will be unusable.

7) A description of the method that will be used to promote vegetation recovery.

8) Confirmation of the closure of the service entrance, if applicable.

9) If required, the contact information and license number of the contractor hired to carry out the work.

8.2.8 Land modification including backfilling and excavation

PROJET DU RÈGLEMENT

1) For all backfilling and excavation of 30 cm or more, the applicant must provide:

   a. The nature of the work.
   b. The existing topography and proposed grading.
   c. The projected level of the basement and ground floor.
   d. The materials used for filling.
   e. The location of any public utilities.
   f. The location of any wooded areas, if applicable.
   g. The safety measures that must be taken, if applicable.
   h. The location of buildings, watercourses, lakes, cliffs, and swamps, if applicable.
   i. If the project affects more than one piece of land, a master plan for excavation and backfilling must be submitted for the entire area covered.
   j. In addition, when the fill and excavation work exceeds a height of 2 meters, a plan signed and sealed by an engineer is required.

The application for a backfill and excavation permit does not apply to the following situations:

1) Excavation and backfilling of foundations for which a building permit has been obtained.

2) When the nature of the backfilling and excavation has no impact on the topography, such as when digging a hole that will subsequently be filled to the same topographical level as before.

8.2.9 Commercial parking spaces

1) A copy of the certificate of location for the property where the work is to be carried out.

2) A plan identifying the exact location of parking spaces, the shape and size of each space and any driveways.

3) The location of a traffic lane and the location of any directional signs.

4) The number of parking spaces and any information necessary to establish this.

5) The surface drainage system, if applicable.

6) The location of any parking spaces reserved for persons with disabilities, if applicable.

7) The lighting of the parking area.

8) At the end of the work, an as-built plan, if applicable.

8.2.9.1 Parking area with more than 10 spaces

In the case of a parking area with more than 10 spaces, a layout plan signed and stamped by an engineer is required.

8.2.10 Work or structures along a watercourse or lake

PROJET DU REGLEMENT

All construction, structures, and work that could alter the water regime, interfere with the free flow of water, threaten the safety of people and property, disturb wildlife habitats, affect the stability of the shore or coastline, or encroach on the shore, the shoreline or floodplain, alter the vegetation cover of the banks, or expose the soil, must be subject to a prior permit under this regulation and include the following information:

1) The name and address of the owner of the property concerned;

2) The identification, if applicable, of the person authorized by the owner to represent them;

3) The certificate of location (including, if applicable, the current elevation rating) of the property showing the watercourses and illustrating the riparian protection strips and setback margins.

4) The contour lines of the land at intervals of no more than one (1) meter.

5) A detailed description of the project.

6) A plan signed and sealed by a professional member of a Quebec professional order on a scale of 1:500 showing the precise location of the work and any existing structures in the floodplain, on the shore or on the coastline of the property.

7) The planned date for the work, its duration, and a cost estimate.

8) Development plans that are sufficiently detailed to allow for an understanding of the project's characteristics.

9) Photographs of the current condition of the shoreline or coastline.

10) The profile of the shoreline before and after the work, with an indication of the high-water line.

11) The authorization of the relevant ministry, if applicable.

12) Any other information required for analysis to ensure that the permit application complies with the requirements.

PROJET DU RÈGLEMENT

Structures, works and activities related to forest development that are subject to the Sustainable Forest Development Act (R.S.Q., c. A-18.1) and the regulations thereunder are not subject to prior authorization by municipalities.

A permit or certificate may only be issued in accordance with the requirements of this regulation or any other regulation in force.

8.2.11 Felling of private trees

Except for agricultural or small-scale farming purposes, a permit is required for any tree cutting involving 50 trees or more.

1) The reason for the cutting and a general description of all vegetation on the property (natural areas, open spaces, number of trees, tree type (species), etc.).

2) The dimensions of the trunks of the trees to be felled.

3) The location of the trees.

4) In the riparian zone, a certificate is required for any tree cutting.

8.2.12 Quarry, gravel or sand pit

1) The subdivision plan for the streets to be built, prepared by a **land surveyor**.

2) Provincial authorization certificate, if necessary.

3) Infrastructure and street construction plans in accordance with the standards set out in the urban planning regulations for street maintenance.

4) A maximum time frame for each phase of development. These time frames must be approved by resolution of the municipal council.

5) Mitigation measures for adjacent properties, prepared by a biologist.

8.2.13 Forest cutting (except for small- and medium-scale private logging operations)

1) Name, first name, and address of the owner(s).

2) Provide a map indicating:

   a. Lot numbers.
   b. The locations where the slope of the land is 30% or greater.
   c. The projected cutting area and the surface area of each cutting site.
   d. A survey of public and private roads, lakes, and watercourses with regular and intermittent flow.
   e. The distance of the cut from the shoreline.
   f. The location of stands.
   g. Access routes to the cutting site.

3) Specify the type(s) of cutting planned.

4) Specify the machinery that will be used.

5) If a silvicultural prescription has been prepared, the certificate applicant must attach it to the application.

6) Depending on the cut, a map showing the cutting area, including geographically referenced contours indicating the harvest.

8.2.13.1 Additional documents for forest cutting of more than 40% of commercial stems

In addition to the documents indicated in the previous article, any application for a forest harvest of more than 40% of commercial stems must include:

1) A silvicultural prescription prepared by a forest engineer, which must contain:

   a. Identification of the owner of the wooded area, including:
      i. Producer number.

PROJET DU RÈGLEMENT

ii. Address
iii. Phone number.

b. Identification of the property covered by the work (lots), including:
   i. Ecological region.
   ii. Tenure.
   iii. Assessment unit code.
   iv. Municipality code.
   v. Cadastre.
   vi. Lot number.
c. A detailed map showing the location of the work (map) including:
   i. Aerial photograph.
   ii. Scale of the aerial photograph.
d. A description of the stand(s) targeted, including:
   i. The species group.
   ii. The density of the stand(s).
e. A dated report detailing the work to be carried out for each of these stands.
f. For cuts of 50 stems or more, the expected regeneration (stems/ha), including the number of softwoods and hardwoods.
g. A description of the planned forestry operation (harvesting/development) including:
   i. The volume and basal area, specifying:
      – The species.
      – The number and diameter of merchantable stems.
      – The volume in cubic meters per hectare.
      – The basal area in cubic meters per hectare.
      – The residual basal area.
      – The percentage of stems to be removed.
      – If required, recommended reforestation or proof that regeneration is already established.
h. Identification of infrastructure located on or near the stand(s).
i. Planning for forest roads, if applicable.
j. Identification and description of constraints inherent to the nature of the terrain.
k. Location of nearby vacation properties or buildings.
l. A signature from the forest engineer, including their identification number.
m. A letter of commitment from the owner or producer to comply with the silvicultural prescription submitted to the municipality.

2) After cutting, a partial execution report or a certificate of compliance with the silvicultural prescription prepared by a forest engineer, including:

a. Identification of the landowner.
b. A map showing the cutting area, including geographically referenced contours indicating the harvest.
c. A compilation of the harvested plots.
d. A signature from the forest engineer.

If the logging operation is located in an aquifer zone:

1) Preliminary hydrogeological studies to identify measures to protect groundwater.

8.2.14 Temporary trade or sale of handicrafts and local products (excluding garage sales)

PROJET DU RÈGLEMENT

1) The cadastral number of the lot or land, the civic number of the building, and other descriptions enabling the location of the land where the temporary trade will take place.

2) A copy of the consent of the owner of the land where the temporary trade will take place.

3) The expected duration of the temporary business.

4) The hours of operation.

5) If applicable, a plan detailing the location on the property and the facilities for the temporary business.

8.2.15 Use of the roadway during construction work

1) The types of materials and equipment that will be placed on the roadway.

2) A copy of consent from the Public Works Department for the occupation of public property.

3) The date on which the roadway is scheduled to be cleared.

8.2.16 Temporary building, construction trailer, private trailer (during construction work), sales office

1) A plan detailing the location of the construction site facilities on the property.

2) The expected duration of the construction site installations on the site.

3) A written commitment from the applicant to remove the construction site facilities after the end of the activities or upon expiry of the permit

PROJET DU RÈGLEMENT

SECTION 8 CERTIFICATES OF CHANGE OF USE, OPERATION OR CLOSURE FOR A USE OTHER THAN RESIDENTIAL OR COMMERCIAL

For the purposes of this section, the following definitions apply:

1) **Certificate of change of use**: when the use of a building is changed. For example, when a residential building becomes commercial.

2) **Certificate of operation for a use other than residential**: when a building changes operator. For example, when a commercial building houses a new business.

3) **Certificate of closure of use**: when a use ceases. For example, when a business closes its doors.

9.1 Requirement for a certificate of operation for non-residential use or for a change of use

A certificate of occupancy for non-residential use must be issued to validate the compliance of a main, additional, or complementary use, or when there is a change in the use of a main or accessory building.

9.1.1 Form of application for a certificate of occupancy for non-residential use or for a change of use

An application for a certificate for non-residential use or for a change of use must be submitted to the designated officer on the application form provided by the municipality and signed by the applicant.

In addition to the completed form, an application for a certificate of occupancy or use must contain the following information and documents:

1) The address and cadastral number of the property covered by the application.

2) The existing and proposed use of a building or part of a building covered by the application.

3) The lease, if applicable.

4) The business name or charter of the company, if applicable.

5) The date on which the change of use or operation will take place and, where applicable, the date on which the current use will cease.

6) An exterior development plan including the location of parking spaces.

7) An interior layout plan, if applicable, including the dimensions and area of the suite in which the new use will be carried out, signed and sealed by a competent professional.

8) In the case of a tourist residence, a copy of the code of conduct for tenants, which the owner will make available to them.

9) The list of work required to change the current use, including any work that may be necessary outside the premises covered by the application.

10) In the case of a change of use on contaminated land, a report from a competent professional indicating that the level of soil contamination is consistent with the proposed use.

PROJET DU RÈGLEMENT

11) In the case of a change of use along a section of road affected by noise restrictions, the application for authorization of a new residential, community, or recreational use (including community uses offered by the private sector) proposed within the 55 dBA (Leq, 24h) isophone must be accompanied by an acoustic study signed by a competent acoustics professional.

    This study must include an acoustic model of road traffic noise, duly adjusted by field measurements, in order to determine:

    a) The parts of the land concerned exposed to equivalent road traffic noise exceeding 55 dBA (Leq, 24h);

    b) The mitigation measures required to ensure that buildings and uses are not exposed to noise levels exceeding 55 dBA (Leq, 24h).

9.2 Requirement for a certificate of closure of use

A certificate of closure of use must be issued when a non-residential use (a business, industry, institution, etc.) ceases its activities.

9.2.1 Form for applying for a certificate of closure of use

In addition to the completed form, an application for a certificate of closure of use must contain the following information and documents:

1) The address and cadastral number of the property covered by the application.

2) The date of cessation of use.

PROJET DU RÈGLEMENT

SECTION 9 APPLICATION FOR AMENDMENT TO THE BYLAWS

10.1 Form for requesting amendments to the regulations

Any request for amendment to the regulations, if applicable, must be prepared by an urban planner or a member of a competent professional order and must contain:

1) Last name, first name, address, telephone number, and email address, if available, of the owner or their authorized representative.

2) First and last names, addresses, telephone numbers, and email addresses, if available, of the professionals who worked on the preparation of the plans and documents, if applicable.

3) Power of attorney signed by the owner, if the land does not belong to the applicant (promise to purchase), authorizing the applicant to file a request for a change to the urban planning regulations.

4) Power of attorney signed by the applicant authorizing a consultant to represent them in submitting an application for a change to the regulations.

5) Detailed description of the project to be carried out in relation to the neighboring zoning.

6) Argument justifying the change to the urban planning regulations (urban plan and/or urban planning regulations).

7) Description of the impacts (both positive and negative) of the project to be carried out or the change to the regulations requested (e.g., impacts on the natural and human environment).

8) Scale plan showing the proposed modification.

9) Description of the current zoning (grid, special or general standards).

10) Analysis of the project in relation to the broad development guidelines of the urban planning and sustainable development plan and/or urban planning regulations.

PROJET DU REGLEMENT

SECTION 10: PROCEDURES, APPEALS AND PENALTIES

11.1 Violations of urban planning regulations

Any person who contravenes any of the applicable provisions is guilty of an offence.

11.2 General penalties (R.S.Q., chapter C-27.1), Art. 455)

1) Any person who contravenes urban planning regulations commits an offence and is liable to a fine:

   a. For a natural person: not less than five hundred dollars ($500) and not exceeding one thousand dollars ($1,000) plus costs.
   b. For a legal person: not less than one thousand dollars ($1,000) and not exceeding two thousand dollars ($2,000) plus costs.

2) In the event of a repeat offense, the fine may be increased:

   a. For an individual: from one thousand dollars ($1,000) to two thousand dollars ($2,000) plus costs,
   b. For a legal entity: from two thousand dollars ($2,000) to four thousand dollars ($4,000) plus costs.

3) If an offence lasts more than one day, the offence committed on each day constitutes a separate offence and the penalties prescribed for each offence may be imposed for each day the offence continues, in accordance with this regulation.

4) The issuance of a statement of offence under this bylaw does not prevent any other remedy provided for in the Act or other applicable bylaws from being sought. To enforce any provision of this bylaw, the Municipality may exercise cumulatively or alternatively any other civil or criminal remedy.

11.3 Penalty for tree cutting

In the event of tree felling on the territory of the municipality of the Township of Low, any legal or natural person who acts in contravention of urban planning regulations commits an offence and is liable to a fine.

1) In the case of logging on an area of less than one (1) hectare:

   a. A fine of at least $500 and at most $1,000 per tree illegally cut, up to a maximum of $15,000;

2) In the case of logging on an area of one (1) hectare or more,

   a. A fine of at least $15,000 and at most $100,000 per complete hectare deforested, plus an amount determined in accordance with paragraph 1 for each fraction of a hectare deforested.

11.4 Penalty for a new telecommunications antenna or tower

1) Anyone who contravenes the provisions applicable to a new telecommunications antenna or tower commits an offence and is liable to a fine of:

   a. For a natural person: not less than five hundred dollars ($500) plus costs,

PROJET DU RÈGLEMENT

b. For a legal person: not less than two thousand dollars ($2,000) plus costs.

2) In the event of a repeat offense, the fine may be increased:

a. For a natural person: one thousand dollars ($1,000) plus costs,
b. For a legal entity: four thousand dollars ($4,000) plus costs.

3) If the offense is continuous, it constitutes a separate offense for each day and the offender is liable to the above fine for each day during which the offense continues.

4) The procedure for the regulation and collection of fines is that provided for in the Code of Criminal Procedure.

PROJET DU RÈGLEMENT

PROVISIONS APPLICABLE TO THE PRICING OF LICENSES AND CERTIFICATES

FEES APPLICABLE TO PERMITS AND CERTIFICATES

Fees applicable to permits and certificates

TYPE OF WORK	FEES
Subdivision permit	
Price per lot included in the cadastral operation plan	**$100 for the first lot + $50 per additional lot**
Building permit for the "Housing" group	
Construction of a single-family dwelling	**$200**
Construction of a two-family, three-family, multi-family, or collective dwelling	**$200 + $100 per dwelling**
Addition to a main building	**$100**
Addition to a main building with the addition of a dwelling	**$150**
Renovation/repair of a main building	**$50**
Construction of an in-ground swimming pool	**$100**
Installation of an above-ground, removable pool and spa	**$50**
Construction and accessory building (shed, pergola, etc.)	**$25**
Addition or renovation/repair of an accessory building	**$25**
Addition or renovation/repair of an accessory structure	**$25**
Accessory building such as a garage, attached or integrated carport, and detached garage	**$50**
Building permit for the "Commerce and services" category	
Construction	**$3 for each increment of $1,000**
Expansion	**$3 for each increment of $1,000**
Renovation	**$3 for each increment of $1,000**
Construction of an accessory building	**$200**
Addition or renovation/repair of an accessory building	**$100**
In-ground pool	**$200**

TYPE OF WORK	FEES
Building permit from the "Industry" group	
Construction	**$3 for each increment $1,000**
Expansion	**$3 for each increment of $1,000**
Renovation	**$3 for each increment of $1,000**
Construction of an accessory building	**$200**
Addition or renovation/repair of an accessory building	**$100**
Building permit for the "Public and Institutional" category	
Construction	**$3 for each increment of $1,000**
Expansion	**$3 for each increment of $1,000**
Renovation	**$3 for each increment of $1,000**
Construction of an accessory building	**$200**
Addition or renovation/repair of an accessory building	**$100**
Building permit for the "Agricultural" group, except for residences	
Construction	**$200**
Expansion	**$100**
Renovation	**$75**
Accessory building	**$100**
Other construction	
Antenna and antenna structure (construction and expansion)	**$150**
Wind turbine (construction and expansion)	**$150**
Septic system	**$100**
Groundwater collection system	**$50**
Building permit renewal	
Building permit renewal	**50% of permit fee**
Certificate of authorization	
Development, expansion, or modification of a parking area, loading area, or driveway for non-residential use	**$50**
Above-ground or removable swimming pool, spa and spa enclosure	**$50**
Installation of a diving board	**$25**

TYPE OF WORK	FEES
Construction, installation, and modification of a sign on a building or detached from the building	**$50**
Construction, installation, and modification of a sign in the "Residential" and "Agricultural" categories	**$25**
Construction, expansion or development of a café terrace	**$25**
Construction, installation, and modification of an advertising sign	**$150**
Relocation of a main building on the same property	**$150**
Relocation of a main building to another property	**$250**
Relocation of an accessory building	**$50**
Demolition subject to the 2024-xx building demolition bylaw	
Demolition of a main building	**$150**
Demolition of an accessory building or structure	**$50**
Installation, modification, or relocation of a permanent sign	**$25**
Work in a flood zone	**$25**
Work on or above the shoreline or coastline	**$25**
Felling of one or more trees	**$50**
Felling of trees covering an area greater than 4 hectares	**$500**
Fence, low wall, and retaining wall	**$50**
Backfilling, excavation	**$50**
Certificate of occupancy	
New use or change of use	**$50**
Tourist accommodation establishment valid for one year	**$500 for the initial application + renewable at $200/year**
Add a secondary use	**$25**
Occupancy of a livestock facility (including an increase in the number of animals or a change in the type of animals)	**$50**
Occupancy of a building for agricultural purposes	**$50**
Minor exemptions	
Minor exemption including public notice and publication fees.	**$350**
Amendment to urban planning bylaws	
For regulations not subject to referendum approval.	**$1,700**
For regulations subject to referendum approval	**$2,500**
If a request involves a modification to the land use and development plan	**$3,500**
Exclusively for the settlement of the urban plan	**$1,000**

In applying this bylaw, the Municipal Officer and the Council shall prioritize a proportionate approach that promotes private property owners' freedom to develop their land, the appeal of a spacious rural lifestyle, and the minimization of administrative costs, while adhering to the broad guidelines of the MRC's Urban Plan and Land Use Plan.

PROJET DU RÈGLEMENT

PROJET DU REGLEMENT

APPENDIX A TABLE OF LICENSE AND CERTIFICATE COSTS

APPENDIX B TERMINOLOGY

PROJET DU RÈGLEMENT