

URBAN PLANNING INFO SHEET

DISCRETIONARY REGULATORY TOOLS IN URBAN PLANNING

EXEMPTION DEMOLITION OF IMMOVABLES

IT IS **PROHIBITED** TO CARRY OUT **DEMOLITION** WORK ON A BUILDING **WITHOUT** FIRST OBTAINING A **PERMIT**. DEPENDING ON THE NATURE OF THE PROJECT, THE APPLICATION FOR A DEMOLITION PERMIT MAY BE SUBJECT TO **APPROVAL** BY THE DEMOLITION COMMITTEE.

WORK SUBJECT TO THE DEMOLITION COMMITTEE

All work that entails the demolition of more than 50 per cent of the total area spanned by the exterior walls and roof is subject to approval by the demolition committee. Nevertheless, some work may not be subject to approval by the committee, in accordance with section 6.1 of the By-law concerning the demolition of immovables.

THE COMMITTEE'S MANDATE INVOLVES

Protecting buildings that may be of architectural, historical, or heritage value and **overseeing the replacement project**, while allowing the demolition committee to impose conditions on the demolition and replacement project (timeframe for completion, conditions for relocating tenants, monetary guarantee, quality of the replacement project, etc.).

The committee will authorize the demolition if it is convinced of the advisability of the demolition, taking into account **public interest** and the **interests of the parties**.

THE COMMITTEE MAY

- Establish the timeframe within which demolition work must be undertaken and completed
- Establish any conditions relative to the demolition.

GENERAL CRITERIA

The demolition committee must consider:

- The condition of the building for which the applicable is submitted
- The deterioration of the architectural appearance, aesthetic character or quality of life of the area
- The cost of restoration
- Planned use of the bare ground
- The harm caused to tenants
- The housing needs in the area and the possibility of relocating tenants

LEGAL FRAMEWORK AND FORMS

- *By-law concerning the demolition of immovables*
- *By-law concerning urban planning*
- *By-law concerning fees*
- *Demolition application form— pages 3 and 4*

This info sheet is a summary of the By-law concerning the demolition of immovables (RCA 17009) of the borough of Côte-des-Neiges–Notre-Dame-de-Grâce. In case of any discrepancy, the by-law will prevail.

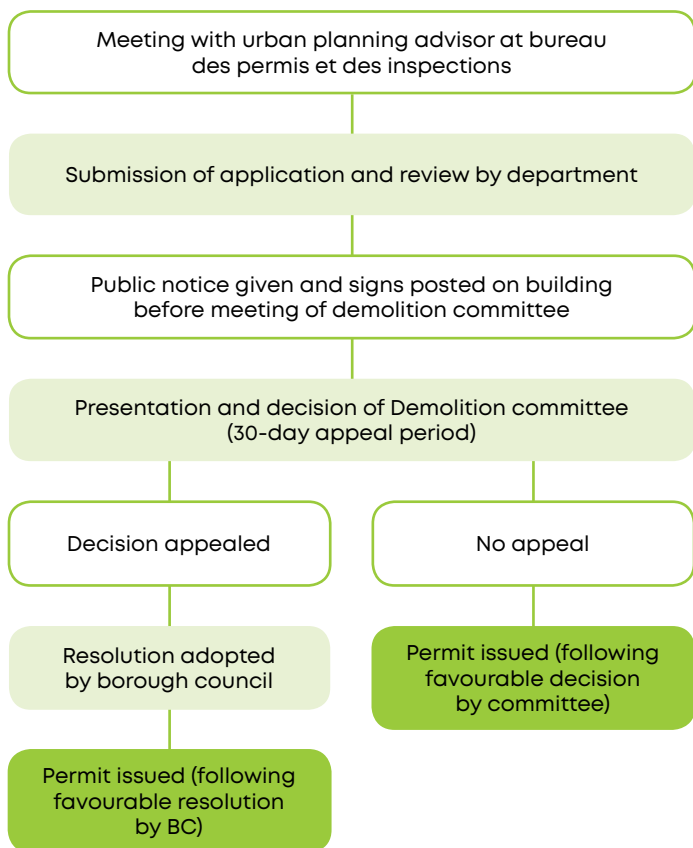
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DEMOLITION APPLICATION PROCEDURE – APPROVAL BY THE DEMOLITION COMMITTEE

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

BC: Borough council CA

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

HERITAGE EVALUATION

As part of the demolition evaluation process, a heritage evaluation may be required to assess the value of the building based on its architectural, symbolic, historical, artistic, aesthetic and contextual features.

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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DEMOLITION APPLICATION FORM – APPROVAL BY THE DEMOLITION COMMITTEE

☐ Owner ☐ Applicant (if different from owner)

Email address

Address (or lot number)

APPLICATION FORM

DEMOLITION APPLICATION FORM – APPROVAL BY THE DEMOLITION COMMITTEE

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 document outlining the reasons for the application and a description of the current and intended use (see page 3 of this form)
- ☐ a copy of the certificate of location prepared by a land surveyor
- ☐ photographs of the building (interior and exterior) and the surrounding area
- ☐ the replacement project plans, including the following documents:
 - a copy of the certificate of location prepared by a land surveyor
 - a site plan prepared by a professional for a proposed structure
 - 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

Current number of dwelling units	Date on which the building became vacant
Number and area of non-residential uses	Timeframe for demolition and reconstruction work, if applicable
Plans to relocate residential tenants
.....

- ☐ project plans: 2 paper copies (11 in x 17 in) and 1 electronic copy are required.

Pour la bonne compréhension de la demande, tout document ou information supplémentaire pourrait être exigé. Nous vous invitons alors à remettre le plus d'information possible afin de faciliter la compréhension de votre projet, ce qui permettra aux membres du Comité de démolition de rendre une décision éclairée.

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

.....
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