

DRIVEWAY, WALKWAY, PARKING AREA



There are many steps to a permit request. The City website describes steps 1 to 6 of this permit request, which includes the process and administration fees, and provides information concerning zoning, guidelines for renovating and building, including guideline #6 regarding landscape design under the Site Planning and Architectural Integration Programmes (S.P.A.I.P.). Refer to the City website at westmount.org/en/driveway-walkway-parking-area.

NOTE: No parking apron shall be established in the whole territory of the City between the building line and the sidewalk as per Zoning By-law (1303) Section 5.5.8. This section does not apply to the maintenance of a parking apron built on or before August 3, 1998 and for which no notices of violation have been issued at this date, and to the construction of a parking apron for which a permit application conforming to the By-laws in force has been received on or before August 3, 1998.

However the maintenance of a parking apron which contravenes article 2.7.1.6 of the National Fire Code 2010 adopted by By-law 1428 or any other provision relating to security or traffic is in all cases prohibited!

A parking apron = a parking area that was established before August 3, 1998 in front of the building line.

A building line = the specific distance established and measured from the street line in order to determine the siting of a building.

Gather all mandatory documents marked by an asterisk () in steps 2 and 3 below, prior to applying for a permit at the Urban Planning counter; otherwise the file opening will be denied.*

STEP 2 - GATHER ALL THE DOCUMENTS

Required documents for review:

- ☐ *A letter describing the scope of the proposed works;
- ☐ *A letter from the building owner authorizing the permit application, if the request is made by a third party;
- ☐ *A letter from the association of co-owners authorizing the proposed modification, if applicable;
- ☐ *A copy of a recent certificate of location, showing the current conditions of the property;
- ☐ *Clear and colour photographs of the existing driveway, walkway or parking apron;
- ☐ *Clear and colour photograph or brochure of the proposed materials;
- ☐ A dimensioned and scaled site plan showing the existing and proposed conditions and including the property lines;
- ☐ Calculations of the percentage of hard surface versus vegetated areas, if modified;
- ☐ Specifications of plants and exterior materials, if necessary;
- ☐ A storm water management strategy demonstrating that the post-construction run-off does not exceed preconstruction levels, if modified;
- ☐ *An official and detailed cost estimate for the proposed work, excluding taxes, provided by a general contractor.

This list is a summary. Please note that additional documents or information may be required in order to provide a better understanding of the project and contribute to the request process. (By-Law #1300, article 65, point 14^o)

STEP 3 - OPENING A FILE AT CITY HALL

[Pay the fee for the document analysis](#); the cost of the permit is separate.

The cost of the permit is calculated from the cost of work.