



Information required for a minor variance

Name of the owner: _____

Address: _____

Telephone (home) _____ Téléphone (office) _____

Telephone (cellulaire) _____

Email _____

****If you do not own you must have a signed power of attorney or of all owners.**

Identifying the location

Address of the project if different from mailing address: _____

Lot _____ Rang _____ Canton _____

Serial number _____ - _____ - _____

Is this a waterfront lot at a lake / stream or wetland? __ Yes __ No

Nature of demand

Project description and reason of the exemption request:



Required documents

Requests for minor variances must be made in writing using the form prepared for this purpose.

The application shall be forwarded to the competent authority and shall include:

- 1° the form completed and duly signed by the owner or an authorized representative;
- 2° a power of attorney signed by the owner in the case of an application made by an agent;
- 3° the name, first name and address of the applicant and the owner;
- 4° the identification of the immovable concerned;
- 5° the titles of the property;
- 6° a description of the nature of the variance requested. In the case of a construction or a planned building, the execution of which requires several variances, these must necessarily be the subject of a single application;
- 7° the permit application upon which the exemption relates
- 8° a plan made and signed by a land surveyor in the case of a request for minor exemption relating to a distance or area for an existing or projected use. This plan, must be up-to-date and must illustrate the site and the works in question, the requested exemption and, where applicable, the neighboring land with its construction;
- 9° a description of the reasons why the applicant can not comply with the regulations in force;
- 10° a description of the damage suffered by the applicant as a result of the strict application of the by-law;
- 11° clear and recent photographs of the immovable concerned by the application for a minor variance and making it possible to clearly identify the exemption requested;
- 12° any other related information required for the purpose of understanding the application.

The competent authority may also:

- 1° require the owner to provide, at his own expense, any other information, details, plans or professional attestation (including the original seal and signature of the professional who prepared them), and a report presenting the conclusions and recommendations for the project necessary to fully understand the application or to ensure full compliance with the various provisions of any relevant regulation or to ensure that public safety or the environment are not unduly implicated;
- 2° exempt the applicant from providing any of the information, particulars, documents or professional attestations specified in this document when, in the opinion of the competent authority, their absence would not impair the full comprehension of the demand, the compliance with the various municipal by-laws or would not jeopardize public safety or the environment.



Any application containing more than 10 pages of text must also include an executive summary of up to 6 pages highlighting the stakes.

At the time of submission of the request for minor exemption, pay the fee of three hundred and fifty dollars (\$ 350) for the study of the said request. This study fee will not be reimbursed by the city, regardless of its decision;

I, the undersigned _____ hereby declare that the information given above is complete and accurate.

Signed at _____ this _____ day of _____ 20____

Signature : _____



Reminder : Act respecting land use planning and development

- A variance can not relate to or use of the land occupation density;
- No minor variance may be granted in an area where land use is subject to special restrictions for public safety reasons;
- Before making the recommendations or making a decision, the Planning Advisory Committee and the Council must analyze any request for variance in the light of four (4) criteria imposed by the Planning Act and urbanism. Consequently, a waiver may be granted only:
 - o If the application of the zoning and subdivision has the effect of causing serious harm to the applicant;
 - o If it does not affect the enjoyment by owners of neighboring buildings, their property rights;
 - o If it meets the objectives of the Master Plan;
 - o If the work under way or already completed were performed in good faith and were the subject of a building permit.
- Only the City Council all the discretion of the minor or of the request.
- View by-law no. 164-2017