

**UNORGANIZED TERRITORY
OF LAC NILGAUT**

**BY-LAW RELATING TO THE ISSUING
OF PERMITS AND CERTIFICATES**

BY-LAW NUMBER 154-2010

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BY-LAW RELATING TO THE ISSUING OF PERMITS AND CERTIFICATES
IN THE UNORGANIZED TERRITORY OF LAC NILGAUT

TNO-2011-05-05

WHEREAS the Council of the Regional County Municipality of Pontiac is presumed to be the council of a local municipality with regard to its unorganized territory, hereafter called the TNO Lac Nilgaut, in accordance with Section 8 of the Municipal Territorial Organization Act (R.S.Q., c. O-9);

WHEREAS the Council of the Regional County Municipality of Pontiac may adopt by-laws with regard to the TNO Lac Nilgaut, in accordance with Section 9 of the said Act;

WHEREAS the Council of the Regional County Municipality of Pontiac established a local committee of elected officials for the TNO Lac Nilgaut, hereafter called the Council of the TNO Lac Nilgaut, in accordance with Section 10 of the said Act;

WHEREAS it is necessary to revise the planning by-laws of the TNO Lac Nilgaut, in force since October 26, 1993;

WHEREAS the provisions in Sections 123 to 137, 137.15 and 137.17 of the Land Use Planning and Development Act (R.S.Q., c. A-19.1);

WHEREAS a notice of motion with dispense from reading was given by Mr. Ross Vowles at a regular meeting of the Council of the TNO Lac Nilgaut held on March 22, 2011, in accordance with Section 445 the Québec Municipal Code (R.S.Q., c.-27.1);

THEREFORE, it is moved by Mr. Ross Vowles and resolved to adopt By-law Number 154-2010 enacting the By-law relating to the Issuing of Permits and Certificates in the TNO Lac Nilgaut, and Council enacts what follows, to wit:

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DIVISION 1 DECLARATORY PROVISIONS

1.1 Title

This By-law, which number is 153-2010, is cited as the “By-law relating to the Issuing of Permits and Certificates in the Unorganized Territory of Lac Nilgaut”. The rules for the administration of this By-law are included in By-law Number 153-2010 enacting the By-law for the Administration of the Planning By-laws of the Unorganized Territory of Lac Nilgaut.

1.2 Scope

This By-law establishes the administration rules concerning:

- the procedure to follow and the conditions for issuing permits and certificates required for the application of the zoning, subdivision and construction by-laws of the Unorganized Territory of Lac Nilgaut;
- the plans and documents that must be provided by the applicant at the time of making a request for a permit or certificate;
- the payable fees for the issuing of permits and certificates;
- the duties and powers of the designated officer in charge of issuing permits and certificates.

1.3 Context

This By-law applies in whole or in part to the by-laws listed in Section 4 of By-law Number 153-2010 enacting the By-law for the Administration of the Planning By-laws of the Unorganized Territory of Lac Nilgaut.

1.4 Effective Date

This By-law shall come into force according to the provisions of the Land Use Planning and Development Act (R.S.Q., c. A-19.1).

1.5 Defined Area

This By-law, whose provisions are binding on individuals and legal entities in public or private law, applies to all the Unorganized Territory of Lac Nilgaut under the jurisdiction of the Regional County Municipality of Pontiac.

1.6 Repeal of Existing By-laws

This By-law abrogates and replaces in part By-law Number 10-93 cited as the “By-law concerning Permits and Certificates as well as the Administration of Planning By-laws”. It also abrogates and replaces in whole By-law Number 18-94 amending that By-law.

All other provisions incompatible with this By-law are also abrogated and replaced.

The repeal of those by-laws does not affect proceedings instituted under the authority of the by-laws thus replaced, nor the permits and certificates issued or acquired rights before the implementation of this By-law.

1.7 Provisions of Other By-laws

Any building erected, installed, rebuilt, enlarged, renovated or transformed and any parcel of land or any building occupied or used for the authorized purposes and in the manner provided for in the planning by-laws, are also subjected to the specific provisions of the other by-laws of the unorganized territory which affect it.

When a restriction or prohibition stipulated by the planning by-laws or any one of their provisions is considered to be incompatible or in disagreement with any other by-law or with any other provision of the planning by-laws, the most restrictive or prohibitive provision shall apply.

1.8 Field of Application

Any lot or part of lot, and any land or part of land intended for occupancy, as well as any building or part of building, and any structure or part of structure, shall be erected in accordance with the provisions of this By-law. As well, any building, structure or land for which the occupancy or use is planned for modification shall conform to the requirements of this By-law.

1.9 Partial Invalidity

Council shall adopt this By-law in its entirety and also part by part, division by division, section by section, subsection by subsection, paragraph by paragraph and subparagraph by subparagraph, in such manner that if a part, a division, a section, a paragraph or a subparagraph should be declared null and void by a competent tribunal, the other provisions contained in this By-law shall continue to apply.

1.10 Federal and Provincial Laws and Regulations

No section of this By-law shall have effect to escape any individual or legal entity from the application of the laws and regulations of Canada or the Province of Québec.

DIVISION 2 INTERPRETATIVE PROVISIONS

2.1 Text and Words

Except for words hereafter defined, all words used in this By-law keep their usual meaning.

- The verbs used in the present tense include the future tense;
- The singular includes the plural and vice versa, unless the phraseology clearly implies that cannot be the case;
- The use of the word “shall” or “will” assumes an absolute obligation; the word “may” retains a possibility of choice;
- The word “whoever” includes all individuals and legal entities in public or private law;
- The word “municipality” or “regional county municipality” designates the Regional County Municipality of Pontiac;
- The word “council” designates the Council of Mayors of the Regional County Municipality of Pontiac or the Council of the TNO of Lac Nilgaut;
- A uniform numbering system is used for the entire by-law. The first number indicates the division of the by-law. The second number refers to the section of the by-law. The section is preceded by a dot following the number of the division. It can be divided up into subsections, which are preceded by no number or calling letter. A subsection can be divided up into paragraphs, identified by an Arabic numeral followed by the symbol of degree. A paragraph can be divided up into subparagraphs, identified by lowercase letters followed by a right parenthesis.

- 1. DIVISION**
- 1.1 Section**
 - Subsection
 - 1° Paragraph
 - a) Subparagraph

2.2 Tables, Diagrams, Graphs and Symbols

Tables, diagrams, graphics, symbols or any other form of expression other than the proper text, to which it is referred to in this By-law, are integral parts of this By-law for all intents and purposes.

In the event of inconsistency with the proper text, this one shall prevail on the tables, diagrams, graphs, symbols or any other form of expression contained in this By-law. In the event of inconsistency between the table and a graph, the data in the table shall prevail.

Where a restriction or prohibition shown in this By-law or any of the provisions is proved to be incompatible or in disagreement with another provision contained in this By-law, the most restrictive or prohibitive provision shall apply.

2.3 Measurement Units

All measurements mentioned in this By-law are expressed using the International System of Units (IS), the metric system.

2.4 Terminology

Unless the text indicates otherwise, the words and expressions used in this By-law have the meaning attributed to in Appendix A of By-law Number 155-2010 enacting the Zoning By-law.

DIVISION 3 APPLICATION OF BY-LAWS

3.1 Field of Application

This By-law shall apply to the issuing of subdivision permits, building permits and certificates of authorization.

3.2 Designated Officer

The Building and Environment Inspector is designated by resolution of Council as the officer responsible for the application of this By-law. Council may also designate an assistant for the application of this By-law.

If the Building and Environment Inspector or his assistant, should this happen, is incapable of taking action or refuses to take action, the secretary-treasurer or any other designated officer shall be authorized to apply this By-law.

3.3 Duties and Powers of the Designated Officer

The Building and Environment Inspector exercises the following functions:

- 1° he acts as a resource person with the ratepayers for information and explanations about the planning by-laws;
- 2° he receives the requests by applicants for a permit or certificate as required and makes sure that all required documents have been filed;
- 3° he analyzes the requests for permits or certificates in the light of the provisions included in the planning by-laws;
- 4° he issues permits and certificates as provided for in this By-law when in conformity to all the provisions of the planning by-laws; he refuses them when one or more of the provisions are not respected; in this case, he shall justify, in writing, his refusal to issue the permit or certificate;

- 5° he visits and inspects, between 7:00 a.m. and 7:00 p.m. from Monday to Friday, all real estate or personal property as well as the exterior and interior of buildings in order to ascertain that the provisions of the planning by-laws adopted by Council or any other provision, whichever is the authority that adopted it, that the municipality has the duty to apply, are respected; for these purposes, he may be accompanied by a professional technologist, an engineer or a police officer;
- 6° he notifies, by registered letter or by bailiff, any person to immediately cease the continuation of the work or the use of a property, when contrary to the provisions of the planning by-laws;
- 7° he reports to Council every breach of the planning by-laws, the Groundwater Catchment Regulation (R.S.Q., c. Q-2, r.6) and the Regulation respecting waste water disposal systems for isolated dwellings (R.S.Q., c. Q-2, r.22);
- 8° he maintains a record of all official requests made for obtaining a permit or certificate;
- 9° he provides Council with a report of his activities as required by said Council.

In addition to the above, the Building and Environment Inspector may also take off any sign non-conforming to existing regulations after the owner of the sign, when he is known, has been notified.

3.4 Obligations and Responsibilities of the Landowner or Leaseholder

Any landowner or leaseholder shall have the following obligations:

- 1° he shall the authorization from the municipality before undertaking any work or uses aimed by this By-law; this authorization is given by the issuing of a permit or certificate of authorization;
- 2° he shall make any request, in writing, for a permit or certificate of

authorization; for this purpose, the municipality provides a form to be filled out by the applicant to make his request;

- 3° he shall carry out or make carry out only works, actions and uses for which plans were approved and those authorized by the permit or certificate of authorization;
- 4° he shall allow the inspection of the buildings by the designated officer in order to ascertain that the standards and provisions of this By-law are respected;
- 5° he shall respect any notice given by the designated officer in accordance with Section 3.3 of this By-law;
- 6° he shall make a new request for a permit or certificate of authorization when he changes or modifies the extent of the works, actions or uses;
- 7° he shall finish off the exterior walls within eighteen (18) months following the issuing of the permit.

Neither the issuing of a permit or certificate of authorization nor the approval of plans or inspections made by the designated officer shall release the owner of his responsibility to conform to this By-law.

3.5 False Statement

Whoever makes a false statement, or provides mistaken information or documents with regard to the standards and provisions of this By-law, invalidates the permit or certificate issued by the municipality and shall be liable to sanctions and recourses provided for in By-law Number 153-2010 enacting the By-law for the Administration of the Planning By-laws of the Unorganized Territory of Lac Nilgaut.

3.6 Posting of Permits and Certificates of Authorization

The owner, occupant or person having the custody of the property shall post the issued permit or certificate of authorization in such a way to be visible on the worksite during all their duration.

DIVISION 4 SUBDIVISION PERMITS

4.1 Obligation to Obtain a Subdivision Permit

Any cadastral operation is forbidden without first obtaining a subdivision permit.

4.2 Information and Documents Required to Obtain a Subdivision Permit

The approval of any cadastral operation and its registration to the land registry of the Québec Government shall require from the landowner the presentation of two (2) copies of a draft subdivision plan. This draft subdivision plan shall include a plan at the scale of 1: 2,000 or any other scale deemed reasonable, duly signed by a land surveyor and containing the following elements:

- 1° the layout and dimensions of the proposed lot lines and of the land as well as the angle forms between them;
- 2° the area and cadastral identification of each lot;
- 3° the layout of the right of way, dimensions and cadastral identification of all existing and projected roads;
- 4° the numbers and lot boundaries adjacent to the projected subdivision belonging to the landowner or falling under his responsibility;
- 5° the existing subdivisions and structures around the projected subdivision;
- 6° the ground elevation expressed by contour lines at 2-metre intervals or intervals deemed appropriate;
- 7° the natural environment elements, such as lakes within 300 metres and watercourses within 100 metres, as well as wetlands;

- 8° the location of the high water line as well as flood-risk areas;
- 9° the location, dimensions and identification of existing and required easements and rights of way, if necessary;
- 10° the date, title, geographical north and scale;
- 11° the name, address of the landowner, as well as his signature, or his authorization if he does not make the request himself;
- 12° a report made by an engineer or professional technologist including:
 - a) a geotechnical description of the land being subject of the projected subdivision;
 - b) the approximate location of the drilling and inspection holes that will be necessary;
 - c) a proof certifying that each of the lots shown on the map is capable of supporting a groundwater catchment work in conformity with the Groundwater Catchment Regulation (R.S.Q., c. Q-2, r.6) and a septic installation in conformity with the Regulation respecting waste water disposal systems for isolated dwellings (R.S.Q., c. Q-2, r.22), subject to a more thorough study made by an engineer member of the *Ordre des ingénieurs du Québec* upon the designated officer's request;

The designated officer of the municipality may also require, if he deems necessary for the understanding of the draft subdivision plan, the description, plan or one document being concerned with one or several of the following elements:

- 1° a copy of any deed or property title if the land benefits from a privileged right to subdivision;
- 2° the area and dimensions of the adjacent lots to the projected site;

- 3° the location, area and dimensions of any lot serving used for access to a lake or watercourse;
- 4° the spaces remaining in their natural state as well the respective percentage of these spaces in comparison to the total surface area of the subdivision.

The applicant or his authorized person shall complete and sign the building permit request form provided by the municipality.

4.3 Modification of the Draft Subdivision Plan

The designated officer shall make known in writing the modifications to be made to bring the draft subdivision plan into conformity with this By-law. The request for a subdivision permit shall be deferred as long as the required modifications are not made.

Any modification made by the landowner before or after the approval of the draft subdivision plan shall be approved by the designated officer of the municipality.

4.4 Approval of the Draft Subdivision Plan

When the designated officer, after his opinion is given to Council, considers that the draft subdivision plan is in conformity with all the provisions of the subdivision by-law and this By-law, Council approves it by resolution. The designated officer then authorizes the applicant to make his request for a subdivision permit.

Only the subdivision permit shall be an authorization to submit to the Minister of Natural Resources and Fauna plans and books of reference in accordance with Section 3043 of the Québec Civil Code.

A subdivision or cadastral operation carried out contrary to this By-law shall be annulled in accordance with Sections 228 and the following of the Land Use Planning and Development Act (R.S.Q., c. A-19.1).

4.5 Conditions for Issuing a Subdivision Permit

The designated officer shall issue a subdivision permit if:

- 1° the request is in conformity with the subdivision by-law and this By-law;
- 2° the request is accompanied with all the plans and documents required according to this By-law;
- 3° the right to obtain the permit has been paid;
- 4° the proposed roads are in conformity with the subdivision by-law;
- 5° the proposed subdivision has been approved by the municipality.

4.6 Period for Issuing a Subdivision Permit

The designated officer shall issue the subdivision permit within thirty (30) days following the date at which all the conditions for issuing the subdivision permit are met.

When the request does not meet the conditions for issuing a subdivision permit, the designated officer shall notify the applicant, in writing, within thirty (30) days following the date at which the request is received, by indicating the list of all the documents and information that are missing.

4.7 Validity of the Subdivision Permit

A subdivision permit shall be null and void if the cadastral plan to which it applies is not duly registered at the registry office within twelve (12) months following the issuing date of the subdivision permit.

After this time limit, a new request for a subdivision permit shall be made in accordance with the existing regulations and the fees provided for shall be payable once again.

4.8 Effect of the Issuing of a Subdivision Permit

The issuing of a subdivision permit shall not be an obligation for the municipality, notably:

- 1° the subdivision permit shall not involve an obligation to issue a building permit;
- 2° the subdivision permit shall not involve an obligation to accept the transfer of proposed roads, nor taking charge of the costs for construction or development;
- 3° the subdivision permit shall not involve an obligation to install or approve aqueduct and sewage systems.

DIVISION 5 BUILDING PERMITS

5.1 Obligation to Obtain a Building Permit

Nobody may, without first obtaining a building permit, carry out the following works:

- 1° the construction, erection or reconstruction of a building or structure;
- 2° the enlargement, modification, alteration, repair or redoing of a building or structure;
- 3° the installation or modification of a system for the discharge, collection and disposal of waste water;
- 4° the installation or modification of a private groundwater catchment work which daily capacity does not exceed 75 m³ and supplying 20 persons or less.

5.2 Information and Documents Required to Obtain a Building Permit

Any request for a building permit shall be made in writing on the form provided by the municipality, be signed by the applicant and contain the following documents and information:

- 1° the names, addresses and phone numbers of the applicant and, if necessary, of his authorized person;
- 2° a copy of the property title, lease or any authorization conferred by a Québec Government department, in which is included the cadastral designation of the lot or the location of the land on which the project will be realized or, if not, the most accurate identification of the site where the project will be realized;

- 3° the location of the property subject of the projected works;
- 4° if necessary, the name of the contractor, his address and phone number as well as his licence number given by the *Régie du bâtiment du Québec* ;i
- 5° the dimensions of the lot or land;
- 6° the description nature of the projected works;
- 7° the use of the buildings;
- 8° a plan or sketch of any projected structure;
- 9° the facing of the projected building;
- 10° the location of the main building and additional buildings from any road;
- 11° the location of lakes and watercourses;
- 12° the location and identification of inclines, slopes and any other restrictive areas to land occupation;
- 13° any other information or document that could be deemed pertinent and allowing for a better understanding of the project;
- 14° the estimated cost of the works;
- 15° the starting and ending date of the works;
- 16° the date at which the request is made.

5.3 Specific Information and Documents Required to Obtain a Building Permit

According to the nature of the request for a building permit, the applicant shall provide the following documents and information necessary for understanding the project:

- 1° installation or modification of a system for the discharge, collection and disposal of waste water:
 - a) the number of bedrooms in the isolated dwelling or, in the case of another building, the total daily flow;
 - b) a characterization study of the site and natural land conducted by a person who is a member of the appropriate professional order, containing the following elements:
 - the topography of the site;
 - the grade of the disposal site;
 - the soil permeability at the disposal site, specifying the methodology used to determine soil permeability;
 - the level of bedrock, underground water or any layer of permeable soil, low permeability soil or impermeable soil, as the case may be, below the surface of the disposal site;
 - indication of any element that may influence the location or construction of a disposal system.
 - c) a site plan to scale showing:
 - the location of the following elements on the lot on which a waste water discharge, collection or disposal system is proposed and on the contiguous lots: well or spring used

as a water supply, lake or watercourse, swamp or pond, drinking water pipe, property or lease line, or residence;

- the location proposed for the parts of the waste water discharge, collection or disposal system;
- the installation depth of each component of the disposal system;
- the installation depth of the soil absorption system, the standard sand-filter bed, the absorption field or the leaching field in relation to the level of bedrock, underground water or any layer of impermeable soil or low permeability soil below the surface of the disposal site.

In the case of a project providing for other discharge into the environment, the information and plan must describe the receiving area by indicating:

- a) in the case of discharge into a watercourse, specify the water flow and the effluent dilution rate in the watercourse in low-water periods, the hydrographical network to which the watercourse belongs, the location of the discharge site and the effluent sampling site;
- b) in the case of discharge into a ditch, the plan must show the hydrographical network to which the ditch belongs and the location of the discharge site and the effluent sampling site.

If the system is to serve a building other than an isolated dwelling, the information and documents referred to in this Section must be prepared and signed by an engineer member of the *Ordre des ingénieurs du Québec*. The information and documents shall be filed with certification by the engineer that the system complies with this By-law and is capable of disposing of the waste water having regard to the specific characteristics of the waste water.

Subparagraph b) of Paragraph 1° shall not apply to hauled sewage systems, biological systems as well as privies or compost toilets and their seepage pits, in accordance with the Regulation respecting waste water systems for isolated dwellings (R.S.Q., c. Q-2, r.22).

- 2° installation or modification of a private groundwater catchment work:
 - a) the capacity of work;
 - b) the location of the work and the distance from any non-watertight waste water disposal system.

5.4 Conditions for Issuing a Building Permit

No building permit shall be issued unless all the following conditions are met:

- 1° all the provisions of the planning by-laws are respected;
- 2° the request is accompanied with all the plans and documents required by this By-law;
- 3° the fee for obtaining the building permit has been paid;
- 4° inside the territories that are subdivided and identified on the official cadastral plans, the land on which each projected main construction is to be erected, including outbuildings, is identified as one or more separate lots on the official cadastral plans, in conformity with the subdivision by-law or, if not, protected by acquired rights;
- 5° inside the territories that are not subdivided on the official cadastral plans, the land on which each projected main construction is to be erected, including outbuildings, is identified in a registered contract or in a lease issued by one of the Québec Government department, and that the dimensions and area are in conformity with the subdivision by-law or, if not, protected by acquired rights;
- 6° the water work and sewer systems of the structure to be erected on site

are in conformity with the Environment Quality Act (R.S.Q., c. Q-2) and its applicable regulations;

- 7° the land on which a structure is to be erected is adjacent to a public or private road in conformity with the requirements of the subdivision by-law;

Paragraph 7° shall not apply to structures used for public utility purposes, to hunting, fishing or trapping camps, mobile shelters, rough shelters and structures used for forestry, mining and wildlife conservation purposes.

5.5 Period for Issuing a Building Permit

The Building and Environment Inspector shall issue the building permit within thirty (30) days following the date at which all the conditions for issuing the building permit are met.

When the request does not meet the conditions for issuing a building permit, the Building and Environment Inspector shall notify the applicant, in writing, within thirty (30) days following the date at which the request is received, by indicating the list of all the documents and information that are missing.

5.6 Validity of the Building Permit

A building permit shall be null and void:

- 1° if the work did not significantly start within six (6) months following the issuing date of the building permit;

- 2° if the work is not completed within eighteen (18) months following the issuing date of the building permit, including the installation of the exterior siding;
- 3° if the work is interrupted for a period longer than twelve (12) consecutive months.

DIVISION 6 CERTIFICATES OF AUTHORIZATION

6.1 Obligation to Obtain a Certificate of Authorization

A certificate of authorization shall be obtained to carry out the following works:

- 1° the demolition or displacement of a building;
- 2° the renovation of a building;
- 3° the change of a land use or use of a building;
- 4° the practice of a complementary use;
- 5° the carrying out of works on the lakeshore or riverbank and in the littoral zone of a lake or watercourse, including tree felling and the installation of a wharf or boat shelter, except works authorized by the Québec Ministry of Sustainable Development, Environment and Parks or the Québec Ministry of Natural Resources and Fauna;
- 6° the installation of a temporary building or practice of a temporary use;
- 7° the installation of a trailer on a lot or land under property title or lease;
- 8° tree cutting for forestry purposes in the zones specified in the zoning by-law.

6.2 Information and Documents Required to Obtain a Certificate of Authorization

Any request for a certificate of authorization shall be made in writing on the form provided by the municipality, be signed by the applicant or his authorized person and contain the following documents and information:

- 1° the names, addresses and phone numbers of the applicant, his authorized person and contractor;
- 2° the location of the work;
- 3° the location, dimensions and areas of the concerned buildings and structures, if necessary;
- 4° the existing use and the projected use of the building or land;
- 5° the description and nature of the projected works;
- 6° the starting and ending date of the works;
- 7° the plans and sketches required for the request for a certificate of authorization.

6.3 Specific Information and Documents Required to Obtain a Certificate of Authorization

According to the nature of the request for a certificate of authorization, the applicant shall also provide the following documents and information for understanding the project:

- 1° for the demolition or displacement of a building;
 - a) for the demolition:
 - the location of the building to be demolished;
 - pictures of the building to demolished;
 - the location of the site where demolition waste will be recovered.

b) for the displacement:

- recent picture of the outside walls of the building to be displaced;
- the location from where the building will be displaced;
- the proposed route, the expected date and the duration for the displacement;
- the type of building, its existing use and projected use;
- a copy of any property title or lease or authorization conferred by a Québec Government department, in which the cadastral designation or the location of the land on which the building will be displaced or, if not, the most accurate identification of the site where the building will be displaced;

2° for the renovation of a building;

- a) the location of the building to be renovated;
- b) the list of necessary works;
- c) the location where the renovation waste will be recovered.

3° for a change of a land use or use of a building;

- a) the existing use of the land or building and the projected use;
- b) the date at which the change of the land use will be carried out;
- c) the location of the building or land concerned with the request;

- d) the corporate name of the commercial establishment practicing the use and, should this happen, of the establishment that will practice the new use;
- e) the list of the necessary works necessary to change or cease the existing use;
- f) a copy of the property title or lease, should this happen;
- g) the dimensions and area of the premises in which the new use will be practiced.

4° for a complementary use:

- a) the type of the projected complementary use;
- b) the date at which the complementary use will begin;
- c) the location of the building concerned with the request;
- d) the list of works necessary for practicing the complementary use;
- e) the dimensions and area of the premises in which the complementary use will be practiced.

5° for works on the lakeshore or riverbank and in the littoral zone of a lake or watercourse, including tree felling and the installation of a wharf or boat shelter:

- a) the location of the high water line of the lake or watercourse;
- b) a detailed description of the projected action;

- c) an enumeration of the projected works planned for stabilizing the lakeshore or riverbank.
- 6° for the installation of a temporary building or practice or a temporary use:
 - a) the location where the temporary building will be installed or the temporary use will be practiced;
 - b) the duration for which the temporary building will be installed or the temporary use will be practiced;
 - c) the authorization of the Québec Ministry of Natural Resources and Fauna or any other department.
- 7° for the installation of a trailer on a lot or land:
 - a) the location where the trailer will be installed;
 - b) the licence number of the trailer.
- 8° for tree cutting for forestry purposes in the zones specified in the zoning by-law:
 - a) the boundaries of the land;
 - b) the limits of the stands, the area and limits of the cutting area, the ratio in percentage between the number of stems to be cut and the number of stems in the stand;
 - c) in the case of a sanitation cut, the nature of the damage caused to the stand, the limits of the area affected, the area and limits of the cutting area;

- d) in the case of works carried out in a damaged or infected stand or in the case of forest management works, a silvicultural prescription made, signed and sealed by a forestry engineer member in good standing of the *Ordre des ingénieurs forestiers du Québec*.

6.4 Conditions for Issuing a Certificate of Authorization

No certificate of authorization shall be issued unless the following conditions are met:

- 1° all the provisions of this By-law, the zoning by-law and construction by-law are respected;
- 2° the request is accompanied with all the plans and documents required by this By-law;
- 3° the fee for obtaining the certificate of authorization has been paid.

6.5 Period for Issuing a Certificate of Authorization

The Building and Environment Inspector shall issue the certificate of authorization within thirty (30) days following the date at which the conditions have been met.

When the request does not meet the conditions for issuing a certificate of authorization, the Building and Environment Inspector shall notify the applicant, in writing, within thirty (30) days following the date at which the request is received, by indicating the list of all the documents and information that are missing.

6.6 Validity of the Certificate of Authorization

A certificate of authorization shall null and void:

- 1° if the work did not significantly start within six (6) months following the issuing date of the certificate of authorization;
- 2° if the work is not completed within eighteen (18) months following the issuing date of the certificate of authorization;
- 3° if the work is interrupted for a period longer than twelve (12) consecutive months.

After these time limits, a new request for a certificate of authorization shall be made in accordance with the existing regulations and the fees provided for shall be payable once again.

Notwithstanding the first subsection, a certificate of authorization for the installation of a trailer on a land leased for cottage purposes shall be valid from May 1st to November 30th in a same year.

DIVISION 7 BUILDING PERMITS AND CERTIFICATES OF AUTHORIZATION NOT REQUIRED

7.1 Building Permits and Certificates of Authorization Not Required

Notwithstanding Sections 5.1 and 6.1 of this By-law, the obtaining of a building permit or certificate of authorization shall not be required for minor repairs necessary for the normal maintenance of buildings, provided that the foundations, structure and exterior and interior walls are not changed and that the total floor area is not increased.

DIVISION 8 FEES

8.1 Payable Fees

Fees are payable by applicants making requests for a subdivision permit, building permit or certificate of authorization. No permits or certificates of authorization shall be issued unless the fees have been paid.

8.2 Fee for Obtaining a Permit or Certificate

Fees for obtaining permits and certificates are established as follow:

- | | | |
|----|---|------------------|
| 1° | Request for a subdivision permit | |
| | a) Cadastral operation (per lot) | <u>\$ 50.00</u> |
| 2° | Request for a building permit | |
| | a) Construction of a main building | <u>\$ 100.00</u> |
| | b) Reconstruction of a main building | <u>\$ 50.00</u> |
| | c) Enlargement, alteration, repair or redoing of a main building | <u>\$ 50.00</u> |
| | d) Construction of an additional building | <u>\$ 50.00</u> |
| | e) Reconstruction of an additional building | <u>\$ 25.00</u> |
| | f) Enlargement, alteration, repair or redoing of an additional building | <u>\$ 25.00</u> |

	g)	Installation or modification of a system for waste water disposal	<u>\$ 100.00</u>
	h)	Installation or modification of a privy and a seepage pit	<u>\$ 50.00</u>
	i)	Installation or modification of a privy	<u>\$ 50.00</u>
	j)	Installation or modification of a seepage pit	<u>\$ 50.00</u>
	k)	Installation or modification of a private groundwater catchment work	<u>\$ 100.00</u>
3°		Request for a certificate of authorization	
	a)	Demolition of a main or additional building	<u>\$ 50.00</u>
	b)	Renovation of a main or additional building	<u>\$ 50.00</u>
	c)	Change of a land use or use of a building	<u>\$ 50.00</u>
	d)	Practice of a complementary use	<u>\$ 50.00</u>
	e)	Carrying out of works on the lakeshore or riverbank or in the littoral zone of a lake or watercourse, including tree felling and the installation of a wharf or boat shelter	<u>\$ 50.00</u>
	f)	Installation of a temporary building or practice of a temporary use	<u>\$ 50.00</u>
	g)	Installation of a trailer on a lot or land	<u>\$ 50.00</u>
	h)	Tree cutting for forestry purposes	<u>\$ 50.00</u>

8.3 Mode of Payment

The payment of the fee shall be made by cash, certified cheque or postal money order payable to the order of the Regional County Municipality of Pontiac.

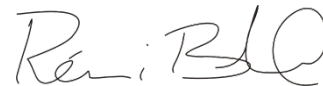
Adopted in Litchfield, Québec

This 24th of May 2011.

Notice of motion	:	March 22 nd , 2011
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Michael McCrank
Warden



Rémi Bertrand
Secretary-treasurer