



Request Form
 Preliminary study – SCOAPI
Specific construction, alteration or occupancy proposal for an immovable

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		
Current and projected occupancy		
Total projected floor area (m ²)		
Summary description of the project		
Reasons for the request		
What constraints prevent the realization of a project that complies with the current by-laws?		
Derogatory components of the proposed project		
	By-law	Proposal
Occupancy / Land use		



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Height		
Number of floors		
Floor area ratio (F.A.R)		
Site coverage		
Other		
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 application 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.	
A summary document of the request, including : <ul style="list-style-type: none"> • A written statement setting out the reasons for the request; • A detailed description of the project list and of its non-compliant elements; • Sketches (elevations and plans) illustrating the proposal as well as any other elements; • A demonstration of the compliance with the by-laws of all the characteristics of the project not covered by the request. 	
Photo of the building or land covered by the request as well as the surrounding land.	



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Perspectives showing the project and its integration into the adjacent environment.	
Any other information allowing to better understand the nature of the request and to evaluate it according to the criteria prescribed in section 3.2 of the SCOAPI by-law.	
Payment of applicable fees.	
<i>Note: the applicant is invited to consult by-law no. 1489 regarding SCOAPI for a complete list of all documents required to file an official request following this preliminary study.</i>	

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 the 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