

URBAN PLANNING INFO SHEET

DISCRETIONARY REGULATORY TOOLS IN URBAN PLANNING

EXEMPTION PARKING EXEMPTION

AN **EXEMPTION** THAT WAIVES THE REQUIREMENT TO PROVIDE AND MAINTAIN THE MINIMUM NUMBER OF PARKING SPACES REQUIRED BY REGULATIONS IN EXCHANGE FOR A **FEE**. IT IS CONDITIONAL UPON COMPLIANCE WITH CERTAIN CRITERIA.

FEES

Exemptions are subject to payment of a **fee**, which is calculated by multiplying the number of exempted parking units by an amount determined by the regulations. The **fee** is **payable upon issuance** of the building or alteration **permit**.

Please note that no payment is required if the application for exemption is filed by an organisation which is eligible for the AccèsLogis Québec program and which has received a confirmation of financial assistance under the program from the Société d'habitation du Québec through the city.

ELIGIBILITY

Evaluation criteria:

- the special nature of the situation;
- the inconvenience caused to the applicant by the enforcement of by-law provisions with regard to the required number of parking units;
- the impact on the availability of parking spaces in the area.

WHAT ARE THE FEES USED FOR?

Fees are used to purchase and develop properties which are used to improve the availability of public parking.

LEGAL FRAMEWORK AND FORMS

- *By-law on exemptions respecting parking units*
- *By-law concerning fees*
- *Parking exemption application form — pages 3 and 4*

This info sheet is a summary of the city By-law on exemptions respecting parking units (5984). In case of any discrepancy, the by-law will prevail.

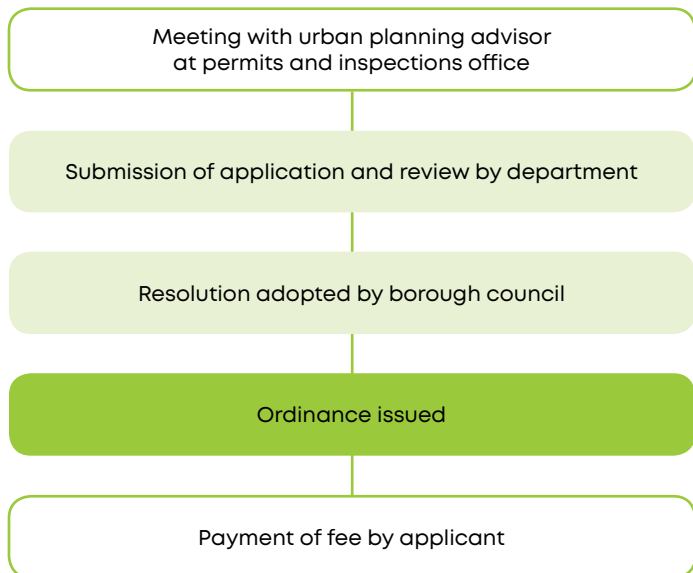
URBAN PLANNING INFO SHEET

DISCRETIONARY REGULATORY TOOLS IN URBAN PLANNING

PARKING EXEMPTION APPLICATION PROCEDURE

PROCESSING THE APPLICATION

Processing and review time is generally **one (1) to two (2) months** from the date the required documents are received and the applicable fees paid.



Department: Urban planning and business services department

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.

This info sheet is a summary of the city By-law on exemptions respecting parking units (5984). In case of any discrepancy, the by-law will prevail.

PARKING EXEMPTION

☐ Owner

☐ Applicant (if different from owner)

Company name

Last and first name

Address

Telephone

Email address

Address (or lot number)

APPLICATION FORM

PARKING EXEMPTION

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)
- ☐ the floor area of the building before and after completion of the work
- ☐ the plan showing vehicular and pedestrian access and parking spaces (including the number before and after completion of the work)
- ☐ 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.

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

.....
Name of professional who processed the application
for preliminary review (if applicable)
Division urbanisme

Declaration:

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

.....
SIGNATURE

.....
DATE