

PERMIT REQUEST FORM

WATERFRONT INTERVENTION AND DOCK CONSTRUCTION

PROCEDURE		
1) Complete this form; 2) Attach all documents required for the application (see reverse); 3) Submit your application to the Town Planning and Environment Department at the Town hall or by email; 4) Pay the applicable fees when the permit is issued (see reverse).		
WORK SITE LOCATION		
Address		Lot N°
Current use: <input type="checkbox"/> Residential <input type="checkbox"/> Commercial <input type="checkbox"/> Industrial <input type="checkbox"/> Mixed <input type="checkbox"/> Other: _____		
Waterfront property adjacent to a lake, watercourse or wetland: <input type="checkbox"/> YES <input type="checkbox"/> NO		
APPLICANT'S IDENTIFICATION		
Applicant's first and last name		
Postal address		Postal code
City		
Cell N°	Other phone N°	
Email		
The applicant is the owner*: <input type="checkbox"/> YES <input type="checkbox"/> NO		*If not: JOIN A PROXY FORM
WORK DESCRIPTION: PRIVATE DOCK		
Type of work	<input type="checkbox"/> New dock <input type="checkbox"/> Repair/replacement of existing dock	
Type of dock	<input type="checkbox"/> piles or stakes <input type="checkbox"/> Floating <input type="checkbox"/> Other: _____	
Shape of dock	<input type="checkbox"/> In « L » shape <input type="checkbox"/> In « T » shape <input type="checkbox"/> Other: _____	
Dimensions of dock	Length: _____ Width: _____	
Materials	All docks must be built from certified materials or non polluting materials: _____	
WORK DESCRIPTION: WATERFRONT INTERVENTION		
Type of intervention	<input type="checkbox"/> The cut of trees required to create an opening three (3) to five (5) meters wide per lot, depending on the slope, allowing access to the waterfront; <input type="checkbox"/> The brush clearing and pruning necessary for the implementation of a path or a staircase with a maximum width of 1.5 meters carried out without any backfilling or clearing; <input type="checkbox"/> Construction of a watercourse crossing with a culvert or bridge; <input type="checkbox"/> Plant or mechanical stabilization work such as riprap, gabions or retaining walls; <input type="checkbox"/> Other: _____	
Projected location	<input type="checkbox"/> Front yard <input type="checkbox"/> Back yard <input type="checkbox"/> Side yard	
Additional details useful to the understanding of the project: _____ _____		
Work start date (YYYY/MM/DD)	Work end date (YYYY/MM/DD)	Estimated cost

WORK EXECUTANT	
<input type="checkbox"/> Contractor (if checked, fill in the section below)	<input type="checkbox"/> Self-construction
Company name	Company phone N°
Company address	
Company email	RBQ License N°
REQUIRED DOCUMENTS	
<p>The required documents may vary depending on the type of project. Additional documents or information may be required when analyzing the application.</p>	
<input type="checkbox"/> A project site plan identifying the projected position of the dock or the work to be carried out, on a copy of the certificate of location or a property plan, indicating the distances from the property limits;	
<input type="checkbox"/> A plan of the dock showing it's shape and dimensions, the type of dock and the materials used;	
<p>Warning! The installation of a dock with surface area greater than 20 square meters requires a certificate of authorization from the Ministry of the Environment and the Fight against Climate Change (MELCC).</p>	
<input type="checkbox"/> For riparian stabilization work, you must provide plans and specifications , prepared and signed by an engineer, member of the Order of Engineers of Quebec or any other competent professional in the field, justifying the technique chosen;	
<input type="checkbox"/> For the renovation or reconstruction of an existing structure on the shore, we ask you to make an appointment with the Town Planning and Environment Department, in order to obtain the necessary information prior to any project on an existing building.	
PERMIT FEES (the permit is valid for one (1) year starting on the approval date)	
Dock	\$35
Waterfront work	\$35
Renewal	Same cost as the original permit

IMPORTANT

Please note that an incomplete application may delay the issuance of the permit. The inspector will only process the application when it is complete, and all required documentation has been provided. The inspector on file reserves the right to request any other documents, quotes, reports, or plans needed in order to ensure compliance.

PROCESSING TIME

You must allow a maximum of thirty (30) days after the date of your complete application to receive the permit.

APPLICANT'S SIGNATURE	
<p>The undersigned states that the previous information is accurate, complete and undertakes to provide all documents required for the analysis of the present application. The undersigned also states that he or she is aware of the applicable municipal procedures and regulations currently in effect.</p> <p><u>Finally, the undersigned understands that this form does not constitute at any time, a permit or certificate of authorization allowing for construction to begin.</u></p>	
Applicant's signature	Date (YYYY/MM/DD)

Updated September 2020