**MINOR EXEMPTION – REQUEST FORM**

This document does not authorize the commencement of any work.

\* Mandatory fields

**IDENTIFICATION OF PROPERTY SUBJECT TO DEMAND**

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| --- | --- |
| ADDRESS \*  | SUITE OR APARTMENT  |
| OCCUPANT \*  |[ ]  OWNER |[ ]   TENANT |
| TEL1 \*  | TEL2  | EMAIL \*  |
| IF APPLICANT IS NOT THE OWNER OF THE PROPERTY, IS THE OWNER’S LETTER OF AUTHORIZATION INCLUDED? \* | [ ]  YES | [ ]  NO\* | \*IF NOT, IT MUST BE SUBMITTED BEFORE PERMIT IS ISSUED.  |
| AT THE TIME OF YOUR REQUEST, ARE THERE ANY TENANTS LIVING IN THE BUILDING? \* | [ ]  YES | [ ]  NO | HAVE THEY BEEN ADVISED IN WRITING? | [ ]  YES | [ ]  NO |

**CONTACT – PERSON RESPONSIBLE FOR THE REQUEST**

|  |
| --- |
| NAME \*  |
| TEL1 \*  | TEL2  | VALUE OF WORK \*  |
| EMAIL \*  |
| TYPE OF PROJECT (WORK)\*  |

**ALL DOCUMENTS MUST BE SUBMITTED BY THE DEADLINE AND SENT IN PDF BY EMAIL TO:** urbanisme@pointe-claire.ca

**\*\*\*THE CITY RESERVES THE RIGHT TO REFUSE A PROJECT IF ALL DOCUMENTS ARE NOT SUBMITTED BY THE DEADLINE.\*\*\***

**REQUIRED DOCUMENTS**

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| **1. DOCUMENTS REQUIRED FOR ALL MINOR EXEMPTION REQUEST** | YES |
| A LETTER that clearly states the reasons for the request for a minor exemption and outlines the serious hardship caused by zoning or subdivision by-laws |[ ]
| OWNER’S WRITTEN AUTHORIZATION (if applicable) |[ ]
| CERTIFICATE OF LOCATION of the existing property |[ ]
| A SERIES OF PLANS (IMPLANTATION, ARCHITECTURE, ETC.) PHOTOS, DEPENDING ON THE NATURE OF THE REQUEST |[ ]
| COLOUR PHOTOGRAPHS of EXISTING BUILDING |[ ]

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| **2. NATURE OF THE REQUEST** |
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| **PROGRESS OF A REQUEST** |
| STUDY OF THE APPLICATION BY THE PLANNING DEPARTMENT AND RECOMMENDATION |
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| ANALYSIS AND OPINION OF THE PLANNING ADVISORY COMMITTEE |
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| PUBLICATION OF A PUBLIC NOTICE AS BY-LAW(at least 15 days before the City Council meeting where it must rule on the application for a minor exemption) |
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| MUNICIPAL COUNCIL DECISION BY RESOLUTION (1) one copy of this resolution is forwarded to the applicant) |
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| **Additional information is available on the website of the City of Pointe-Claire:**https://www.pointe-claire.ca/fr/plan-durbanisme**/** |

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|  RELATED COSTS \* |
| For an application for a residential project of 1 to 4 units or a public project | $395 |
| For a request for a commercial, industrial or multi-family project | $840 |
| Additional fees for each item added to the application | $115 |

\*\*\* Please take note of the following before submitting your application:

* There is no guarantee that the City Council will grant the minor exemption.
* The minor exemption procedure could take three to four months to complete.

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| SIGNATURE OF OWNER OR REPRESENTATIVE  |
| PLEASE PRINT NAME  | DATE  |