

HOW TO REQUEST A MINOR EXEMPTION

Presenting the request

A minor exemption request begins with a complete request from the applicant submitted to the Planning Department at least three weeks prior to the meeting of the Planning Advisory Committee (PAC). This request should include the following:

- A letter from the applicant to the Director of the Planning Department. This letter must clearly explain why a minor exemption is requested and in what way it is a serious hardship for the applicant to respect the requirements of Zoning or Subdivision By-laws. The address and phone number where the applicant can be reached must be indicated in the letter.
- A set of plans that vary in content depending on request
- Payment of \$380 (payable to the City of Pointe-Claire) for requests related to residential projects of 1 to 4-dwellings or for a public project. This fee includes the review of your request and the publication notice for the first item. For any additional minor exemption items, a fee of \$110 per item will be required. Please note that these fees are non-refundable, whether your request is approved or refused.
- Payment of \$815 (payable to the City of Pointe-Claire) for requests related to commercial, industrial or multi-family projects. This fee includes the review of your request and the publication notice for the first item. For any additional minor exemption items, a fee of \$110 per item will be required. Please note that these fees are non-refundable, whether your request is approved or refused.

If someone other than the property owner requests the minor exemption, written authorisation from the property owner is required.

Planning Advisory Committee

The Director of the department presents the request at a Planning Advisory Committee (PAC) meeting. These closed-door meetings take place every month throughout the year. The PAC, which is comprised of citizens, and presided over by one Council member, reviews the request. Following this meeting, a report is presented to Council for consideration during a caucus meeting.

Council's decision based on PAC recommendations

Council can then decide:

- To request additional information. The applicant will be contacted and will be asked to submit the necessary documents; or
- To agree to continue with the minor exemption procedure. The applicant will receive a written response; or
- Not to agree to continue with the minor exemption procedure. The applicant will receive a written response as to why the request was refused.

Publication

A notice will be published in a local newspaper stating when the request will be presented to Council for their final decision at a public meeting.

Decision by Council

After due consideration at the public meeting, Council will make a decision concerning the minor exemption request. The applicant will receive a copy of the resolution from the City Clerk's office and, if the response is favourable, can then submit a request for a Building Permit, a Subdivision Permit, or a Certificate of Authorisation by following the established procedure.

Important points to consider before making an application:

- There is no guarantee that a minor exemption request will be granted by Council.
- The minor exemption procedure may take 3 to 4 months to complete.
- The minimum non-refundable cost of \$380 (\$815 for commercial, industrial and multi-family projects).