

**TYPE OF APPLICATION**

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Agricultural building | <input type="checkbox"/> Domestic wind turbine  | <input type="checkbox"/> Parking/Loading/Unloading |
| <input type="checkbox"/> Artificial lake       | <input type="checkbox"/> Erosion control        | <input type="checkbox"/> Pool/Whirlpool            |
| <input type="checkbox"/> Auxiliary building    | <input type="checkbox"/> Geothermal heat system | <input type="checkbox"/> Renovation*               |
| <input type="checkbox"/> Backfill/Excavation   | <input type="checkbox"/> Gravel pits/Sandpits   | <input type="checkbox"/> Septic system             |
| <input type="checkbox"/> Business at home      | <input type="checkbox"/> Kennel                 | <input type="checkbox"/> Sign                      |
| <input type="checkbox"/> Change of usage*      | <input type="checkbox"/> Main building*         | <input type="checkbox"/> Shoreline                 |
| <input type="checkbox"/> Demolition            | <input type="checkbox"/> Moving a building      | <input type="checkbox"/> Underground structures    |
| <input type="checkbox"/> Driveway              | <input type="checkbox"/> Outdoor furnace        | <input type="checkbox"/> Well                      |

\*THE PERMIT REQUESTED CONCERNS AN IMMOVABLE TO BE USED AS A PRIVATE SENIORS' RESIDENCE:  YES  NO

**LOCATION OF WORKS**

Address  Lot number

**OWNER**

Ms.  Mr. Name and surname  Name of company (if need be)

Address of applicant (if different from the location)  Town (Municipality)  Postal code

Email  Phone number

**APPLICANT (IF DIFFERENT FROM THE OWNER, PROXY REQUIRED)**

Ms.  Mr. Name and surname  Name of company (if need be)

Address of applicant (if different from the location)  Town (Municipality)  Postal code

Email  Phone number

**DESIGNER**

Name :  Phone number :

Address :  Email :

**CONTRACTOR**

**AUTOCONSTRUCTION**

Name of company (if need be)  Name of professional

Address  Town (Municipality)  Postal code

Email  Phone number  R.B.Q. Number

**USAGE INTENDED AND DETAILED DESCRIPTION OF WORKS**

Residential  Agricultural  Commercial  Industrial  Communal  Institutionnal

Details of the works :

Estimated value  Beginning of works  End of works

**WORKS CANNOT START BEFORE THE PERMIT OR CERTIFICATE OF AUTHORIZATION IS ISSUED**

I \_\_\_\_\_ undersigned, declare that the information above is true and, if the  
(Name in capital letters)

requested permit is issued, I will comply to all applicable provisions from any Law or By-Law related to the application.

Signed in Bolton-Ouest, this \_\_\_\_\_ (Signature)

Inspector : \_\_\_\_\_ Receipt number : \_\_\_\_\_

**PROXY**

I, the undersigned owner, authorize \_\_\_\_\_ to sign in my name:

(Name of the authorized representative)

(Type of application, permit or certificate of authorization)

for my property located at :

(Address or lot number)

Signed this : \_\_\_\_\_ Signature : \_\_\_\_\_

Name of the owner in capital letters : \_\_\_\_\_

**THE INFORMATION AND DOCUMENTS BELOW MUST BE SUBMITTED WITH THE APPLICATION IN ORDER TO BE COMPLETE**

**APPLICATION FOR A CONSTRUCTION, TRANSFORMATION, EXTENSION OR RECONSTRUCTION PERMIT**

- An official cadastral plan indicating and describing any servitude, if applicable;
- A layout plan for planned constructions or design indicating: size, shape, area of the planned building with setbacks, topography of the site and the proposed levelling, average ground level around the perimeter of the proposed building; Existing water streams, lakes, wetlands or ditches, steep slope areas (30% or more), septic systems and wells, the location of any obstacle such as hydrant, electric lines or cable in the air or underground, etc.);
- Any plans, elevations, section views, sketches and quotes of the planned project;
- Fire protection measures.

**LIVESTOCK BUILDING (ADDITIONAL INFORMATION)**

**CONDITIONS OF ISSUANCE (BUILDING PERMIT)**

- Types of planned construction;
- A location plan to a scale of at least 1 :1000;
- Number of animal unit;
- Details of the storing building;
- Type of venting;
- Spread pattern;
- A copy of the authorization from the CPTAQ, if need be;
- A copy of the certificate of authorization from the Ministry of Environment, if need be.

- Must comply with every provisions of the applicable regulation;
- The application must be made with all the requested information and documents;
- Payment must be received;
- A copy of the resolution of the Municipal Council approving the project, if need be;
- In the case of a development project, an environmental characterization must be submitted.

**THE INFORMATION AND DOCUMENTS BELOW MUST BE SUBMITTED WITH THE APPLICATION IN ORDER TO BE COMPLETE**

**APPLICATION FOR A CERTIFICATE OF AUTHORIZATION**

- A plan identifying any existing building with size and location;
- The location of any new land use, if applicable;
- The identification of the current usage of the building.

**FOR A LOADING/UNLOADING SPACE**

- A layout plan of the parking area or the loading/unloading space;
- The location, the number and the sizes of parking spaces
- The location of the entrance/exit and traffic area;
- Surface water drainage system, if need be;

**FOR AN OUTDOOR FURNACE**

- A site plan of the furnace showing the distances to on-site buildings and property lines;
- The location of buildings within a 75-meter radius;
- The dimensions of the outdoor furnace and the height of the chimney.

**FOR BACKFILL/EXCAVATION WORKS**

- The location of streams, lakes, ponds and wetlands within a radius of 100 meters;
- The location of the area to be backfilled or excavated;
- The location of municipal roads or private roads within a radius of 75 meters;
- The surface water flow directions, the type of soil, the location of wooded area, the sizes as well as the area of the lot
- The location of property limits;
- The existing topography identified with elevations and grade at 3 meters intervals at least;
- The proposed levelling with regard to the level of the street as well as neighbouring lots.

**FOR EROSION CONTROL MEASURES DURING BACKFILL/EXCAVATION WORKS**

- A complete description of preventive measures used at every step of the works. Those measures must ensure that the soil stays in place and within the limit of the site, prevent any sediment transportation towards ditches, water streams, lakes, ponds and neighbouring wetlands, plan a plant cover on all the bare area as soon as the works are over.

FOR MOVING A BUILDING

- A cadastral plan of the lot;
- The current and planned location of the building;
- The planned date for the moving;
- A plan of new foundations if it concerns a main building;
- A picture of the building to be moved.

When the moving is outside of the property limits:

- Elevations and plans of the building;
- The route and the necessary time to reach the destination;
- A foundation plan and a location plan of the building, if the moving occurs within the municipal limits;
- A copy of requested authorizations by public or para-public services;
- A deposit of a sufficient estimated amount in order to ensure the reparation of any prejudice that might be caused to the Municipality.

FOR A SIGN/POSTER

- Contact details of the owner where the sign will be installed;
- Contact details of the contractor;
- Plans showing: dimensions and surface of the sign, the height above ground, the drawing planned and the fastening of the sign on posts or on a building;
- In the case of a sign on a post or low wall, a plan to scale showing the limits of the right of way of the road.

FOR A SEPTIC SYSTEM

- Soil characterization study

FOR THE EXPLOITATION OF A GRAVELPIT/SANDPIT

- A general plan and a technical description, to scale, certified and signed by a land surveyor showing : the exploitation area, the location of stationary equipment, loadint/unloading area and for aggregates, storing area of soil, any element within a radius of 500 meters, preparation date of the general plan, property limits;
- A detailed description of equipments to be used;
- The uncovered ground area;
- The projected dates for the beginning and the end of exploitation;
- The technique used to minimize dust;
- A restoration plan;
- A copy of the required authorizations from the *CPTAQ* and *MELCC*.

FOR THE INSTALLATION, THE CONSTRUCTION OR THE MODIFICATION OF A DOMESTIC WIND TURBINE

- The exact location, the height and the details, including complementary infrastructures.
- The location of any road or electrical transmission infrastructures;
- The schedule for the execution of the works;
- A copy of all required authorizations from the *CPTAQ* and the *MELCC*, if need be.

FOR THE DEMOLITION OF A BUILDING

- Location of the building to be demolished;
- Pictures of the building;
- A copy of requested authorizations in respect of the Law, if need be;
- A complete description of the conditions in which the demolition will occur;
- The date, time and timeframe for the demolition works;
- Disposal of materials;
- A written commitment to level the ground after the works are completed

FOR A BED AND BREAKFAST

- The planned area for the usage;
- Number of rooms planned;
- A drawing of interior design;
- A drawing identifying : any planned modifications of the main building, the location of smoke detectors as well as fire extinguishers, any planned sign, parking spaces off street;
- An evaluation and a description of the septic system;
- A description of any other activity or usage of the main building.

FOR A WELL

- Description of the projected well;
- Location of any existing well;
- Surface water flow directions;
- A location plan showing a radius of 100 meters and identifying distances from buildings, septic systems, livestock buildings, from pastures or cultivated land.

FOR RIVERBANK OR SHORELINE WORKS

- A layout plan to scale showing the proposed project, the high water mark and the property limits;
- When bank stabilisation is required, any plans, elevations, section views, sketches and quotes of the planned project, prepared and signed by a professional.

FOR AN ARTIFICIAL POND

- A layout plan to scale showing the details for water supply, drainage and water management, the proposed project and the property limits.