

1. Building under consideration

Address (civic number, street, office/apt.)		Lot number	
City	Province	Postal code	

2. Information about the owner or representative

Family name (please print)		First name (please print)	
Address (civic number, street, office/apt.)			
City	Province	Postal code	
Telephone number	Other telephone number	Ext.	Email

3. Information about the surveyor

Name of company			
Family name (please print)		First name (please print)	
Address (civic number, street, office/apt.)			
City	Province	Postal code	
Telephone number	Other telephone number	Ext.	Email

4. Information regarding this application

Current lot(s)	Planned lot(s)
Address of concerned property	
Number of lots created	Planned usage <input type="checkbox"/> Residential <input type="checkbox"/> Commercial <input type="checkbox"/> Industrial <input type="checkbox"/> Institutional
Cadastral file number	Minutes of plan
Reason for application	

5. List of required documents ⁽¹⁾

- ☐ Official permit application form from the City of Dorval, completed and signed, depending on the case, by the owner, the occupant or the authorized representative.
- ☐ Family name, first name, address, and telephone number of owner, general contractor to perform work, and professionals involved in the preparation of plans and specifications or jobsite supervision.
- ☐ Copy of plan related to cadastral operation, in PDF or paper document form, showing:
 - a. Plan preparation date, north direction, plan scale, minute number, and signature of surveyor who prepared plan.
 - b. Measurements for each boundary, surface area, and cadastral identification of planned lot(s).
 - c. Boundaries and cadastral identification of any lot adjacent to lot concerned by application.
- ☐ Route and boundaries of right-of-way of any street adjacent to lot concerned by application, whether existing or planned, and with which it connects directly.
- ☐ Payment of fees and financial guarantees, where applicable.
- ☐ Where applicable, any signed contract for transfer of lot or signed commitment to transfer lot to the City for purpose of park, recreational or natural space, or document showing monetary contribution to parks, recreational, and natural spaces fund paid to the City.
- ☐ Where applicable, any signed contract or commitment to transfer to the City, right-of-way for street, pedestrian trail or any other property.
- ☐ Any additional information or document as required in case of contaminated lot.
- ☐ In addition to the required information and documents, when the cadastral operation involves a lot or part of a lot included on the list of contaminated lots compiled by the City under Section 31.68 of the Environment Quality Act (RSQ, c. Q-2), the subdivision permit application must include an attestation from an expert as stipulated in Section 31.65 of the Act, confirming that the planned operation is in line with provisions of the rehabilitation plan approved by the *Ministère du Développement durable, de l'Environnement et Lutte contre les changements climatiques*.

(1) The above "List of required documents" is provided for information purposes only. The City of Dorval reserves the right to require any other document needed to determine if this application is compliant with all applicable by-laws.

6. Submitting your form

Applying for a permit or certificate

- 1- **Save** this permit/certificate application form on your computer.
- 2- Complete it and **save it again**.
- 3- Save all other required documents separately (listed on this form).
- 4- Send your application by email to permis@ville.dorval.qc.ca (enter your address in the subject line).

Note that your application will be refused if it is incomplete.

If you do not have a computer, you can submit your application using our self-serve station (located on the ground floor at City Hall, 60 Martin Avenue) or in person or by mail.

After your application is submitted

Once all required information and technical documents have been received, are in compliance, contain no errors, and the fee has been paid, the competent authority will have 30 working days to issue (or, where applicable, refuse to issue) a permit or certificate of authorization.

You may then undertake a cadastral operation.

7. Payment of application fee

Accepted methods of payment

- ➔ Cheque to the order of "City of Dorval"
- ➔ Cash payment
- ➔ Credit card (Visa or MasterCard)
- ➔ Debit card

Payment may be made by telephone, in person or by postal mail.

For the application fee, see the form titled "Fees – Permits and Certificates".

8. Signature

Signature of applicant	Date
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Note: Submitting this form in no way constitutes authorization to undertake a cadastral operation.