



REQUEST FORM MINOR VARIANCE

1. IDENTIFICATION OF THE PROPERTY OWNER/OWNERS

All the owners must sign the request or give a proxy of authorization to the applicant.

Last name	First Name	Postal code
Address		
Telephone number:		
If you have owned the building and/or land for less than six (6) months, please furnish a copy of your notarized deed of sale that has been registered with the Registry office.		
Publication date	Registration number	

2. APPLICANT

Obtain a proxy if the applicant is not the owner of the building (if same as section 1, please place a check mark in box owner)

Owner

Last Name	First Name	Postal Code
Address		
Telephone number:		

3. LOCATION OF THE WORK

Address

In the case of a vacant lot please complete the section below	
Lot number	Street

4. MAIN PLAN DESIGNER

Last name

First name

Address

Postal Code

Telephone number

5. EXECUTING CONSTRUCTION WORK (IF NECESSARY)

(if same as Section 1, please check the box below)

Owner

Business name	Name of the responsible of the construction site	
Address	City/Town	Postal Code
Telephone number	RBQ license (mandatory)	

6. DOCUMENTS REQUIRED

The request must be accompanied by the following documents and information:

Verification list - Be certain to submit all the documents listed below by checking each one:

- A proof that the land on which must be erected the construction is the property of the applicant, if the applicant has obtained this land in a delay of less than one (1) year.
- A proxy signed by the owner allowing the applicant to complete a request in his name.
- The request form is duly completed and signed.
- The setbacks for a building already built: submit a certificate of location prepared and signed by a Land Surveyor.
- The setbacks for a projected building: submit a certificate of localization prepared and signed by a Land Surveyor.
- Give the details of all existing or projected variances.
- Payment for the request (\$ 800.00).

7. FEES

The cost for a minor variance if \$ 800.00 and must be paid when depositing the request.

8. SIGNATURE OF THE OWNER / APPLICANT

Signature of the owner	Dated
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Administration use only
Role number: _____ Minor Variance number: _____
Required documents
Cost: Studying and analysis by the CCU members and Municipal Council (\$ 800.00) paid on: _____
CCU recommendation resolution number: _____
Municipal Council Decision resolution number: _____
Decision: <input type="checkbox"/> Accepted <input type="checkbox"/> Refused



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