



## Specific Construction, Alteration or Occupancy Proposals for Immovables

This info-sheet is a summary of By-law RCA02 17017, governing applications for specific construction, alteration or occupancy proposals for an immovable. Specific proposals are subject to approval by way of referendum by local residents.

### Definition

A specific proposal allows the Borough Council to authorize a specific construction, alteration or occupancy proposal for an immovable if the proposal is at variance with a planning by-law. The specific proposal must conform to the aims of the Master Plan, however.

### Scope of a specific proposal

An application for a specific proposal may concern the provisions of planning by-laws covered in Chapter IV of the *Act respecting land use planning and development*. Applications must conform to the Master Plan, however, and to the provisions of By-law RCA02 17017, governing applications for specific construction, alteration or occupancy proposals for immovables.

### Evaluation criteria

Applications for specific proposals are evaluated on the basis of the following criteria:

- conformity with the Master Plan;
- compatibility of occupancies referred to in the project with the built-up area;
- integration features of the project as regards building coverage, volumetry, density and development of the site;
- advantages of proposals for the integration or demolition of existing structures and those for the preservation or enhancement of original architectural elements;

- advantages of proposals and impact on heritage elements;
- advantages of proposals for the enhancement of exterior spaces and planted areas;
- environmental impact of the project, notably as regards sunlight, wind, noise, fumes and traffic;
- quality of the functional organization of the project, notably as regards parking, accesses and safety;
- advantages of the cultural or social components of the project;
- feasibility of the project according to the implementation schedule.

### Supporting documents

The following documents must be submitted to the borough for review, along with the application:

- the duly completed form;
- payment of the fees set in the applicable by-law;
- survey plan of the lot covered by the project;
- a copy of the title of ownership;
- a copy of the certificate of location for the lot covered by the project;
- a declaration describing the classes of occupation of any building covered by the application.

Within 120 days following the submission of an application, the applicant must provide the following documents:

- the building coverage of existing structures and those to be erected on the lot;

- the proposed types of occupancies of the lot and structures to be erected;
- the planned density of existing structures and those to be erected on the lot;
- the general volumetry and height of existing structures and those to be erected on the lot, and their integration into the built-up area;
- the planned occupancies of public property;
- the proposals for the integration or demolition of original architectural elements;
- the proposals for the development of exterior spaces, and the enhancement of existing and planned planted areas;
- the accesses for motor vehicles and parking spaces;
- the studies for project evaluation with respect to sunlight, wind, traffic, noise and heritage;
- an indication of soil contamination hazards.

## Approval by way of referendum

When a specific proposal concerns standards relating to borough planning, zoning or construction by-laws, the application must be submitted for approval by way of referendum.

## Fees

Non-refundable review fees must be paid when the application is filed. For further information relating to fees, you can call 514 **868-4944**.

## Processing time

Processing and review take approximately six to nine months from the date the documents are filed and the applicable fees paid.