

Regulations

Occupation of the public domain

To ensure the fair and safe use of the public domain, the Borough of Saint-Laurent has adopted regulations to manage any occupation of the public domain, whether temporary, periodic or permanent

A permit from the Borough is required prior to occupying the public domain, which includes streets, alleys, squares, central medians, etc.

Process

To submit a request for the **temporary** occupation of the public domain, the form, "Application for a permit for the use of public property", must be filled in and attached to the required documents. These documents must be submitted to the Citizens' Office, located at 777, boulevard Marcel-Laurin, at least 5 days before the proposed occupation start date.

In the case of a request for **periodic** or **permanent** occupation of the public domain, it is necessary to obtain information about the process to be followed at the Citizens' Office, in person at the address listed above, or by telephoning 311.

Costs

Fees are required to process a request.

Types of public domain occupation

The type of public domain occupation is determined by its duration:

- Temporary occupation: From 1 day to 12 continuous months (single occurrence)
- Periodic occupation: Maximum: 7 continuous months (several consecutive years)
- Permanent occupation: More than one year

Temporary occupation

Temporary occupation of the public domain relates to:

- Placement of a container;
- Vehicle parked by a contractor at a time prohibited by signage;
- Installation of a debris chute;
- Presence of equipment or materials on the road, on the sidewalk or in an alley;
- Temporary closing of a public road to traffic due to work.

Certain restrictions may apply, including time periods if a busy artery is affected.

Temporary occupation for residential moves is tolerated. Sidewalks must remain open, to allow pedestrians to pass at all times. No signage is provided by the Borough.

Periodic occupation

Periodic occupation of the public domain relates to:

- Sidewalk cafés, when authorized by regulations;
- Bicycle stands.

Permanent occupation

Permanent occupation of the public domain relates to:

- Encroachment by a building;
- Encroachment by a structural projection;
- A structure built in the excess right-of-way portion of the public domain;
- A rain gauge station or other installation of public utility;
- Cables, poles, pipes, conduits and other similar elements;
- A tunnel or underground parking;
- A permanent above-ground shelter.

General provisions

A permit for the occupation of the public domain is subject to the following conditions:

- The permit holder is responsible for any damage to property or persons caused by the occupation.
- At the end of each time period in which the public domain is occupied, the permit holder must ensure that the space is completely emptied and must remove any resultant debris.
- The occupation of the public domain must be covered by civil liability insurance during the entire time period of the planned occupation, with coverage indexed every five years according to a rate determined by the Borough.

Revocation

The Borough of Saint-Laurent reserves the right to revoke any permit delivered for public domain occupation. In such cases, the permit holder will receive a notice about this decision and must clear the occupied space within the time period set by the Borough.

Removal

At any time, the Borough of Saint-Laurent may decide to remove a structure or installation occupying the public domain, in the following situations:

- The occupation permit does not exist, has expired, was refused or revoked.
- The occupation of the public domain presents a danger for passersby or nearby structures.
- The occupation permit holder has not respected the conditions under which it was issued.
- The Borough has an urgent need to use the space for its own purposes.



Information: 311 - ville.montreal.qc.ca/saint-laurent/infosheets

Legal framework:

Règlement sur l'occupation du domaine public n° RCA07-08-0014

Règlement sur les tarifs n° RCA14-08-1

Notice: Certain specific provisions, not mentioned in this document, may apply. This information sheet has been prepared for the convenience of the reader and has no official status. Text accuracy is not guaranteed. For legal purposes, consult the official French version of the bylaw and all its amendments.

DEMANDE DE PERMIS D'OCCUPATION DU DOMAINE PUBLIC
APPLICATION FOR A PERMIT FOR THE USE OF PUBLIC PROPERTY

GDC

Règlement / Bylaw
 RCA07-08-0014

Prévoir un délai de 5 jours ouvrables pour l'émission du permis à compter de la réception de tous les documents dûment complétés.

Please allow 5 business days for the permit to be issued following receipt of all duly completed documents.

► **NUMÉRO CIVIQUE ET RUE DE L'OCCUPATION (UNE DEMANDE PAR RUE)**

CIVIC NUMBER AND STREET BEING USED (ONE APPLICATION PER STREET)

Emplacement / Location		☐ Est / East	☐ Ouest / West
		☐ Nord / North	☐ Sud / South
Entre la rue (nom de la rue) / Between (name of street)	Et la rue / And		

► **DATE DE L'OCCUPATION / DATE OF STREET USE**

Du / From	Au / To	Date de remise en cas de pluie / Rain date	Heure de l'occupation / Time of use

► **NATURE DE L'OCCUPATION / REASON FOR USE OF PUBLIC PROPERTY**

☐ Dépôt de matériaux ou de marchandises. <i>To deposit materials or merchandise.</i>	☐ Mise en place d'appareils, de conteneurs, d'échafaudages, de clôtures de chantier, d'abris temporaires ou autres ouvrages ou installations. <i>Placement of equipment, containers, scaffolding, construction site fencing, temporary shelters or other equipment or facilities.</i>
☐ Fermeture partielle d'une voie. <i>Partial closure of street lane.</i>	☐ Fermeture complète d'une voie. (Un plan de signalisation doit être annexé à la demande.) <i>Complete closure of street lane. (A signage plan must be enclosed with the application.)</i>

► **N° DU CONSENTEMENT MUNICIPAL (OBLIGATOIRE POUR LES ENTREPRISES DE RÉSEAUX TECHNIQUES URBAINS RTU)**

MUNICIPAL CONSENT NUMBER (MANDATORY FOR URBAN TECHNICAL NETWORKS UTN)

N° du consentement municipal / Municipal Consent No.

► **REQUÉRANT / APPLICANT**

Nom et prénom du demandeur / Applicant's last and first name		Nom de l'entreprise / Company name	
Adresse de l'entreprise / Company address			
Téléphone / Phone	Télécopieur / Fax	Courriel / E-mail	
Nom du responsable du chantier / Name of person in charge of work site			Cellulaire / Cellphone



► **SI L'ENTREPRENEUR SUR LES LIEUX N'EST PAS LE REQUÉRANT, VEUILLEZ FOURNIR L'INFORMATION SUIVANTE :**
IF THE CONTRACTOR WORKING ON-SITE IS NOT THE APPLICANT REQUESTING THE PERMIT, PLEASE PROVIDE THE FOLLOWING INFORMATION:

Nom de l'entreprise / <i>Company name</i>			
Adresse de l'entreprise / <i>Company address</i>			
Téléphone / <i>Phone</i>	Télécopieur / <i>Fax</i>	Courriel / <i>E-mail</i>	
Nom du responsable du chantier / <i>Name of person in charge of work site</i>			Cellulaire / <i>Cellphone</i>

► **DESCRIPTION DES TRAVAUX / DESCRIPTION OF WORK**

► **DESCRIPTION DES ÉQUIPEMENTS ET DES VÉHICULES SUR PLACE / DESCRIPTION OF ON-SITE EQUIPMENT AND VEHICLES**

► **DÉFINITION DE L'OCCUPATION REQUISE / DETAILS REGARDING USE OF PUBLIC PROPERTY**

Rue / <i>Street</i>		
☐ 1 voie (3 m) / <i>1 lane (3 m)</i>	☐ 2 voies (6 m) / <i>2 lanes (6 m)</i>	☐ Fermeture / <i>Closure</i>
☐ Autre / <i>Other</i> ►		
Obstruction / <i>Obstruction</i>		
☐ Trottoir / <i>Sidewalk</i>	► Distance en mètres / <i>Distance in meters</i>	►
☐ Ruelle / <i>Alleyway</i>		
Superficie totale de l'occupation en mètres carrés (m ²) / <i>Total surface area in square metres (m²)</i>		
►		

► **INFORMATIONS ADDITIONNELLES / ADDITIONAL INFORMATION**

SIGNATURE DU REQUÉRANT / *APPLICANT'S SIGNATURE*

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DATE (JOUR/MOIS/ANNÉE) / *DATE (DAY/MONTH/YEAR)*

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Ce formulaire est le seul document valide pour effectuer une demande de permis d'occupation du domaine public dans l'arrondissement de Saint-Laurent.

This form is the only valid document that may be used to request a permit for the use of public property in the Borough of Saint-Laurent.

Un croquis de l'occupation peut être demandé dans certains cas.
In certain cases, the Borough may require a sketch plan of the site use.

Transmettre ce formulaire par courriel à / **Send this form by email to:**
ou par télécopieur / *or by fax at:*

► **saint-laurent.odp@ville.montreal.qc.ca**
514 855-5939