

# FENCE AND HEDGE



There are many steps to a permit request. The City website describes steps 1 to 6 of this permit request, which includes process fees, and provides information concerning zoning, guidelines for building and renovating, including guideline #6 regarding landscaping under the Site Planning and Architectural Integration Programmes (S.P.A.I.P.). Refer to the City website at [westmount.org/en/fence-hedge](http://westmount.org/en/fence-hedge).

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;
- ☐ \*A copy of a recent certificate of location, showing the current conditions of the property;
- ☐ \*Clear and colour photographs of the existing fence(s) or hedge(s) or other existing conditions;
- ☐ \*A site plan, scaled and dimensioned, indicating the property lines and the relative location of the fence(s) and/or hedge(s);
- ☐ \*Detailed elevation of the fence showing dimensions, materials and opacity ratio;
- ☐ \*Clear and colour photographs or specifications of plants and exterior materials;
- ☐ A site plan and section may be required illustrating terrain levels;
- ☐ An official cost estimate, 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°)

## 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.