

ARCHITECTURAL DESIGN GUIDELINES

LOW DENSITY RESIDENTIAL BUILDINGS

Ville de  City of
Côte Saint-Luc

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The **low-density residential** architectural guidelines assist homeowners and professionals in executing quality projects across the City of **Côte Saint-Luc**.

1.1 CONTEXT: OBJECTIVES AND LIMITATIONS

OBJECTIVE OF THE GUIDELINES

- Assist homeowners and professionals during the planning and execution of new construction or renovation projects for low density residential buildings;
- Preserve and enhance the character and architectural quality of Côte Saint-Luc houses and streetscapes.

LIMITATIONS

The architectural guidelines **are** intended for the following low density building typologies:

- Detached Single-Family Dwelling;
- Semi-detached Single-Family Dwelling;
- Duplex and triplex.

The architectural guidelines **are not** intended for the following building typologies:

- Row houses;
- Multifamily dwellings;
- Mixed dwellings;
- Non-residential buildings;
- Classified heritage buildings.

The architectural guidelines illustrate the following types of transformations:

- Addition of a storey (full or partial);
- Extensions or modifications that may impact the building footprint;
- Minor facade renovations;
- Major facade renovations;
- Demolition and reconstruction projects.

In addition to these architectural guidelines, consult the Côte Saint-Luc Zoning by-law and Construction by-law. These documents are available on the City of Côte Saint-Luc website.

FLEXIBILITY OF THE GUIDELINES

The City of Côte Saint-Luc remains open to innovative ideas and designs that demonstrate an appreciation, understanding and respect for the existing house and its surrounding context.

The City of Côte Saint-Luc reserves the right to accept or decline submitted proposals.

CONTACT THE URBAN PLANNING DEPARTMENT

Before embarking on a construction project that involves exterior modifications, please read this booklet and then contact the Urban Planning Department at **514-485-6800** or **urbanplanning@cotesaintluc.org**.

Planning starts with an understanding of the unique **architectural history** of your house and its relationship with the surrounding environment.

1.2 CONTEXT: EVOLUTION OF THE CITY

HERITAGE

The City of Côte Saint-Luc was once farmland. Residential development began less than a hundred years ago.



DEVELOPMENT

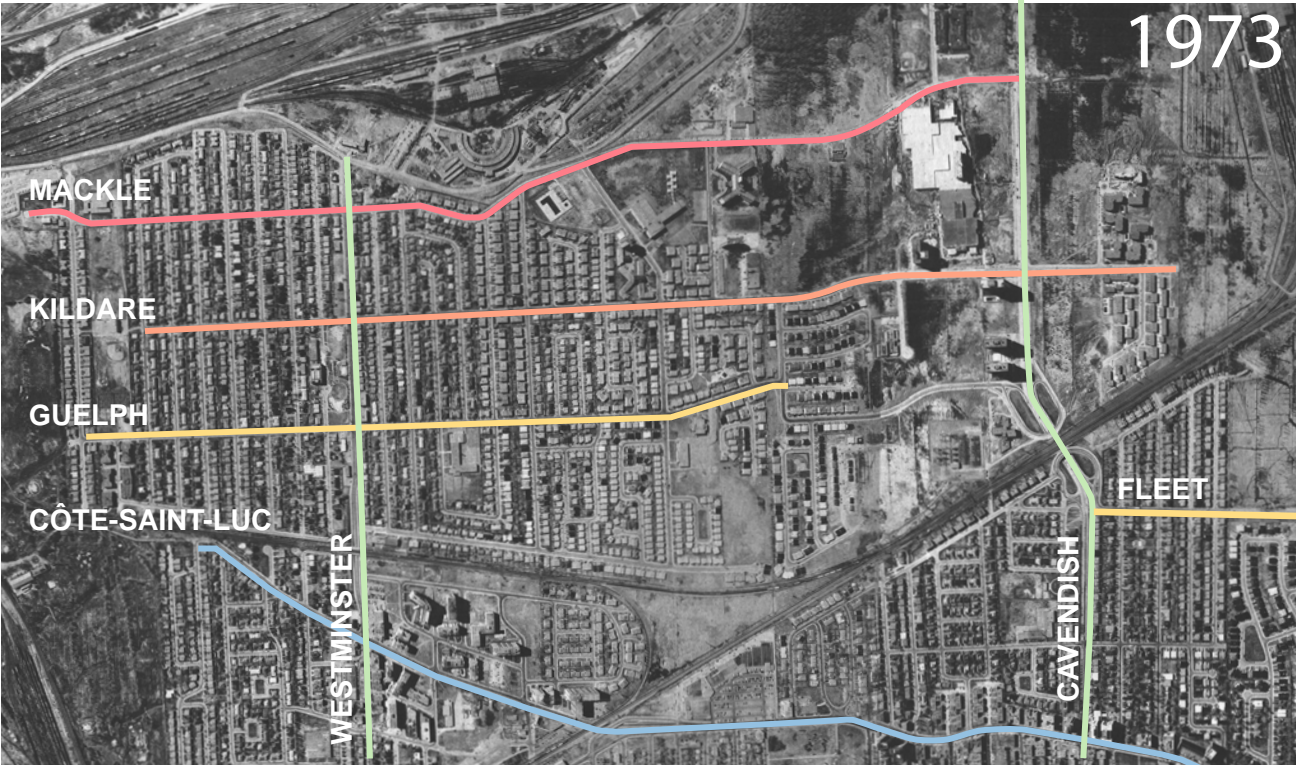
Major development occurred during the 1950s in the west area of the City. Most houses were built in this area and were accessible by the Westminster artery. The empty lots (farmland) slowly developed towards the east of the City, where a more organic urban grid emerged. Another mass development occurred in the early 1970s, along with the creation of the Cavendish artery. New typologies and uses were also introduced, including the Cavendish Mall (commercial), the Presential Towers and the Seasons (high rise residential buildings), Sir Walter Scott (mid-size apartment complex) and the Meadows (townhouses).

PRESENT

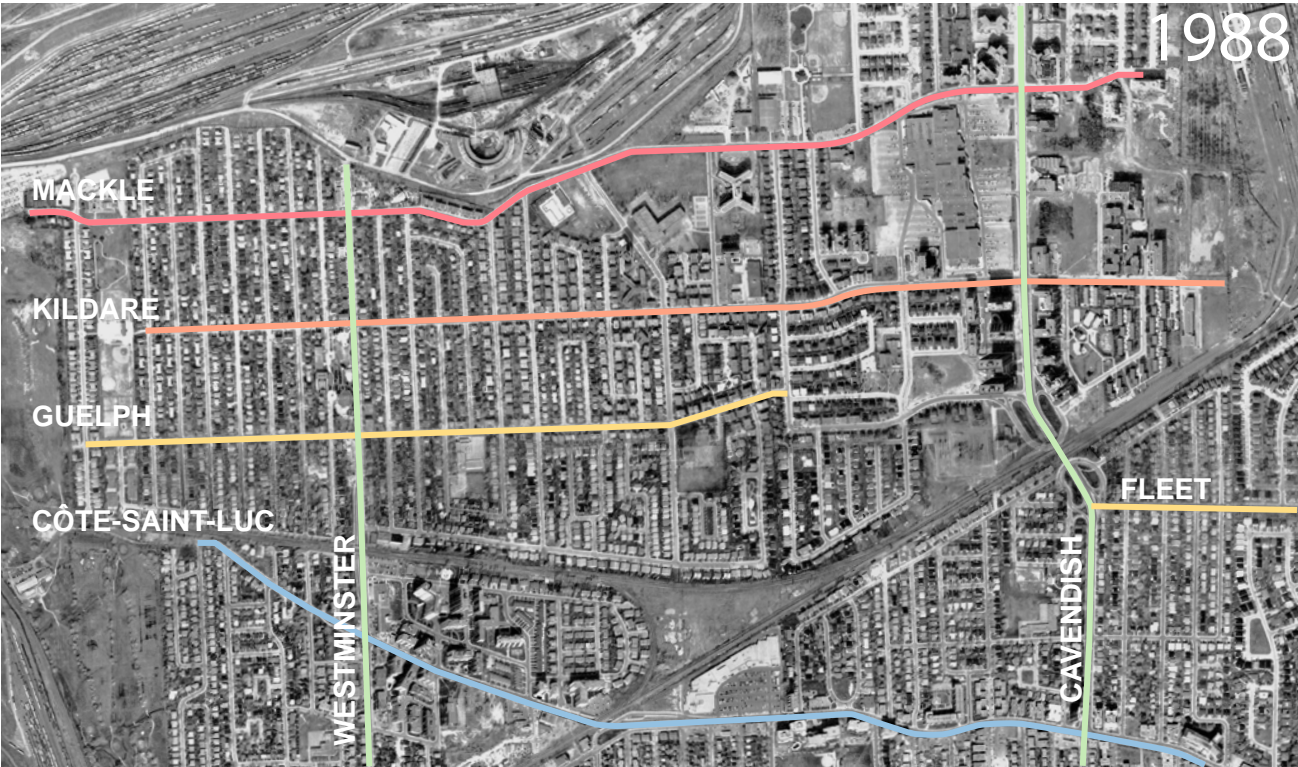
In 2023, most of the City's area has been developed and is currently occupied. The most recent trend is a result of the residents' need for additional living space. Major renovations and building extensions are becoming very common.



1.2 CONTEXT: EVOLUTION OF THE CITY



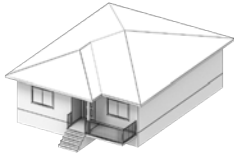

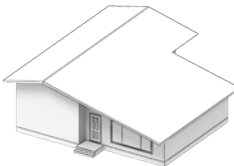
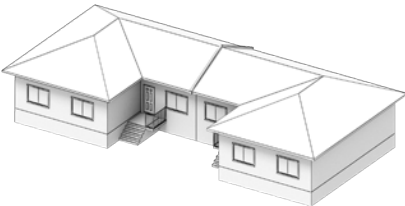
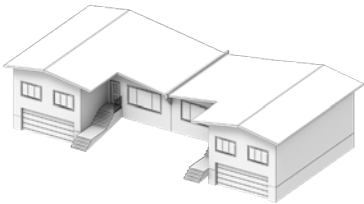
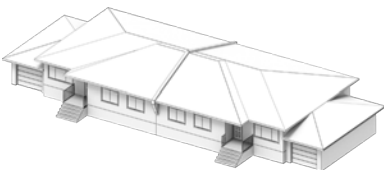
1.2 CONTEXT: EVOLUTION OF THE CITY



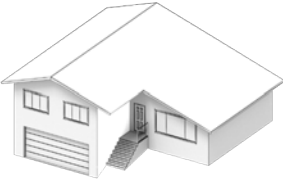
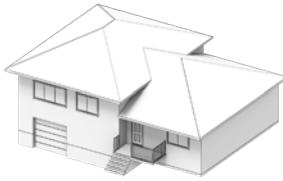
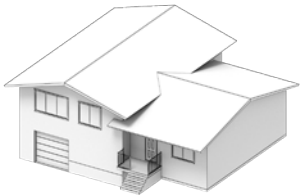
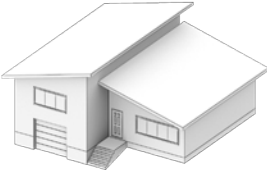
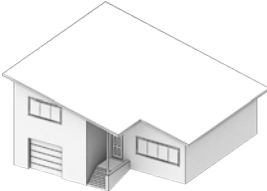
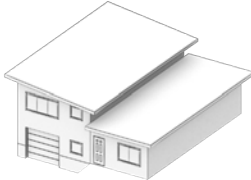
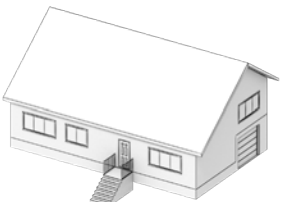
1.3 CONTEXT: STYLES AND TYPOLOGIES

STYLES AND TYPOLOGIES

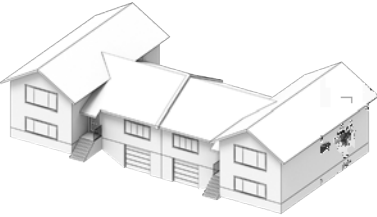
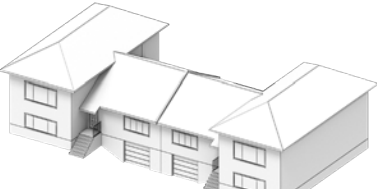
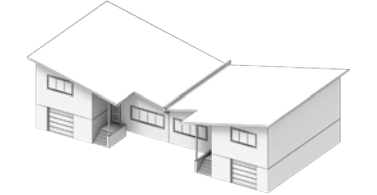
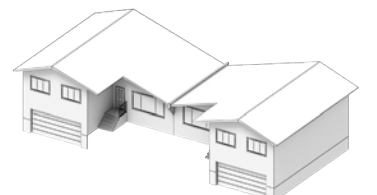
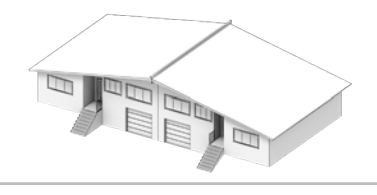
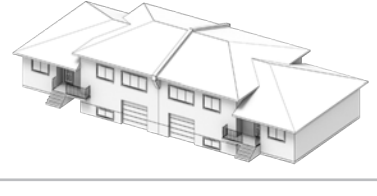
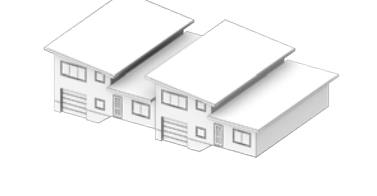
In Côte Saint-Luc, most low-density residential buildings can be organized by architectural typology. The following non-exhaustive list presents several common architectural typologies, their overall style and their key design components.

Model	Architectural typology	Style	Design components
	Detached Bungalow	B1	<ul style="list-style-type: none"> - Location: Commonly found in the west portion of the City - Storeys: 1 storey with basement - Roof: Hip roof or variant
	Detached Bungalow	B2	<ul style="list-style-type: none"> - Location: Commonly found in the west portion of the City - Storeys: 1 storey with basement - Roof: Hip roof or variant - Design feature: Main entrance located at the corner of the house
	Detached Bungalow	B3	<ul style="list-style-type: none"> - Location: Commonly found in the west portion of the City - Storeys: 1 storey with or without basement - Roof: Saltbox roof type
	Semi-Detached Bungalow	SB1	<ul style="list-style-type: none"> - Location: Commonly found in the west portion of the City - Storeys: 1 storey with basement - Roof: Cross hipped roof or variant
	Semi-Detached Bungalow	SB2	<ul style="list-style-type: none"> - Location: Commonly found in the west portion of the City; - Storeys: 1 storey with basement and garage - Roof: Two saltbox roofs forming a "M" shape
	Semi-Detached Bungalow	SB3	<ul style="list-style-type: none"> - Location: Commonly found in the west portion of the City - Storeys: 1 storey with basement and attached garage at grade level - Roof: Hip roof or variant

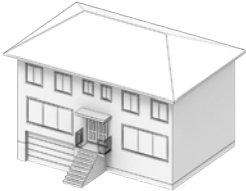
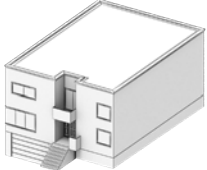

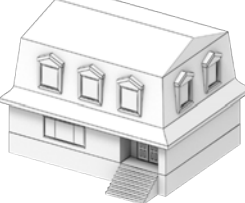

1.3 CONTEXT: STYLES AND TYPOLOGIES

Model	Architectural typology	Style	Design components
	Detached Split Level	S1	<ul style="list-style-type: none"> - Storeys: 2 storey house with staggered levels (typically 4 levels, 2 on either side, connected by short sets of stairs) - Roof: Salt box
	Detached Split Level	S2	<ul style="list-style-type: none"> - Storeys: 2 storey house with staggered levels (typically 4 levels, 2 on either side, connected by short sets of stairs) - Roof: Intersecting hip roof
	Detached Split Level	S3	<ul style="list-style-type: none"> - Storeys: 2 storey house with staggered levels (typically 4 levels, 2 on either side, connected by short sets of stairs) - Roof: Intersecting Gable roof
	Detached Split Level	S4	<ul style="list-style-type: none"> - Storeys: 2 storey house with staggered levels (typically 4 levels, 2 on either side, connected by short sets of stairs) - Roof: Skillion and lean-to roof
	Detached Split Level	S5	<ul style="list-style-type: none"> - Storeys: 2 storey house with staggered levels (typically 4 levels, 2 on either side, connected by short sets of stairs) - Roof: Shed type roof
	Detached Split Level	S6	<ul style="list-style-type: none"> - Storeys: 2 storey house with staggered levels (typically 4 levels, 2 on either side, connected by short sets of stairs) - Roof: Varies
	Detached Split Level (reversed)	S7	<ul style="list-style-type: none"> - Storeys: 2 storey house with staggered levels (typically 4 levels, 2 on either side, connected by short sets of stairs) - Roof: Salt box roof

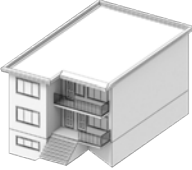
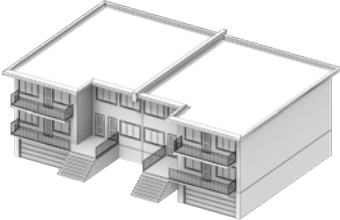
1.3 CONTEXT: STYLES AND TYPOLOGIES

Model	Architectural typology	Style	Design components
	Semi-Detached Split Level	SS1	<ul style="list-style-type: none"> - Location: Commonly found in the west portion of the City - Storeys: 2 storey house with staggered levels (typically 4 levels, 2 on either side, connected by short sets of stairs) - Roof: Crossed gabled roof
	Semi-Detached Split Level	SS2	<ul style="list-style-type: none"> - Location: Commonly found in the west portion of the City - Storeys: 2 storey house with staggered levels (typically 4 levels, 2 on either side, connected by short sets of stairs) - Roof: Crossed hipped roof
	Semi-Detached Split Level	SS3	<ul style="list-style-type: none"> - Location: Commonly found in the west portion of the City - Storeys: 2 storey house with staggered levels (typically 4 levels, 2 on either side, connected by short sets of stairs) - Roof: Butterfly roof
	Semi-Detached Split Level	SS4	<ul style="list-style-type: none"> - Location: Commonly found in the west portion of the City - Storeys: 2 storey house with staggered levels (typically 4 levels, 2 on either side, connected by short sets of stairs) - Roof: Two saltbox roofs forming a "M" shape
	Semi-Detached Split Level	SS5	<ul style="list-style-type: none"> - Location: Commonly found in the west portion of the City - Storeys: 2 storey house with staggered levels (typically 4 levels, 2 on either side, connected by short sets of stairs) - Roof: Two shed type roofs
	Semi-Detached Split Level	SS6	<ul style="list-style-type: none"> - Location: Commonly found in the west portion of the City - Storeys: 2 storey house with staggered levels (typically 4 levels, 2 on either side, connected by short sets of stairs) - Roof: Hip roof
	Semi-Detached Split Level	SS7	<ul style="list-style-type: none"> - Location: Commonly found in the west portion of the City - Storeys: 2 storey house with staggered levels (typically 4 levels, 2 on either side, connected by short sets of stairs) - Roof: Varies

1.3 CONTEXT: STYLES AND TYPOLOGIES

Model	Architectural typology	Style	Design components
	Detached Cottage	C1	<ul style="list-style-type: none"> - Storeys: Typically 2 or 3 superimposed - Roof: Sloped roof (various shapes) - Design feature: unique architectural design
	Detached Cottage	C2	<ul style="list-style-type: none"> - Storeys: Typically 2 or 3 superimposed - Roof: Flat roof - Design feature: unique architectural design
	Detached Cottage	C3	<ul style="list-style-type: none"> - Roof: Gambrel - Design feature: unique architectural design - Period: These houses are amongst the oldest in the city (in some cases they are qualified as heritage houses).
	Detached Cottage	C4	<ul style="list-style-type: none"> - Storeys: Typically 2 superimposed - Roof: Mansard - Design feature: unique architectural design
	Detached Cottage	C5	<ul style="list-style-type: none"> - Storeys: Typically 2 superimposed - Roof: Gable - Period: These houses are amongst the oldest in the city (in some cases they are qualified as heritage houses).

1.3 CONTEXT: STYLES AND TYPOLOGIES

Model	Architectural typology	Style	Design components
	Detached Duplex	D1	<ul style="list-style-type: none"> - Location: Commonly found on the east part of the City (Kildare and Guelph, including some perpendicular streets); - Storeys: 2 superimposed storeys, with or without a basement - Roof: Flat or variant
	Semi-Detached Duplex	SD1	<ul style="list-style-type: none"> - Location: Commonly found on the east part of the City (Kildare and Guelph, including some perpendicular streets); - Storeys: 2 superimposed storeys, with or without a basement - Roof: Flat or variant

* Note that these architectural guidelines are not limited to the above-listed styles and typologies. If you own a house with a different style or typology, the general guideline principles still apply.

2 EXTERIOR MODIFICATIONS

Exterior modifications should preserve or enhance the **architectural character** of the existing house.

2.1 EXTERIOR MODIFICATIONS: GENERAL INFORMATION & RECOMMENDATIONS

APPROVAL PROCESS - PLAN AHEAD

All projects that involve exterior modifications must be submitted to and reviewed by the **Planning Advisory Committee (PAC)** and the **Municipal Council**. The PAC meetings and Council meetings are normally held once a month. This formal process of approval takes time and delays are involved.

The PAC is a committee that reviews and submits recommendations to the City Council on all applications relating to planning, zoning, subdivision and building projects. The PAC is made up of seven members, three of which are members of the municipal Council and four are municipal residents who possess expertise in relevant fields (ex. architecture, design, engineering, urban planning, etc.). The PAC makes recommendations to the Council based on their assessment of the project and if they believe that the project meets the objectives and criteria specified in the Site Planning and Architectural Integration Program (SPAIP), which can be found in Chapter 14 of Zoning bylaw 2217. Please refer to the "integration checklist" in Annex C and the "required document checklist" in Annex D. After evaluating a proposal, it is possible that modifications may be requested. In these instances, the project must be revised and resubmitted to a subsequent PAC meeting for review.

The approval process typically takes between 2-4 months, or longer, depending on the proposals and if modifications are requested. **The Council has full discretion to accept or refuse exterior modification projects.** Once a project is officially approved by Council through resolution at a public council meeting, the applicant will be notified and they can then proceed to submit their construction permit application. The process to apply for and receive the construction permit is completely separate from the above-mentioned approval process.

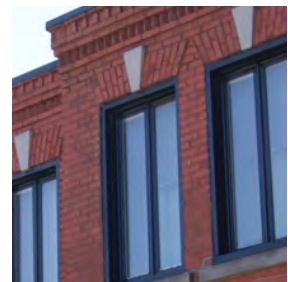
STUDY OF THE EXISTING BUILDING AND CONTEXT

Before embarking on any major renovation project, it is important to assess the existing building, neighbouring homes, vegetation and anything else that may influence or impact the project. **A qualified professional (member of a professional order) is required to produce drawings for any major exterior renovation project.**

PRESERVATION OF ORIGINAL ARCHITECTURAL FEATURES

It is recommended, when possible, to preserve original materials, architectural elements and unique design features of the original house. If the house has historical or architectural significance or is located in proximity to a heritage building, the design of the building modification or new construction should integrate or reinterpret architectural elements to reflect and pay homage to the period and style of the original construction and to integrate successfully into the streetscape.

EXAMPLES OF ORIGINAL ARCHITECTURAL FEATURES



2.1 EXTERIOR MODIFICATIONS: GENERAL INFORMATION & RECOMMENDATIONS

ZONING BY-LAWS

Before embarking on any building modification project, it is important to consult the **Municipal Zoning bylaws** and the **Table of Uses and Norms** that applies to the Zone where the property is located. Both documents are available on the City website. Each zone has specific requirements, such as the minimum required setbacks, maximum land coverage, etc. If any component of the project does not conform to the Municipal bylaws, it may be possible to submit a minor exemption request. Note that the Council has full discretion to accept or refuse minor exemption requests. It is always recommended to submit a project that respects the zoning regulations.

MINOR EXEMPTIONS

All eligible minor exemption requests are submitted to the Urban Planning Department and presented to the Planning Advisory Committee (PAC). Following the PAC meeting, the City Council will receive their recommendations and render a decision that would include one of the following possible outcomes:

- 1 - Request approved 'in principle'. The project will proceed to be officially approved by resolution during the following public council meeting.
- 2 - Modifications requested. The request must be revised and resubmitted to the PAC.
- 3 - Request refused.

As part of the process, a public notice will be published at least 15 days prior to the public meeting where the Council will vote to accept or refuse the request.

A minor exemption request is eligible under the following conditions:

- a) The work has not yet been carried-out;
- b) The work was authorized by a building permit and carried-out in good faith and is either in progress or already carried-out.

Work performed without a permit is NOT ELIGIBLE for a minor exemption.

A minor exemption may be granted upon the following conditions:

- a) The aims of the planning programme be respected (Zoning by-law Chapter 14 – Site Planning and Architectural Integration Programmes - SPAIP);
- b) The application of the By-law could cause a serious prejudice to the person who applies for the minor exemption;
- c) The granting of the minor exemption will not hinder the owners of neighbouring properties in the enjoyment of their right of ownership.

Note that there is **no guarantee** that a minor exemption request will be accepted.

2.1 EXTERIOR MODIFICATIONS: GENERAL INFORMATION & RECOMMENDATIONS

EXAMPLES OF ELIGIBLE VERSUS NOT ELIGIBLE MINOR EXEMPTION REQUESTS:

ELIGIBLE	NOT ELIGIBLE *
A house built in the 1950s <u>with a permit</u> that has a front, lateral or rear setback at less than the minimum required setback specified in the current table of uses and norms.	A balcony constructed <u>without a permit</u> and located at less than the minimum required distance from the rear or lateral property line.
A house located on a lot with an irregular configuration would like to propose to install a patio in the lateral yard. <u>Work not yet performed.</u>	A driveway built <u>without a permit</u> having a width greater than 21-feet.
A proposed house extension design submitted to the Planning Advisory Committee (not yet built) that extends slightly beyond the minimum or maximum zoning requirements (ex. height, setback, etc). The project must still respect the SPAIP (Chapter 14 of zoning bylaw 2217) and integrate well into the surrounding context.	Installing a prohibited exterior finish material <u>without a permit.</u>
	A house extension built <u>without a permit</u> and located at less than the minimum required distance from the property line.

* Work performed without a permit is subject to infractions. A permit application with all required documents must be submitted to the Urban Planning Department. Work that does not conform to municipal bylaws and is not eligible for a minor exemption must be corrected.

MINOR EXEMPTION REQUEST - REQUIRED DOCUMENTS

In order to submit a minor exemption request, the following documents are required.

MINOR EXEMPTION REQUEST - REQUIRED DOCUMENT CHECKLIST	SUBMITTED
Minor exemption request form	✓
Minor exemption fee	✓
Certificate of location	✓
Drawings with dimensions (architectural plans) demonstrating the nonconformity.	✓
Photographs	✓
Justification letter explaining why it is not possible to respect the bylaws and/or how the by-law causes a serious prejudice to the applicant.	✓
Any other document that the designated Urban Planning staff member may request.	✓

If the minor exemption request relates to a new building modification project (work not yet performed), the required documents also include those detailed on the following page for a submission to the Planning Advisory Committee.

2.1 EXTERIOR MODIFICATIONS: GENERAL INFORMATION & RECOMMENDATIONS

REQUIRED DOCUMENTS - Planning Advisory Committee

BUILDING MODIFICATION PROPOSAL - REQUIRED DOCUMENT CHECKLIST	SUBMITTED
Application form	✓
Planning Advisory Committee application fee	✓
Certificate of location	✓
Architectural plans, to scale and with dimensions, including a detailed site plan, floor plans, elevations and building sections (existing and proposed). If any trees will be impacted by the work, it must be indicated on the site plan.	✓
If a change in building height is involved, a Land Survey document must be submitted that identifies the height of the neighbouring buildings located within 30m on the same side of the street. The measurements must be taken from the City sidewalk. The maximum authorized height may not exceed 25% of the average height of the neighbouring homes.	✓
3D renderings / perspectives showing the project and surrounding context	✓
Street elevation drawing, in colour and to scale, that depicts the proposed project and the neighbouring buildings. (see below)	✓
Material samples and specifications	✓
Land coverage calculation	✓
Floor space index calculation	✓
Calculation of exterior surface area to be demolished, including the roof, exterior walls and all new openings.	✓
Any other document that the designated Urban Planning staff member may request.	✓

Example of a “street elevation” drawing



Credit RIUM Architecture

All plans and specifications for the construction, extension or modification of a building under the Architects Act (c. A-21) must be signed and sealed by a member of the Ordre des architectes du Québec and accompanied by the architect’s analysis of compliance with the code. Plans and specifications for buildings not subject to the Architects Act (c. A-21) must be appropriately signed by an architectural technologist, member of the Ordre des technologues professionnels du Québec.

All plans and specifications for foundations, framing, electrical and mechanical systems must be signed and sealed by a member of the Ordre des ingénieurs du Québec and accompanied by the engineer’s analysis of compliance with the code.

DEMOLITION AND RECONSTRUCTION PROJECTS

All demolition/reconstruction projects must be reviewed by the PAC and the demolition committee and then approved by the City Council. The demolition bylaw is currently under review and is subject to change. If the work to be performed results in a demolition of a portion of the roof and/ or a portion of the exterior walls, please contact the Urban Planning Department to confirm the precise calculation method to determine if the project will be considered as a demolition.

2.1 EXTERIOR MODIFICATIONS: GENERAL INFORMATION & RECOMMENDATIONS

Additional requirements for demolition projects:

1. A demolition committee will review the request.
2. A public notice will be published in the newspaper and installed in front of the house.
3. Following the approval of the project, but before the issuance of the Certificate of Authorization, a monetary guarantee (valid for at least 1 year) must be submitted by the applicant. It must equal 20% of the total value (on the Property Assessment Roll) of the building to be demolished. No building may be demolished before a Certificate of Authorization is issued.
4. All new construction projects must be equipped with a building sprinkler system. It is important to verify that the existing water line is large enough and has enough pressure to support both the potable water supply and the sprinkler system.

CONSTRUCTION PERMIT

As previously mentioned, the process to apply for and receive the construction permit is completely separate from the review and approval process by the Planning Advisory Committee and City Council). **After** the City Council passes a resolution at a public council meeting approving the design of the project and any applicable minor exemption, the requestor can then proceed to submit the construction permit application. This can be done online on the City website or in person at the Urban Planning Department. Permit fees and refundable damage deposits will apply.

CONSTRUCTION PERMIT APPLICATION - REQUIRED DOCUMENT CHECKLIST	SUBMITTED
Application form	✓
Certificate of location	✓
Architectural plans for permit	✓
Structural plans for permit (if applicable)	✓
Detailed construction cost estimate and description of work	✓
Building sprinkler plans for permit (if applicable)	✓
Any other document that the designated Urban Planning staff member may request	✓

The construction of the project must be identical to the approved drawings.

If, **prior to construction**, an applicant would like to modify their project that was already approved by the City Council, a formal request must be submitted to the Urban Planning department.

If, **during construction**, the City Building Inspector notices differences between the approved drawings and the built project, the construction work will be forced to stop. Work performed that does not respect the permit is also subject to infractions. New architectural drawings that reflect the modifications performed during construction must be submitted to the urban planning department. The construction work may only continue once all formal approvals are granted. If the modifications are refused, then the work must be corrected according to the originally approved permit drawings.

In both cases, any modification request that impacts the design of the house must be resubmitted to the Planning Advisory Committee and proceed through the process of approvals by PAC and Council from the beginning, along with the applicable fees.

2.2 EXTERIOR MODIFICATIONS: ALIGNMENTS & INTEGRATION

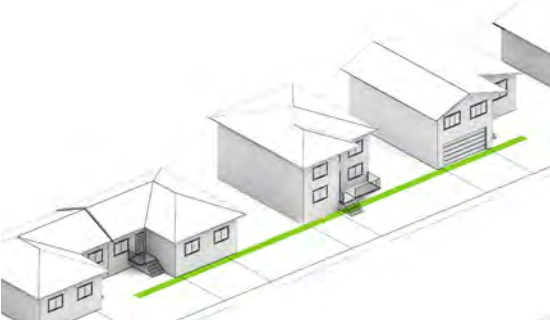
Setbacks and alignments are crucial in order to ensure for proper urban integration.

RECOMMENDATIONS

For new construction projects or building extensions, it is important to carefully analyze and consider the following:

- The impact on the existing streetscape, such as: building orientation, shape and volume.
- The impact on neighboring buildings, such as: views or shadows.

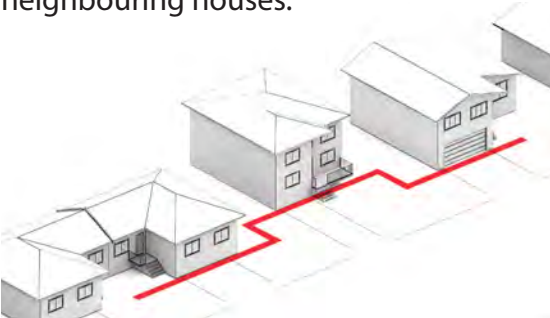
Acceptable facade alignment:
House aligns with neighbouring houses.



Acceptable height alignment:
The height of the house maintains an acceptable proportion in relation to the neighbouring houses.



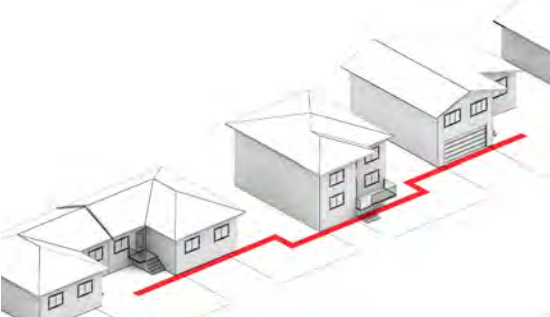
Unacceptable facade alignment:
House is offset (recessed inwards or protruding outwards) in relation to neighbouring houses.



Unacceptable height alignment:
The height of the house is disproportionate in relation to the height of the neighbouring houses.



***Refer to the zoning by-law for the calculation of the maximum permitted height.**



2.3 EXTERIOR MODIFICATIONS: VOLUMES & PROPORTIONS - 2ND STOREY ADDITIONS

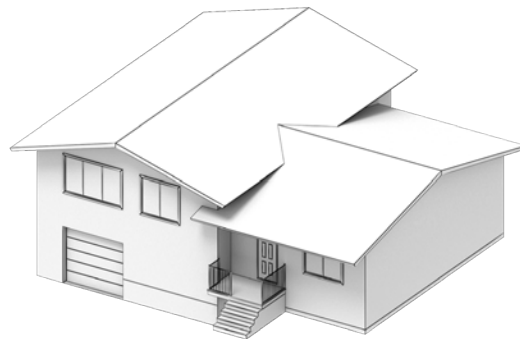
The volumes and proportions of **second-storey additions** must be carefully designed in order to execute a successful and well-integrated project.

RECOMMENDATIONS

- Study the existing building, including its geometry, volumes, and materials.
- Study the streetscape and surrounding environment.
- Maintain the general architectural attributes of the existing building.
- Design the extension proportional to the original house and surrounding context.
- Use setbacks strategically in the building volume to reduce the mass of the building and to reduce visibility from the street.

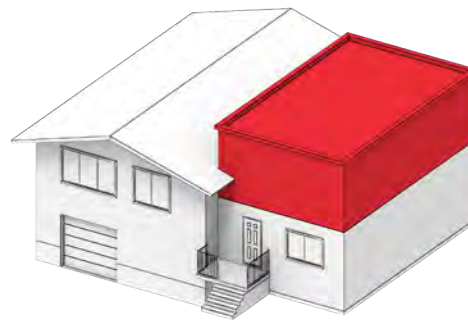
Examples of a building modification - second-storey addition

Original house: Split-Level Detached Single-Family Dwelling



ACCEPTABLE

UNACCEPTABLE



2.3 EXTERIOR MODIFICATIONS:

VOLUMES & PROPORTIONS: BUILDING EXTENSIONS

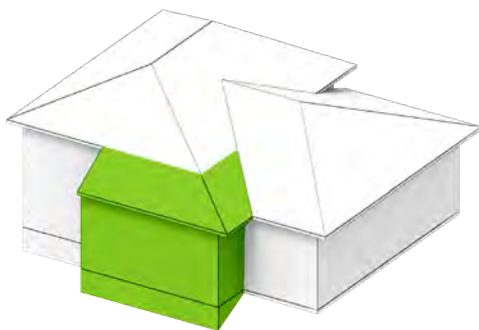
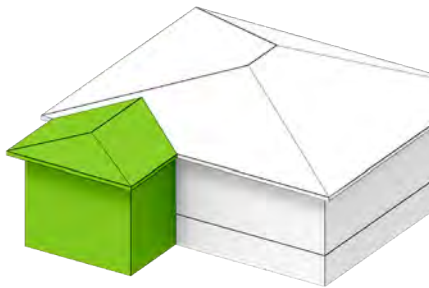
The volumes and proportions of **rear or lateral building extensions** must be carefully designed to execute a successful and well-integrated project.

RECOMMENDATIONS

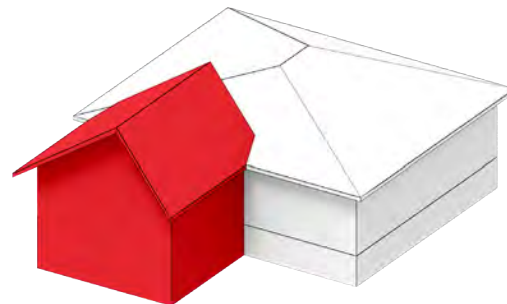
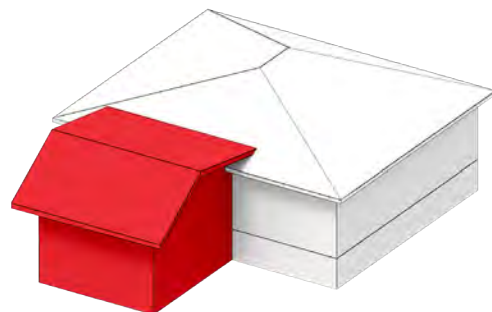
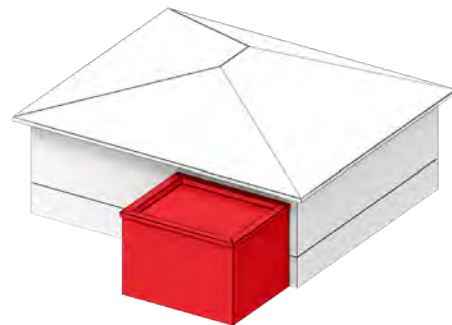
- Study the existing building, including its geometry, volumes, and materials.
- Study the streetscape and surrounding environment.
- Maintain the general architectural attributes of the existing building.
- Maintain the existing roofline.
- Design the extension proportional to the original house and surrounding context.
- Although the City favours the use of masonry as a primary exterior cladding material, lightweight materials may be used for rear or lateral extensions as long as it integrates well into the overall design and composition of the house and complements the existing exterior cladding materials.

Examples of a building modification - rear extension

ACCEPTABLE



UNACCEPTABLE



2.4 EXTERIOR MODIFICATIONS: ROOF GEOMETRY AND DESIGN

Roofs are an important and distinguishing architectural feature of a house. The design of a roof has a significant impact on the character and style of the house.

RECOMMENDATIONS

- Study the style and characteristics of the existing roof.
- Study the roof geometry of neighbouring homes.
- Maintain the general architectural attributes of the existing building.
- Design the roof consistent with the neighbouring homes.
- Special attention should be given to roof proportions, roof slope, geometry, angles, overhangs, ornamentations and other features such as dormers.
- Avoid complex geometry, such as too many roof pitches or projections.

Examples of a building modification - roof design

ACCEPTABLE



UNACCEPTABLE



2.4 EXTERIOR MODIFICATIONS: ROOF VOLUMES & PROPORTIONS

When increasing the height of a house, the volumes and proportions of the roof have a significant impact on the design of the house and the integration of the house within the street context.

RECOMMENDATIONS

- Study the style and characteristics of the existing roof.
- Study the roof geometry of neighbouring homes.
- Design the roof consistent with the neighbouring homes.
- Avoid complex geometry and superfluous or unnecessary roofing details and ornamentation.
- Avoid lowering or cutting the roof slope in response to a restriction in height. Consider alternative design adjustments to respect the maximum permitted height including: adjusting floor levels, ceiling heights, orientation of roof slopes, etc.
- Maintain the character and proportions of the house.

ROOF MATERIAL SELECTION

Roofing materials are an integral part of the color and material palette of the house. The selection should consider the visibility of the roof from the street and the overall architectural composition.

Select roof materials and systems that promote sustainable architecture and reduce the impact of the heat island effect, such as:

- Light color roofing materials;
- "Green" roofs; or
- Other eco-friendly and innovative materials.

Refer to the zoning by-law for permitted and prohibited materials.



2.5 EXTERIOR MODIFICATIONS: MAIN ENTRANCE

The main entrance is the focal point of the front elevation. It is the main access into the house and it also provides weather protection. The main entrance should enhance the front facade volume and reflect the architectural character of the house.

RECOMMENDATIONS

- The main entrance should be treated to enhance visibility and functionality, such as:
 - Overhang of the upper storey to cover the entrance;
 - Extension of the roof to cover the entrance;
 - Entrance recessed into the house volume;
 - Ornamental details and aesthetic embellishment.
- Avoid a main entrance design conceived only for functional purposes and that lacks architectural design attributes.
- The selection of materials for the main entrance should enhance visibility from the street and the overall architectural composition of the house. Accent materials and/or glazing can be integrated to enhance the main entrance design.

ACCEPTABLE

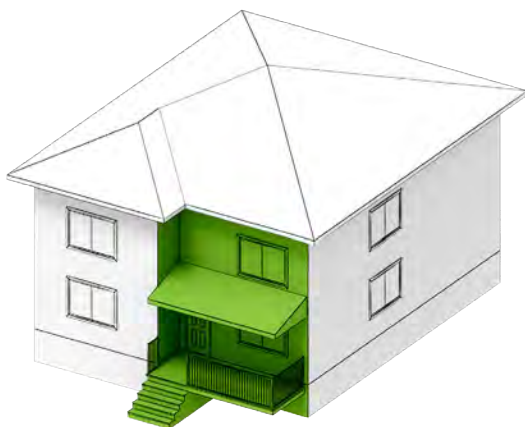


Recessed entrance

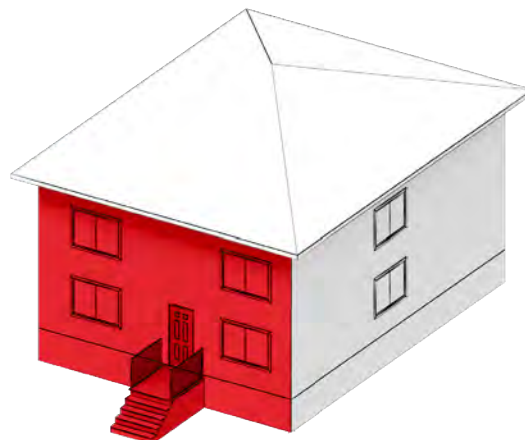
UNACCEPTABLE



Flat front facade, entrance lacking architectural character.



Recessed and covered entrance with front porch.



Flat front facade, no weather protection, entrance lacking architectural character.

2.6 EXTERIOR MODIFICATIONS: EXTERIOR CLADDING MATERIALS

Exterior cladding materials should be carefully selected. The main factors to consider include durability, colour, texture, compatibility between different materials, and overall design. All facades must be treated as a cohesive design, not only the front (street-facing) facade.

RECOMMENDATIONS

- The selection of materials must be consistent with the overall design and composition of the house and with the neighbouring houses.
- Include accent materials that complement and enhance the design.
- Include architectural details that compliment and enhance the design.
- When using masonry, it is important to carefully select the **grout colour**, as it has a significant impact on the appearance of the masonry after installation.
- Avoid flat facade compositions that consist of only one material (or too many materials) and that lack architectural details and character.
- Avoid combinations of materials that are not visually compatible (colour and/or texture).

MAIN MATERIAL

The main material of a house is the principal material that covers the majority of the exterior surface area of the house. Masonry is the preferred main exterior cladding material for the front, lateral and rear facades. Masonry includes materials such as stone and brick.

Note that many masonry products are available in the construction market and are deemed acceptable when they are considered to be of high quality, excellent durability and are similar to the original “noble” material such as natural stone or clay brick.

Avoid using stone and/or brick veneers. This is not acceptable as a main material.

Avoid using brick or stone materials that appear unfinished. For example, a light grey smooth stone that appears like concrete blocks when installed.

SECONDARY/ACCENT MATERIAL

The secondary material of a house is one that is less prevalent and used for reasons such as:

- Reducing the visual impact of a large plain wall;
- Connecting window openings;
- Enhancing the main entrance;
- Architectural accents/detailing; etc.

Masonry is the preferred secondary material for the front, lateral and rear facades.

Lightweight materials are also acceptable when applied as a secondary/accent material. Lightweight materials include: wood cladding, metal siding, stucco, etc.

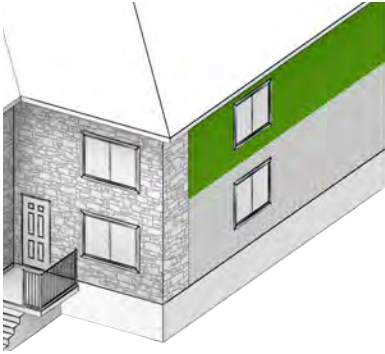
Avoid using lightweight materials as a main material for the front, lateral and/or rear facade.

Exceptions may apply when a lightweight material is present on the original house and is an integral part of its architectural style and character.

Consult the zoning by-law for prohibited materials.

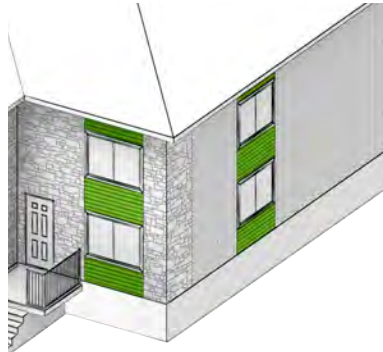
2.6 EXTERIOR MODIFICATIONS: EXTERIOR CLADDING MATERIALS

ACCEPTABLE



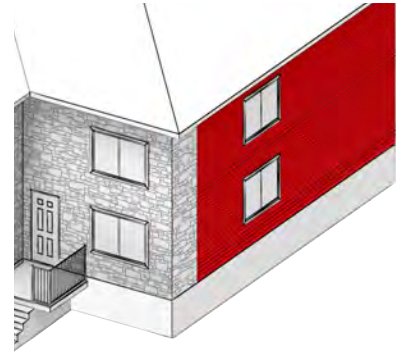
Matching the original masonry material.

ACCEPTABLE



Integrating a lightweight material as an accent.

UNACCEPTABLE



Using an incompatible or a lightweight material that covers a large surface area.

ACCEPTABLE

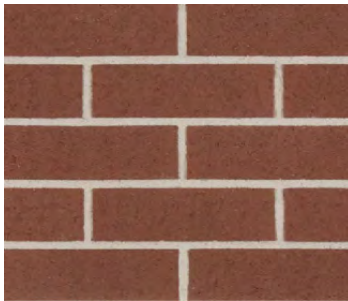


ACCEPTABLE

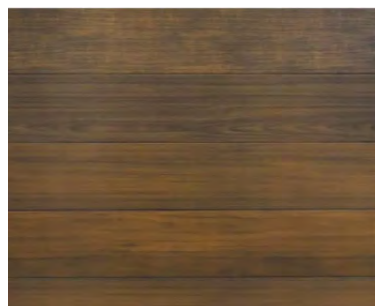


UNACCEPTABLE

Resembles concrete blocks



Brick/stone veneer



Generic vinyl siding



2.6 EXTERIOR MODIFICATIONS: EXTERIOR CLADDING MATERIALS

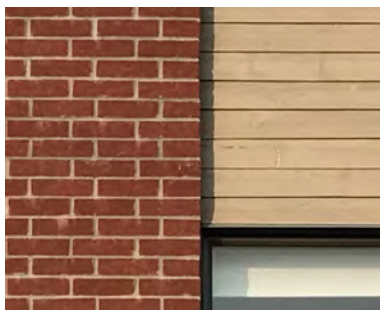
TRANSITIONS BETWEEN MATERIALS

It is recommended to integrate a transition element between materials in circumstances such as:

- When adding an extension to a building, it can be difficult to find a match with the original brick or stone that will remain on the majority of the house; therefore, inserting some form of transition between the original and the new cladding will contribute to a more cohesive design and appearance;
- To facilitate the transition between masonry and a lightweight material, for example, integrating a small offset between the materials - change in plane;
- To reduce the visual impact of a large plain wall or;
- Transition between the wall and the roof.

The transitions between materials should be clearly illustrated in the architectural drawings submitted to the Planning Advisory Committee.

ACCEPTABLE



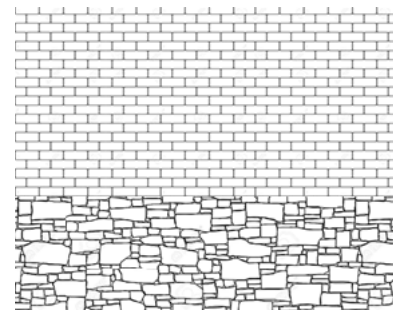
Offset between masonry and lightweight material.

ACCEPTABLE

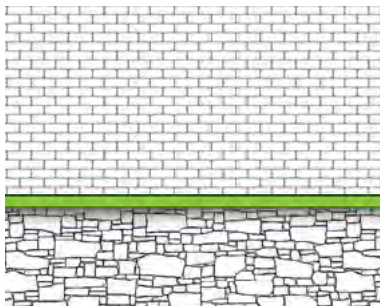


Stone ledge/band on a masonry wall

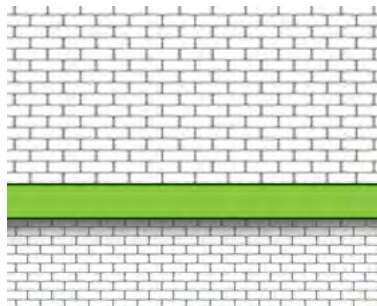
UNACCEPTABLE



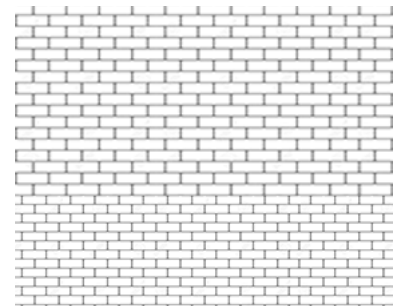
Different materials without a transition element.



Stone ledge/band integrated between different materials.



Stone ledge/band between bricks with a different size/format/color tone



Different brick format/size/colour tone without a transition element.

2.6 EXTERIOR MODIFICATIONS: EXTERIOR CLADDING MATERIALS

CONTINUITY OF FRONT FACADE MATERIAL: CORNERS AND RETURNS

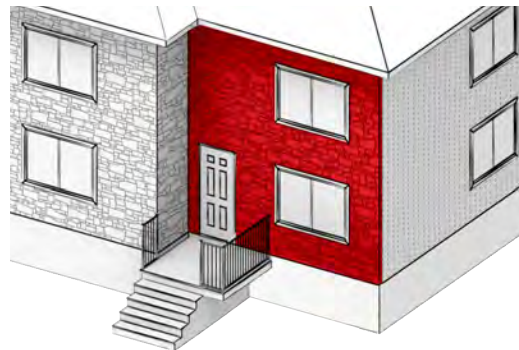
If the front facade material is different than the lateral facade, the front facade material should continue and extend onto the lateral facade. See below.

ACCEPTABLE



Stone on the front facade that continues onto the lateral facade.

UNACCEPTABLE



Flat application of masonry, only on the front facade.

EXPOSED FOUNDATION WALLS

Reduce the visibility of exposed concrete foundation walls and ensure that the colour (if painted) is cohesive with the overall colour scheme, composition and design. Refer to the zoning by-laws.

COLOR SELECTION AND CONTRAST BETWEEN MATERIALS

It is recommended to:

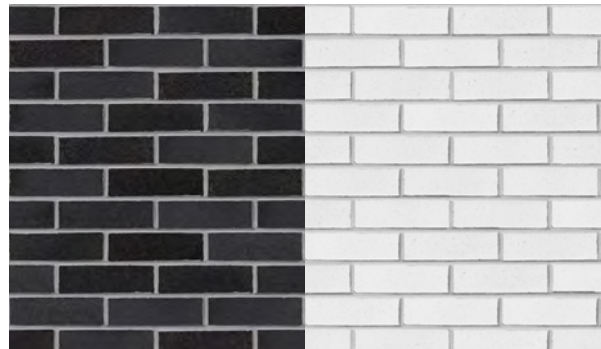
- Select materials that have a warm colour tone (ex. beige vs. grey).
- Select materials omnipresent in the streetscape.
- Avoid very dark materials.
- Avoid combining materials that have a high contrast.

ACCEPTABLE



Warm tones and soft transition between complementary materials.

UNACCEPTABLE



Cool tone and high contrast between materials.

2.7 EXTERIOR MODIFICATIONS: OPENINGS

OPENINGS

The types, shapes, sizes and alignment of openings are important considerations that have a significant impact on the composition, design and architectural character of a house. The colors and materials of window frames and treatments of openings are important as well. Windows and doors should be designed to maintain and enhance the architectural character of the original house and contribute towards a successful integration into the surrounding built environment.

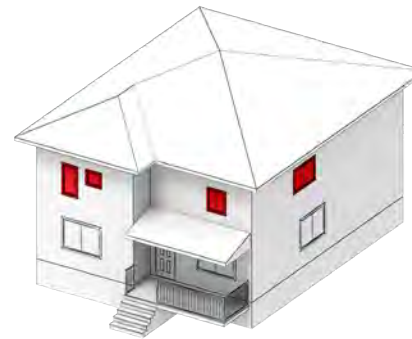
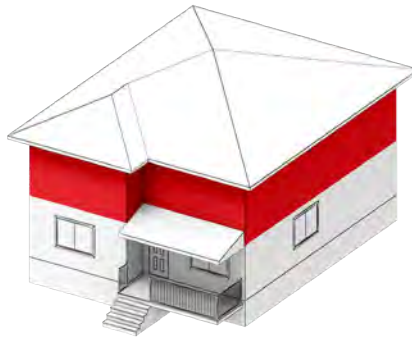
RECOMMENDATIONS

- Alignment of new windows with existing windows.
- Openings should maintain a cohesive and similar shape and format.
- Window mullions can be integrated strategically to add pattern and texture to the facades.
- Windows should be slightly recessed into the facade to prevent a flat-looking appearance.
- Openings should be located strategically to optimize natural sunlight and to reduce heat-loss. The building's orientation will likely influence the placement and size of openings.
- Openings must be designed to optimize the exterior appearance of the house as well as respond to the functional requirements of the interior. The placement and sizes of openings must **not** be determined solely by a functional response to the interior layout.
- Avoid minimalist openings (absence of mullions) or shapes and sizes that do not harmonize with the style of the house and neighboring properties.
- Avoid walls without openings.

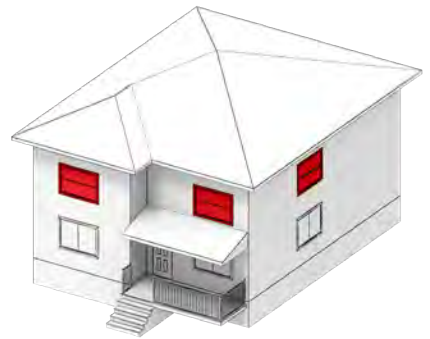
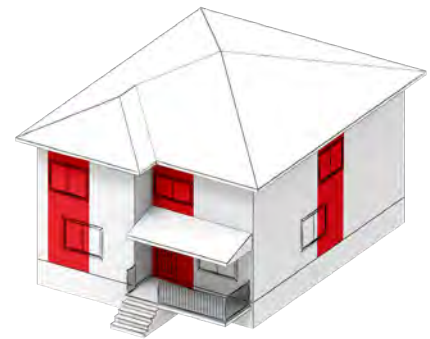
ACCEPTABLE



UNACCEPTABLE



UNACCEPTABLE



2.7 EXTERIOR MODIFICATIONS: OPENINGS

TREATMENT OF OPENINGS, LINTELS AND SILLS

Window treatments contribute towards an cohesive design with architectural quality and character. The following treatments are examples of details to consider when adding new openings or modifying existing openings :

- Casings;
- Sills;
- Lintels;
- Accent material between openings.

The proposed window treatments should be clearly illustrated in the architectural drawings submitted to the Planning Advisory Committee.

Examples in Côte Saint-Luc:



2.8 EXTERIOR MODIFICATIONS: **LANDSCAPING**

LANDSCAPING

This section outlines the City's objectives for the use of exterior "unbuilt" spaces in the front, lateral and rear yards of low-density residential houses.

VEGETATION

Landscape architecture in the front yard, the lateral yard and the rear yard is important in order to maintain a beautiful and healthy exterior environment. When embarking on exterior renovations, it is recommended to carefully consider the landscaping and vegetation on the property. It can also be beneficial to include an accurate depiction of landscaping and vegetation in the drawings submitted for review to the Planning Advisory Committee.

Examples of landscaping may include:

- Shrubs, flower beds, trees and other elements promoting biodiversity.
- Preserve and maintain all existing mature trees and healthy vegetation.
- Include natural ground covers and permeable surfaces.
- Ensure that paved surfaces are kept to an absolute minimum (heat-island effect).

DRIVEWAYS

Recommendations:

- Favour flat/on-grade driveways or those with a small slope.
- Favour a driveway width proportional to the garage door. Driveway extensions are discouraged.
- Favour pavers and permeable surfaces. The use of asphalt is discouraged.

Consult the zoning by-law for additional regulatory requirements.

ACCEPTABLE



UNACCEPTABLE



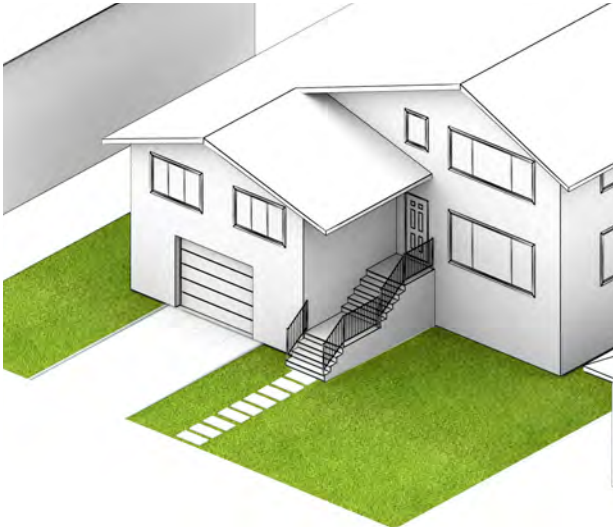
2.8 EXTERIOR MODIFICATIONS: **LANDSCAPING**

WALKWAYS AND STAIRS

Recommendations:

- Minimize walkway width.
- Avoid large staircases and staircases without landings.

ACCEPTABLE



UNACCEPTABLE



GARDEN STRUCTURES

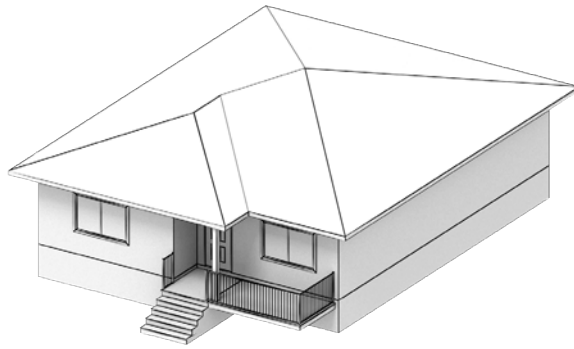
The design and placement of garden structures such as patios, gazebos, fences, sheds, etc, should harmonize with the style, materials and colors of the house and the build environment. Before installing any garden structure, consider any impact there may be on the neighbours and the streetscape such as:

- Privacy;
- Views or;
- Shade (blocking sunlight).

Consult the zoning by-law for additional regulatory requirements.

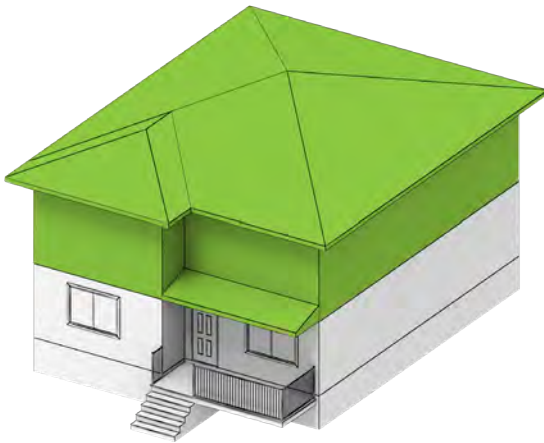
ANNEX A:
BUILDING EXTENSION EXAMPLES
VOLUMES AND PROPORTIONS
ACCEPTABLE / UNACCEPTABLE

B1

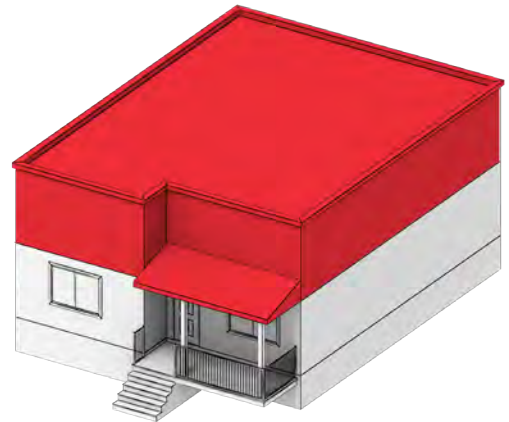
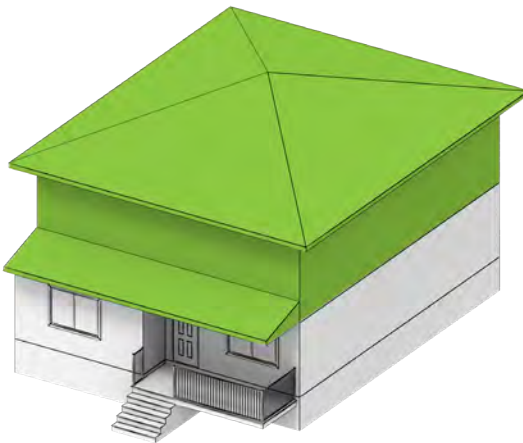
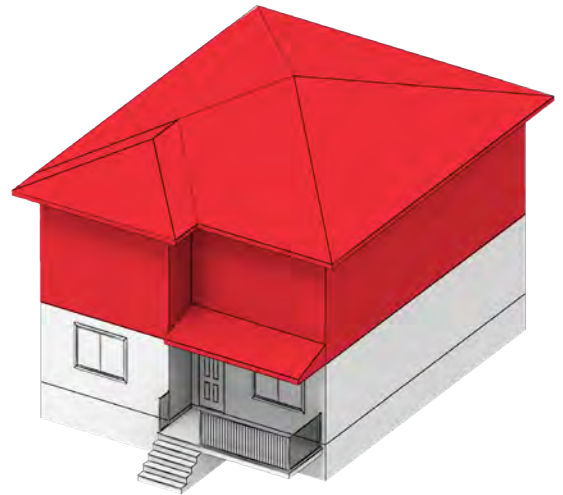


DETACHED BUNGALOW

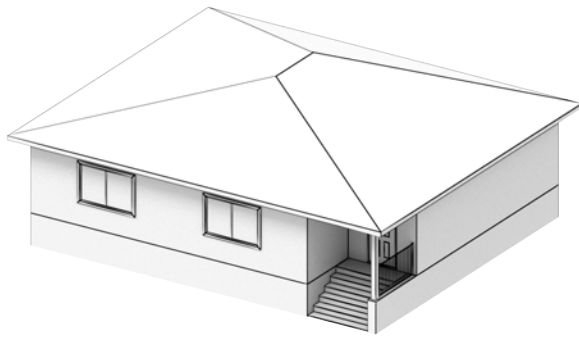
ACCEPTABLE



UNACCEPTABLE

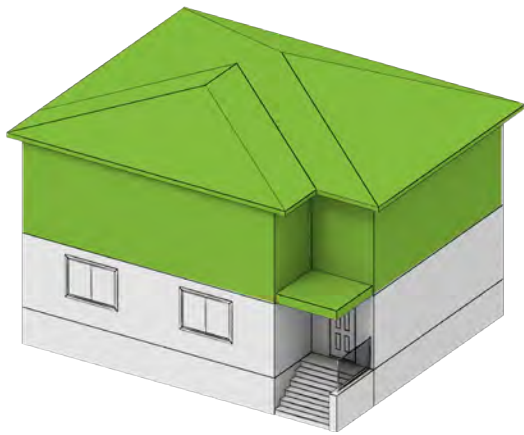


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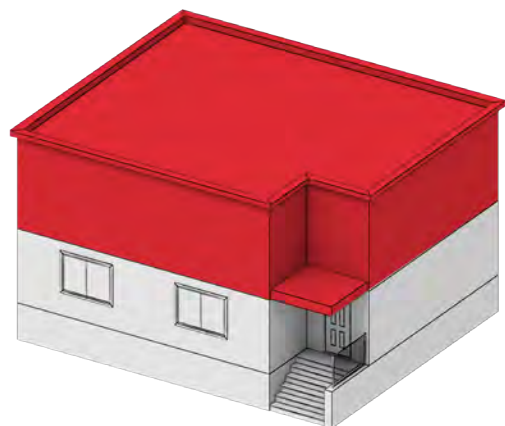
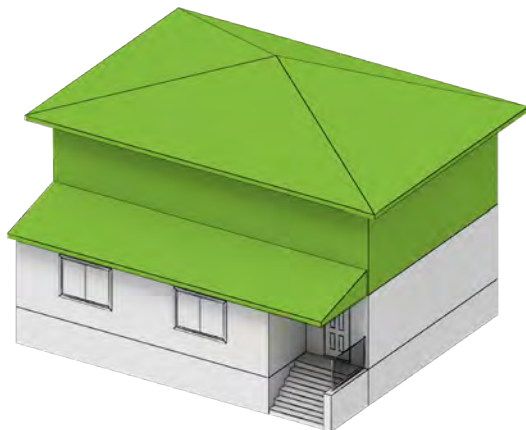
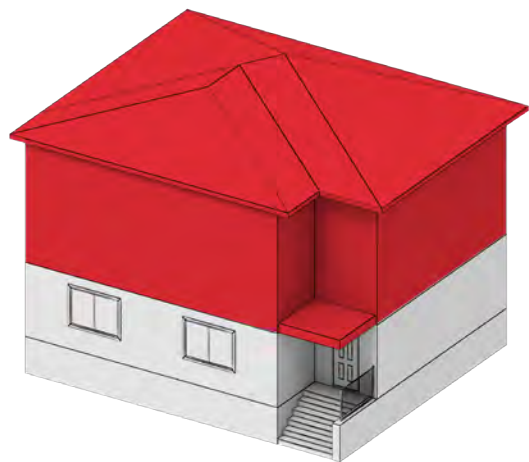


B2

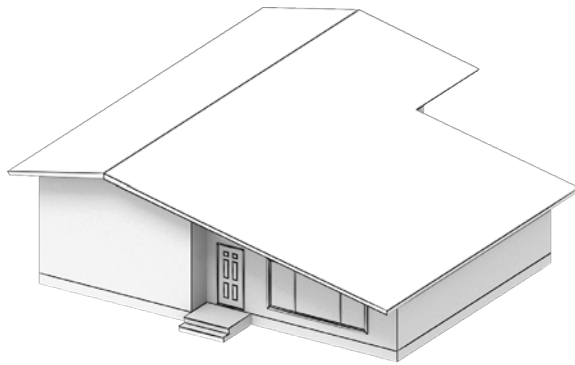
ACCEPTABLE



UNACCEPTABLE

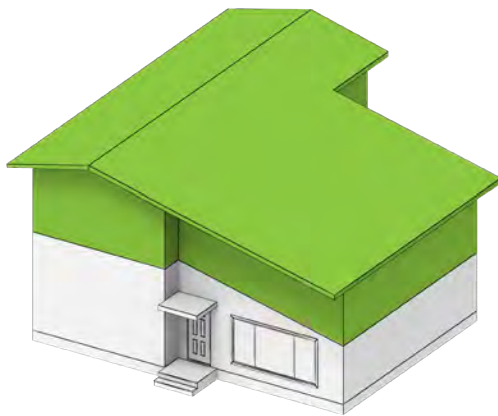


B3

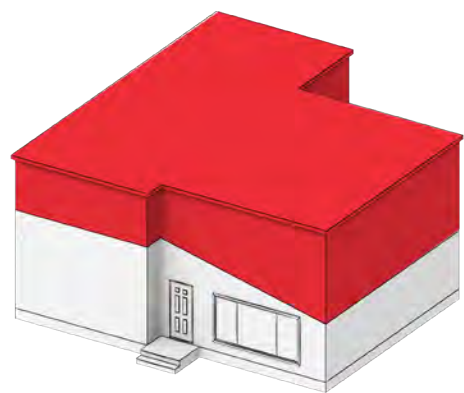
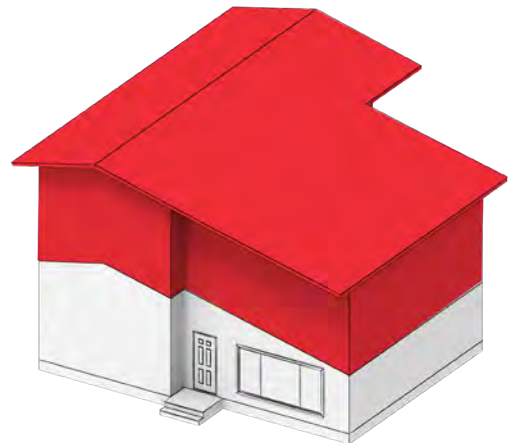


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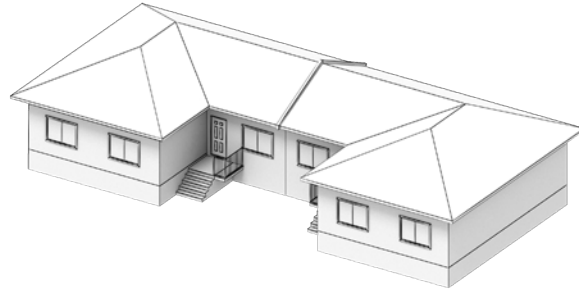
ACCEPTABLE



UNACCEPTABLE



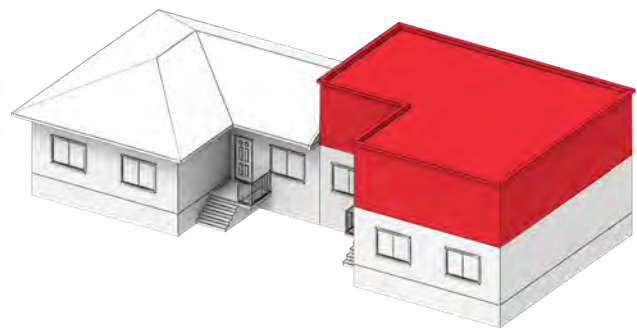
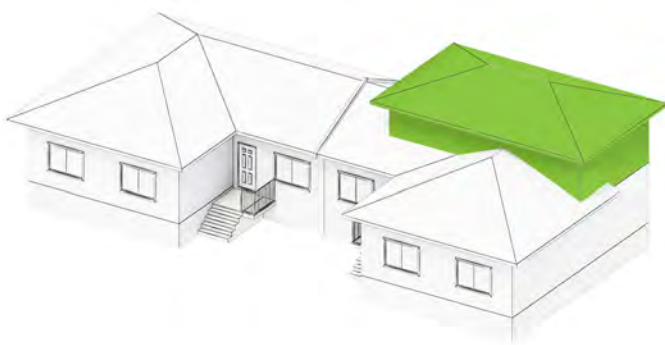
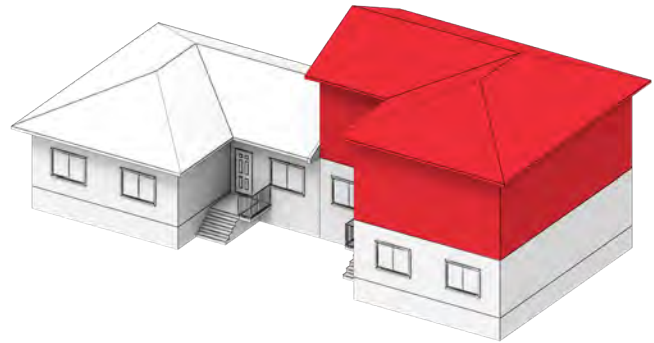
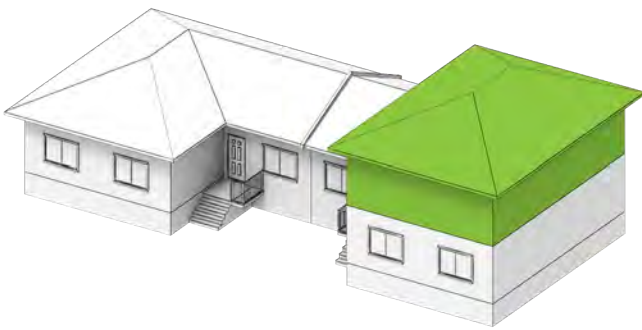
SEMI-DETACHED BUNGALOW



SB1

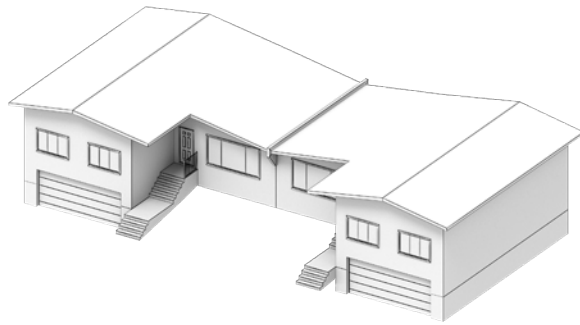
ACCEPTABLE

UNACCEPTABLE



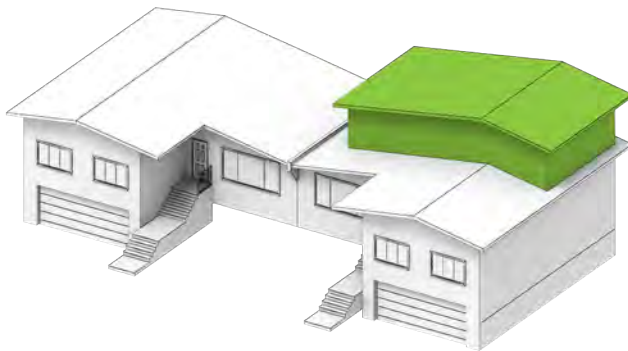
Note: depending on the location of the house (ex. corner house) and/or the design and height of neighbouring homes, some of the acceptable options depicted may not apply.

SB2

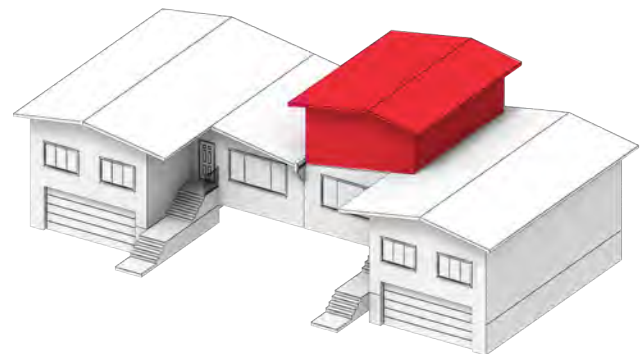
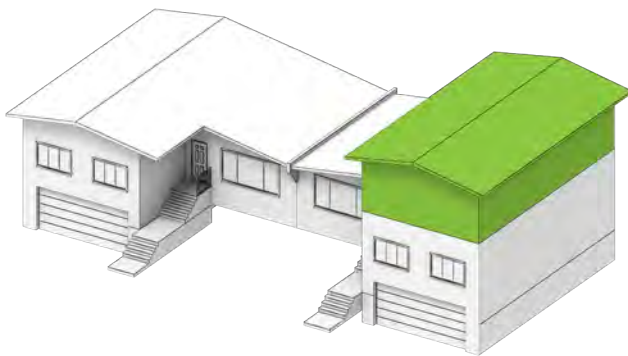
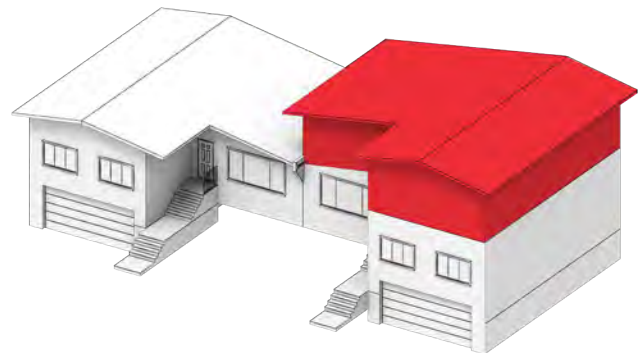


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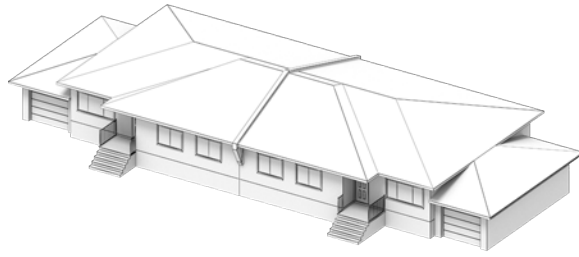


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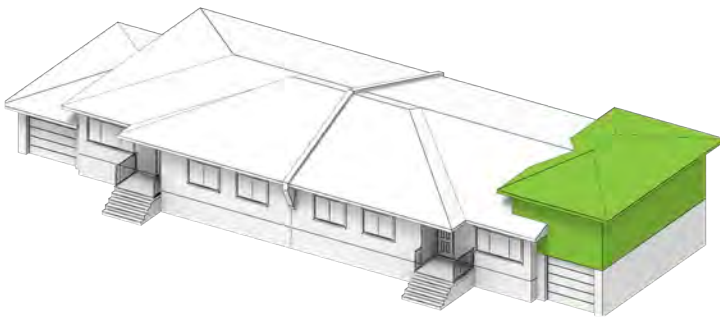
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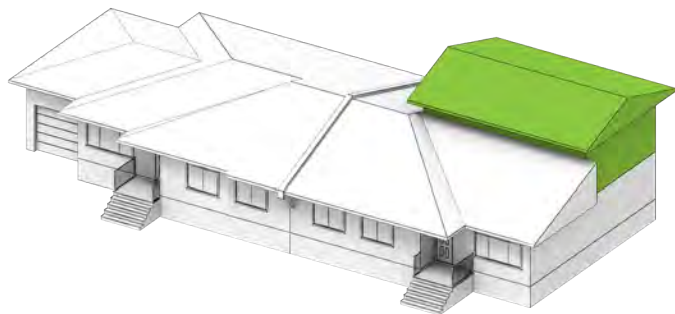
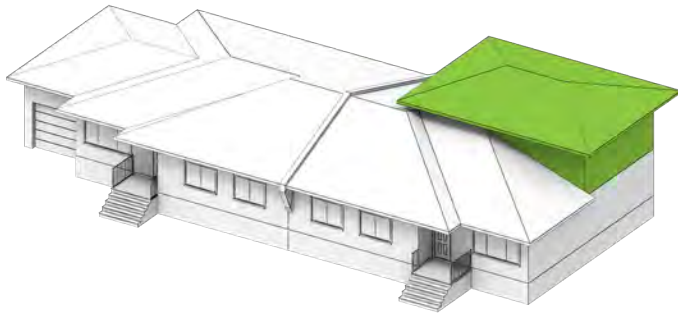
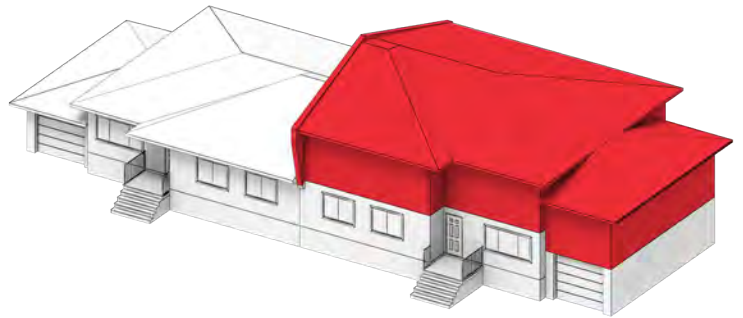


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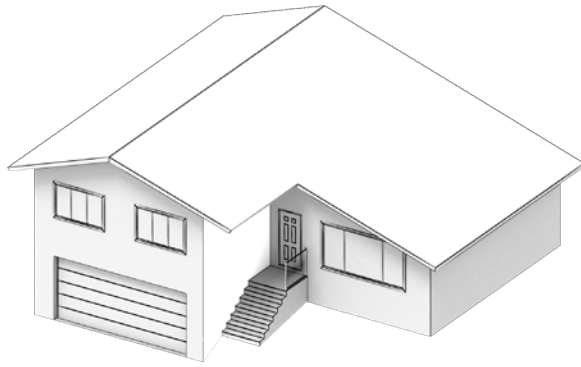
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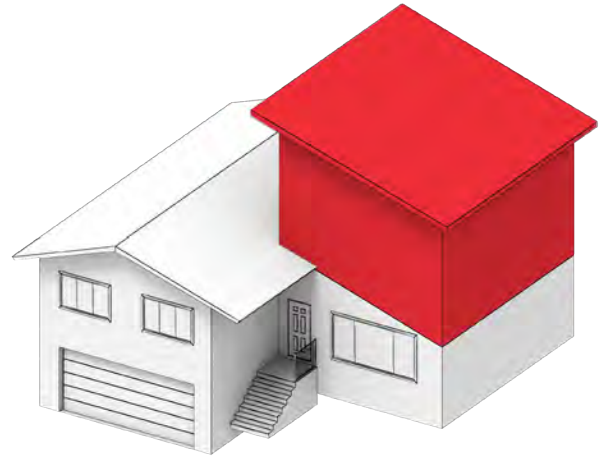
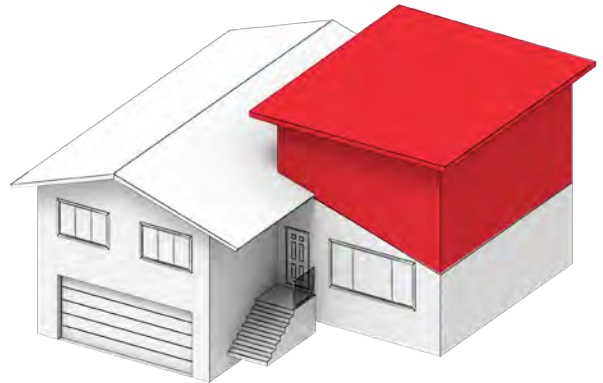


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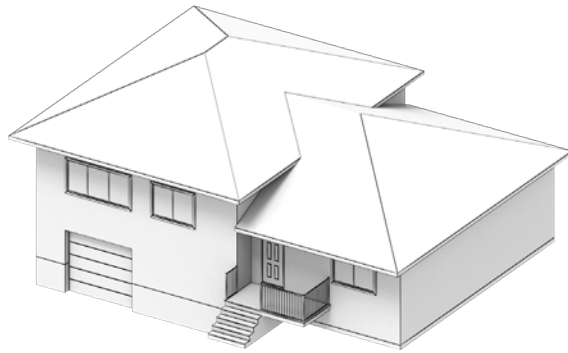
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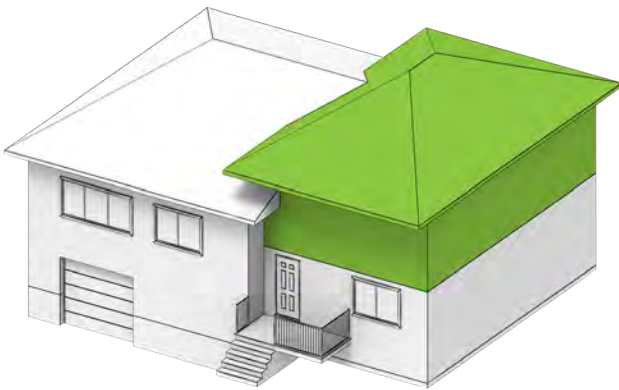


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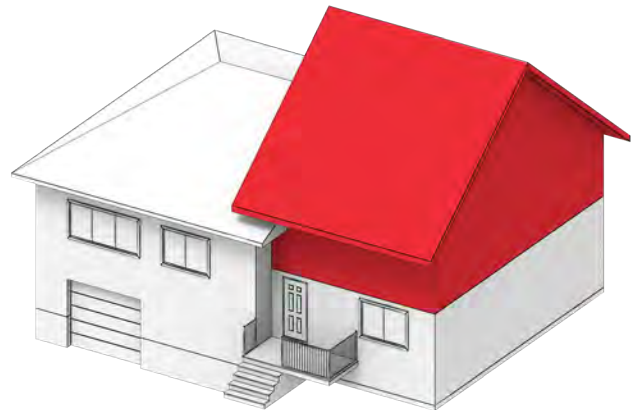
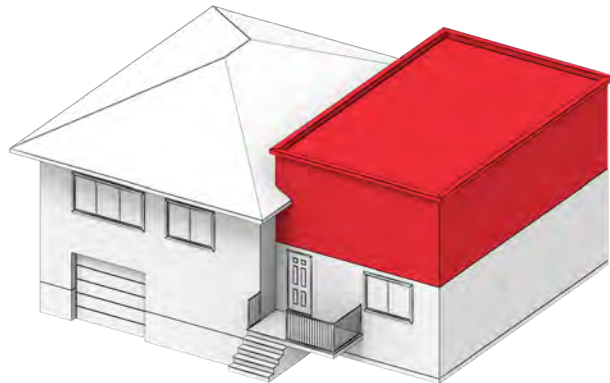


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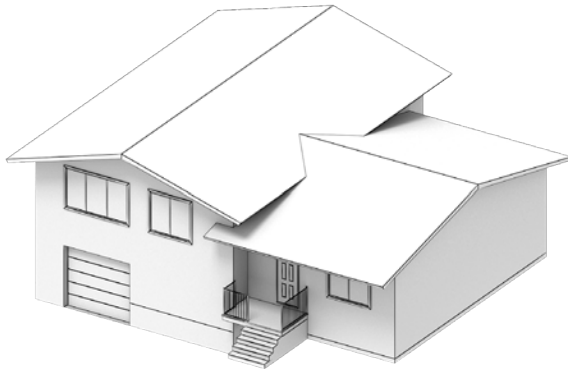
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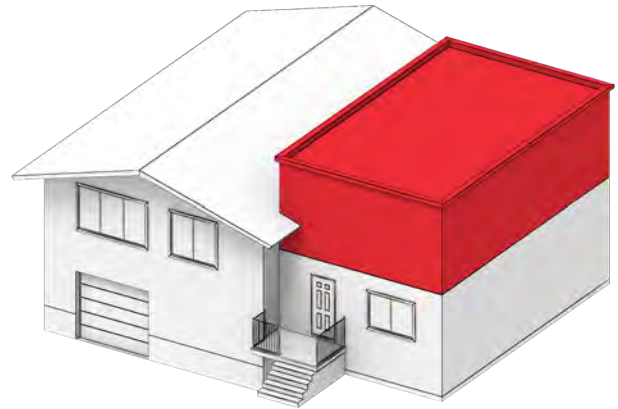
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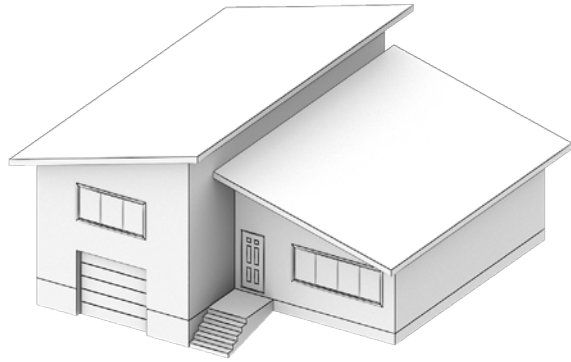
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ACCEPTABLE

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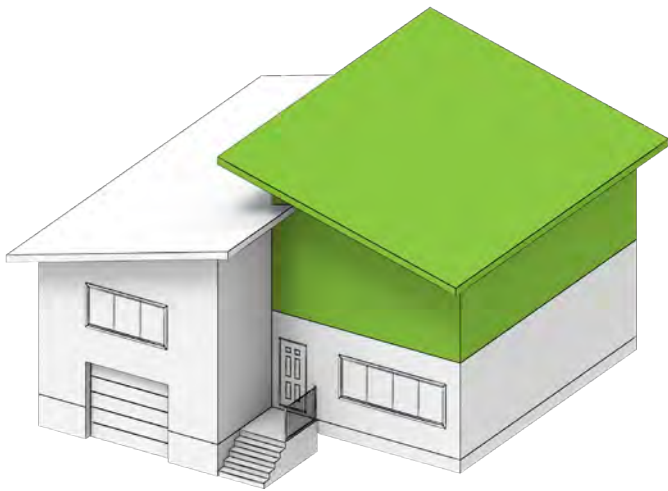


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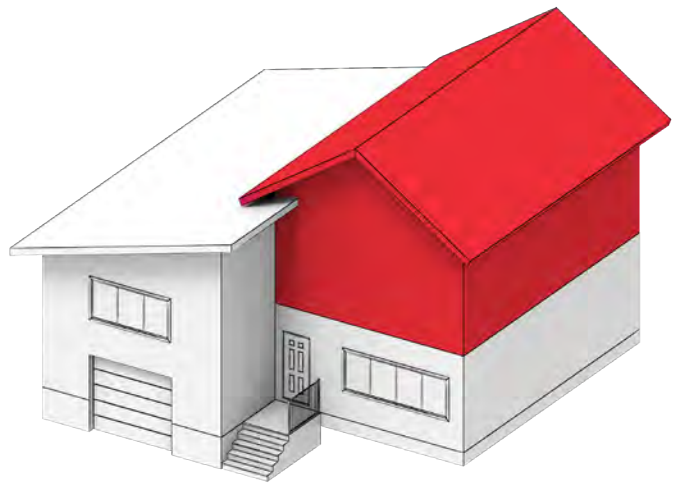
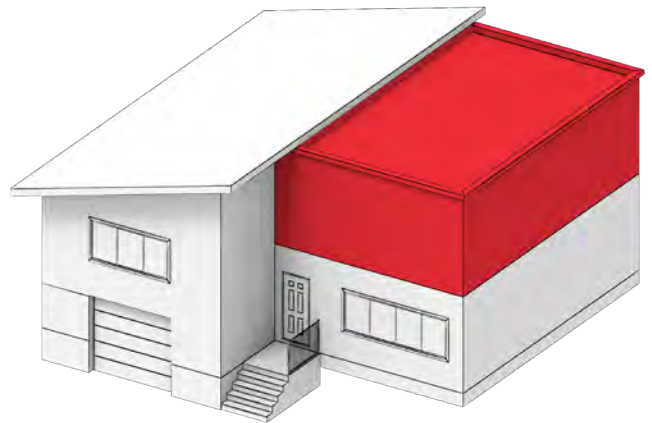


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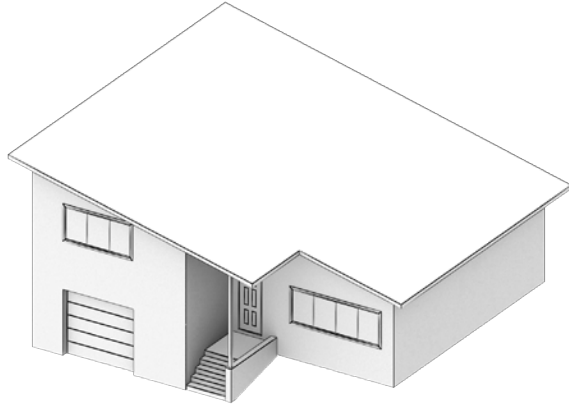
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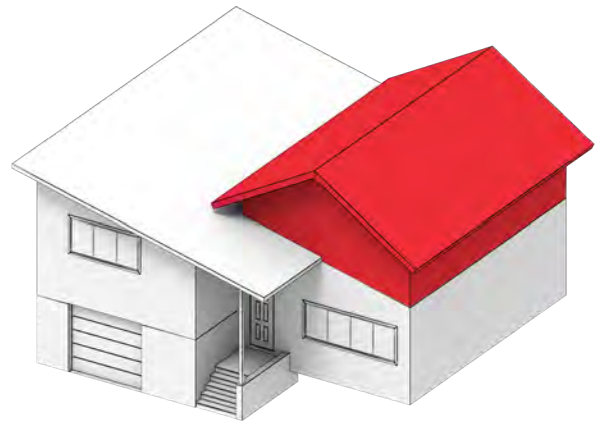
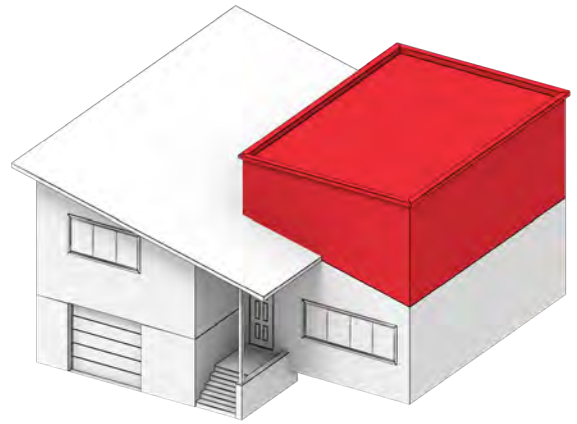
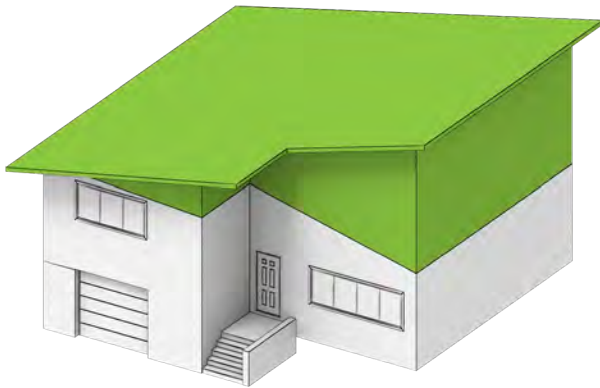
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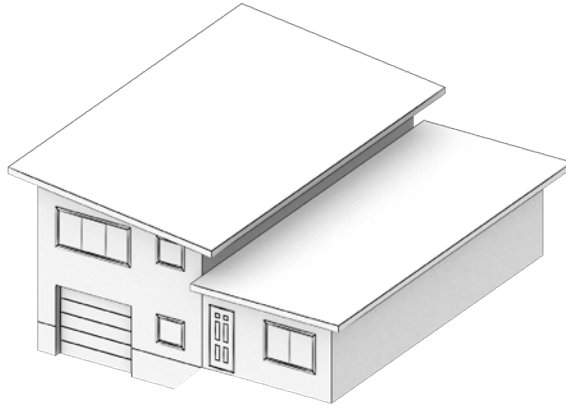
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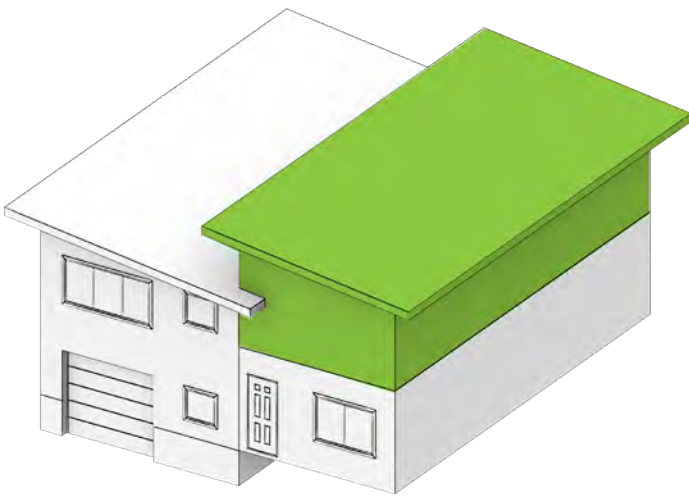


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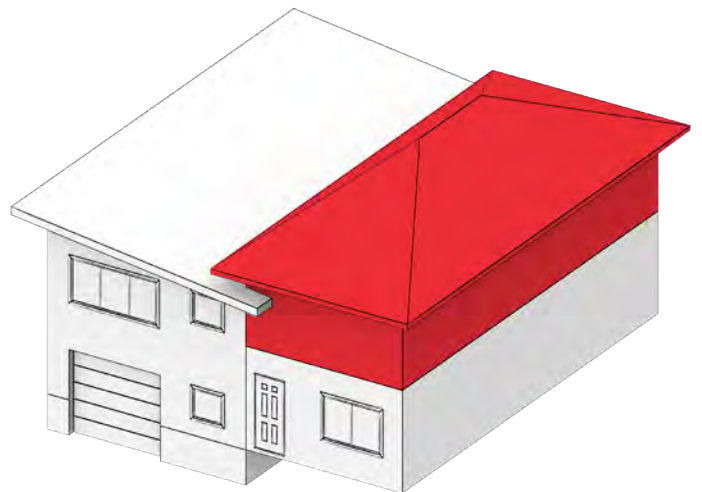
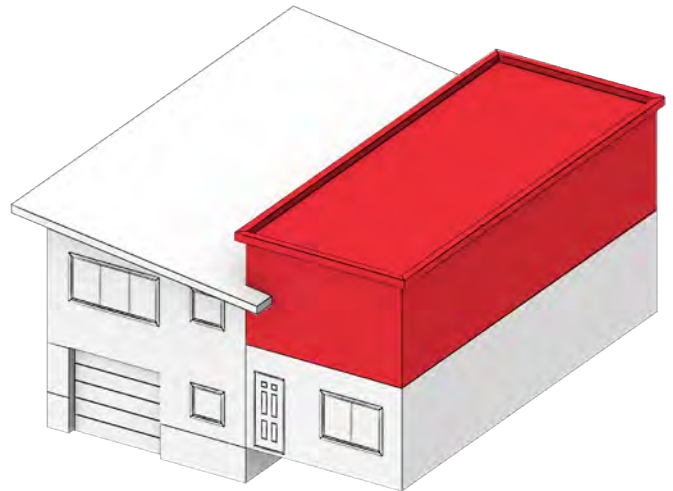


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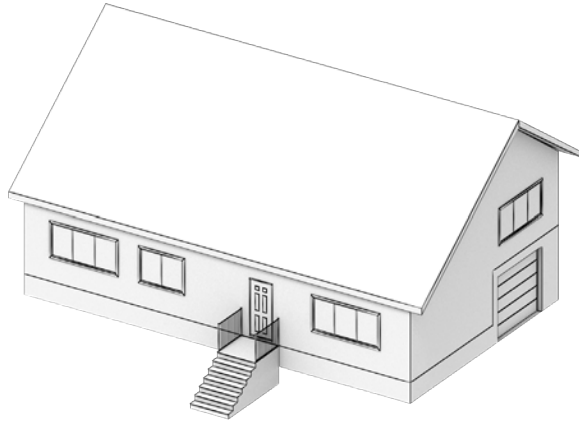
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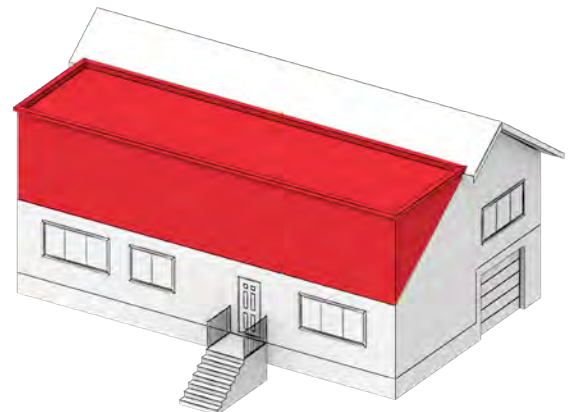
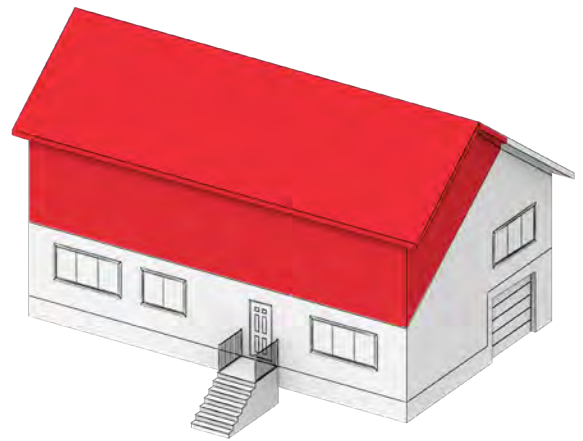
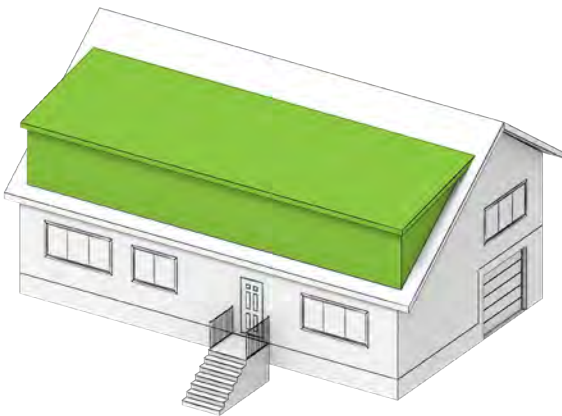
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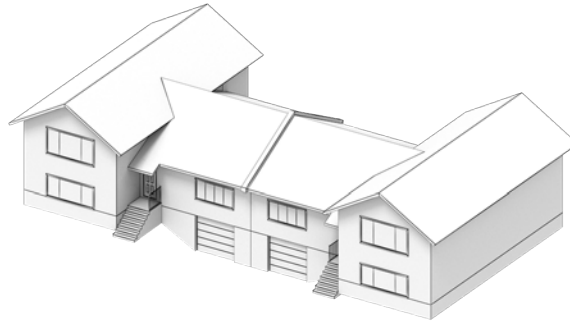
DETACHED SPLIT LEVEL

ACCEPTABLE

UNACCEPTABLE



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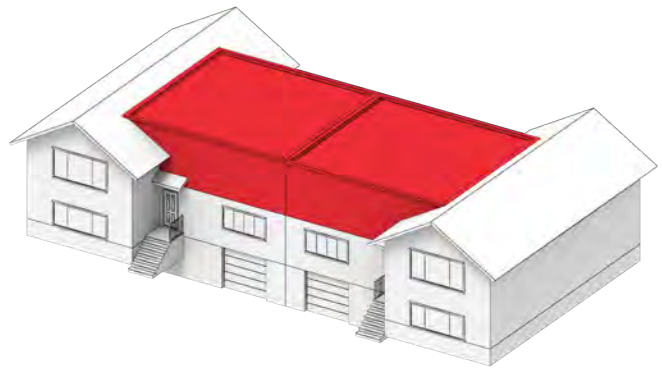


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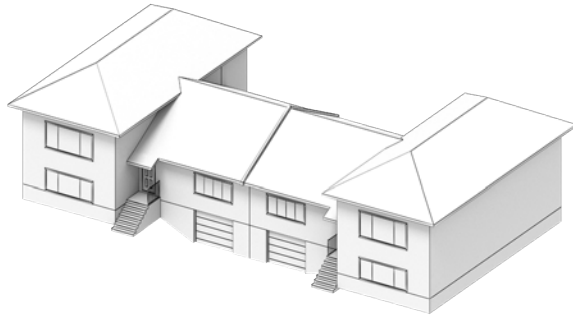
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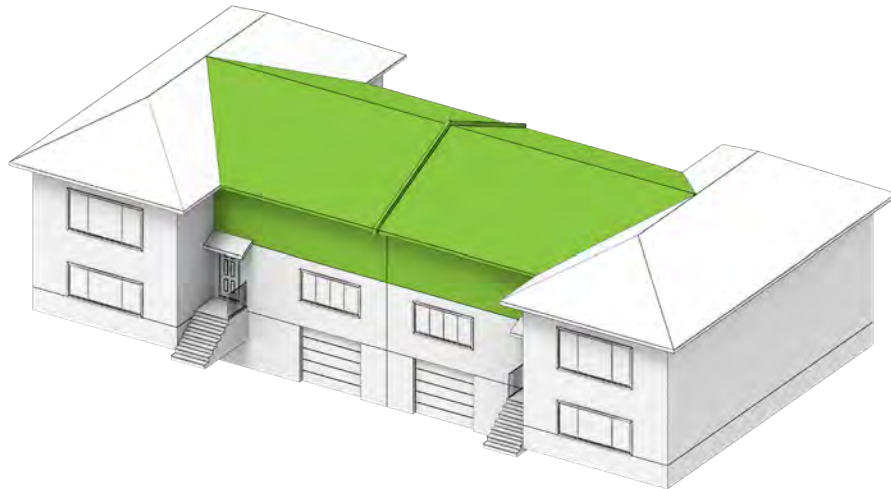


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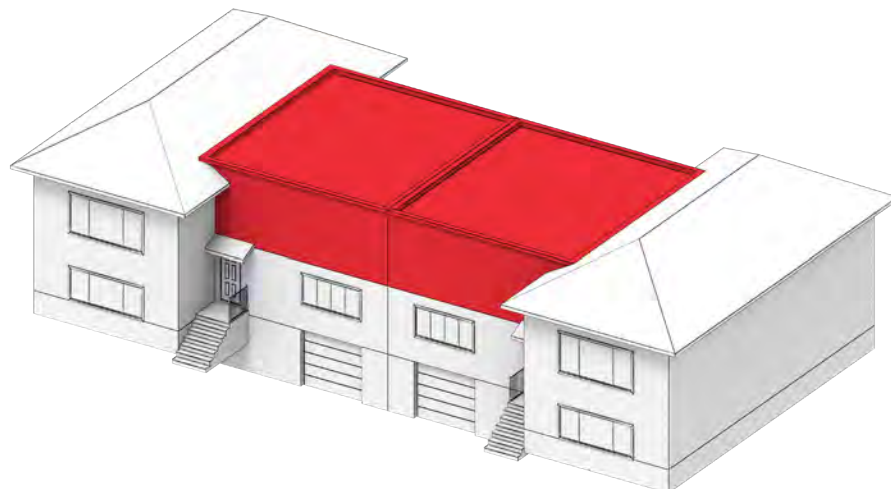


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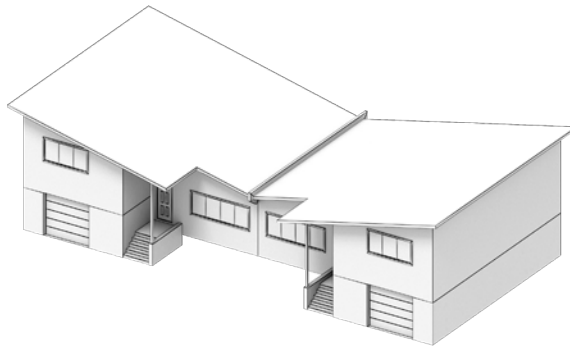
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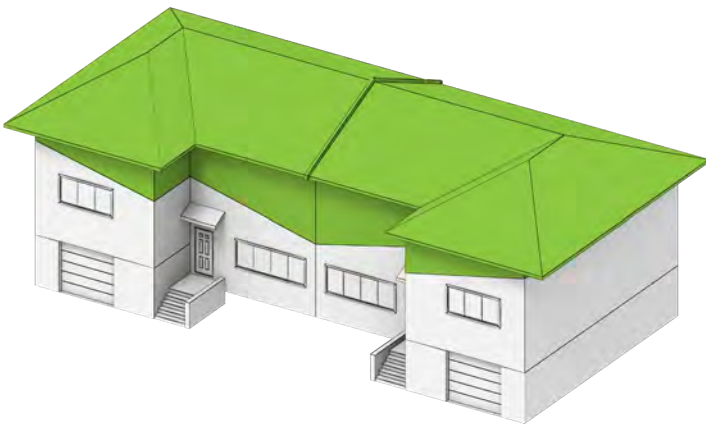


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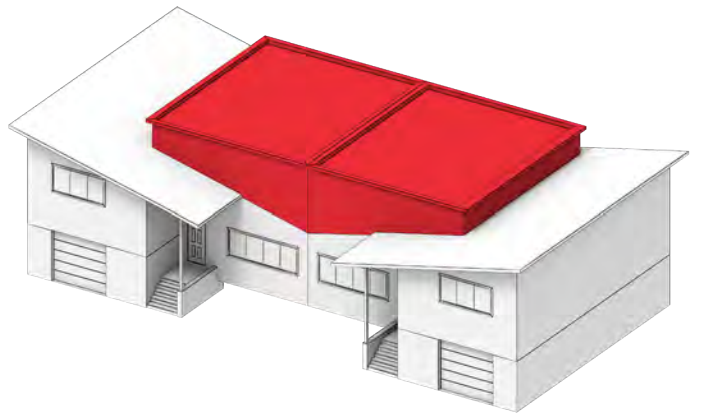


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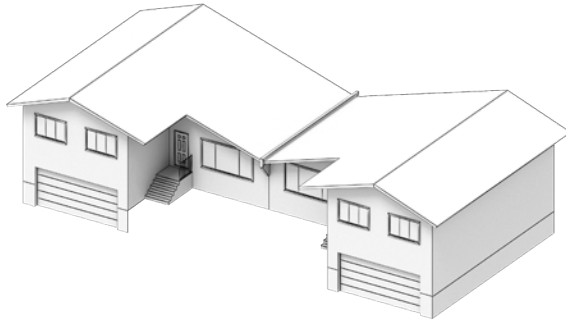
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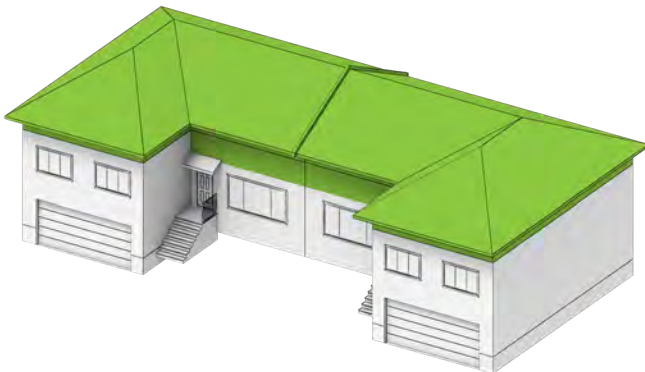
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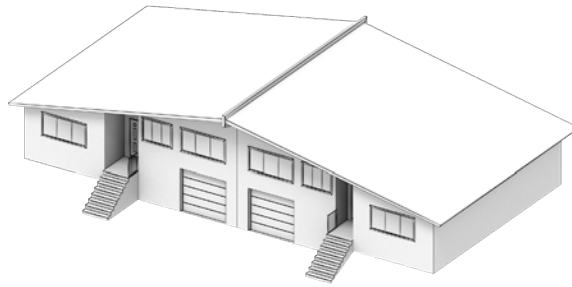
SEMI-DETACHED SPLIT LEVEL

ACCEPTABLE

UNACCEPTABLE



SEMI-DETACHED SPLIT LEVEL

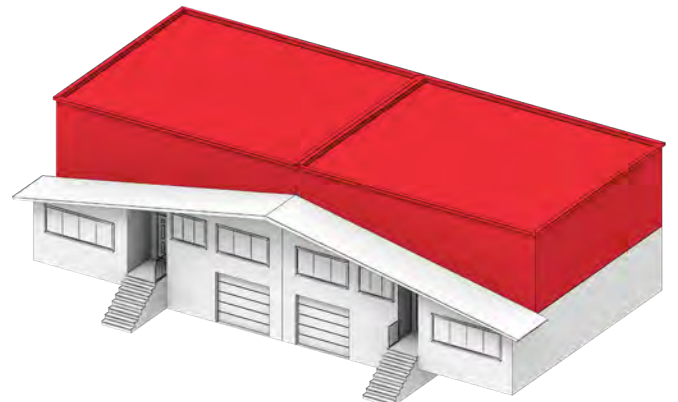


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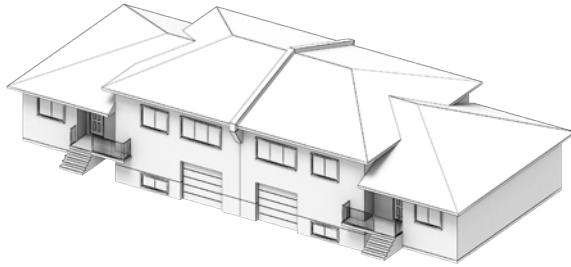
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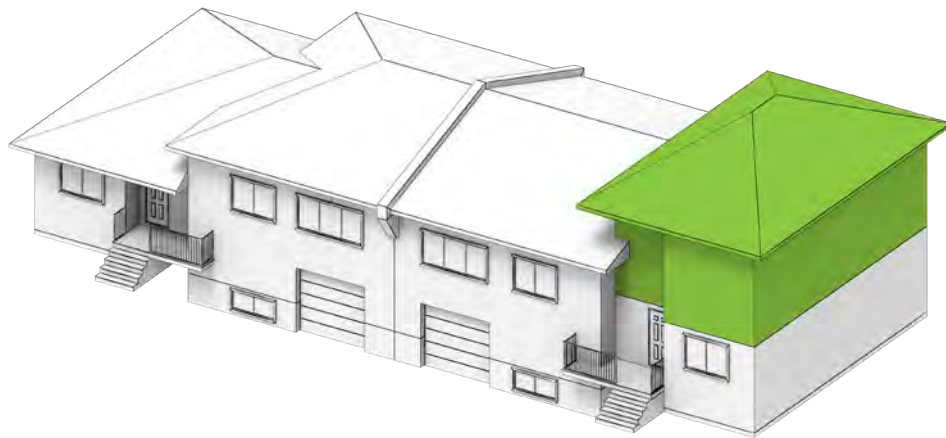


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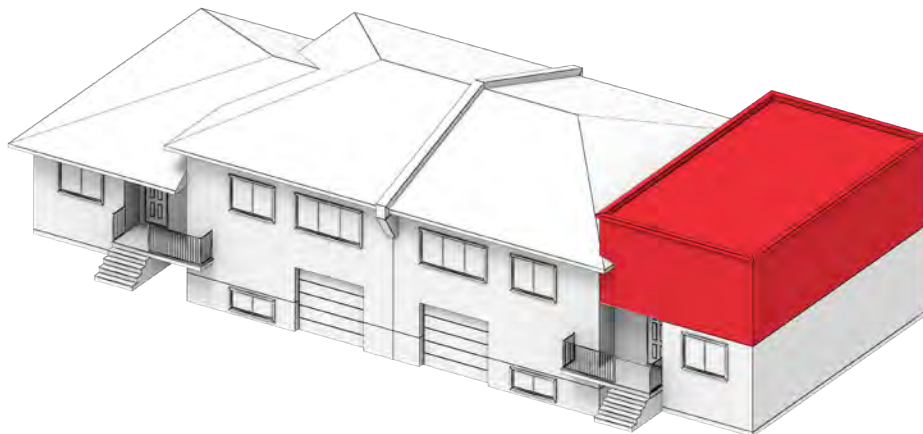


SEMI-DETACHED SPLIT LEVEL

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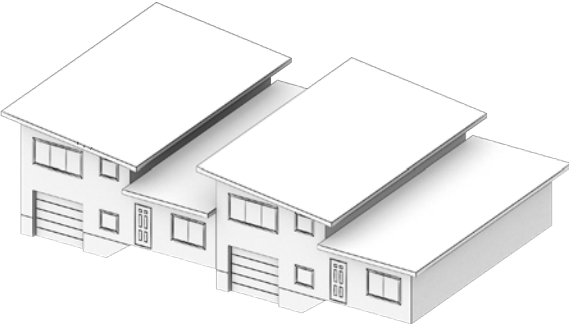


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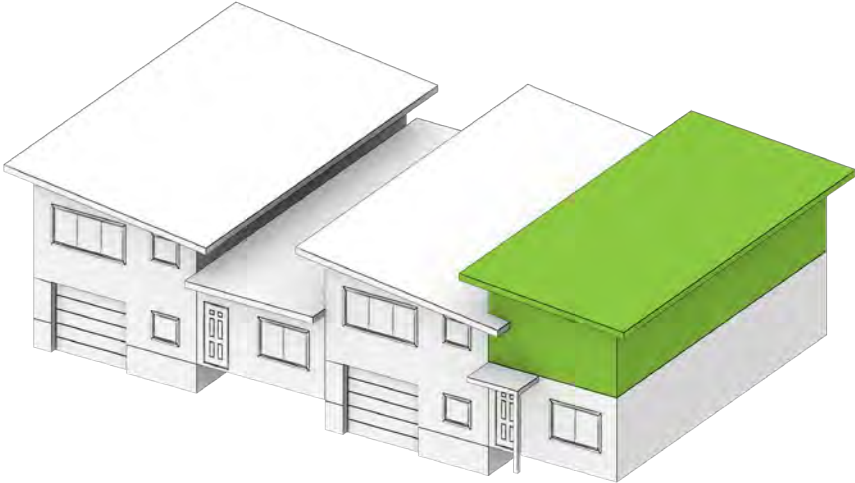
Note: depending on the location of the house (ex. corner house) and/or the design and height of neighbouring homes, some of the acceptable options depicted may not apply.

SEMI-DETACHED SPLIT LEVEL

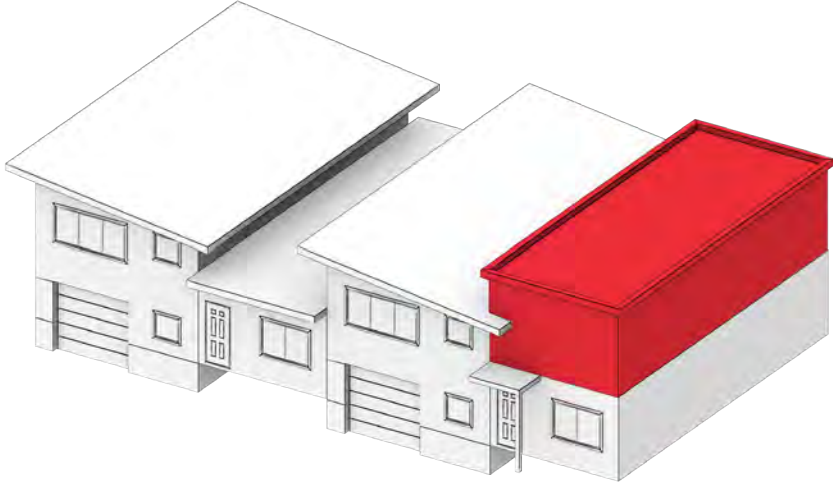


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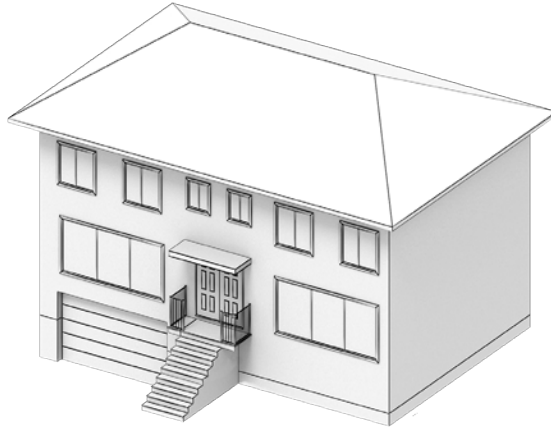
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UNACCEPTABLE



C1

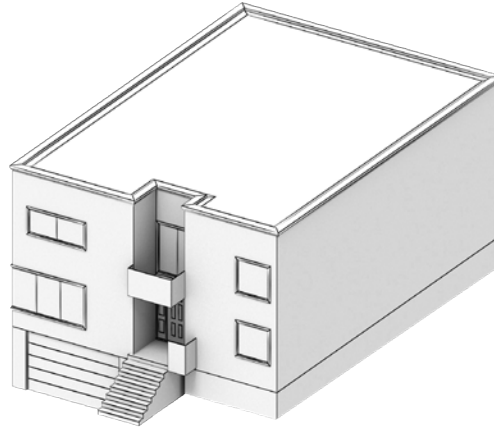


DETACHED COTTAGE

DESIGN GUIDELINES TO CONSIDER:

Considering the amount of variations of this typology in Côte Saint-Luc, the design of modifications to cottages must be considered on a case by case basis. The general recommendations within this architectural guideline document should be considered, as well as the zoning by-laws.

DETACHED COTTAGE



C2

DESIGN GUIDELINES TO CONSIDER:

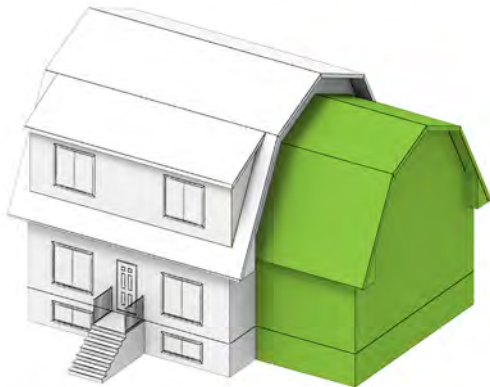
Considering the amount of variations of this typology in Côte Saint-Luc, the design of modifications to cottages must be considered on a case by case basis. The general recommendations within this architectural guideline document should be considered, as well as the zoning by-laws.

C3



DETACHED COTTAGE

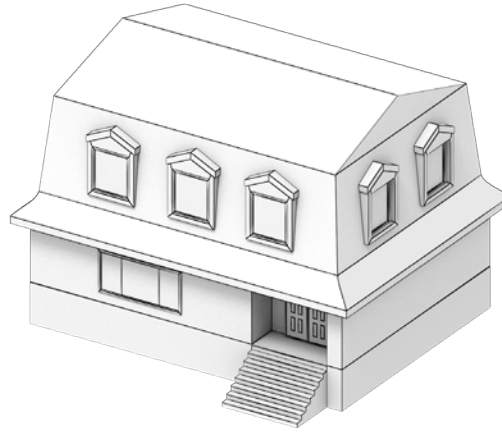
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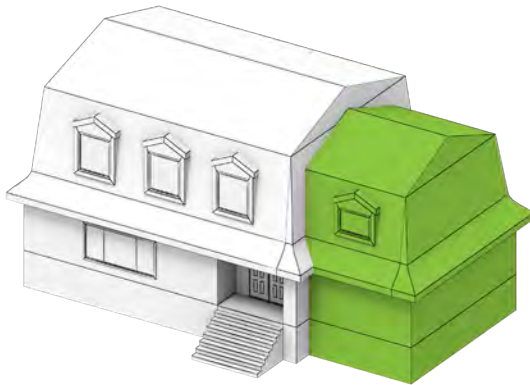


DETACHED COTTAGE

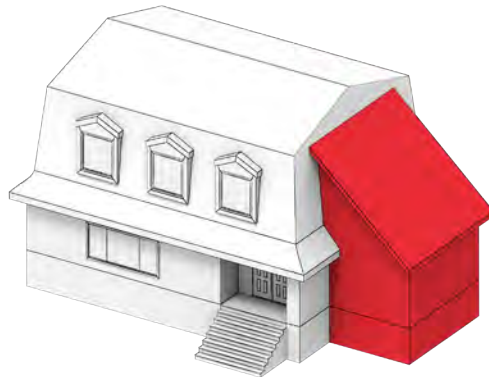
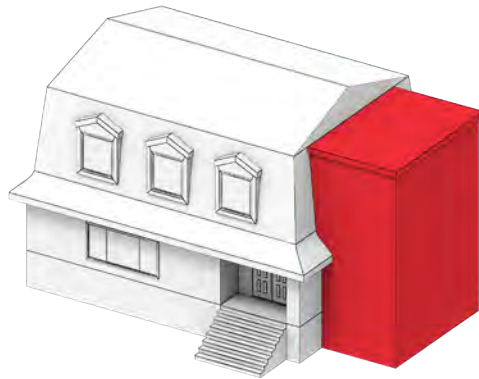
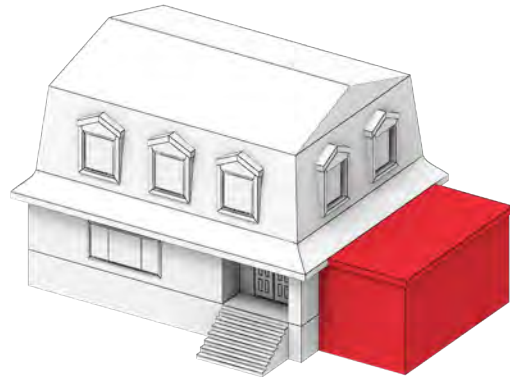


C4

ACCEPTABLE



UNACCEPTABLE



C5

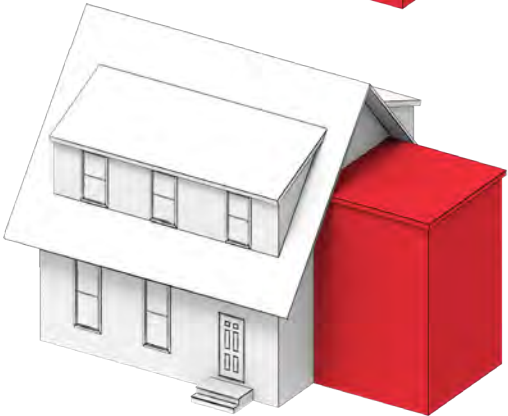


DETACHED COTTAGE

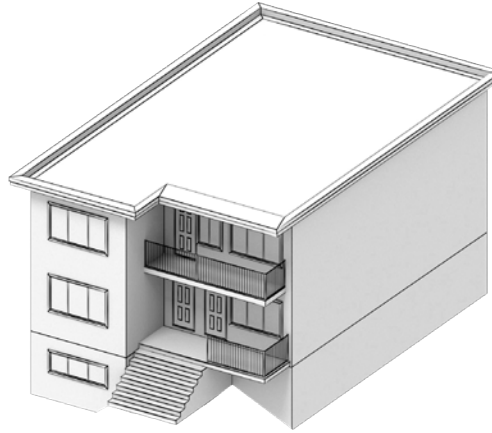
ACCEPTABLE



UNACCEPTABLE



DETACHED DUPLEX

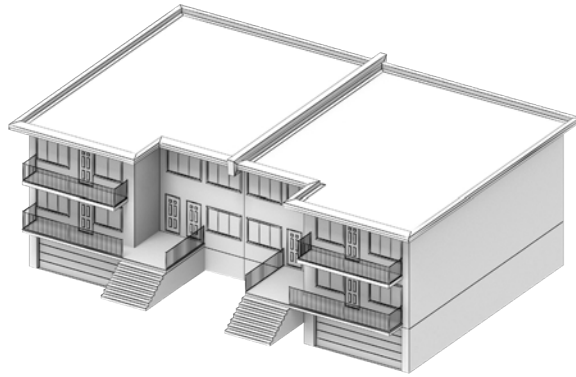


D1

DESIGN GUIDELINES TO CONSIDER:

Considering the amount of variations of this typology in Côte Saint-Luc, the design of modifications to duplexes must be considered on a case by case basis. The general recommendations within this architectural guideline document should be considered, as well as the zoning by-laws.

SD1



SEMI-DETACHED DUPLEX

DESIGN GUIDELINES TO CONSIDER:

Considering the amount of variations of this typology in Côte Saint-Luc, the design of modifications to semi-detached duplexes must be considered on a case by case basis. The general recommendations within this architectural guideline document should be considered, as well as the zoning by-laws.

ANNEX B:
BUILDING EXTENSION EXAMPLES
BEFORE AND AFTER

STYLE S5 - Detached split level, partial 2nd storey addition

BEFORE



AFTER



Design by Ariel Aaron Architecte

STYLE S2 - Detached split level, partial 2nd storey addition

BEFORE



AFTER



Design by K Paul Partnership

STYLE S3 - Detached split level, partial 2nd storey addition

BEFORE



AFTER



Design by RIUM Architecture

STYLE B1 - Detached bungalow, 2nd storey

BEFORE



AFTER



Design by Janson Wong Architects

STYLE SB2 - Semi-detached bungalow, partial 2nd storey addition

BEFORE



AFTER



Design by HUI Architecte

STYLE SB2 - Semi-detached bungalow, partial 2nd storey addition

BEFORE



AFTER



Design by DevMico

STYLE C1 - Detached cottage - 3rd storey enlargement & facade modification

BEFORE



AFTER



Design by Ariel Aaron Architects

STYLE B1 - Detached bungalow, demolition / reconstruction

BEFORE



AFTER



Design by Studio AD Architects

STYLE S1 - Detached split level, rear extension

BEFORE



AFTER



Design by Armand Dadoun Architecte

STYLE S2 - Detached split level, rear extension

BEFORE



AFTER



Design by Construction Astragone inc.

STYLE C1 - Detached cottage, rear extension

BEFORE



AFTER



Design by Peterson Architects

STYLE B3 to SB2 - Detached bungalow, lot subdivision, conversion to semi-detached

BEFORE



AFTER



Design by Dessind Drummond

ANNEX C

INTEGRATION CHECKLIST

Prior to submitting your design proposal, please refer to the checklist below to ensure that all key design features have been addressed.

Integration checklist			
SPAIP	Acceptable	Not acceptable	N/A
Volume			
- Scale and proportions			
- Shape			
Alignments			
- Setback (with neighbours)			
- Height			
Roofline integration			
Treatment of main entrance			
Treatment of openings			
Materials			
Landscaping (ex. driveways, trees, paved surfaces)			
Impact on neighbours (ex. views, shadows, visibility)			

ANNEX D

REQUIRED DOCUMENT CHECKLISTS

BUILDING MODIFICATION PROPOSAL - REQUIRED DOCUMENT CHECKLIST	SUBMITTED
Application form	
Planning Advisory Committee application fee	
Certificate of location	
Architectural plans, to scale and with dimensions, including a detailed site plan, floor plans, elevations and building sections (existing and proposed). If any trees will be impacted by the work, it must be indicated on the site plan.	
If a change in building height is involved, a Land Survey document must be submitted that identifies the height of the neighbouring buildings located within 30m on the same side of the street. The measurements must be taken from the City sidewalk. The maximum authorized height may not exceed 25% of the average height of the neighbouring homes.	
3D renderings / perspectives showing the project and surrounding context	
Street elevation drawing, in colour and to scale, that depicts the proposed project and the neighbouring buildings.	
Material samples and specifications	
Land coverage calculation	
Floor space index calculation	
Calculation of exterior surface area to be demolished, including the roof, exterior walls and all new openings.	
Any other document that the designated Urban Planning staff member may request.	

MINOR EXEMPTION REQUEST - REQUIRED DOCUMENT CHECKLIST	SUBMITTED
Minor exemption request form	
Minor exemption fee	
Certificate of location	
Drawings with dimensions (architectural plans) demonstrating the nonconformity.	
Photographs	
Justification letter explaining why it is not possible to respect the bylaws and/or how the by-law causes a serious prejudice to the applicant.	
Any other document that the designated Urban Planning staff member may request.	

CONSTRUCTION PERMIT APPLICATION - REQUIRED DOCUMENT CHECKLIST	SUBMITTED
Application form	
Certificate of location	
Architectural plans for permit	
Structural plans for permit (if applicable)	
Detailed construction cost estimate and description of work	
Building sprinkler plans for permit (if applicable)	
Any other document that the designated Urban Planning staff member may request	

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