



## FAQ - Constructions

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All prices herein are in Canadian dollars and exclude all applicable taxes.

### #1. What documents and information must be included in a construction application?

We need the following :

- A plan (as precise as possible) that details the exact building dimensions and includes all contact information for the project manager (name, address, e-mail address, telephone number).
- List of all owners with address, email, telephone, date of birth and marital status.
- The type of foundation you have selected (poured concrete slab or helical piles).
- A final overview of the building once it is completed. Include a list of all material that will be used for the roof and exterior finishing and/or cladding.
- The desired site amongst the possibilities identified by the Duché de Bicolline.
- An approximate budget for your project as a whole.
- Name of the company that will be doing the work.
- A 25\$ cheque to the order of **Municipalité de Saint-Mathieu-du-Parc** for the permit application fee.  
\*\* If your construction application is refused by the Duché de Bicolline, the cheque will be destroyed. If the application is accepted by the Duché de Bicolline, the cheque will be sent to the Municipality of Saint-Mathieu-du-Parc for the permit application. \*\*

We will have a general idea of your project once we have these eight (8) elements. We will contact you should we need additional information.

**Note:** Please note that item #6 below lists the information that is to be included with your construction application in order for us to write up the notarized documents.

## #2. The construction permit

*Who issues the construction permit?*

- *The permit itself is issued by the St-Mathieu-du-Parc municipality at the cost of 25\$.*

*How long is a permit valid?*

- *The permit is valid for one (1) year. If you need to renew your permit, the request must be made in writing at [urbanisme@saint-mathieu-du-parc.ca](mailto:urbanisme@saint-mathieu-du-parc.ca) two (2) months before the original permit expires. There are no extra fees for a permit renewal.*

*How do we apply for a construction permit?*

- *The Duché de Bicolline will file the paperwork for the permit request once the plans you have submitted are approved by the Cooperative and the Duché de Bicolline has received your 25\$ to cover permit application costs.*

## #3. Surveying costs and schedule

*The cost for land surveying is not included and must be covered at your own expense. Surveying fees are approximately 375\$. The surveying work starts once the chosen site/location has been approved by the Duché de Bicolline. No construction work will be authorized unless the payment for the surveying costs has been received.*

*You will be able to pay directly to the surveyors with whom we work with:*

**Arpentage Rochette & Lahaie**  
103, 5th Street  
Shawinigan (Québec) G9N 1E2  
(819) 536-2877

## #4. What is included with the transfer fees? (Called «*Frais de Cession*» in French)

- *Year-round access to the property or the emphyteutic lessee's site, but **only** following the calendar approved and issued by the Duché de Bicolline. Access is guaranteed for a minimum of twenty-four (24) days per year outside of the Duché de Bicolline's activities. Access is also guaranteed during the Duché de Bicolline's activities for which you are registered;*
- *Access to the various sectors on the Duché de Bicolline, but **only** following the calendar approved and issued by the Duché de Bicolline and at the designated areas (resort, snowshoeing trails, etc.);*
- *Snow removal fees for the main access routes in the Haute Ville and the Vieille Ville;*
- *Overhead fees for lease management, employees, etc.;*

- *Purchase and annual inspection fees for the fire extinguishers;*
- *Site monitoring and surveillance costs;*
- *General maintenance of the access roads leading to your constructions;*

**#5. When must we pay the transfer fees to the Duché de Bicolline and what are the payment terms and conditions?**

- a. *An annual amount of 650\$ is due every year for each construction with a ground floor surface area of 18,58 m<sup>2</sup> (200 ft<sup>2</sup>) or less.*
- b. *The payment must be done for the 1<sup>st</sup> of July of every year.*
- c. *If the building exceeds this surface area (ground floor only, the 2<sup>nd</sup> floor is excluded), additional fees of 16,15\$/m<sup>2</sup> (1,50\$/ft<sup>2</sup>) will be applied to exceeding surface area. If the surface area of the second floor exceeds that of the ground floor, the surface area of the second floor will be used to calculate the initial base surface area and the ground floor will be excluded. If the building includes a 3<sup>rd</sup> floor, a mezzanine, an attic or any other additional space, the same additional fees of 16,15\$/m<sup>2</sup> (1,50\$/ft<sup>2</sup>) apply for surface area exceeding the initial base surface area of 18,58 m<sup>2</sup> (200 ft<sup>2</sup>).*

**#5a. Examples**

- A. A participant invests in a building comprised of two (2) 12' X 14' floors. Since the second floor is included in the base calculations, the total surface area used in calculating the amount of the transfer fees is 168 ft<sup>2</sup>. The total amount owed to the Duché de Bicolline for the transfer fees is therefore the base amount of 650\$.
- B. A participant invests in a building comprised of two (2) 12' X 16' floors. Since the second floor is included in the base calculations, the total surface area used in calculating the amount of the transfer fees is 224 ft<sup>2</sup>. The calculations must therefore include the base amount of 650\$ plus the additional fees of 1,50\$/ft<sup>2</sup> for all surface area in excess of 200 ft<sup>2</sup> (in this case 24 ft<sup>2</sup>). The total amount owed to the Duché de Bicolline for the transfer fees is therefore 686\$.
- C. A participant invests in a building comprised of three (3) 12' X 14' floors. Since only the second floor is included in the base calculations, the total surface area used in calculating the amount of the transfer fees must include the surface area of the 3<sup>rd</sup> floor, which brings the total surface area for the building to 336 ft<sup>2</sup>. The calculations must therefore include the base amount of 650\$ plus the additional fees of 1,50\$/ft<sup>2</sup> for all surface area in excess to 200 ft<sup>2</sup> (in this case 136 ft<sup>2</sup>). The total amount owed to the Duché de Bicolline for the transfer fees is therefore 902\$.

## #6. Notarial Fees

The fixed price per lease to be notarized in 2019 will be approximately 620\$ for a maximum of four (4) owners. This price includes the base price of 425\$ and the publication costs.

An extra fee of 75\$ will be charged for each additional owner to cover the costs of information gathering, processing fees and the issuance of the extra copy of the deed of conveyance.

Furthermore, when there are more than four (4) owners, any meeting with the notary for the reading and signature of the legal documents that exceeds one (1) hour will be charged at an hourly fee of 125\$.

The notary office with whom we deal with is the following:

### **Désaulniers, Gervais, Parenteau, Sylvestres Notaires**

800, 6th Avenue

Shawinigan-Sud (Québec) G9P 5H1

(819) 536-4428

The notary in charge of our dealings is Mtre Rachel Villemure.

The following information is required for the notarized document:

### **IF THE SIGNEE IS A COMPANY**

We will need the company's **name** and **address** as well as the **name** of all the people who will sign the emphyteutic lease.

If it isn't ALL of the company's administrators who will sign the documents, we will send a signing resolution to you by e-mail that will have to be signed by all the company's administrators. Once signed, you must bring the resolution to our meeting for the signature of the lease. This step is not included in the base notarial fees and will be charged as an extra.

### **IF THE SIGNEE IS A PERSON OR MULTIPLE PEOPLE**

We will need the **name**, **address** and **marital status** for each individual.

CHOICES : MARRIED / DIVORCED / SINGLE

#### **If married :**

Name of spouse;

Legal regime : (separation as to property, community of property or partnership of acquests);

Place of residence during the marriage;  
Date of marriage;  
Married **WITH** or **WITHOUT** an agreement.

If **with** a marriage agreement :

- Place where the marriage agreement was registered;
- Registration number;
- Registration date;  
*This information is most often indicated in the left margin of the marriage agreement.*
- In front of which NOTARY the agreement was done;

OR

If **divorced** :

We will need : the divorce judgement **number**, **date** and **district** where the judgement was given.

- It is MANDATORY that you send a copy of the divorce judgement to the notary: *the 2-page judgement will suffice, there is no need to send the detailed version of the judgement.*  
**PLEASE DO NOT SEND THE DIVORCE CERTIFICATE AS THIS DOCUMENT CAN'T BE USED IN THIS TYPE OF PROCEEDING.**

The notary can also access the divorce judgement via the Registry of personal and movable real rights. Fees of 9\$/judgement will apply.

\*\*\*\*If one of the signees can't sign the documents in person at the notary's office, they will have to proceed by power of attorney. Fees of 60\$/person will be charged for drafting the documents and the notary will still need all the above information.

## **#7 : Insurance**

Once you build on the Duché de Bicolline's land, a fire and public liability insurance is mandatory for your building(s). This insurance can be personal or you can adhere to the Duché de Bicolline's group insurance.

## **#8 : Our Facebook Construction 2.0 Page**

Once the Duché de Bicolline has received your construction application request and all the required complementary information, we will add you to our private Facebook group for the Bicolline Constructions. There you will have access to numerous contacts as well as information on various contractors and suppliers as well as advice from other residents of the Duché who already went through the building process.

The Facebook page is also very useful when it comes to coordinating the shipment of materials to the Duché de Bicolline or to proceed with construction activities requiring the presence of professionals (pouring of foundations, etc.). The Duché de Bicolline also regularly posts important information on this group to support and guide you through this process.

### **Reminder of recurring costs of construction on the site of Duché de Bicolline**

- **Transfer fees : payable directly to the “Duché de Bicolline”**
- **Municipal tax : payable directly to the « Municipalité de St-Mathieu-du-Parc »**

## Appendix: The Duché de Bicolline's In-House Regulations

# Duché de Bicolline's In-House Regulations

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The Duché de Bicolline has always been a place of wonder and escape... It is with this thought in mind that the whole “resident of the Duché” idea came into being: create a new experience by building on the Duché itself and by having access to the site outside the regular activities. Our development plan was created in order for this to become reality!

From this reality necessarily stemmed various responsibilities and obligations: a notarized agreement (emphyteutic lease) and the Duché de Bicolline's charter of internal regulations. This charter is based on and reflects common sense and its main objective is to allow everyone to continue to peacefully enjoy the wonderful site while maintaining respect for the Duché de Bicolline itself and the other participants and residents.

- **Access to the site**

- You can only access the site and your building(s) during the dates made public by the Duché de Bicolline. The lease guarantees a minimum of twenty-four (24) days per year. You can also obviously access the site and your building(s) during the Duché de Bicolline's activities to which you are registered.

- **A pedestrian environment**

- Use your vehicles only to unload and load material.
- Bring your vehicle back to the parking lot for the duration of your stay.
- As you surely understand, the site is pedestrian and we want to limit the number of vehicles to a minimum.

- **Amenities and waste management**

- Complete washroom facilities with showers and toilets are available at all times at the back of the Inn. These facilities are equipped with paying showers that are accessible with an electronic access card that



# Duché de Bicolline's In-House Regulations

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can be bought at the Duché de Bicolline Inn or at the registration desk during the Grande Bataille itself.

- When you leave the site, please dispose of all waste and recycling in the identified bins provided in the parking lot.
- **Respecting others**
  - Basic civic rules apply at all times. Any delinquent behavior will result in immediate banishment that, depending on the case, could be permanent or accompanied by legal actions.
- **Guests and subletting**
  - Just like the constructions themselves, access to the site and to your building(s) has been given first and foremost to you, the players and participants of Bicolline.
  - These constructions were intended for you. Your friends and family can obviously make use of the installations from time to time.
  - However, we ask that at least one member in good standing be present if other guests are using your building(s). By "other guests" we mean people who do not participate in our regular activities.
  - Over the years, groups and guilds have developed and fostered links between each other. We consider conserving these communal ties to be very important.
- **Security**
  - Drive slowly when you are going through the Duché de Bicolline as children (or adults!) are wont to play in the area.
  - When a fire is lit, the fire pit must be under the constant supervision of an adult as long as the fire is not put out in a way to ensure it no longer constitutes a fire hazard.
  - Here are the guidelines for all outdoor fire pits on the Duché de Bicolline:
    - The fire pit must have a maximum diameter of 3' and be equipped with a 1' border made of stone or masonry.
    - The bottom of the fire pit must be in cement.
    - The hearth must be equipped with a spark guard.
    - Never use accelerants or materials derived from or made with petroleum in the fire pits.
    - The fire pit should never be used to burn waste or construction materials.

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- **Forbidden activities**

- Commercial activities held in your building(s) or during the timeframe where the site is accessible are strictly forbidden.
- Only the artisans who have a registered building in the artisan district are allowed to hold commercial activities during the activities organized by the Duché de Bicolline.
- Domestic animals are strictly forbidden on the Duché de Bicolline.

- **Site decorum**

- In some occasions, the activities held on the Duché de Bicolline do not prevent you from accessing the site and your building(s), but you might have to be costumed.

We would like to thank our future “Duché de Bicolline residents” for their participation and implication that allows our Bico 2.0 vision to progress. A new page of our history is being written and we are thrilled to be doing it with you.

The Duché de Bicolline