

Regulations

Specific Construction, Alteration or Occupancy Proposal for an Immovable (SCAOPI)

A Specific Construction, Alteration or Occupancy Proposal for an Immovable is a regulatory tool that allows the authorization of projects which would not respect certain provisions of current regulations due to particular characteristics such as location, use, and construction.

This tool facilitates land development and the better integration of projects into the urban form, while respecting the objectives of the Montréal Master Plan. This allows for the incorporation into a project of conditions not prescribed by the regulations, e.g., sustainable development principles.

The SCAOPI is prepared and attached to the project in question, providing some flexibility and improving its social acceptability and its insertion in the surrounding area.

Process

To submit a request for a SCAOPI, the form, "Request for authorization of a Specific Construction, Alteration or Occupancy Proposal for an Immovable", 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.

Costs

Fees are required to process a request and to adopt a resolution by the Borough Council.

Additional documents required

In addition to the documents listed in the form, the following documents are also mandatory for a SCAOPI request:

- 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.
- A plan indicating the proposed layout of the lot(s) subject to the request as well as that of adjacent lots, located within 100 m.
- If a portion of the property in question is rented, supplementary documents must also be submitted, such as a list of tenants during the last 12 months before the request, rent costs, lease expiry dates, and a declaration of compensatory and relocation measures planned.
- Photos of the lot and/or the building in question as well as photos of the lots and/or buildings located within 100 m.
- Proposals to conserve and refurbish the original architectural elements of existing structures, if any.
- Proposals to demolish existing structures, if any.

- Vehicular access and loading areas, as well as traffic signals and signage for pedestrians and vehicles.
- Environmental impact studies, including nuisances, tree characteristics, shading, wind, noise, odours, traffic, surface water drainage and erosion control.
- A plan indicating topography, wetlands, wooded areas, and waterways.
- In the case of a project requiring infrastructure work, the following documents must be provided:
 - A draft agreement between the property owner and the Borough determining how the infrastructure work will be completed and the project's financial arrangements.
 - A survey plan showing the proposed building accompanied by plans indicating the necessary infrastructure.
 - A table indicating the costs of realizing the project, as well as the attribution of costs between the different parties involved.
- Any other document relevant for analysis of the project.

Evaluation procedure

The request receipt date is the date when all required documents have been submitted.

Step 1: Analysis of the request

Once a request has been received, the Direction de l'aménagement urbain et des services aux entreprises will analyze the project and identify items of non-conformance with regard to the following: The *Règlement sur le zonage*, the *Règlement sur le lotissement*, the *Règlement de sur la construction et de la transformation de bâtiments*, as well as the *Règlement sur la régie interne des permis et des certificats*.

Step 2: Advisory Committee on Planning (ACP)

The analysis of the proposal is submitted to the Advisory Committee on Planning (ACP), which is tasked with evaluating the project according to the following criteria:

- The compatibility of the use or uses proposed by the project with the environment into which it would be inserted.
- The site, volume, density and design integration of the project in its setting.
- The benefits of proposals to integrate existing structures and refurbish original architectural elements.
- The benefits of design proposals for outdoor spaces and vegetation.



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- The environmental impacts of the project including noise, wind, shading, and traffic.
- The environmental performance of the project.
- The quality of the exterior organization of the project: vehicular access, parking spaces, recycling/collection bins, ancillary buildings, storage spaces, as well as loading and unloading docks and areas.
- The integration of the project to existing infrastructure systems.
- The cultural and social advantages of the project.
- The feasibility of the project within the proposed schedule.

Step 3: Opinion of the Advisory Committee on Planning (ACP)

The ACP transmits its opinion to the Borough Council. If its decision is negative, the ACP indicates the reasons behind its refusal of the project, if any. It can also suggest modifications allowing the project to better meet the evaluation criteria.

Note that the request for a construction permit must be done after this step.

Step 4: Borough Council

Following receipt of the ACP opinion, the Borough Council makes a decision, either approving the project or not. This decision is made in a resolution that can contain additional conditions related to the project or the reasons for its refusal, as appropriate. Then, the initial draft resolution can be adopted.

Step 5: Public consultation

The Borough of Saint-Laurent organizes a public consultation meeting to inform its citizens on the project. A public notice is published in the local newspaper 7 days before the meeting.

Step 6: Adoption of the resolution

After the public consultation, the Borough Council adopts the second draft resolution authorizing the SCAOPI request, with necessary modifications, if any.

Step 7: Issuance of the permit

The Borough Council resolution is sent to the Division des permis et des inspections so that the construction permit can be issued.



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

Legal framework:

Règlement sur les Projets particuliers de construction, de modification ou d'occupation d'un immeuble n° RCA10-08-5

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.



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Téléphone : 514 855-6000
Télécopieur : 514 855-5959



DIRECTION DE L'AMÉNAGEMENT URBAIN
ET DES SERVICES AUX ENTREPRISES

APPLICATION FOR SPECIFIC CONSTRUCTION, ALTERATION
OR OCCUPANCY PROPOSALS
FOR AN IMMOVABLE

- ▶ 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.
- ▶ The present application in no way obliges the Ville de Montréal to accept the specific construction, alteration or occupancy proposal for an immovable 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 (2 copies).
- ☐ An up-to-scale landscape plan showing the canopy index (2 copies).
- ☐ 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 Ville de Montréal** in the amount of **\$2 295 for the analysis**.
Note : If the City council approves the request after the analysis, an additional cheque **payable to Ville de Montréal** will be required for :
occupation project (\$2 180) – project inferior to 500 sq m (\$2 180) – project of 501 to 4 999 sq m (\$10 910) – project of 5 000 to 9 999 sq m (\$16 457) – project of 10 000 to 24 999 sq m (\$19 108) – project more than 25 000 sq m (\$29 405).
- ☐ Others (lease, promise to buy, etc.):

PROPERTY COVERED BY THE APPLICATION

Address	Cadastral number (if known)
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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 THE APPLICANT

DATE

OFFICE USE ONLY

PEP responsable :	Notes :
Étude effectuée par :	
Chèque fourni (étude) : <input type="checkbox"/> Oui <input type="checkbox"/> Non	
Chèque transmis à :	
Chèque fourni (résolution) : <input type="checkbox"/> Oui <input type="checkbox"/> Non	
Chèque transmis à :	