

# Regulations

## Conditional uses

A conditional use permit is a regulatory tool that allows – under certain conditions – a use in one or several zones in which it is not permitted by the regulations in effect. The *Règlement sur les usages conditionnels* introduces flexibility to regulations by promoting a greater mix of uses while ensuring the best integration of the use into its surrounding environment.

### Process

To present a conditional use request, the form, "Request for authorization of a conditional use" 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 required documents

In addition to the documents listed in the form, the following documents are also mandatory when requesting authorization for a conditional use:

- A description of the desired use of the building for each suite or room, indicating their areas.
- A plan indicating parking areas, number of parking spaces, circulation lanes, vehicular access points and vehicular routes.
- Photographs of the property for which the request is being made.

### Eligibility

In order for a conditional use request to be acceptable, the use must be listed in the *Règlement sur les usages conditionnels*. Otherwise, a bylaw amendment will be necessary. For more information, consult the information sheet, "Regulations: Amendment to an urban planning bylaw".

### Request processing

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

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

Once this request is been received, the Direction de l'aménagement urbain et des services aux entreprises undertakes an analysis following the criteria established by the *Règlement sur les usages conditionnels*.

#### *Step 2: Advisory Committee on Planning (ACP)*

The project is presented to the Advisory Committee on Planning (ACP) for an evaluation using the criteria mentioned in step 1, and taking into account the following elements:

- The location of the use in the zone, on the lot and within the building involved.

- The compatibility of the proposed use with the surrounding environment and contiguous zones.
- The nature and degree of concentration of existing uses in the sector or building.
- Access to the lot or the interior of the building.
- The characteristics of the building, such as the design and use of exterior spaces.
- The quality of architectural integration of the project within its surroundings as well as the arrangement and occupation of exterior spaces.
- Traffic volume generated by the project.
- Nuisances generated by the project: vibration, odours, dust, noise, light, etc.
- Intensity of use: floor area, number of employees, volume of clients and hours of operation.

#### *Step 3: Borough Council*

The ACP transmits its recommendation to the Borough Council, which, by resolution, can either accept or refuse the conditional use request.

#### *Step 4: Issuance of the permit*

The Borough Council's resolution is sent to the Division des permis et des inspections of the Direction de l'aménagement urbain et des services aux entreprises, which issues the permit and/or certificate of authorization if the project is accepted.

### Cancellation of a conditional use

A conditional use can lose its authorization in the following situations:

- Termination of use.
- The conditional use is not operated within 12 months following issuance of the permit and/or certificate of authorization.
- The conditions required for the use are not respected

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

#### Legal framework:

Règlement sur les usages conditionnels n° RCA06-08-0020  
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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Saint-Laurent (Québec) H4M 2M7  
Téléphone : 514 855-6000  
Télécopieur : 514 855-5959



DIRECTION DE L'AMÉNAGEMENT URBAIN  
ET DES SERVICES AUX ENTREPRISES  
APPLICATION FOR CONDITIONAL USE PERMIT

- ▶ 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.

DOCUMENTS REQUIS

- ☐ A complete and current certificate of location, prepared by a land surveyor, including text and scaled plan.
- ☐ A site plan and architectural plans at scale, the costs and phases of the submitted project.
- ☐ A plan indicating the parking area with the number of parking required for the building, the circulation lanes and the vehicular acceses.
- ☐ A landscape plan showing the increase ratio of green space per site, the existing trees and the trees that will be planted and the canopy index of those trees.
- ☐ 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 1 856 \$.
- ☐ 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

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

Étude effectuée par :	Notes :
Chèque de 1 856 \$ fourni : <input type="checkbox"/> Oui <input type="checkbox"/> Non	
Chèque transmis à :	
Numéro d'article permettant la demande :	