



## PRESENTATION TO THE PLANNING ADVISORY COMMITTEE

# INFORMATIONS NEEDED WHEN FILING A REQUEST

Name, civic number and phone number of the owner of the concerned property
Proxy from the owner, authorizing an individual other than the owner to file the request (if a person that is not the owner files the application)
Approximate date for the start of the work, and the planned duration
Approximate cost of the planned works
The contractor or the project manager (if known)

<h2 style="margin: 0;">REQUIRED DOCUMENTS</h2> <ul style="list-style-type: none"> <li>Maximum size of the paper copies : 11' x 17'</li> <li>Electronic copy of the plans must be submitted</li> <li>Paper copies must be to scale</li> </ul>	NEW CONSTRUCTION	EXTENSION	SIGN	FRONTAGE MODIFICATION
<b>LAYOUT PLAN</b>	<b>PREPARED BY A LAND SURVEYOR (WILL BE USEABLE FOR THE ISSUANCE OF THE BUILDING PERMIT IF THE PLAN IS SIGNED AND SEALED)</b>			
Exterior dimensions of the foundations existing and projected and total area	●	●		
Dimension of the lot and total area	●	●		
<i>Calculated width *</i>	●	●		
Position and layout of all buildings fully represented	●			
The existing and proposed distance between the building and the limit of property, calculated from the wall of the foundation. Applicable for free standing sign.	●	●	●	
The area of the projected or existing building and of the extension	●	●		
Position of the front yard of the adjacent building (layout of neighboring buildings' perimeter on each side, and their front setback's measurement)	●	●		
The natural levels of the ground in sufficient detail to reflect natural topography, the projected landscape components and the existing and projected drainage of the surface water in regard of existing streets and neighboring properties	●			
Existing natural levels of adjacent properties, measured 1 meter outside the property line,	●			
The natural and finish level at the center of the building façade	●			
The average level of the ground : determined by the lowest of the averages of the measures calculated inside a distance of 3 m along each of the walls of the building (Quebec building code)	●			
Identification of existing servitudes	●	●		
Roof ridge elevation of the proposed building and all the buildings adjacent to the proposed building	●	●		
Elevation of the ground floor of all buildings adjacent to the proposed building	●			
Elevation of proposed garage (to slab)	●			
Location and diameter of all existing trees	●			
The location of major ditch, piped or otherwise, situated on the property on which the building is or will be built	●			
Dimensions, height and distance with property line for all existing and projected outdoor stairs, <i>galleries*</i> , <i>porches*</i> , <i>verandas*</i> and <i>balconies*</i>	●	●		
<h2 style="margin: 0;">CONTINUING ON <u>BACK</u></h2>				

An asterisk ( \* ) following a word or an expression in *italic* refers to a term defined by the By-law Concerning Zoning. It's important to check the by-law definition.

<h1>REQUIRED DOCUMENTS</h1>		NEW CONSTRUCTION	EXTENSION	SIGN	FRONTAGE MODIFICATION
<ul style="list-style-type: none"> <li>• Maximum size of the paper copies : 11' x 17'</li> <li>• Electronic copy of the plans must be submitted</li> <li>• Paper copies must be to scale</li> </ul>					
<b>PROJECTED ARCHITECTURE'S PLANS</b>	<b>THESE PLANS MUST BE ON 11' X 17' PAPER MAXIMUM. SUGGESTED SCALE : 1/8" = 1' OR 3/32" = 1'</b>				
Front, sides, and rear façade and its elevations ( <b>including</b> existing and projected grade level shown on land surveyor's layout plan)		●	●		●
Room dimensions and projected uses		●	●		
Area of existing and proposed basement, ground floor and other floors		●	●		
Building height from the finish land level (for extensions and new construction, must include elevation marks from land surveyor)		●	●		●
Floor and roof plans		●	●		
Exterior cladding materials for the exterior walls		●	●		●
Locations of outdoor lighting devices		●	●		●
Detailed sign plan (dimensions, materials and lighting) and location				●	
<b>LANDSCAPING PLANS</b>	<b>THIS PLAN CAN BE INCLUDED ON THE PLOT PLAN</b>				
Outline and location of the proposed building		●	●		
Location and dimensions of paved and hard surfaces (pedestrian entrance and driveway, calculated separately)		●	●		
Area of <i>front yard (s)</i> * for the calculation of the % of paved and hard surfaces		●	●		
Location and diameter of existing trees as well as those proposed		●	●		
Location and height of existing and proposing retaining walls		●	●		
<b>PROJECTED CLADDING MATERIAL'S SAMPLES</b>		●	●		●
<b>COLOR 3D RENDERING</b>		●			

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### After City Council's approval...

You will need to submit **two copies of the final construction plans** that will be used on site, bearing the seal and signature of a member of one of the following professional corporation:

- Architect (Ordre des architectes du Québec)
- Engineer (Ordre des ingénieurs du Québec)
- Professionnal Technologist (Ordre des technologues professionnels du Québec)