

EXEMPTION SPECIFIC CONSTRUCTION, ALTERATION OR OCCUPANCY PROPOSAL FOR AN IMMOVABLE (SCAOPI)

AN EXEMPTION THAT ALLOWS PROJECTS WHICH ARE AT VARIANCE WITH THE BOROUGH'S URBAN PLANNING BY-LAWS TO PROCEED, WITHOUT IT BEING NECESSARY TO MODIFY APPLICABLE STANDARDS FOR AN ENTIRE ZONE OR THE ENTIRE TERRITORY. THE PROCEDURE PROVIDES A FRAMEWORK FOR URBAN DEVELOPMENT ON A CASE-BY-CASE BASIS AND ALLOWS THE BOROUGH COUNCIL TO ENSURE THAT PROJECTS ARE OF HIGH QUALITY AND THAT THEIR IMPACT ON THE CITY IS IN HARMONY WITH THE BUILT ENVIRONMENT. IT IS PARTICULARLY SUITABLE FOR LARGE-SCALE OR COMPLEX PROJECTS.

GENERAL EVALUATION CRITERIA

- **compatibility** of the proposed occupancies with the surrounding environment
- **integration features** of the proposal with regard to location, volumetry, density and site development
- **benefits** of proposals to **integrate** or **demolish** existing structures and to preserve or enhance **original architectural** features
- **benefits** of proposals and impact on **heritage features**

- **benefits** of proposals to enhance **outdoor spaces and planted areas**
- **environmental impact** of the proposal, particularly with regard to sun, wind, noise, fumes and traffic
- quality of the functional organization of the proposal, particularly with regard to **parking, access and security**
- benefits of the **cultural or social components** of the project
- feasibility of the project within the **proposed timeframe**
- integration of **universal accessibility** into the project

Must comply with the objectives and provisions of Montréal's Urban Master Plan and the Schéma d'aménagement et de développement de l'agglomération de Montréal.

LEGAL FRAMEWORK AND FORMS

- By-law concerning urban planning
- By-law on specific construction, alteration or occupancy proposals for an immovable
- By-law concerning fees
- Preliminary review application form
- Specific construction (SCAOPI) application form — pages 3 and 4

This info sheet is a summary of the By-law on specific construction, alteration or occupancy proposals for an immovable (RCA02 17017). In case of any discrepancy, the by-law will prevail.

URBAN PLANNING INFO SHEET

DISCRETIONARY REGULATORY TOOLS IN URBAN PLANNING

SCAOPI APPLICATION PROCEDURE

PROCESSING THE APPLICATION

Processing and review time is generally **six (6) to nine (9) months** from the date the required documents are received and the applicable fees paid.



Department: Direction de l'aménagement urbain et des services aux entreprises

For simplification purposes, only the case of an application resulting in a favourable decision is shown.

PRELIMINARY REVIEW

It is recommended that you complete an application for preliminary review to verify that your application complies with the general guidelines, plans and strategies of the municipality before seeking an assessment by the Urban planning advisory committee (UPAC). For more information, see the urban planning info sheet regarding applications for preliminary review.

FOR MORE INFORMATION – CONTACT DETAILS

Borough of Côte-des-Neiges–Notre-Dame-de-Grâce
Direction de l'aménagement urbain et des services aux entreprises
Division des permis et des inspections
5160 Boulevard Décarie, Bureau 865

OFFICE HOURS

Monday, Tuesday, Thursday and Friday: 8:30 a.m. to noon and 1:30 p.m. to 4:30 p.m.
Wednesday: 1:30 p.m. to 4:30 p.m.

ADDITIONAL INFORMATION

Due to regulatory requirements, no information will be provided over the telephone. Citizens are invited to visit the permits and inspections desk at least one hour prior to closing.

If applicable, when visiting the permits and inspections desk, it is possible to make an appointment with a professional to obtain further information about your proposal within 10 days after the request is submitted.

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SPECIFIC CONSTRUCTION, ALTERATION OR OCCUPANCY PROPOSAL FOR AN IMMOVABLE (SCAOPI)

Company name

Last and first name

Address

Telephone

Email address

Address (or lot number)

APPLICATION FORM

SPECIFIC CONSTRUCTION, ALTERATION OR OCCUPANCY PROPOSAL FOR AN IMMOVABLE (SCAOPI)

DOCUMENTS AND INFORMATION TO BE SUBMITTED WITH THE APPLICATION

- ☐ the duly completed and signed application form (both sides)
- ☐ payment of applicable fees
- ☐ proof of residence for each owner (for example, a photocopy of a driver's licence or a Hydro-Québec or Bell bill showing your address)
- ☐ a power of attorney signed by the owner (if the applicant is different from the owner, and if the owner has not signed this application)
- ☐ a copy of the certificate of location prepared by a land surveyor
- ☐ a site plan prepared by a professional for a proposed structure
- ☐ a document outlining the reasons for the application and a description of the intended use (see page 3 of this form)
- ☐ elevation drawings of the facades or structures to be built or modified which show the surrounding area (buildings, land, etc.)
- ☐ photomontages or perspectives showing the relationship between the proposed structures and the adjacent ones
- ☐ for an occupancy of an existing building, a plan showing the work that will be done to ensure the building complies with the intended use, as well as a report from a professional certifying that the modified building will meet the applicable building code requirements
- ☐ a list of tenants for the 12 months prior to the date the application is submitted, rent amounts, lease terms and a statement detailing plans for the transfer and compensation of tenants
- ☐ occupancies of public land shown on a plan, if applicable
- ☐ a plan showing vehicular and pedestrian access (including universal access) and parking spaces and access ramps, as well as wheelchair ramps, if applicable
- ☐ proposals for the enhancement of original architectural features
- ☐ studies necessary to evaluate the project with regard to sun, wind, noise, fumes and heritage
- ☐ an indication of the risk of soil contamination
- ☐ project plans: 2 paper copies (11 in x 17 in) and 1 electronic copy are required

For a thorough evaluation of the application, additional documents or information may be required. You are therefore advised to provide as much information as possible to facilitate the evaluation of your proposal. This will allow the members of the Urban planning advisory committee (UPAC) to make an informed recommendation to the borough council.

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Name of urban planning advisor consulted
Division des permis et des inspections

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Name of professional who processed application
for preliminary review (if applicable)

Declaration:

I, the undersigned, declare that the above information is true and complete and agree to comply with the provisions of the current regulations.

I also authorize the borough to present the plans prepared under this project at the public consultation held by the Urban Planning Advisory Committee, and I waive the confidentiality of the documents and plans tabled.

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SIGNATURE

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DATE