

URBAN PLANNING INFO SHEET

DISCRETIONARY REGULATORY TOOLS IN URBAN PLANNING

SITE PLANNING AND ARCHITECTURAL INTEGRATION PROGRAMS (SPAIPS)

A SITE PLANNING AND ARCHITECTURAL INTEGRATION PROGRAM (SPAIP) IS A **QUALITATIVE EVALUATION TOOL** SET FORTH IN TITLE VIII OF THE URBAN PLANNING BY-LAW THAT **MAKES IT POSSIBLE TO ENSURE PROJECT QUALITY ACCORDING TO PRE-ESTABLISHED CRITERIA.**

Prior to issuing permits, the borough's Urban planning and advisory council (UPAC) evaluates the architectural and landscape integration features of projects and makes a recommendation to the borough council. **Additionally, projects are reviewed to ensure they comply with urban planning regulations.**

ELIGIBLE PROJECTS

- a building located in a **heritage sector**: construction, enlargement or alteration of an architectural feature that is visible from the public thoroughfare (Appendix A – 01-276 Urban planning by-law)
- a project in the area of the **Centre hospitalier universitaire Sainte-Justine** (Appendix A – By-law concerning SPAIPs)
- a project that was the subject of a borough council **resolution** on a **specific construction**, alteration or occupancy proposal for an immovable (SCAOPI)
- **projects subject to** certain provisions of the **urban planning by-law** (ex. extension that exceeds one-third of the site coverage ratio, rooftop structure, areaway, minimum area of a stone cladding, etc.)

CRITERIA AND GENERAL EVALUATION OBJECTIVES

- contribution of the building to the consolidation, preservation or evolution of the built environment
- degree of homogeneity of the immediate environment
- use of the building and its architectural features
- conformity of the project with city guidelines, objectives, plans and policies regarding development, architecture and design
- architectural integration features of the project
- effectiveness and integration features of elements intended to minimize the impact on vehicular and pedestrian traffic in the surrounding environment
- effectiveness of elements intended to reduce the effects of shadow and wind
- potential to enhance public spaces and create a safe environment
- potential to enhance, protect or enrich the architectural, natural or landscape heritage

LEGAL FRAMEWORK AND FORMS

- *By-law concerning site planning and architectural integration programs*
- *By-law concerning urban planning*
- *By-law concerning construction*
- *By-law concerning fees*

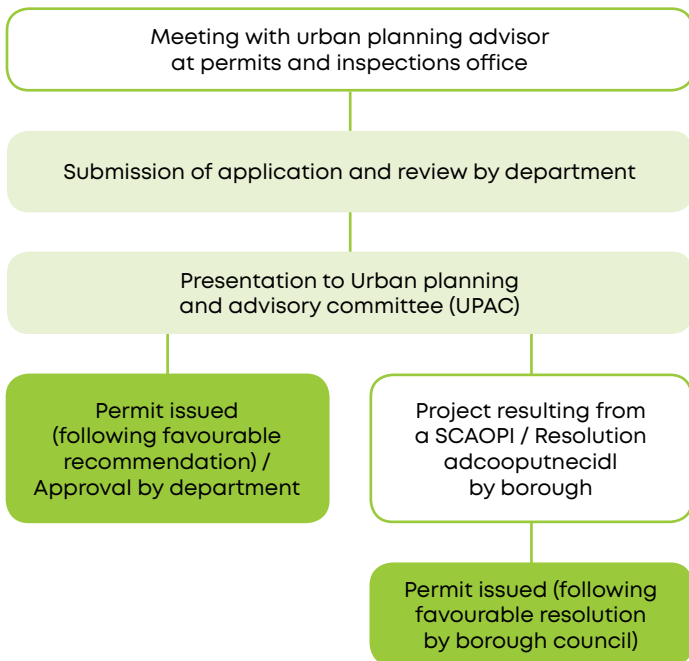
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SPAIP APPLICATION PROCEDURE

PROCESSING THE APPLICATION

Processing and review time is generally **two (2) to three (3) months** from the date the required documents are received and applicable fees paid.



Department: Direction de l'aménagement urbain et des services aux entreprises

SCAOPI: Specific construction, alteration or occupancy proposal for an immovable

For simplification purposes, only the case of an application resulting in a favourable decision is shown.

FOR MORE INFORMATION

– CONTACT DETAILS

Borough of Côte-des-Neiges–Notre-Dame-de-Grâce

Direction de l'aménagement urbain et des services aux entreprises
Division des permis et des inspections
5160 Boulevard Décarie, Bureau 865

OFFICE HOURS

Monday, Tuesday, Thursday and Friday: 8:30 a.m. to noon and 1:30 p.m. to 4:30 p.m.
Wednesday: 1:30 p.m. to 4:30 p.m.

ADDITIONAL INFORMATION

Due to regulatory requirements, no information will be provided over the telephone. Citizens are invited to visit the permits and inspections desk at least one hour prior to closing.

If applicable, when visiting the permits and inspections desk, it is possible to make an appointment with a professional to obtain further information about your proposal within 10 days after the request is submitted.

This info sheet was designed to facilitate understanding of the application procedure and is a summary of the urban planning by-law (01-276) and the By-law concerning site planning and architectural integration programs (RCA07 17121) for the borough of Côte-des-Neiges–Notre-Dame-de-Grâce. In case of any discrepancy, the by-law will prevail.

APPLICATION FORM

SITE PLANNING AND ARCHITECTURAL INTEGRATION PROGRAMS (SPAIPS)

DOCUMENTS AND INFORMATION TO BE SUBMITTED WITH THE SPAIP APPLICATION

- payment of applicable fees
- a power of attorney signed by the owner (if the application is different from the owner, and if the owner has not signed this application)
- proof of residence for each owner (for example, a photocopy of a driver's licence or a Hydro-Québec or Bell bill showing your address)
- a copy of the certificate of location prepared by a land surveyor for an existing structure
- the land development plans showing the layout of existing and proposed structures, outdoor spaces and planted areas, and parking spaces and traffic and service areas, prepared by a professional.
- elevation drawings of the facades or constructions to be built or modified which show the surrounding area (buildings, land, etc.)
- photomontages or perspectives showing the relationship between the proposed structures and the adjacent ones
- proposals for the enhancement of original architectural features
- samples of materials
- project plans: 2 paper copies (11 in x 17 in) and 1 electronic copy are required.

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Name of urban planning advisor consulted
Division des permis et des inspections

.....
Name of professional who processed application
for preliminary review (if applicable)

Declaration:

I, the undersigned, declare that the above information is true and complete and agree to comply with the provisions of the current regulations.

I also authorize the borough to present the plans prepared under this project at the public consultation held by the Urban Planning Advisory Committee, and I waive the confidentiality of the documents and plans tabled.

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SIGNATURE

DATE