



Construction, renovation, landscaping and shore maintenance projects on Dorval Island

The purpose of this document is to provide an overview of the steps required before initiating a construction, renovation, major landscaping or shore maintenance project on Dorval Island. The information is general in nature and each project is analyzed on a case-by-case basis. Relevant by-laws can be found on the Dorval Island website.

Before initiating any construction, renovation, major landscaping or shore maintenance project on Dorval Island, residents need to confirm whether the project requires a permit as well as a review by the CCU. This can be done by sending a general email to info@liledorvalisland.ca detailing the nature and scope of the project. Work cannot start until issuance of a permit, if required. Considering inherent delays and depending on the scale, residents should initiate this process long before the desired start date of the project.

PERMIT PROCESS

Review by the Town's inspector

The Town's inspector (an external consultant) will do an initial analysis and confirm whether a permit is required and will indicate which documents must be submitted with the permit application. These may include specific drawings and a certificate of location, depending on the nature and scope of the project. The vast majority of construction, renovation, major landscaping and shore maintenance projects will require the issuance of a permit.

Once all requested documentation has been submitted, the inspector will analyze the project's conformity with specific-municipal, provincial and federal regulations, with regards to zoning, shore and flood zones, etc. Additional documents may be requested by the inspector during the review process.

Review by the Comité consultatif d'urbanisme

In some cases, the project will also be reviewed by the *Comité consultatif d'urbanisme* ("CCU"). All construction projects, as well as some renovation, landscaping and shore maintenance project will require a review by the CCU.

The members of the CCU meet to analyze the project for its compliance with the objectives and criteria of the Site Planning and Architectural Integration Program by-law ("SPAIP"). The CCU assesses the project in terms of architecture, volume, materials, site integration, impact on neighbouring buildings, natural topography, etc. This analysis is separate from that of the inspector.

In its analysis, the CCU considers comments made by the inspector. Notwithstanding the inspector's approval, the CCU may recommend project adjustments or modifications to meet the objectives of the SPAIP. The CCU may also request the assistance of consultants to enable the CCU to perform its duties. These consultants may attend meetings but may not vote on the recommendation from the CCU.

Decision by Council

Both the report from the inspector and the recommendations from the CCU (as the case may be) are submitted to Council who assesses the permit application. The Council will approve the application if the project is compliant. The Council may apply one or several conditions to this approval. In the event that the application does not comply with the SPAIP by-law, the Council shall reject the application and must give reasons for the rejected application.

The Council renders its decision by a motion. A copy of this motion is sent to the resident.

Issuance of the permit

Upon receipt of the motion approving the application and once the related fees have been paid, the inspector will issue the permit. If the approval from Council stipulates certain conditions, these conditions will be integral to the permit.

SHORELINE PROJECTS

Provisions regarding shorelines are found in several Dorval Island by-laws, in accordance with the Policy which sets the standards relating to Shoreline, Littoral and Flood Plain protection, enacted by the *Ministère de l'environnement*.

Every project is different, including site conditions, flood zones and high water lines. For that reason, any resident contemplating shoreline projects must follow the required permit application process described above prior to starting any work on their property. The vast majority of shoreline maintenance project will require the issuance of a permit, and in some cases a review of the project by the CCU.

In analyzing a shoreline maintenance project, priority must be given to the technique most likely to restore the vegetation cover and the natural character of the shoreline.

When the nature of the soil and the ground conditions require it, mechanical techniques (such as gabions, etc) can be used to stabilize the shore before revegetation.

In all cases, residents need to justify the technique that is being considered. This is done by providing reports prepared by professionals such as engineers and landscape architects.

All work must be carried out under the supervision of these professionals.

All permit applications relating to shoreline must include the following:

- Certificate of location;
- Report from an engineer including drawings and specifications of the work, justification of the method recommended (for example why gabions are necessary as opposed to vegetation), and confirmation that the engineer will be supervising the work;
- Report from a landscape architect which includes a list of plants and planting methods, and confirmation that the landscape architect will be supervising that portion of the work;
- Any other information or drawing required by the inspector or the Town.