



HAMPSTEAD
www.hampstead.qc.ca

LANDSCAPING

PERMIT APPLICATION AND USEFUL INFORMATION



For more detailed information,
please visit the Town's website:
Hampstead.qc.ca

Landscaping projects are plentiful in the town of Hampstead during the warm months of the year, but which projects require a permit? A landscaping permit is required when the landscaping project's cost is greater than \$2000.00 Regular maintenance (cutting grass, tree and hedge pruning) does not require a permit. If you are unsure if a landscaping project needs a permit, please contact Hampstead's urban planning department (514-369-8200).

FOR THE LANDSCAPING PERMIT APPLICATION, please submit the following documents:

These documents can be submitted through My Hampstead or in person at town hall (when possible).

- ☐ A duly completed permit application form
- ☐ Cost estimate and detailed description of the work to be done
- ☐ Name and contact information of the company doing the work
- ☐ One (1) PDF copy or one (1) paper copy of the certificate of location showing the existing condition of the property
- ☐ One (1) PDF copy of plans showing the existing landscaping layout
- ☐ One (1) PDF copy of plans showing the proposed landscaping layout
- ☐ Permit application fee with proof of payment

LANDSCAPING GENERAL PROVISIONS

- Any part of a landsite that is not occupied by a structure, a use, a parking area, a sidewalk, an access or circulation walkway, a loading or unloading area, a patio or a plantation must be graded and covered by grass or other natural ground cover
- The **minimum total plant coverage** must comply with the Town of Hampstead's zoning grid (generally, 30% greenspace minimum is required)
 - Synthetic surfaces such as artificial turf may not be considered for plant coverage
 - Hollow-core slabs may not be considered plant coverage
- **Patios** (paving stones at maximum 15cm from the ground level):
 - They may not be erected less than 1 metre from a side or rear landsite boundary line unless they surround an in-ground swimming pool where the minimum distance is 0.5 metre

- Must not be located in the front yard
- They must be sloped if surrounding an in-ground swimming pool for redirecting excess water away from neighboring properties
- **Home gardens** are permitted, but may never be situated in a front yard. Home gardens in a secondary front yard are permitted if they are situated behind the building's rear façade and are at a minimum distance of 0.6 m from the secondary front yard street line.
- **Slope of a landsite:** The ground must slope toward the street, at a minimum gradient of 1% and a maximum gradient of 3%. Modification of landsite slopes to evacuate water toward adjacent landsites is prohibited. All landsite slopes must comply with the Civil Code of Quebec.
- **Landsite grading:** The ground around a building must be graded so that water is directed away from foundation walls and structures.

LANDSCAPING PERMIT APPLICATION COST

Tariffs By-law 1010 is available in By-laws and Regulations on the Town's website

A \$1000.00 deposit is required for a landscaping project involving heavy machinery

These deposits are to ensure that the Town has resources to repair the sidewalk or any other town infrastructure that may get damaged during the work

These deposits will be reimbursed when the work is completed, and an inspection is conducted by the urban planning and building inspections team.

SANCTIONS

Conducting landscaping work without a permit will result in a stop work with a \$1000 – \$2000 fine for individuals and \$2000 – \$4000 for corporations for a first offence. For subsequent offences a \$2000 – \$4000 fine for an individual and a \$4000 – \$8000 fine for a corporation.