

URBAN PLANNING INFO SHEET

DISCRETIONARY REGULATORY TOOLS IN URBAN PLANNING

APPLICATION FOR PRELIMINARY REVIEW

AN **ADMINISTRATIVE PROCEDURE** THAT ALLOWS PROJECTS WHICH MAY BE ELIGIBLE FOR AN EXEMPTION TO UNDERGO A PRELIMINARY REVIEW BEFORE A FORMAL APPLICATION IS SUBMITTED. FOR PROJECTS THAT DO NOT COMPLY WITH THE GUIDELINES PROVIDED IN THE URBAN PLANNING BY-LAW, IT MAY BE POSSIBLE FOR APPROVAL TO BE GRANTED USING DISCRETIONARY URBAN PLANNING TOOLS. THE PROCEDURE **MAKES IT POSSIBLE TO EVALUATE THE ADVISABILITY OF EACH FORMAL EXEMPTION PROCEDURE AND TO GUIDE APPLICANTS IN THE EARLY STAGES OF THEIR PROJECT.**

TYPES OF EXEMPTIONS THAT MAY BE ELIGIBLE FOR PRELIMINARY REVIEW

- ☐ Zoning modification
- ☐ Minor exemption
- ☐ Conditional use
- ☐ Daycare
- ☐ Specific construction, alteration or occupancy proposal for an immovable (SCAOPI)
- ☐ Application in accordance with section 89 of the Montréal City Charter

EVALUATION OF THE APPLICATION

Applications are evaluated according to the applicable criteria for exemption applications, which must be appropriate for the project and the circumstances of the application. The department may seek an informal review by the Urban planning advisory committee (UPAC) before informing the applicant of its assessment. The applicant will then receive a letter from the department outlining its assessment and indicating the exemption procedure the department deems most appropriate, as well as any conditions and recommendations, if applicable.

PROCESSING THE APPLICATION

Processing and review time is generally **two (2) to three (3) months** from the date the required documents are received and the applicable fees paid.

LEGAL FRAMEWORK AND FORMS

- *By-law concerning urban planning*
- *By-law concerning fees*
- *Preliminary review application form – pages 3 and 4*

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.

PRELIMINARY REVIEW APPLICATION FORM

IDENTIFICATION

☐ Owner

☐ Applicant (if different from owner)

Company name

Last and first name

Address

Telephone

Email address

INTENDED LOCATION

Address (or lot number)

REGULATORY PROVISIONS THAT CANNOT BE COMPLIED WITH

Section(s)

By-law number(s)

USE OF BUILDING

Current

Intended

DESCRIPTION AND JUSTIFICATION FOR THE APPLICATION *(attach documents if necessary)*

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IMPACT OF THE PROJECT ON THE SURROUNDING AREA

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PRELIMINARY REVIEW APPLICATION FORM

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 with 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 land surveyor for a proposed structure
- ☐ a document outlining the reasons for the application and a description of the intended use (see pages 3 and 4 of this form)
- ☐ the preliminary plans, including:
 - 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
 - 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
- ☐ 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 in order to facilitate the evaluation of your proposal. This will allow members of the Urban planning advisory committee (UPAC) to make an informed decision 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

DATE