



Application for Site Planning and Architectural Integration Program (SPAIP)

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 contractor performing the work

Name of company		RBQ licence	
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 about the work

Cost of work	Date planned for the start of the work:	Date planned for the end of the work:
Work required following a disaster <input type="checkbox"/> Yes, specify:	Cutting of tree(s) required <input type="checkbox"/> Yes <input type="checkbox"/> No	
Description/details:		

5. Additional information

DEMOLITION	<input type="checkbox"/> Main building	<input type="checkbox"/> Ancillary structure	<input type="checkbox"/> N/A	<input type="checkbox"/> Complete demolition	<input type="checkbox"/> Partial demolition
Demolition work performed following: <input type="checkbox"/> Fire <input type="checkbox"/> Flood <input type="checkbox"/> Other:					
Please indicate any other applications for permits/certificates related to this demolition work: <input type="checkbox"/> New construction <input type="checkbox"/> Renovations <input type="checkbox"/> Other:					

RELOCATION	<input type="checkbox"/> Main building	<input type="checkbox"/> Ancillary structure	<input type="checkbox"/> N/A
Please indicate any other applications for permits/certificates related to this work: <input type="checkbox"/> New construction <input type="checkbox"/> Renovations <input type="checkbox"/> Other:			
Reason for relocation:			

6. List of required documents according to project ^{(1) (2)}

Main residential building Heritage building, main building located on chemin du Bord-du-Lac—Lakeshore, and treatment of municipal boundaries Area of interest Ecoterritory
<input type="checkbox"/> Application form for Site Planning and Architectural Integration Program (SPAIP). <input type="checkbox"/> In case of an existing building, photographs of building. <input type="checkbox"/> One (1) copy, in PDF or paper form, of a colour rendering of the four sides of the planned building. <input checked="" type="checkbox"/> One (1) copy, in PDF or paper form, of an elevation plan for the four sides of the planned building. <input type="checkbox"/> Perspective showing the integration of the planned building with adjacent buildings, in PDF or paper form. <input type="checkbox"/> One (1) copy, in PDF or paper form, of a technical plan prepared by the land surveyor containing: a. Elevation levels of the ground floor and roof ridges for buildings adjacent to the lot to be built on. b. Natural land elevation, elevation of the street crown, the top of the foundations, and the apex of roof, as well as approximate elevations of the finished grade. c. Distance of property line from adjacent buildings. d. Number and description of mature trees (more than 10 cm in diameter) on the property to be built on. e. Site plan for the planned building or extension, as case may be. <input type="checkbox"/> Samples of materials for outside walls and roofing. <input type="checkbox"/> One (1) copy, in PDF or paper form, of a location certificate. <input type="checkbox"/> One (1) copy, in PDF or paper form, of a document showing compliance with the applicable objectives and criteria.
Building in certain zones
In addition to above-mentioned documents: <input type="checkbox"/> One (1) copy, in PDF or paper form, of a detailed plan (layout, material) for the planned landscaping, fences, and private patios. <input checked="" type="checkbox"/> One (1) copy, in PDF or paper form, of a site plan per development phase indicating, where necessary, and according to type of work: a. A summary of the project's development principles and specific characteristics, including, notably, ecological aspects and relevant conservation steps. b. The floor surface area for each type of building. c. The number of housing units per building. d. The number of outdoor and indoor parking spaces per type of building. e. The main summary of the entire project comprising all aspects of the above program. f. A cost estimate for the work in question.

Signs

- ☐ One (1) copy, in PDF or paper form, of a document showing compliance with the applicable objectives and criteria.
- ☐ A sketch, in PDF or paper form, of the building facade after the installation, in case of one sign or group of signs to be installed on building. The sketch must also show the position of other signs on the concerned wall and be on the same scale.
- ☐ Colour photographs of other signs on the facade where applicant wishes to place the sign or the group of signs.
- ☐ All information needed to clearly understand and visualize the project, including the size, the height, and the material used to make the sign.
- ☐ Lighting plan for the sign, where applicable.

Subdivision

- ☐ Family name, first name, address, and telephone number of the owner or the owner's authorized representative.
- ☐ Proposed residential typology.
- ☐ All information or studies on the land in question, including the environmental characterization.
- ☐ A plan, in PDF or paper form, showing the development concept envisioned, including the size of lots to be created, natural barriers (flood zones, wetlands, ditches, and waterways), roadways, and where applicable, natural spaces to be preserved and part of the land transferred as compensation to City of Dorval.
- ☐ Natural ground elevations and elevation of the street crown.

(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.

(2) **REQUIRED INFORMATION AND DOCUMENTS:** Required information and documents depend on type of project and district concerned.

7. 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 start the work.

8. 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".

9. Signature

Signature of applicant

Date

Note: Submitting this form in no way constitutes authorization to undertake the work in question.