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## SUMMARY OF TOWN PLANNING BY-LAWS

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The following guide outlines the general standards and basic requirements you need to know for town planning related projects.

When submitting your request for a permit or an authorization certificate, you must provide all plans and documents describing in detail the project you want to make.

It is recommended to contact the Town planning and Environment Service in order to make sure you have all the necessary information and documents required to obtain your permit or certificate. All requirements, as well as the costs of the various permits listed in this booklet, are subject to change without notice. The metric measurement takes precedence over the imperial measurement.

Following reception of all required documents, please allow a minimum of 5 to 15 working days for the issue of a permit, depending on the period of the year. We will advise you when it is ready.

Certain areas, particularly in the centre of the village, are subject to the Site planning & Integration program. Projects falling under this program must be submitted for study by the Planning Advisory Committee who makes recommendations to the Council who makes the final approval. Consequently, further delays apply as it is a six-week.

Jennifer Durand	Director Town planning and Environment
Dave Williams Roy	Inspector Town planning and Environment
Mattea Doyon	Inspector Town planning and Environment
Michael Duhaime	Inspector Town planning and Environment
Nathalie Morneault	Administrative Assistant Town planning and Environment
Martine Major	Documentation Technician Town planning and Environment

For general inquiries regarding Town planning department:

450-226-3232, ext. 115 or [service.urbanisme@morinheights.com](mailto:service.urbanisme@morinheights.com)

The complete Town planning by-laws are available at the town hall and on the web site for consultation and prevail over the present summary.

**COSTS FOR PERMITS AND OTHER SERVICES**

MAIN BUILDING		
New construction (residential)	Basic fee	\$300
	Additional unit	\$100 / Unit
New construction (non residential)		\$500 + \$2 / \$1,000 Work value
Mobile home (installation or replacement)		\$200
New construction – Guarantee Deposit	Refundable upon receipt of the Certificate of Location IF received within a maximum of 18 months following issuance of the permit.	\$300
Extension (residential)	Basic fee	\$100
	Additional unit	\$100 / Unit
Extension (non residential)		\$500 + \$2 / \$500 Work value
Renovation (residential)		\$75
Renovation (non residential)		\$200
Gallery, Balcony, Patio, 3-season Veranda		\$50
Demolition		\$50
Demolition – Guarantee Deposit	Reimbursable upon site clean-up and inspection upon completion of work	\$1,000
Relocation		\$50
Relocation – Guarantee Deposit	Reimbursable at the end of the work and required only for a building relocation using the public road	\$500
ACCESSORY BUILDING		
Accessory Building Construction (residential)	Area equal to or greater than 25 sq.m.	\$75
	Area inferior to 25 sq.m.	\$50
Accessory Building Construction (non residential)		\$100
Renovation, extension, modification (residential)		\$50
Renovation, extension, modification (non residential)		\$75
Demolition		\$50
Relocation		\$50
DRIVEWAY AND CULVERT		
Driveway Construction and/or Culvert Installation		\$200
Culvert Installation – Guaranty Deposit	Refundable after inspection and confirmation of compliance, IF requested within 18 months of permit issuance	\$1,000
AQUEDUCT		
Connection to the Municipal aqueduct		\$2,200 Minimum
Connection to the Municipal water supply		\$200

SEPTIC INSTALLATIONS		
Complete Septic Installation		\$120
Septic Installation – Guarantee Deposit	Refundable upon receipt of the Professional's Inspection Report IF received within a maximum of 18 months of issuance of the permit.	\$300
Septic Tank Replacement only		\$60
Septic Tank Replacement – Guarantee Deposit	Refundable following inspection, IF requested within 18 months of permit issuance	\$300
ARTESIAN WELL		
Artesian Well		\$100
Artesian Well – Guarantee Deposit	Refundable upon receipt of the Drilling Report, IF received within 18 months of permit issuance.	\$300
TREES		
Tree cutting (residential)		\$0 OR \$10 / Tree cut down in front yard if not replaced
Tree cutting (non residential)		\$400
STREET		
Street Construction		\$500 + \$2 / linear meter
Street Construction – Guarantee Deposit	Refundable deposit upon receipt of the following documents: "As Built" Report; Certification; Servitudes; Technical description; Certificate of location	\$5,000
GENERAL PERMITS – MISCELLANEOUS		
Pool : in or above-ground		\$50
Change of use, New use, Addition of use – Permanent or temporary		\$50
Fence or low wall		\$35
Excavation and backfill		\$0
Signage		\$50 / sign
Garage Sale		\$0
Peddling		\$40
Work in the shoreline and littoral, including docks		\$50
CADASTRAL OPERATIONS		
Cadastral Operation (less than 5 lots)	Basic fee	\$100 + Evaluation fees
	Fee per lot	\$50 / created lot
Cadastral Operation (5 lots and more)	Basic fee	\$1,000 + Evaluation fees
	Fee per lot	\$50 / created lot

## Chapitre 1

MISCELLANEOUS REQUESTS		
Request for a SPAIP		\$200
Application for a minor derogation		\$600
Information Letter on septic installation		\$35
Application to amend the Urban Planning by-laws		\$3,000 + applicable publication and professional fees
Application to amend the Urban Plan		\$5,000
Application for PPCMOI		\$5,000 for which \$2000 is refundable if refused by the Council before publication for consultation meeting
Conditional Use Application		\$500
Modification to the plans, specifications or documents initially approved		50% of the initial fee
Renewal of permit or certificate of authorization issued		100% of the initial fee
Town planning by-law (printed copy) / on the web site		\$150\$ / \$0
Parking space exemption		\$1,000 / space
CITQ Certification – Guarantee Deposit	Refundable upon issuance of the permit	\$300

\*\*\* THE REFUND OF A DEPOSIT IS MADE UPON RECEIPT OF ALL REQUIRED DOCUMENTS AND IS GRANTED ONLY  
FOR A PERIOD  
OF 18 MONTHS FOLLOWING THE ISSUANCE OF THE CERTIFICATE OF AUTHORIZATION OR THE PERMIT \*\*\*

## PERMIT REQUESTS

The required documents may vary depending on the type of project.  
Additional documents or information may be required when analyzing the application.  
**\*\*\*Signed and sealed documents must be sent digitally as well as physically  
in original format and version\*\*\***

### 1. NEW CONSTRUCTION

When requesting a construction permit for a new building, one must complete the following forms, which are available at the Town Hall and on the website:

- **‘New Construction – Permit request’;**
- **“Culvert and Driveway Construction – Permit request”;**

In addition to the completed forms, you must provide the following documents with your request:

- ❑ **A project site implantation plan (certificate)** prepared, signed and sealed by a land surveyor (\*original document).  
(Real implantation & on-site markers);
- ❑ **Construction plans** prepared, signed and sealed by a professional having legal competence.  
The plans should bear mention that they are made according to the *Quebec Building Code – Chapter 1, Building & the National Building Code of Canada 1995 (amended)*.  
(\*Plan’s minimum format: 11” x 17”, to scale);
- ❑ **Soil specification and system plans** prepared, signed and sealed by a professional technologist or an engineer in accordance with the Provincial Regulations respecting wastewater disposal systems for isolated Homes (Q.2, r. 22). (\*original document);
- ❑ **Submission of the well digger** describing the projected type of facility, in accordance with the Provincial Regulation respecting Water Withdrawal and Protection Regulation (Q.2, r. 35.2), when the property is not served by the Municipal aqueduct network;
- ❑ **A plan showing the layout on the land** (can be done on a copy of the implantation certificate).  
(entrance, parking area, septic installations, well & tree cutting zone);

## General standards for building implementation

For a new construction, in most residential zones:

<b>SET-BACKS</b>	<b>FRONT</b>	7.5 meters	24' 9"
	<b>BACK</b>	10 meters	32' 9"
	<b>LATERAL</b>	4.5 meters	14' 9"
	<b>WATERFRONT</b>	20 meters	66 ft.

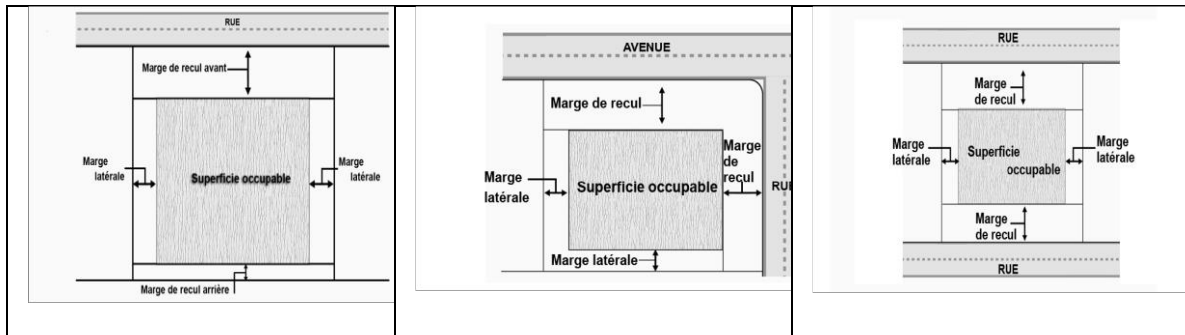
\* Please refer to the zoning grid to validate.

\* In addition, some sectors are subject to additional standards issued by associations and / or promoters. Please validate with them to know what they are.

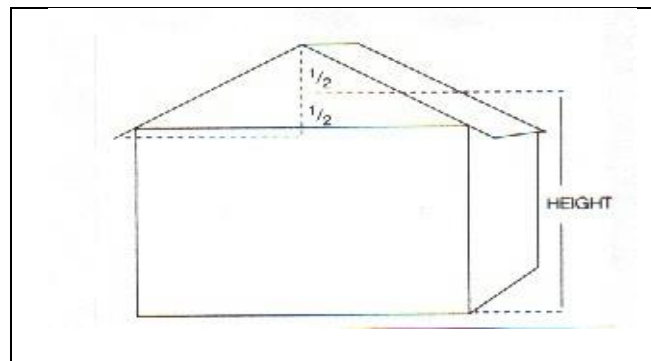
For all types of construction bordering waterfront (lake or other watercourse, with intermittent or regular flow), the minimum setback required is 20 meters (66 ft.) from the high-water mark.

The protected zone bordering water is 15 meters (50 ft.) from the high-water mark and must be kept in its natural state.

### EXAMPLE



HEIGHT	Minimum	Maximum
Main building	3.6 meters (11' 10")	9.2 meters (30' 2")



Minimum area	Minimal Frontage	Minimal depth
60 m <sup>2</sup> (645 sq. ft.)	8 meters (26' 3")	6 meters (19' 8")

## 2. SEPTIC INSTALLATIONS

When requesting a construction permit for a new building, one must complete the **“Septic system and Artesian Well – Permit request”** form (available at the Town Hall and on the website) and provide the following documents:

- ❑ A soil test analysis & site-study report *\*original document with seal and signature.*  
(report showing the possibility of installing a septic system and a plan showing its location, in conformity with provincial regulation Q-2, r.22, and made by a member of a professional association);
- ❑ If only the tank is being replaced, without changing the field, only a plan showing the location and required distances in line with provincial regulation Q-2, r.22, is required, along with the capacity and type of tank.

**Please note that the Municipal by-law 436 & Provincial government regulation Q-2, r.22 requires that septic tanks be emptied as followed:**

**Full-time occupation residence (more than 180 days per year): every 2 years.**

**Part-time occupation (seasonal) residence (less than 180 days per year): every 4 years. Furthermore, owners must submit a proof to the Town planning service that their tank/cesspool has been emptied by a specialized company; it can be a copy of the invoice or a written statement by their offices.**

## 3. ARTESIAN WELLS

When requesting a construction permit for a new building, one must complete the **“Septic system and Artesian Well – Permit request”** form (available at the Town Hall and on the website) and provide the following documents:

- ❑ **Submission of the well digger** describing the projected type of facility;
- ❑ **A plan of the lot showing the proposed location** of the well;
- ❑ **The location of the existing or proposed septic system**, as well as those on adjacent lots.

#### 4. EXTENSIONS

When requesting a construction permit for a new building, one must complete the “**Main Building Extension – Permit request**” form (available at the Town Hall and on the website) and provide the following documents:

- ❑ **A certificate of location or plan** prepared by a land surveyor showing the existing building (on a lot identified as a legal Quebec cadaster), which demonstrates the location of the addition in relation to it (sketch).  
In some cases, a new site plan of the project prepared by a land surveyor is required.  
*\*original document with seal and signature. Please contact the Town planning department to validate if applicable;*
- ❑ **Construction plans** prepared, signed and sealed by a professional having legal competence.  
The plans should bear mention that they are made according to the *Quebec Building Code – Chapter 1, Building & the National Building Code of Canada 1995 (amended)*.  
(\*Plan’s minimum format: 11” x 17”, to scale);
- ❑ If the project increases the number of bedrooms, an evaluation of the septic installation’s capacity is necessary.

#### **Applicable standards**

See “General standards for building location” for new constructions on page 5.



## 5. DETACHED GARAGES AND PERMANENT CAR SHELTERS

When requesting a construction permit for a new building, one must complete the “**Accessory Building – Permit request**” form (available at the Town Hall and on the website) and provide the following documents:

- ❑ **A project site plan** prepared and signed by a land surveyor for accessory buildings with a footprint of 25 sq. m. (269 sq. ft) or more.  
(Real location with on-site markers)  
*\*original document with seal and signature;*
- ❑ For accessory buildings of 25 sq. m. and under or for car shelters, **the layout plan can be hand drawn** (you can use a copy of your certificate of location as a reference) on which you’ll indicate the following measurements: distance from the main building, from other buildings, from the septic system, lot lines, lakes, watercourse or wetland (if applicable);
- ❑ **Construction plans for detached accessory buildings** with a footprint of 25 sq. m. (269 sq. ft) or more,  
prepared, signed and sealed by a professional having legal competence.  
The plans should bear mention that they are made according to the *Quebec Building Code – Chapter 1, Building & the National Building Code of Canada 1995 (amended)*.  
(\*Plan’s minimum format: 11” x 17”, to scale);
- ❑ **Construction plans for accessory buildings or carport** with a footprint of 25 sq. m. (269 sq. ft) or less, showing the foundation, elevations with sections and specifications of the work covered by the building permit, including the list of materials.

### Applicable standards

- The maximum size for a detached accessory building is 75 sq. m. (807 sq. ft.);
- The maximum height is 5 metres (16’ 5’’).  
Measure calculated at the roof’s mid height. (See drawing on page 4);
- The maximum height of the exterior walls is 3 meters (9’ 10’’);
- The minimum distance between a detached accessory building and all other building is 3 meters (9’ 10’’);
- If located in the front setback:
  - the minimal setbacks are 7.5 meters (24’ 6’’) from the front lot line;
  - 2 meters (6’ 6’’) from the lateral property lines;
- If located in the lateral or back yard:
  - 2 meters (6’ 6’’) from the lateral and back property lines;
- If located in the lateral or back yard:
  - the minimal setbacks are 2 meters (6’ 6’’) from the lateral and back property lines;
- The maximum footprint authorized for accessory buildings is 10% of the lot’s total surface area.
- Shelters/garages attached to the main building are considered an extension of said building and have to respect the same setback.  
(See section on extensions, page 6)

## SHEDS & OTHER ACCESSORY BUILDINGS

When requesting a construction permit for a new building, one must complete the “**Accessory Building – Permit request**” form (available at the Town Hall and on the website) and provide the following documents:

- ❑ **A drawing** showing the proposed location of the new building in relation to the existing ones. (Using a copy of your certificate of location as a reference, indicate the distances between buildings, lot lines, waterways (if it’s the case) & locate the septic system);
- ❑ **Construction plans of the building** made to scale, showing all sides, floors and a cross section of wall, and choice of siding.

### **Applicable standards**

- The maximum size for a shed/utility building is 25 sq. m. (269 sq. ft.);
- The maximum height is 5 metres (16’ 5’’).  
Measure calculated at the roof’s mid height. (See drawing on page 4);
- The maximum height of the exterior walls is 3 meters (9’ 10’’);
- The minimum distance from any other building is 3 meters (9’ 10’’);
- In residential areas, these accessory buildings must be located in backyards or lateral yards. It is possible to build one in the front yard under certain conditions only. Please contact the Town planning Service to inquire about these limitations;
- The minimum setback is 2 meters (6’ 6’’) from lateral and rear lot lines;
- The maximum footprint authorized for sheds and accessory buildings is 10% of the lot’s total surface area.

## **6. BALCONY, PATIO AND VERANDA**

When requesting a construction permit for a new building, one must complete the “**Renovation, Balcony, Patio and Veranda – Permit request**” form (available at the Town Hall and on the website) and provide the following documents:

- ❑ **A drawing** showing the proposed location of the new balcony, patio or veranda. (Using a copy of your certificate of location as a reference, indicate the distances between buildings, lot lines, waterways (if it’s the case) & locate the septic system);
- ❑ **Construction plans of the balcony, patio or veranda** made to scale, showing all sides, floors and a cross section of wall, and choice of siding.

## 7. REPAIR OR RENOVATION

When requesting a construction permit for a new building, one must complete the “**Renovation, Gallery, Patio and Veranda – Permit request**” form (available at the Town Hall and on the website) and provide the following documents:

- ❑ **Indoor work:** Attach a scaled interior design plan showing interior division, specifications for work to be done and construction details. If the work affects the structure of the building or involves the addition of a dwelling, we inform you that construction plans, prepared, signed and sealed by a professional are mandatory;
- ❑ **Outdoor work:** Attach a scaled plan detailing the exterior work, including specifications on materials, dimensions, location of the work, including distances from property boundaries and when applicable, from the septic system;

## 8. TREE CUTTING

When requesting a construction permit for a new building, one must complete the “**Tree removal - Felling – Permit request**” form (available at the Town Hall and on the website) and provide the following documents:

- ❑ **A site plan** identifying the position of the trees to be felled (you can use a copy of your location certificate);
- ❑ **Photos** showing the trees to be felled in their setting, and a visual of the problem(s).

### **Applicable standards**

- It is forbidden to cut trees measuring more than 10 cm (4”) in diameter, measured at 1 meter (3.3 ft.) from the ground, without an authorization;
- Obtaining a construction permit for buildings, including permits for the construction of infrastructures, such as driveways, wells, septic systems, automatically authorizes the necessary tree cutting to complete said work;
- Tree cutting must not exceed 40% of the total surface area of the lot or a maximum 6,000 sq. m.

## 9. FENCES, LOW WALLS & HEDGES

When requesting a construction permit for a new building, one must complete the **“Fence, Decorative wall or Hedge – Permit request”** form (available at the Town Hall and on the website) and provide the following documents:

- ❑ **A project site plan** identifying the position of the fence, decorative wall or hedge in relation to property lines, the main building and other existing accessory buildings on the site (you can use a copy of your certificate of location);
- ❑ **Description and model of the fence**, join either a photo montage of the projected fence or the manufacturer's brochure;

### Applicable standards

- Fences and walls may be installed along the back and lateral lines. Front yard fences/walls must be installed 1 meter (3' 3") inside the front lot line (the line separating the road's right of way and your lot line).
- The maximum height along the lateral and back lot lines is 2 meters (6' 6");
- If installed in the front setback (generally 7.5 meters), the maximum height is 1 meter (3' 3");
- No fences/walls can be installed within 15 meters from the high-water mark.

**NOTE: There are exceptions for lots located at the corner of two streets.**

## 10. SWIMMING POOLS

When requesting a construction permit for a new building, one must complete the **“Above and In-ground Pool – Permit request”** form (available at the Town Hall and on the website) and provide the following documents:

- ❑ **A site plan for the installation of the proposed pool** on which the information below appears. To do this, we suggest you use a copy of your certificate of location:
  - The projected location of the pool and its accessories (patio, gallery, fence, filter, heat pump, etc.);
  - The position of existing buildings, fences, retaining walls and other accessories;
  - The distance between the pool and the following elements: all property boundaries, existing buildings, pool accessories, septic system and artesian well.
- ❑ **The descriptive brochure** or the exact model of the pool to be installed;
- ❑ **Details of the security fence** controlling access to the pool including:
  - The height of the fence or railing;
  - The spacing between the bars;
  - Mechanisms for door closing and locking and all other safety devices.
- ❑ **For an in-ground swimming pool**, we ask that you provide us with the complete quote and scaled plan provided by the professional.

Spas do not fall under this category (if they hold under 2,000 liters). However, please check with the Town Planning Service before installing it.

### Applicable standards

- In ground pools must be completely surrounded by a fence of at least 1.2 meters high from the ground to secure the perimeter;
- Above ground pools with sides higher than 1.2 meters at all points from the ground, or pools that can be dismantled with a side of 1.4 meters or more from the ground, at all points, do not need a fence all around them when the access to the pool is as described below:
  - 1) The pool is against a platform (deck) where the pool access is prevented by 1.2 meters (48”) high railing and gate equipped with a locking device, with no more than a 10 cm (4”) distance between the rungs, in conformity with the by-law;
  - 2) The pool is off a terrace, attached to the house, where the pool access is prevented by 1.2 meters (48”) high railing and gate equipped with a locking device, with no more than a 10 cm (4”) distance between the rungs, in conformity with the by-law;
  - 3) If a ladder is used, it must be equipped with an automatic lock once closed to avoid easy access by children.

- All pools must be installed at a minimum of 2 meters of the following:
  - 1) All lot lines and all buildings;
  - 2) All electrical or communication cable systems;
  - 3) Any element which can be climbed to give access to the pool.

Despite the above-mentioned, the heating and/or filtration systems must be installed at more than 1 meter of an above ground pool/or one that can be dismantled, unless installed under a structure which cannot be climbed on, to get to the pool. Hoses from the filter/heater have to be flexible and not permit climbing at 1 meter from the pool's edge.

- Slopes, rows or trees, hedges, low walls and other natural elements are not considered as replacement for a fence, a wall or an enclosure;
- If the property is hooked up to a municipal water network, an annual tax will be imposed;
- Pool must be located in lateral or back yards. It is possible to locate a pool in the front yard under certain conditions. Please consult the Town planning service for details.

## 11. DOCKS

When requesting a construction permit for a new building, one must complete the “**Waterfront Intervention and Dock Construction – Permit request**” form (available at the Town Hall and on the website) and provide the following documents:

- ❑ **A project site** plan identifying the projected position of the dock or the work to be carried out, on a copy of the certificate of location or a property plan, indicating the distances from the property limits;
- ❑ **A plan of the dock** showing its shape and dimensions, the type of dock and the materials used.

**Warning!** The installation of a dock with surface area greater than 20 square meters requires a certificate of authorization from the Ministry of the Environment and the Fight against Climate Change (MELCC).

### Applicable Standards

- Private docks, made of platforms, whether floating, on piles or on pillars physically attached to the shoreline, must have a maximum surface area of 20 sq. m. and a maximum length of 10 meters. It must not exceed more than 1/10 of the width of the stream bed at the foreseen location.

## 12. TEMPORARY WINTER CAR SHELTERS

When there is a main building on a lot, the installation of a temporary car shelter for vehicles (single or double) is authorised according to the following calendar and are not submitted to a certificate of authorization.

Temporary shelter	From	To
Structure	October 1 <sup>st</sup>	May 15 <sup>th</sup>
Tarp	October 15 <sup>th</sup>	May 1 <sup>st</sup>

- The car shelter can encroach within the front setback up to 0.3 m (1 ft.) of the line, but no closer than 2 meters from the ditch (6' 6");
- The maximal footprint is 30 sq. m.<sup>2</sup> (323 sq. ft.) per unit and a maximum height of 2.5 meters.

## 13. OTHER CERTIFICATES OF AUTHORISATION

It is mandatory to obtain a certificate of authorization for the following:

- Demolition (Pool / Building)
- Relocation (Pool / Building)
- Change of use
- Occupation Certificate
- Culvert installation and driveway
- Construction of a road and infrastructure
- Work within the shoreline
- Excavation and Backfill
- Modification to the number of units/premises
- Modification to town planning by-law
- Minor Derogation Request
- Request for connection to the municipal aqueduct
- Other

Please refer to the Municipality's website for the appropriate forms. These forms are also available at the Town Hall.

Considering the various provisions regarding these certificates, please contact the Town planning department to find out about the applicable standards and the required documents for your project.

## 14. OPEN-AIR FIRES

**Burning is allowed without a permit under the following conditions.**

These fires are subject to the provisions of By-law 474:

- Outdoor cooking devices such as BBQ, fireplaces and similar wood burning stoves designed for this purpose;
- Fires in metal barrels or containers with a spark guard;
- Campfires intended to keep mosquitos at bay or for a party, must be surrounded by non-combustible materials and not exceed 1 m<sup>2</sup> by ½ meter high.

**The following types of fires are authorized but require a permit** and are subject to the provisions of By-law 474 which have precedence over this summary:

- Only non-commercial or non-industrial burning in order to eliminate wood cutting remainders (branches, tree trunks, shrubs and other natural wood, following a clean-up on a constructed lot or not, are authorized;
- The residues to burn must be piled in a pile of maximum 2 meters by 2 meters and not exceed 1 meter high, on the same lot they were cleaned up. Only one fire at once on a lot is allowed.
- It is strictly forbidden to burn construction materials and toxic products.
- **It is forbidden to burn the fallen trees or those cut on a vacant lot to be built.**



## 15. PARCELLING – CADASTRAL OPERATIONS

For the great majority of zones in the municipality, the subdivision standards are as followed:

- Lots located at more than 100 meters from a waterway (regular or intermittent flow) or at more than 300 meters from a lake):

	Minimum area	Average min. width	Average min. depth	Minimum road frontage
<b>Lot without services: no aqueduct or sewer</b>	8,000 sq.m. (86,111 sq.ft.)	40 m (131 ft)	45 m (148 ft)	40 m (132 ft)
<b>Partially or totally serviced lot: (no aqueduct and/or no sewer)</b>	4,000 sq.m. (43,057 sq.ft.)	25 m (82 ft)	N/A	25 m (75 ft)

- Lots located within 100 meters from a waterway (regular or intermittent flow) or within 300 meters from a lake):

	Minimum area	Minimum average width	Minimum average depth	Minimum road frontage
<b>Lot without services</b>	8,000 sq. m. (86,111 sq.ft.)	50 m (164 ft)	60 m (196 ft)	40 m (132 ft)
<b>Partially serviced lot: (aqueduct or sewer)</b>	4,000 sq. m. (43,057 sq.ft.)	25 m (82 ft)	60 m (196 ft)	25 m (75 ft)
<b>Lot fully serviced: aqueduct and sewer</b>	4,000 sq. m. (43,057 sq.ft.)	25 m (82 ft)	45 m (148 ft)	25 m (75 ft)