



## MINOR VARIANCE APPLICATION FORM

Assigned number: DMV-\_\_\_\_\_

### 1. Identification of Applicant

Name of Organization \_\_\_\_\_  
 First Name \_\_\_\_\_ Last Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 Postal Code \_\_\_\_\_ Telephone \_\_\_\_\_  
 Fax # \_\_\_\_\_

### 2. Identification of Owner ( if different from Applicant)

Name of Organization \_\_\_\_\_  
 First Name \_\_\_\_\_ Last Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 Postal Code \_\_\_\_\_ Telephone \_\_\_\_\_  
 Fax # \_\_\_\_\_

### 3. Identification of the Location

The site is located:  
 Address \_\_\_\_\_  
 Matricule # \_\_\_\_\_  
 Range and Lot # \_\_\_\_\_

Has this property already had a minor variance request? \_\_\_\_ Yes \_\_\_\_ No

If yes, please describe:

### 4. Context of Request

- ✓ This request is in conjunction with a permit application request ( the work has not yet been started)  
 \_\_\_\_ yes \_\_\_\_ no The work is in progress: \_\_\_\_ yes \_\_\_\_ no
- ✓ If yes, please provide permit number \_\_\_\_\_
- ✓ The construction already exists \_\_\_\_ yes \_\_\_\_ no  
 If yes, please provide the date of construction \_\_\_\_\_  
 Permit number \_\_\_\_\_

5.

<b>NATURE OF REQUEST</b>	
Type of Minor Variance	_____ Zoning Regulation _____ Subdivision Regulation
Project	
Article of Regulation in question	
Type of building involved in request	
Detailed description of variance requested	

<b>ORIGIN OF THE PROBLEM</b>
What are the reasons you can not comply with existing regulations?

<b>AFFECT ON NEIGHBORING PROPERTIES</b>
What impact will this variance have on neighboring properties?

<b>AFFECT OF REGULATIONS ON THE OWNER</b>
Please describe the disadvantage/inconvenience that would be incurred by you if the regulations were strictly applied.

**6. DOCUMENTS REQUIRED**

- ✓ The minor variance request form duly completed and signed;
- ✓ Non refundable payment (\$150) for the minor variance application which also includes publication;
- ✓ A proxy form signed by the owner allowing the applicant to make this request on their behalf (if the applicant is someone other than the owner);
- ✓ Property Title;
- ✓ Proof of minor variance granted previously ( if applicable);
- ✓ A plan showing;
- ✓ The location of existing buildings on the property prepared by a Registered Quebec Land Surveyor;
- ✓ The distances that must be left between structures on the property and property lines (i.e. copy of certificate of location prepared by a Registered Quebec Land Surveyor);
- ✓ Pictures of the buildings and land;
- ✓ All other pertinent documents;
- ✓ If the request for the minor variance is in conjunction with a request for a building permit; all forms required for the construction permit must be included;

**DECLARATION**

I declare that the above information is complete and accurate. Should my application for minor variance be authorized; I will comply with any and all conditions and regulations that will apply.

\_\_\_\_\_  
Signature of the Applicant

\_\_\_\_\_  
Signature of the Owner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

Received by: \_\_\_\_\_

Date: \_\_\_\_\_

Steps through procedures	Timeframe	Date
Reception of all pertinent documents	If the information and documents required are incomplete or inaccurate, the examination of the application is suspended until the information and documents required are submitted by the applicant. The application is then considered to be received on the date of receipt of this additional information or documents.	
Presentation to Advisory Planning Committee	Designated officer has thirty (30) days to transmit the file to the Town Planning Advisory Committee.	
Public notice	15 days before the holding of the sitting at which the Council is to give a decision a notice is to be published.	
Council Meeting	The resolution stating the Committee's recommendation must be submitted within sixty (60) days following the date upon which the minor variance request was received.	
Resolution	Maximum 15 days after Council Meeting	

**Before making the recommendations or make a decision, the CCU and the Council should analyze any request for a variance in the light of the four criteria imposed by the Planning and Development Act:**

Criteria of Analysis	Description
1- Prejudice to the applicant	If the application of the Zoning and Subdivision By-law causes serious prejudice to the applicant;
2- Enjoyment of property rights	If it does not affect the enjoyment of property rights of owners of neighboring buildings;
3- Objectives of Planning Program (Master Plan)	If it meets the objectives of the planning program;
4- Work in progress	If work in progress or already completed were performed in good faith and were the subject of a permit;