



URBAN PLANNING MINOR EXEMPTION FORM

1. - HOW TO COMPLETE YOUR REQUEST

Any request must be forwarded to the Urban Planning Department. The present document must be duly completed and accompanied by all plans and pertaining documents. The request must be signed by the owner or a duly authorized representative.

| URBAN PLANNING DEPARTMENT | ADDRESS | TELEPHONE | FAX |
|---|---|--------------|--------------|
| Ville de Dollard-des-Ormeaux, Urban Planning Department | 12001 De Salaberry Blvd., Dollard-des-Ormeaux (Québec), H9B 2A7 | 514-684-1033 | 514-684-6899 |

2. - APPLICATION COSTS

The application must be accompanied by a cheque made payable to the "City of Dollard-des-Ormeaux", covering study fees and publication costs. Shall the request be rejected; the amount corresponding to the cost of publication will be refunded.

| | |
|------------------------|--------|
| Study fees..... | 550 \$ |
| Publication costs..... | 300 \$ |

3. - APPLICATION PROCEDURE

The Urban Planning Department receives the request, makes the analysis and presents the request to the Planning Advisory Committee, hereinafter referred to as "PAC". Additional information may be requested by the Department or the PAC.

The PAC studies the request and forwards its recommendations to the Council members.

At least 15 days before the meeting at which the Council is to give a decision on the application for a minor exemption, the clerk must publish a public notice. The said notice shall indicate that any interested party may be heard by Council in relation to the application.

The decision of the City Council is made at a regular or special meeting.

4. - DISPOSITIONS OF THE BY-LAW SUBJECT TO A MINOR EXEMPTION REQUEST

- Minimum lot size, or lot width;
- Minimum front, lateral and rear setbacks;
- Elevation of a garage entrance sill;
- Elevation of a main entrance door sill;
- Landscaping; or
- Location of buildings and accessory equipment.

5. - CRITERIA FOR A REQUEST TO BE RECEIVED

- The application of the by-law causes a serious prejudice to the owners,
- The construction was carried out in good faith (the error was done during construction),
- A building permit was issued, and
- The minor exemption would respect the objectives of the planning program.

6. - REQUIRED DOCUMENTS

The request must be accompanied by 2 copies of each of the following documents:

- The minor exemption form duly completed and signed; and
- An up-to-date certificate of location or a site planning program indicating the existing setback or projected, signed by a land surveyor.

7. - PROCESSING TIME

Anticipate a minimum delay of two (2) months between the deposit of the documents and the Council's resolution granting the minor exemption.

8. - ADDITIONAL INFORMATION

For more information, please do not hesitate to contact the Urban Planning Department at: 514-684-1033.



DM : _____

URBAN PLANNING MINOR EXEMPTION FORM

By the present, the undersigned asks the City Council of Dollard-des-Ormeaux for a minor exemption to the by-law.

FOR THE APPLICANT'S USE

1 IDENTIFICATION

| | | |
|---|-------------|----------------------|
| Project | | |
| <input checked="" type="checkbox"/> 1.DM <input type="checkbox"/> 2.PIA <input type="checkbox"/> 3.PAE <input type="checkbox"/> 4.UC <input type="checkbox"/> 5.PPCMOI <input type="checkbox"/> 6.DD <input type="checkbox"/> 8.MODIF <input type="checkbox"/> 9.DG | | |
| Project n° : | Permit n° : | PAC date: |
| Type of project : | | Council date: |
| Site affected by the application | | |
| Address (N°, street) : | | |
| Lot number: | Zone : | |
| Owner | | Phone numbers |
| Name : | | Home : |
| Address (N°, street) : | | Office : |
| Municipality : | Postal code | Cell : |
| | | Other : |
| | | Email : |
| Applicant / authorized representative (if different from owner) | | Phone numbers |
| Name : | | Home : |
| Address (N°, street) : | | Office : |
| Municipality : | Postal code | Cell : |
| | | Other : |
| | | Email : |
| Plans | | |
| Drawn by : | | Date received : |
| Number : | | Date of plans : |

2 PROJECT DESCRIPTION

Explain the project, namely the type of use intended (residential, commercial, industrial or other), the type of construction intended (area, height, architecture) and the layout planned (parking lot, circulation alley, landscaping): Please attach any plans or sketch which might facilitate the understanding of the project.



3 REASON FOR THE REQUEST

Justify the location and the relevance of the project and why it cannot be realized within the existing by-law.

4 IMPACT ON THE NEIGHBOURHOOD

Describe the impacts on the neighbourhood and explain the expected mitigation measures.

5 IS IT YOUR FIRST AMENDMENT REQUEST FOR THIS LOT?

Yes

No

If no, submit a copy of the resolution given by the City Council pursuant to your enquiry.

6 ACKNOWLEDGMENT

I certify that all the information I have provided herewith is accurate.

| | | | |
|--|--|-------------|-----------|
| Owner | | Date | D / M / Y |
| Applicant/Authorized representative | | Date | D / M / Y |