

**REQUEST FORM** 

PROCEDURE		
1) Complete this form;		
2) Attach all documents required for the application (see reverse);		
<ul><li>3) Submit your application to the Town Planning and Environment Department at the Town hall or by email;</li><li>4) Pay the applicable fees when the permit is issued (see reverse).</li></ul>		
WORK SITE LOCATION		
Address	Lot N°	
Current use: 🗆 Residential 🗆 Commercial 🗆 Industrial 🗆 Mixed 🗆 Other :		
Projected use: 🗆 Residential 🗆 Commercial 🗆 Industrial 🗆 Mixed 🗆 Other :		
APPLICANT'S IDENTIFICATION		
Applicant's first and last name		
Postal address	Postal code	
City	I	
Cell N°	Other phone N°	
Email		
The applicant is the owner*:	*If not: JOIN A PROXY FORM	
REGULATORY DISPOSITIONS SUBJECT TO THE ZONING		
zoning Article(s):		
Subdivision Article(s):		
DESCRIPTION OF THE AMENDMENT OR LAND USE CHANGE REQUESTED		
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REQUIRED DOCUMENTS		
The required documents may vary depending on the type of project. Additional documents or information may be required when analyzing the application.		
Description of the proposed project;		
<b>Projected site plan</b> prepared and signed by a land surveyor, if applicable;		
Any other document supporting the project.		
APPLICATION EVALUATION CRITERIA		
The amendment or change request is in compliance with the objectives	of the master plan;	
□ The amendment or change request is in compliance with the orientations set forth in the land use and development plan of the MRC des Pays-d'en-Haut;		
The amendment or change request respects the vocation of the sector;		
The project is compatible with the surrounding environment;		
$\Box$ An evaluation of the potential nuisances and consequences for the neighborhood.		
ZONING BY-LAW AMENDMENT OR LAND USE CHANGE PROCESS (SIMPLIFIED VERSION)		
<ol> <li>Receipt of the request;</li> <li>Verification of the request by the designated municipal official. Additional information may be requested as needed;</li> <li>Transmission of the request to the Planning Advisory Committee (PAC) which will study the application and make a recommendation to Council;</li> <li>Adoption and reading of first by-law project by the municipal Council;</li> <li>Public hearing;</li> <li>Analysis for compliance with the land use and development plan of the MRC des Pays-d'en-Haut;</li> <li>Adoption of the by-law.</li> </ol>		
APPLICATION STUDY FEES		
Modification of the zoning by-law	\$1,500	
Publishing fees	Deposit of \$2,000	
The costs of analyzing the request are payable when submitting said request		

and are non-refundable in the event of a refusal.

## IMPORTANT

Please note that an incomplete application may delay the issuance of the permit. The inspector will only process the application when it is complete, and all required documentation has been provided. The inspector on file reserves the right to request any other documents, quotes, reports, or plans needed in order to ensure compliance.

## PROCESSING TIME

You must allow approximately a maximum of six (6) months for the completion of a zoning by-law amendment or land use change.

APPLICANT'S SIGNATURE
The undersigned states that the previous information is accurate, complete and undertakes to provide all documents required for the analysis of the present application. The undersigned also states that he or she is aware of the applicable municipal procedures and regulations currently in effect.
Finally, the undersigned understands that this form does not constitute at any time, a permit or certificate of
authorization allowing for construction to begin.

Applicant's signature	Date (YYYY/MM/DD)
Updated Septembre 2020	