

# Regulations

## Amendments to an urban planning bylaw

Urban planning regulations establish standards and are comprised of strict provisions that can limit project development. Moreover, the continual evolution of the built environment and urban issues are not always reflected in bylaws. Consequently, an amendment to urban planning regulations can be requested by providing the Division de l'urbanisme with reasons justifying the desired modification.

**IMPORTANT:** The procedure presented in this document applies solely to bylaws related to zoning, conditional uses, lot subdivisions and Specific Construction, Alteration or Occupancy Proposals for an Immovable (SCAOPI).

### Process

To submit a request for an amendment to a planning bylaw, the form, "Request for an amendment to an urban planning bylaw", must be filled in and attached to the required documents. These documents must be submitted to the Division de l'urbanisme, located at 777, boulevard Marcel-Laurin.

### Costs

Fees are required to process a request and to adopt the draft bylaw.

### Additional documents required

In addition to the form and the documents listed as required in the form, the following documents are also mandatory for a request for an urban planning bylaw amendment:

- A letter from the property owner or applicant presenting the project: affected lot(s), affected building(s), use(s), type(s) of construction, etc.
- A letter from the property owner or applicant indicating the reasons why the project cannot respect existing regulations.

### Procedure

An amendment to an urban planning bylaw is a legal process with a minimum duration of 4 to 6 months, comprising the following steps:

#### *Step 1: Analysis of the request*

The Division de l'urbanisme undertakes an analysis of the submitted documents in light of the following criteria:

- Compatibility of the use or uses proposed by the project with the environment into which it would be inserted.
- Conformance with the objectives of the Montréal Master Plan.
- Impact of the bylaw amendment on the development of Saint-Laurent, and future projects (density, environment, traffic, nuisances, architectural integration, green spaces, socio-cultural development, etc.).
- Options possible to avoid the bylaw amendment and their potential impacts.

#### *Step 2: Agreement in principle*

The Division de l'urbanisme presents a report to the Borough Council detailing the requested bylaw amendments as well as the results of the analysis in order to obtain an agreement in principle. If the agreement is granted, steps 3 to 7 apply.

#### *Step 3: Initial draft bylaw*

During its monthly meeting, the Borough Council adopts the initial draft bylaw. A notice of motion could be given when adopting the first draft.

#### *Step 4: Public consultation (if applicable)*

After adopting the initial draft bylaw, the Borough of Saint-Laurent organizes a public consultation in order to inform residents and corporate citizens of the proposed urban planning bylaw modifications. A public notice indicating the date, location and subject of the consultation is published in the local newspaper.

Note that certain regulatory provisions may be subject to approval by referendum.

#### *Step 5: Second draft bylaw (if applicable)*

At a session following the public consultation, the Borough Council adopts a second draft bylaw which may include modifications resulting from the consultation.

#### *Step 6: Approval by referendum (if applicable)*

If the referendum approval process applies, there are two possible scenarios:

- The Borough Council adopts the draft bylaw with changes if a valid request for approval by referendum has been received.
- The Borough Council adopts the draft bylaw without changes in cases where no request has been received.

A public notice indicating application of the referendum approval process is published in the local newspaper.

#### *Step 7: Effective date*

Approximately 2 weeks after adoption of the bylaw, the new regulatory provisions come into effect.



Information: 311 – [ville.montreal.qc.ca/saint-laurent/infosheets](http://ville.montreal.qc.ca/saint-laurent/infosheets)

#### Legal framework:

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

Règlement sur les tarifs n° RCA18-08-1

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 with your payment to the address above.

▶ All fiels are mandatory and all required documents must be provided at the time of the application.

▶ Incomplete applications will not be considered.

▶ The present application in no way obliges the Ville de Montréal to accept the amendment to an urban planning bylaw by resolution.

REQUIRED DOCUMENTS

☐ 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, costs and phases of the submitted project.

☐ An up-to-scale landscape plan showing the canopy index, if applicable.

☐ An electronic version (in dwg, tiff or jpg format) of the provided location certificate or plans (on a CD).

☐ A power of attorney signed by the property owner if different from the applicant.

☐ A cheque **payable to the Ville de Montréal** in the amount of **\$2 295** for the analysis.

Note:

If the City council approves the request after the analysis, a cheque **payable to the Ville de Montréal** in the amount of **\$4 488** has to be provided for the amendment to an urban planning bylaw.

☐ Others (lease, promise to buy, etc.):

PROPERTY COVERED BY THE APPLICATION

Address	Cadastral number (if known)
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BYLAW COVERED BY THE APPLICATION

☐ Zoning bylaw

☐ Parcelling bylaw

☐ Conditional use bylaw

PURPOSE OF THE APPLICATION

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 APPLICANT

DATE

OFFICE USE ONLY	
Étude effectuée par :	Notes :
Chèque de 2 295 \$ fourni (étude) : <input type="checkbox"/> Oui <input type="checkbox"/> Non	
Chèque transmis à :	
Chèque de 4 488 \$ fourni (résolution) : <input type="checkbox"/> Oui <input type="checkbox"/> Non	
Chèque transmis à :	