A specific construction, alteration or occupancy proposal for an immovable (SCAOI) is a regulatory tool that enables the Municipal Council to authorize a project that is at variance with the City’s urban planning by-laws, without it being necessary to modify applicable standards for the particular zone or for the entire territory. If the project requires demolition in whole or in part, it may be subject to the Demolition By-law.

**PROCESS**

**SCAOPKI APPLICATION**

Meeting with a UP resource person to assess the eligibility of the request

Submission of a complete SCAOPI application and payment of applicable fees

Analysis of the application

Public notice of reception of an application

Evaluation of the project by the PAC and recommendation to Council (Public meeting in the case of a project subject to SPAIP)

Council Meeting adoption of a 1st draft resolution

Notice of public consultation and posting on the building

Public consultation

Subject to referendum approval

Council Meeting adoption 2nd draft resolution

Public notice on the referendum procedure

Referendum approval procedure (if valid citizen request)

Not subject to referendum approval

Council Meeting - Adoption of Resolution

Issuance of the certificate of conformity by the agglomeration (if applicable)

Permit or certificate process begin

Maximum delay of 60 days, following the submission of the complete application

Additional documents may be required

Procedures defined under the Act Respecting Land Use Planning and Development.

At each stage of adoption, the Council may decide to terminate the process and its decision is final.

This document presents a simplified version of the regulations. In the event of any inconsistency between this document and the regulations in force, the latter will prevail.