

URBAN PLANNING SCAOPI FORM

(Specific construction, alteration or occupancy proposals for an immovable)

1. - HOW TO COMPLETE YOUR REQUEST

Any request must be forwarded to the Urban Planning Department. The present document must be duly completed and accompanied by all plans and pertaining documents. The request must be signed by the owner or a duly authorized representative.

URBAN PLANNING DEPARTMENT	ADDRESS	TELEPHONE	FAX
Ville de Dollard-des-Ormeaux, Urban Planning Department	12001 De Salaberry Blvd., Dollard-des-Ormeaux (Québec), H9B 2A7	514-684-1033	514-684-6899

2. - APPLICATION COSTS

The application must be accompanied by a cheque made payable to the "City of Dollard-des-Ormeaux", covering study fees and publication fees.

Study fees	\$ 1,500
Publication fees	\$ 1,000

3. - APPLICATION PROCEDURE

The Urban Planning Department receives the request, makes the analysis and presents the request to the Planning Advisory Committee, hereinafter referred to as "PAC". Additional information may be requested by the Department or the PAC.

The PAC studies the request and forwards all recommendations to the Council members.

The decision of the City Council is made at a regular or special meeting.

The public consultation process, approval by way of referendum and conformity review mechanisms provided in *An Act respecting land use planning and development* (chapter A-19.1) apply, considering the necessary adjustments, with respect to the resolution by which Council grants the request.

4. - PROJECTS THAT CAN BE SUBJECT TO A SCAOPI

The By-law on a SCAOPI shall apply to all construction proposals, alteration or occupancy proposals for an immovable located in the Dollard-des-Ormeaux territory that does not comply with one or the other by-law provided for in chapter IV of *An Act respecting Land Use Planning and Development* (chapter A-19.a).

5. - REQUIRED DOCUMENTS

The request must be accompanied by the following documents:

- A form explaining the reasons for the request and a brief description of the specific proposal, signed by the property owner or his agent;
- The payment of the fees as established by the By-law concerning rates for the study of a new request;
- The survey plan of the lot concerned by the specific proposal;
- A certified copy of each title proving that the applicant is the owner of the lot or a document proving that he has a purchase option for this lot;
- If applicable, the proxy establishing the mandate for any person entitled to act on behalf of the owner;
- The certificate of location concerning all constructions erected on this lot, including the technical designation; and
- A signed statement by the owner or its authorized agent establishing the occupation types of any building related to the specific proposals.

Additional information may be requested by the department or the PAC.

6. - PROCESSING TIME

Anticipate a minimum delay of four months between the deposit of the documents and the Council's resolution.

7. - ADDITIONAL INFORMATION

For more information, please do not hesitate to contact the Urban Planning Department at: 514-684-1033

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By the present, the undersigned asks the City Council of Dollard-des-Ormeaux to authorize the SCAOPI

FOR THE APPLICANT'S USE

1

IDENTIFICATION

Type of request		
<input type="checkbox"/> 1.DM <input type="checkbox"/> 2.PIIA <input type="checkbox"/> 3.PAE <input type="checkbox"/> 4.UC <input checked="" type="checkbox"/> 5.PPCMOI <input type="checkbox"/> 6.DD <input type="checkbox"/> 8.MODIF <input type="checkbox"/> 9.DG		
Project n° :	Permit n° :	PAC date:
Type of project :		Council date:
Site affected by the application		
Address (N°, street) :		
Lot number:	Zone :	
Owner		Phone numbers
Name :		Home :
Address (N°, street) :		Office :
Municipality :	Postal code	Cell :
		Other :
		Email :
Applicant / authorized representative (if different from owner)		Phone numbers
Name :		Home :
Address (N°, street) :		Office :
Municipality :	Postal code	Cell :
		Other :
		Email :
Plans		
Drawn by :		Date received :
Number :		Date of plans :

2

DOCUMENTS TO PROVIDE

Any request for authorisation of a SCAOPI must include the following information:

- The location of the existing and proposed constructions to be erected on the lot as well as their insertion in the urban fabric;
- The types of occupancy set out for the lot and the existing or proposed constructions;
- The general mass and the height of the existing and proposed constructions on the lot and their integration within the built environment;
- The proposals for the integration of the dismantling of existing constructions, of the protection and of the enforcement of original architectural features;
- The proposals for the landscaping, the enhancement and the protection of any planting and of any existing or future trees;
- The vehicular accesses, the signage for pedestrian, vehicles and the parking spaces;
- For a commercial project of an area of 4,000 sq. meter or more, a traffic study that identifies the proposal implementation impacts and the means to overcome or diminish them, where required;
- The required studies to evaluate the proposal regarding the hours of sunlight, the wind, the traffic and if applicable, the noise and fumes;
- The public domain occupancies; and
- An indication of the risks of soil contamination by the identification of previous occupancies on the lots concerned by the proposal.

This plan and the information provided are essential to the study of this request.

3

PROJECT DESCRIPTION

Explain the project, namely the type of use intended (residential, commercial, industrial or other), the type of construction intended (area, height, architecture) and the layout planned (parking lot, circulation alley, landscaping): Please attach any plans or sketch which might facilitate the understanding of the project.

4

REASONS FOR THE REQUEST

Justify the location and the relevance of the project and why it cannot be realized within the existing by-law.

5

IMPACT ON THE NEIGHBOURHOOD

Describe the impacts on the neighbourhood and explain the expected mitigation measures.

6

ACKNOWLEDGEMENT

I certify that all the information I have provided herewith is accurate.

Owner:		Date	D / M / Y
Applicant / Authorized representative:		Date	D / M / Y