



URBAN PLANNING AND ENVIRONMENT
 MUNICIPALITÉ DE MORIN-HIGHTS
 567, CHEMIN DU VILLAGE
 MORIN-HIGHTS (QUÉBEC) J0R 1H0
 PHONE : 450 226-3232, POSTE 115
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APPLICATION FORM

F-Urb-12

MINOR VARIANCE

WORK SITE LOCATION	
Address and/or street name	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	
APPLICANT'S IDENTIFICATION AND CORRESPONDENCE ADDRESS	
Applicants first and last name	
Postal address	Postal address
City	
Cell N°	Cell N°
Email	
The applicant is the owner* : <input type="checkbox"/> OUI <input type="checkbox"/> NON *If no: please complete the AUTHORIZATION section on the back.	
REGULATORY PROVISIONS THAT MAY BE SUBJECT TO A MINOR VARIANCE REQUEST	
All provisions contained in the zoning and subdivision by-laws may be subject to a minor variance request, with the exception of the following regulatory provisions: <ul style="list-style-type: none"> • Main uses • Land occupancy density (dwellings per hectare); • Land dedication for parks, playgrounds, and natural areas; • Land located in a zone where land use is subject to special constraints for public safety reasons (e.g., flood zones or areas at risk of landslides). 	
REQUIRED DOCUMENTS	
<p>The required documents may vary depending on the type of project. Additional documents or information may be requested during the review of the application.</p> <p>The application and all required documents must be submitted as one (1) printed copy to scale and one digital copy (PDF format)</p>	
<input type="checkbox"/> A proposed site plan prepared and signed by a land surveyor for any request related to a planned construction or setback; <input type="checkbox"/> A certificate of location prepared and signed by a land surveyor for any request related to an existing construction where the non-compliant provision is evident; <input type="checkbox"/> A cadastral operation plan prepared and signed by a land surveyor for any request related to subdivision; <input type="checkbox"/> Recent photographs of the buildings, structures, works, or land affected by the project, as well as the constructions on adjacent lots; <input type="checkbox"/> Des Plans or sketches , depending on the type of project or request; <input type="checkbox"/> A justification letter detailing the reasons why it is not possible to comply with current regulations.	
DESCRIPTION OF THE REGULATIONS CONCERNED BY THE MINOR VARIANCE REQUEST	
<input type="checkbox"/> Zoning	Article(s) : _____
<input type="checkbox"/> Subdivision	Article(s) : _____

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

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

Demonstration that the minor variance does not infringe on the enjoyment of property rights of neighbouring property owners:

EVALUATION CRITERIA FOR THE APPLICATION (RESERVED FOR THE URBAN PLANNING DEPARTMENT)

- The application complies with the objectives of the urban planning plan;
- The application does not cause prejudice to the owners of neighbouring properties;
- The enforcement of the regulations causes serious prejudice to the applicant;
- The work was subject to a permit application and was carried out in good faith;
- The minor variance does not increase risks to public safety or health, nor does it harm the quality of the environment or the general welfare.

_____ (Inspector) _____ (date)

STEPS IN A MINOR VARIANCE APPLICATION

1. Receipt of the application;
2. Review of the application by the designated inspector. Additional information may be requested if necessary;
3. Submission of the application to the advisory planning committee (APC) for study and recommendation to the municipal council;
4. Publication of a public notice – fifteen (15) days prior to the municipal council's public meeting;
5. Adoption of a decision by the municipal council;
6. Communication of the decision to the applicant;
7. Issuance of the permit or certificate of authorization, if applicable.

APPLICATION REVIEW FEES

Minor variance	700 \$
Security deposit Refundable upon submission of the certificate of location for the construction or proposed enlargement of a non-conforming building."	300 \$

The application review fees are payable upon submission of the application and are non-refundable in the event of a refusal.

APPLICANTS SIGNATURE

The undersigned declares that the above information is accurate and complete and undertakes to submit all documents required for the analysis of this application. The undersigned also declares having read and understood the applicable and current municipal procedures and regulations.

Finally, the undersigned understands that this form does not, under any circumstances, constitute approval of the minor variance.

Applicant's signature	Date (DD/MM/YYYY)
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OWNERS AUTHORIZATION

MANDATORY when the applicant is different from the owner or when the owner is a legal entity (e.g., a company).

Owners phone number : _____

I _____, owner, authorize _____ to
(Owners name in block letters) (Applicants name in block letters)

Submit and sign on my behalf this application for an authorization certificate for my property located at

(Project address or lot number)

Signed on: _____ Signature : _____
(Date) (Owners signature)