



**TOWN PLANNING AND ENVIRONMENT**  
**MUNICIPALITÉ DE MORIN-HEIGHTS**  
 567, CHEMIN DU VILLAGE  
 MORIN-HEIGHTS (QUÉBEC) J0R 1H0  
 TELEPHONE : 450 226-3232, EXT 115  
 E-MAIL: service.urbanisme@morinheights.com

**REQUEST FORM**

**MINOR EXEMPTION**

<b>PROCEDURE</b>	
1) Complete this form; 2) Attach all documents required for the application (see reverse); 3) Submit your application to the Town Planning and Environment Department at the Town hall or by email; 4) Pay the applicable fees when the permit is issued (see reverse).	
<b>WORK SITE LOCATION</b>	
Address	Lot N°
Current use: <input type="checkbox"/> Residential <input type="checkbox"/> Commercial <input type="checkbox"/> Industrial <input type="checkbox"/> Mixed <input type="checkbox"/> Other : _____	
Waterfront property adjacent to a lake, watercourse or wetland: <input type="checkbox"/> YES <input type="checkbox"/> NO	
<b>APPLICANT'S IDENTIFICATION AND CORRESPONDENCE ADDRESS</b>	
Applicant's first and last name	
Postal address	Postal code
City	
Cell N°	Other phone N°
Email	
The applicant is the owner*: <input type="checkbox"/> YES <input type="checkbox"/> NO	*If not: JOIN A PROXY FORM
<b>REGULATORY PROVISIONS THAT MAY BE SUBJECT TO A MINOR EXEMPTION REQUEST</b>	
All zoning and subdivision by-laws may be subject to a minor variance application, except for regulations relating to: <ul style="list-style-type: none"> <li>• Land use;</li> <li>• Density (housing per hectare);</li> <li>• Park, playgrounds and greenspace contribution fees;</li> <li>• On a property where an area of land use is subject to special constraints for public safety reasons (e.g., flood zone or area at risk of land movement).</li> </ul>	
<b>REQUIRED DOCUMENTS</b>	
<p style="text-align: center;"><b>The required documents may vary depending on the type of project.</b>  <b>Additional documents or information may be required when analyzing the application.</b></p> <input type="checkbox"/> <b>A projected site plan</b> prepared and signed by a land surveyor for an application affecting a projected construction or one affecting the minimum setback requirements; <input type="checkbox"/> <b>A certification of location</b> prepared and signed by a land surveyor for an application affecting an existing building and on which the subject of the minor exemption application is apparent; <input type="checkbox"/> <b>A land subdivision plan</b> prepared and signed by a land surveyor for an application affecting the subdivision bylaw; <input type="checkbox"/> <b>Recent photographs</b> of the building, structure or land subject to the application, as well as photographs of the buildings on the adjacent properties; <input type="checkbox"/> <b>Plans or sketches</b> depending on the type of project or request subject to the present application; <input type="checkbox"/> <b>A supporting letter</b> detailing why it is not possible to comply with existing regulations.	

**REGULATORY DESCRIPTIONS SUBJECT TO THE REQUEST FOR MINOR EXEMPTION**

zoning Article(s): \_\_\_\_\_

Subdivision Article(s): \_\_\_\_\_

Explanation of the minor exemption requested, including all the reasons why the project cannot be carried out in accordance with the regulations in force:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Demonstration of the serious prejudice caused to the applicant by the regulations:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Demonstration that the minor exemption does not affect the possession of the right of ownership of neighboring buildings:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**APPLICATION EVALUATION CRITERIA**

- The application must respect the objectives of the urban planning master plan;
- The application must not cause prejudice to the owners of neighboring properties;
- The enforcement of municipal regulations causes serious complications, constraints and limitations to the applicant;
- The work or subject of the present application was issued a municipal permit and carried out in good faith.

**STEPS OF A MINOR EXEMPTION REQUEST**

1. Receipt of the request;
2. Verification of the request by the designated official. Additional information may be requested as needed;
3. Transmission of the request to the Planning Advisory Committee (PAC) which will study the application and make a recommendation to Council;
4. A public notice is published at least fifteen (15) days prior to the public meeting of the Municipal Council;
5. Adoption of a resolution by City Council to accept or refuse the minor exemption request;
6. Transmission of the decision to the applicant;
7. Issuance of permit or certificate of authorization.

**APPLICATION ANALYZING FEES**

Minor exemption	\$600
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**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.

**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.

<b>Applicant's signature</b>	<b>Date</b> (YYYY/MM/DD)