

**MINOR EXEMPTION – REQUEST FORM**

This document does not authorize the commencement of any work.

\* Mandatory fields

**IDENTIFICATION OF PROPERTY SUBJECT TO DEMAND**

ADDRESS *		SUITE OR APARTMENT	
OCCUPANT *		<input type="checkbox"/> OWNER	<input type="checkbox"/> TENANT
TEL1 *	TEL2	EMAIL *	
IF APPLICANT IS NOT THE OWNER OF THE PROPERTY, IS THE OWNER'S LETTER OF AUTHORIZATION INCLUDED? *		<input type="checkbox"/> YES	<input type="checkbox"/> 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? *		<input type="checkbox"/> YES	<input type="checkbox"/> NO HAVE THEY BEEN ADVISED IN WRITING? <input type="checkbox"/> YES <input type="checkbox"/> 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](mailto:urbanisme@pointe-claire.ca)**

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

**REQUIRED DOCUMENTS**

**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	<input type="checkbox"/>
OWNER'S WRITTEN AUTHORIZATION (if applicable)	<input type="checkbox"/>
CERTIFICATE OF LOCATION of the existing property	<input type="checkbox"/>
A SERIES OF PLANS (IMPLANTATION, ARCHITECTURE, ETC.) PHOTOS, DEPENDING ON THE NATURE OF THE REQUEST	<input type="checkbox"/>
COLOUR PHOTOGRAPHS of EXISTING BUILDING	<input type="checkbox"/>

**2. NATURE OF THE REQUEST**

**PROGRESS OF A REQUEST**

<p>STUDY OF THE APPLICATION BY THE PLANNING DEPARTMENT AND RECOMMENDATION</p>  <p>ANALYSIS AND OPINION OF THE PLANNING ADVISORY COMMITTEE</p>  <p>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)</p>  <p>MUNICIPAL COUNCIL DECISION BY RESOLUTION (1) one copy of this resolution is forwarded to the applicant)</p> <p><b><u>Additional information is available on the website of the City of Pointe-Claire:</u></b>  <a href="https://www.pointe-claire.ca/fr/plan-durbanisme/">https://www.pointe-claire.ca/fr/plan-durbanisme/</a></p>
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**RELATED COSTS \***

For an application for a residential project of 1 to 4 units or a public project	\$ 750
Additional fees for each item added to the application for a residential project of 1 to 4 units or a public project	\$ 200
For a request for a commercial, industrial or multi-family project	\$ 1 500
Additional fees for each item added to the application for a commercial, industrial or multi-family project	\$400

\*\*\* 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.

SIGNATURE OF OWNER OR REPRESENTATIVE	
PLEASE PRINT NAME	DATE