

## 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 \$387 (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 \$112 per item will be required. Please note that these fees are non-refundable, whether your request is approved or refused.
- Payment of \$831 (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 \$112 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 \$387 (\$831 for commercial, industrial and multi-family projects).