

Request form

Preliminary study – 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)		
Brief description of the project		
What constraints prevent the realization of a project that complies with the current by-laws?		
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

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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

3. 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.	
Project presentation, including: <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 current by-laws; Description of each point making up the modification request. 	

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In the case of a construction and transformation project: <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. 	
Payment of applicable fees.	

4. Declaration and signature	
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.	
_____ Signature of the applicant	_____ Date

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

A preliminary study request 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