

Request form Amendment to an urban planning by-law

1. Identification of the applicant	
Name	
Address	
Postal code	
Telephone	
Email	
Identification of the owner (if different from the applicant)	
Name	
Address	
Postal code	
Telephone	
Email	

2. Object of the request		
Address		
Lot number		
Concerned zone		
Concerned urban planning by-law(s)		
Summary description of the project		
Modification(s) to the by-law (For each provision, include the by-law and section numbers.)		
Current provision(s)	Proposed provision(s)	Reason(s) for the request

Request form

Amendment to an urban planning by-law

Planning Programme		
Planned land use in the concerned area (section 5.1)		
Planned density in the concerned area (section 5.2)		
This request includes a modification to the planning programme.	Yes	No

4. The request must be accompanied by the following documents	
Completed and signed request form.	
Power of attorney on behalf of the owner, if applicable. <i>(The power of attorney must be signed by <u>all</u> owners, if applicable. In the case of ownership by a company, a resolution authorizing the applicant to submit the request must be provided.)</i>	
Property title or proof of intent to purchase, if relevant.	
Up to date certificate of location.	
<p>Project presentation, including:</p> <ul style="list-style-type: none"> Context; Photos of the location and surrounding area; Photos of the existing building, if applicable; Characteristics of the project in relation to existing by-laws; Description of each point making up the modification request. <p>In the case of a construction and transformation project:</p> <ul style="list-style-type: none"> Building plans and elevation of the existing building, and of the proposed building, prepared by an architect; Perspective drawings; Sketch demonstrating the architectural and volumetric integration of the project into its surroundings. 	

Request form Amendment to an urban planning by-law

<i>Characteristics of the project not covered by the modification request must be shown to comply with existing by-laws.</i>	
Urban planning argument completed by a competent professional in the matter , including: <ul style="list-style-type: none"> Contextual study; Justification of each request; Identification of the issues demonstrating the necessity to modify the by-law, and the constraints linked to carrying out a compliant project; Impact on neighbours; A demonstration of the requested modifications' alignment with public interest; A demonstration of the project's compliance to the Planning Programme and, in the case of a request to modify the Planning Programme, of its compliance to the "Schéma d'aménagement et de développement" (land use planning and development concept) of the agglomeration of Montréal. 	
<i>The document must demonstrate the feasibility of the project.</i>	
All studies relevant to and in support of the request (sun and shadow study, traffic study, heritage study, professional reports, etc.).	
Payment of applicable fees.	

5. Declaration and consent	
I declare that the above information is accurate and complete, and I undertake to submit all the required documents at the request of the administration.	
In the event of council's favourable orientation to this request, I undertake to pay the publication fees.	
I authorize the distribution of all drawings, data and other components of this application for the purposes of a public meeting, if applicable, and I undertake to obtain the required authorizations from third parties and professionals who contributed to the project.	
<div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 60%;"> _____ Signature of the applicant </div> <div style="width: 35%;"> _____ Date </div> </div>	

IMPORTANT: *The analysis of a modification request begins when the request application is considered complete, i.e. all the required documents have been filed and any applicable fees have been paid.*

A modification request including this form may be submitted in-person at the reception desk of the Urban Planning Department at 4333 Rue Sherbrooke O. or sent by email to permis@westmount.org