

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

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

STUDY OF THE APPLICATION BY THE PLANNING DEPARTMENT AND RECOMMENDATION

ANALYSIS AND OPINION OF THE PLANNING ADVISORY COMMITTEE

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)

MUNICIPAL COUNCIL DECISION BY RESOLUTION
(1) one copy of this resolution is forwarded to the applicant)

Additional information is available on the website of the City of Pointe-Claire:
<https://www.pointe-claire.ca/fr/plan-durbanisme/>

RELATED COSTS *

For an application for a residential project of 1 to 4 units or a public project	\$ 775
Additional fees for each item added to the application for a residential project of 1 to 4 units or a public project	\$ 205
For a request for a commercial, industrial or multi-family project	\$ 1 550
Additional fees for each item added to the application for a commercial, industrial or multi-family project	\$ 415

- *** 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