

URBAN PLANNING INFO SHEET

DISCRETIONARY REGULATORY TOOLS IN URBAN PLANNING

EXEMPTION CONDITIONAL USES

AN **EXEMPTION** THAT INTRODUCES FLEXIBILITY TO **URBAN PLANNING REGULATIONS** BY AUTHORIZING CERTAIN USES THAT ARE COMPATIBLE WITH THE SURROUNDING ENVIRONMENT AND PRESCRIBING CONDITIONS ON A CASE-BY-CASE BASIS.

TYPES OF AUTHORIZED CONDITIONAL USES

- **Licensed drinking establishment: attached to a campus**
- **Career college:** in complementary use with educational or cultural facilities (ex. elementary or preschool, high school, daycare, library or cultural centre)
- **Place of worship:** in a building where heavy commerce and light industry are permitted, and in complementary use with an industrial use
- **Temporary off-site parking lot:** for example, an institution while work is being completed
- **Antenna on public property:** for example, an antenna installed on street furniture
- **Antenna over 10 metres in height:** in an area where the use of heavy commerce is permitted

GENERAL EVALUATION CRITERIA

Conditional uses are evaluated on the basis of various criteria, depending on the type of use requested. Generally, a conditional use must satisfy the following criteria:

- **the compatibility** of the use with the surrounding environment;
- **the degree of integration** of the project into the surrounding environment with regard to the appearance of the structure, development and the occupancy of outdoor spaces;
- the possibility that the building will be used **for purposes permitted** under the urban planning by-law **again in the future**;
- **the scale** of the necessary modifications;
- the presence of similar **occupancies** within the same area;
- the **area reserved** or intended for the **use**.

All uses must comply with the objectives and provisions of the 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 concerning conditional uses*
- *By-law concerning fees*
- *Preliminary review application form*
- *Conditional use application form — pages 3 and 4*

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

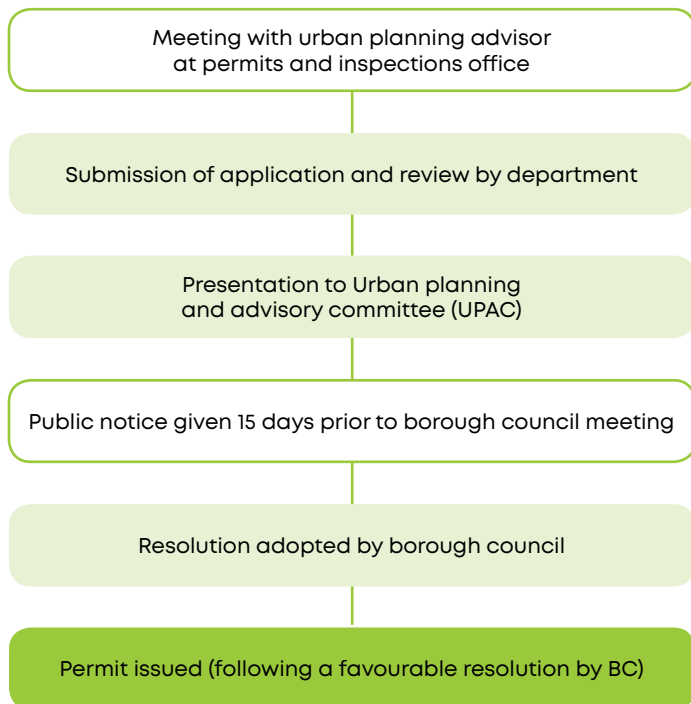
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CONDITIONAL USE APPLICATION PROCEDURE

PROCESSING THE APPLICATION

Processing and review time is generally **three (3) to four (4) 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

BC: Borough council

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.

This info sheet was designed to facilitate understanding of the application procedure and is a summary of the By-law concerning conditional uses (RCA06 17097) of the borough of Côte-des-Neiges–Notre-Dame-de-Grâce. In case of any discrepancy, the by-law will prevail.

APPLICATION FORM

CONDITIONAL USE

IDENTIFICATION

☐ Owner

☐ Applicant (if different from owner)

Company name

Last and first name

Address

Telephone

Email address

INTENDED LOCATION

Address (or lot number)

TYPE OF INTENDED CONDITIONAL USE

☐ Licenced drinking establishment

☐ Career college

☐ Place of worship

☐ Temporary off-site parking lot

☐ Antenna on public property

☐ Antenna over 10 metres in height

Building level

Requested floor space

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

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APPLICATION FORM

CONDITIONAL USE

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 conditional 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