

A conditional use permit is a regulatory tool that allows – under certain conditions – a use in one or several zones in which it is not permitted by the regulations in effect. The *Règlement sur les usages conditionnels* introduces flexibility to regulations by promoting a greater mix of uses while ensuring the best integration of the use into its surrounding environment.

Process

To present a conditional use request, the form, "Request for authorization of a conditional use" must be filled in and attached to the required documents. These documents must be submitted to the Direction de l'aménagement urbain et des services aux entreprises, located at 777, boulevard Marcel-Laurin.

Costs

Fees are required to process a request and to adopt a resolution by the Borough Council.

Additional required documents

In addition to the documents listed in the form, the following documents are also mandatory when requesting authorization for a conditional use:

- A description of the desired use of the building for each suite or room, indicating their areas.
- A plan indicating parking areas, number of parking spaces, circulation lanes, vehicular access points and vehicular routes.
- Photographs of the property for which the request is being made.

Eligibility

In order for a conditional use request to be acceptable, the use must be listed in the *Règlement sur les usages conditionnels*. Otherwise, a bylaw amendment will be necessary. For more information, consult the information sheet, "Regulations: Amendment to an urban planning bylaw".

Request processing

The request receipt date is the date when all required documents have been submitted.

Step 1: Analysis of the request

Once this request is been received, the Direction de l'aménagement urbain et des services aux entreprises undertakes an analysis following the criteria established by the *Règlement sur les usages conditionnels*.

Step 2: Advisory Committee on Planning (ACP)

The project is presented to the Advisory Committee on Planning (ACP) for an evaluation using the criteria mentioned in step 1, and taking into account the following elements:

- The location of the use in the zone, on the lot and within the building involved.

- The compatibility of the proposed use with the surrounding environment and contiguous zones.
- The nature and degree of concentration of existing uses in the sector or building.
- Access to the lot or the interior of the building.
- The characteristics of the building, such as the design and use of exterior spaces.
- The quality of architectural integration of the project within its surroundings as well as the arrangement and occupation of exterior spaces.
- Traffic volume generated by the project.
- Nuisances generated by the project: vibration, odours, dust, noise, light, etc.
- Intensity of use: floor area, number of employees, volume of clients and hours of operation.

Step 3: Borough Council

The ACP transmits its recommendation to the Borough Council, which, by resolution, can either accept or refuse the conditional use request.

Step 4: Issuance of the permit

The Borough Council's resolution is sent to the Division des permis et des inspections of the Direction de l'aménagement urbain et des services aux entreprises, which issues the permit and/or certificate of authorization if the project is accepted.

Cancellation of a conditional use

A conditional use can lose its authorization in the following situations:

- Termination of use.
- The conditional use is not operated within 12 months following issuance of the permit and/or certificate of authorization.
- The conditions required for the use are not respected

 Information: 311 - ville.montreal.qc.ca/saint-laurent/infosheets

Legal framework:

Règlement sur les usages conditionnels n° RCA06-08-0020
Règlement sur les tarifs n° RCA18-08-1
Loi sur l'aménagement et l'urbanisme

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