

LANDSCAPING / DRIVEWAY CERTIFICATE REQUEST

LOCATION

Address of the property

Civic n°

Street name

City

Province

Postal code

Lot(s) number(s)

IDENTIFICATION OF THE APPLICANT

Applicant *\*If the applicant is not the owner of the property, please fill up the proxy attached to this form.*

Last name

First name

Address of the applicant

Civic n°

Street name

City

Province

Postal code

Applicant's information

E-mail

Phone number

PROFESSIONNALS ON THE PROJECT

(1)

Architect

E-mail

Address

Phone number

(2)

Engineer

E-mail

Address

Phone number

(3)

Contractor

E-mail

Address

RBQ N.

Phone number

DESCRIPTION OF WORK (check the applicable)

|                                                         |                                                            |
|---------------------------------------------------------|------------------------------------------------------------|
| <input type="checkbox"/> Widen the existing driveway    | <input type="checkbox"/> Redo the driveway as per existing |
| <input type="checkbox"/> Create a new access path       | <input type="checkbox"/> Redo the footpath as per existing |
| <input type="checkbox"/> Modify an existing access path |                                                            |

Additionnal notes :

Total cost of project :

Starting date of work :

Duration of work :

Signature of the applicant

Date

LANDSCAPING / DRIVEWAY CERTIFICATE REQUEST

| REQUIRED DOCUMENT                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                          |                          |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------|--------------------------|
| LANDSCAPING OF DRIVEWAY                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                          |                          |
| 1                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Application form signed and dated                                                                        | <input type="checkbox"/> |
| 2                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Proxy (if necessary)                                                                                     | <input type="checkbox"/> |
| 3                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | List of verification (see page 3)                                                                        | <input type="checkbox"/> |
| 4                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Certificate of location to scale (may be scanned to PDF legal format 8.5 x 14 inches)                    | <input type="checkbox"/> |
| 5                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Pictures of the site including the complete front yard and footpaths                                     | <input type="checkbox"/> |
| 6                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Landscaping plan to scale indicating the outline of the driveway, existing trees and city infrastructure | <input type="checkbox"/> |
| 7                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Physical samples of the proposed material and/or colors + Pictures of the samples in front of the façade | <input type="checkbox"/> |
| 8                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Cost estimate, signed and dated, including the professional services fees and taxes                      | <input type="checkbox"/> |
| 9                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Deposit of 100\$ to begin the review of a permit application (subtracted at the issuance of the permit)  | <input type="checkbox"/> |
| <div>Additional Information</div> <ul style="list-style-type: none"><li>• A parking ramp cutting permit may be required to widen a parking lot. The cost estimate is determined by the season and calculated based on the number of linear meters required to adjust the sidewalk.</li><li>• An application for a temporary occupancy permit from the Engineering Department is required when workers and parking vehicles must occupy the public roadway for more than 4 hours.</li><li>• The total cost of the permit is set at \$10 per \$1,000 of the estimated cost of the work. A minimum fee of \$300 applies.</li></ul> |                                                                                                          |                          |

Please send all documents to the following email address: [urbanplanning@town.mount-royal.qc.ca](mailto:urbanplanning@town.mount-royal.qc.ca)

Please note that the Department of Planning and  
Land Use Development may request additional information from you.

## PROXY

### OWNER'S INFORMATION

\_\_\_\_\_  
Last name

\_\_\_\_\_  
First name

\_\_\_\_\_  
E-mail

\_\_\_\_\_  
Phone number

### ADDRESS OF THE IMPLICATED PROPERTY

\_\_\_\_\_  
Civic n°

\_\_\_\_\_  
Street name

\_\_\_\_\_  
City

\_\_\_\_\_  
Province

\_\_\_\_\_  
Postal code

\_\_\_\_\_  
Lot (s) n°

### AUTHORIZED REPRESENTATIVE'S INFORMATION

\_\_\_\_\_  
Last name

\_\_\_\_\_  
First name

\_\_\_\_\_  
E-mail

\_\_\_\_\_  
Phone number

### ADDRESS OF THE REPRESENTATIVE

\_\_\_\_\_  
Civic n°

\_\_\_\_\_  
Street name

\_\_\_\_\_  
City

\_\_\_\_\_  
Province

\_\_\_\_\_  
Postal code

### OWNER'S AUTHORIZATION

*The owner authorizes his representative, named above, to submit to the Town of Mount Royal, one or more requests provided in the by-law, namely :*

- ☐ Consult my property's file (including the plans) and obtain a copy
- ☐ Consult and obtain copy of the plans only
- ☐ Complete an application for a permit or a certificate
- ☐ Other request, please specify the nature : \_\_\_\_\_

\_\_\_\_\_  
Other request's specification

*The owner also authorizes his representatives, named above, to sign the documents and commitments required for the submission of this application for the property indicated above.*

### OWNER'S SIGNATURE

*I declare to be the owner of the building and I authorize my representative to submit to the Town of Mount Royal one or several application (s) as listed above.*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date