



BY LAW NUMBER 2023-001: PERMITS & CERTIFICATION OF AUTHORIZATION PRICING & GUARANTEE DEPOSIT

WHEREAS By Law 2023-001 was presented at the **January 16, 2023**, Council meeting and a motion of notice was given by Councillor: Guy Bergeron.

WHEREAS the Municipal Council of Alleyn and Cawood are in the process of revising all By Laws pertaining to the Urbanism Department;

WHEREAS the Municipal Council of Alleyn and Cawood want to improve the managing of permit applications, following up on said permits, and closing of permits once expired or the work completed;

WHEREAS the MRC Pontiac want to improve the service of their evaluation department and with the implementation of this by law the Municipality will improve the process of collecting information required in order to better manage the permit process.

ARTICLE ONE: the list of fees and security deposits for permits and certificate of authorization will be revised annually during budget preparation.


ARTICLE TWO: in order for a ratepayer to have their security deposit returned, they must:

- show proof that residual material has been properly disposed of (i.e., receipt from Eco-Center, pictures of removed debris or an inspection of building site);
- Pictures of the work completed;
- must return the completed 'closure of permit' form available on our Municipal website and the signed permit application; (Refer to Annex 1 attach to and forming part of this by law).
- all forms and documentation must be received within 90 days after the expiry date of permit or certificate of authorization.


ARTICLE THREE: a copy of by law 2023-001 will be issued with every permit application and will be explained to the property owner either verbally or in writing.

ARTICLE FOUR: all information collected during the permit application and closure of such permit will be shared with the Evaluation Department of the MRC Pontiac in order to optimize and expedite the evaluation process.

Adopted



Carl Mayer
Mayor



Isabelle Cardinal
Director General



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FERMETURE DES PERMIS / CERTIFICAT D'AUTORISATION
CLOSURE OF PERMIT / CERTIFICATE

Règlement 2023-001/By-Law 2023-001

IDENTIFICATION/EMPLACEMENT DU TRAVILLE~ IDENTIFICATION/LOCATION OF THE WORK

Nom / Name: _____

Matricule / Role no. _____

Téléphone, courriel / Phone, email : _____

NATURE DE LA PERMIS / NATURE OF THE PERMIT

Permis # / Permit # : _____

EMPLACEMENT DE DÉPÔT DES MATIÈRES RÉSIDUELLES/ DISPERSAL LOCATION

Nom / Name: _____

Adresse / Address: _____

Téléphone, courriel / Phone, email: _____

Date : _____

CRITÈRE / CRITERIA

Permis Signé / Signed Permit

Photo / Pictures

Reçu / Receipt

INSPECTEUR MUNICIPAL / MUNICIPAL INSPECTOR

Dossier fermé le / Permit closed: _____ Par / By: _____

ADMINISTRATEUR DE BUREAU / OFFICE ADMINISTRATOR

Remboursement Autorisé / Refund Authorized: _____ Par / By: _____

Méthode / Method: _____