

Through its bylaw governing Site Planning and Architectural Integration Programs (SPAIP), the Borough of Saint-Laurent guides the quality of site planning and the architecture of construction and site development projects in terms of such matters as symmetry, appearance, volumes and integration with adjacent structures. The purpose of the bylaw is to ensure the quality of site planning and architectural integration while taking into account the particularities of each situation.

The SPAIP bylaw comprises objectives and criteria that provide guidelines for construction and site development projects to ensure their integration within the overall context. These objectives and criteria provide an evaluation framework to the Division de l'urbanisme, the Advisory Committee on Planning and the Borough Council.

The SPAIP objectives refer to goals related to site planning and architectural integration, while the criteria determine the ways to implement the objectives and serve to evaluate whether they have been met.

Site design and architectural integration

The use of SPAIP objectives and criteria to evaluate a project allows applicants to adapt their projects with regard to the following elements:

- The architectural conception, including the roof, fenestration, facade articulation, exterior cladding materials, volumes, height, alignment and facade ornamentation.
- The integration of the project with adjacent buildings, street alignment, urban structure, public spaces and the natural environment.
- The landscape design, including the siting of the project in relation to existing trees, enhancing vegetation to cover parking area asphalt surfaces and improve the design quality of outdoor areas.
- The design elements of the site including the location of the building, subdivision, topography, and protection of urban vegetation.
- The minimization of the visibility of mechanical equipment, parking and storage spaces.
- The design of safe pedestrian and vehicular routes such as access to parking spaces across bicycle paths.
- The exterior signage and lighting.

When must a SPAIP request be submitted?

The SPAIP bylaw can require any construction or subdivision project to be approved by the Borough Council. However, SPAIP objectives and criteria differ from one zone to another, and according to the type of project.

The following types of projects are most likely to be subject to a SPAIP procedure:

- New construction
- Modification of the main facade of a building
- Building extension
- Replacement of the exterior cladding of a building
- Signage on commercial streets (Décarie and Poirier sectors)

Exemption

The SPAIP bylaw does not apply to interior renovation projects with no impact on the floor area.

How to obtain SPAIP approval?

At the time a project is submitted, the officer will indicate to the applicant if a SPAIP approval is required. If this is the case, the form, "Request for approval of a Site Planning and Architectural Integration Program", must be filled in and attached to the required documents. These documents must be submitted to the Direction de l'aménagement urbain et des services aux entreprises, located at 777, boulevard Marcel-Laurin.

No fee is charged for a SPAIP request.

Request processing

In order to ensure the project respects the applicable objectives and criteria, it is suggested that the applicant follow these steps:

Step 1: Applicable regulations

The applicant must gather information from a permit issuing officer about the various applicable bylaws, including the zoning, subdivision, demolition and construction bylaws.

Step 2: Applicable SPAIP

The applicant must review the objectives and criteria of the SPAIP applicable to the sector in which the project is situated. Since the SPAIP is not applicable to all zones nor to all project types, it is essential to verify if the proposed project is subject to SPAIP approval.

Step 3: SPAIP request

After having reviewed the applicable regulations, as well as the objectives and criteria guiding the architectural integration of the project, the applicant can submit a request to approve a SPAIP.

An incomplete request will not be processed.



After the request has been received, it is processed according to the following steps:

Step 4: Project evaluation

The plans submitted with the request are analyzed by the permit issuing officer with regard to the *Règlement sur le zonage*, the *Règlement sur la construction et la transformation de bâtiments*, and the National Building Code (NBC). The plans are then transferred to the Division de l'urbanisme so the project can be evaluated against the SPAIP objectives and criteria. The Division de l'urbanisme may contact the applicant if modifications are necessary to improve the site planning and architectural integration of the project.

Step 5: Advisory Committee on Planning (ACP)

If the project is judged to be in conformance with current regulations and after its evaluation by the Division de l'urbanisme, it is submitted to the Advisory Committee on Planning (ACP) for collaboration and evaluation regarding the objectives and criteria of the applicable SPAIP. During a public meeting, committee members issue their recommendations on the project, which are transmitted through the meeting minutes to the Borough Council.

Step 6: Borough Council

After receiving recommendations from ACP members, the project is submitted to Borough Council members for evaluation of the SPAIP. Once the Council judges, by resolution, that the project respects the objectives and criteria of the SPAIP, the resolution is sent to the owner or the applicant.

Step 7: Request for a construction permit or a certificate of authorization

As soon as the owner or the applicant receives the resolution, the permit request can be done by submitting the construction and engineering plans as well as paying the related fees.

Step 8: Issuance of the permit or the authorization certificate

After the conformity analysis, the Division des permis et des inspections can issue the permit or the authorization certificate.

Modifications to a previously approved SPAIP

It is possible to modify a SPAIP that has already been approved. To do so, the form, "Request to modify an approved SPAIP", must be filled in and presented with the required documents for a new evaluation. Everything must be submitted to the Direction de l'aménagement urbain et des services aux entreprises, located at 777, boulevard Marcel-Laurin.

Fees are charged according to the rates in effect.

Additional conditions

If the Borough Council decides it is necessary, a SPAIP may be submitted to public consultation according to the process provided for by law.

Incomplete request

If the submitted information is incomplete or insufficiently detailed, the applicant will be required to present additional information to have the request processed. The date of submittal of the new documents will be considered the project's date of receipt. Incomplete requests will be suspended.

Refusal of a SPAIP request

A request for SPAIP approval may be refused by the Borough Council if it judges that the project does not conform to the objectives and criteria of the applicable SPAIP. In such cases, a copy of the resolution describing the reasons for the refusal is sent to the applicant.



Information: 311 - ville.montreal.qc.ca/saint-laurent/infosheets

Legal framework:

Règlement sur le zonage n° RCA08-08-0001

Règlement sur la régie interne des permis et des certificats n° RCA08-08-0003

Règlement sur la salubrité, l'entretien et la sécurité des logements n° 03-096

Règlement sur les démolitions n° RCA03-08-0002

Règlement sur le lotissement n° RCA08-08-0002

Règlement sur la construction et la transformation de bâtiments n° 11-018

National Building Code (NBC)

Loi sur l'aménagement et l'urbanisme

Notice: Certain specific provisions, not mentioned in this document, may apply. This information sheet has been prepared for the convenience of the reader and has no official status. Text accuracy is not guaranteed. For legal purposes, consult the official French version of the bylaw and all its amendments.



- ▶ **Please complete this form and present it to the address above.**
- ▶ **All fields are mandatory and all required documents must be provided at the time of the application.**
- ▶ **Incomplete applications will not be considered.**

REQUIRED DOCUMENTS FOR THE REQUEST

- A complete and current location certificate, prepared by a land surveyor, including text and scaled plan.
- An up-to-scale site plan and architectural plans (3 copies).
- A scaled landscape plan showing the canopy index (3 copies).
- An electronic version (in dwg, tiff, jpeg or pdf format) of the submitted plans (on a CD).
- A sample of the materials to be used for the exterior finish of the submitted project.
- A power of attorney signed by the property owner if different from the applicant.
- Payment of the permit or the certificate application.
- Payment of the preliminary notice; \$500 payable to Ville de Montréal.
- Others :

You must verify if the proposed project is conforming to the current zoning regulation no RCA08-08-0001.

PROPERTY COVERED BY THE APPLICATION

Full address	Cadastral number (if known)
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PROPOSED PROJECT

Describe the nature of your request

PROPOSED EXTERIOR COVERING MATERIALS, IF APPLICABLE

	Wall of the main frontage	Lateral and rear walls	Roof
Material(s)			
Color(s)			
Code(s)			
Manufacturer(s)			

OWNER

First and last name / Company		
Full address		
Postal code	Phone number (1)	Phone number (2)

APPLICANT

First and last name		
Full address		
Postal code	Phone number (1)	Phone number (2)
E-mail address		

Attach the power of attorney if the applicant is different from the owner.

SIGNATURE OF THE APPLICANT

DATE

OFFICE USE ONLY

ACB responsable :	Transmis au responsable du CCU le :	Initiales
Type de permis ou de certificat d'autorisation	Notes	
<input type="checkbox"/> Avis préliminaire CCU		
<input type="checkbox"/> Permis de construction <input type="checkbox"/> Permis de lotissement		
<input type="checkbox"/> Certificat d'autorisation <input type="checkbox"/> Certificat d'autorisation d'usage		
Dérogation mineure requise : <input type="checkbox"/> Oui <input type="checkbox"/> Non	Transmis à l'agent tech./urba. le :	
Notes	Initiales	



- ▶ **Please complete this form and present it with your payment to the address above.**
- ▶ **All fields are mandatory and all required documents must be provided at the time of the application.**
- ▶ **Incomplete applications will not be considered.**

REQUIRED DOCUMENTS FOR THE REQUEST

- An up-to-scale site plan and architectural plans, if applicable (3 copies).
- An up-to-scale landscape plan showing the canopy index, if applicable (3 copies).
- An electronic version (in dwg, tiff, jpeg or pdf format) of the provided location certificate or plans (on a CD).
- If applicable, a sample of the materials to be used for the exterior finish of the submitted project.
- A cheque **payable to the Ville de Montréal** in the amount of **\$663**.
- A power of attorney signed by the property owner if different from the applicant.
- Others:

It is strongly advised to verify if the proposed project is conform to the current zoning regulation no RCA08-08-0001.

PROPERTY COVERED BY THE APPLICATION

Address	Cadastral number (if known)
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MODIFICATION TO THE PERMIT OR CERTIFICATE SUBJECT TO A SPAIP

Explain why changes have to be made to the approved SPAIP

Describe the proposed changes

PROPOSED EXTERIOR COVERING MATERIALS, IF APPLICABLE

	Wall of the main frontage	Lateral and rear walls	Roof
Material(s)			
Color(s)			
Code(s)			
Manufacturer(s)			

OWNER

Last and first name / Company		
Full address		
Postal code	Phone number (1)	Phone number (2)

APPLICANT

Last and first name		
Full address		
Postal code	Phone number (1)	Phone number (2)
E-mail address		

Attach the power of attorney if the applicant is different from the owner.

SIGNATURE OF THE APPLICANT

DATE

OFFICE USE ONLY

ACB responsable :	Transmis au responsable du CCU le :	Initiales
Type de permis ou de certificat d'autorisation	Chèque fourni : <input type="checkbox"/> Oui <input type="checkbox"/> Non	
<input type="checkbox"/> Permis de construction <input type="checkbox"/> Permis de lotissement	Chèque remis à :	Initiales
<input type="checkbox"/> Certificat d'autorisation d'usage <input type="checkbox"/> Certificat d'autorisation d'usage	Dérogation mineure requise : <input type="checkbox"/> Oui <input type="checkbox"/> Non	
Notes:	Notes :	