



MINOR EXEMPTION REQUEST NO : _____

DATE _____

PROCEDURE

1. **900\$ for the Minor Exemption**
2. **Required Documents :**
 - a. Minor Exemption Request Form filled
 - b. Plan or sketch of the lot
 - c. If needed, the location of proposed or existing building
 - d. If the exemption affects the building setback, the plan has to be signed by a surveyor. The plan must show the adjoining building to the one for which the derogation is requested. It should illustrate how such building will be affected if the exemption is requested.
3. **Method of payment for the Minor Exemption Request :** Cash, check, or direct payment

CHECK LIST

- 2 copies of the plan
- Amount of \$ 900 non-refundable for the review of the request (01-233-11-024)
- Deposit of \$ 400 to cover the cost of publishing a public notice
These amounts can be reviewed anytime. (55-136-00-013)

APPLICANT

Applicant Name : _____
Email _____

Applicant Address: _____
Civic No Road City Postal Code

Phone Numbers : _____
Home Cellular Office

Are you the owner? Yes No, Please, have the owner fill out the section below.

MINOR EXEMPTION REQUEST INFORMATION

Owner name : _____
Owner Address : _____
Civic No Road City Postal Code

Phone Number : _____ Email : _____
Lot Number : _____

Description and Reason
for the Minor Exemption Request : _____

OWNER SIGNATURE

Owner Signature Date

Receive by: _____ Date: _____