

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;**
- Projected site plan** 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;
- An evaluation of the potential nuisances and consequences for the neighborhood.

ZONING BY-LAW AMENDMENT OR LAND USE CHANGE PROCESS (SIMPLIFIED VERSION)

1. Receipt of the request;
2. Verification of the request by the designated municipal 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. Adoption and reading of first by-law project by the municipal Council;
5. Public hearing;
6. Analysis for compliance with the land use and development plan of the MRC des Pays-d'en-Haut;
7. Adoption of the by-law.

APPLICATION STUDY FEES

Modification of the zoning by-law	\$ 3 000
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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.

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)