



APPLICATION FOR A MINOR VARIANCE

COST : 200 \$, plus publication fees

This is a request for a study of the file in order to obtain a permit. Please complete this form as accurately as possible and in accordance with municipal standards. Please note that it is forbidden to start construction work before the permit is issued.

IDENTIFICATION OF THE APPLICANT

Name(s) of owner(s) :		
Work site address :	Town: MAYO	Postal Code :
Phone # (home) :	Cell # :	
Phone # (work) :	Email :	

If you are a new homeowner, you need to provide a copy of your deed with the stamp of the Bureau de la publicité des droits as a proof your contract has been registered.

IDENTIFICATION OF THE MAIN CONTRACTOR. same as « Applicant »

Company Name :		Name of the person in charge :	
Company Address :	City :	Postal Code:	
Phone # :	Fax :	Cell # :	
Email :		RBQ # :	

DOCUMENTS TO BE PROVIDED WITH YOUR PERMIT APPLICATION

1. Plan of the existing and projected construction to scale.	☐
2. A site plan to scale for a proposed construction or subdivision application.	☐
3. Certificate of location for existing or planned construction.	☐
4. Description of the nature of the minor variance.	☐

NOTE : Failure to include any of the required documents will result in delays in the review of your file.

DESCRIPTION OF THE PROJECT

I _____, the undersigned, declare that the above information is accurate and that if the permit requested is granted, I will comply with the applicable planning by-laws and any laws that may apply. Signed in duplicate at the Municipality of Mayo this (date) : _____

Signature of Applicant: _____

By signing this permit application, you consent to the communication of the personal information provided to the Municipality of Mayo for the purpose of processing your request. This information will be used solely in connection with municipal services related to your application and will be handled in accordance to our by-law. If you do not consent to the communication of this information, we will unfortunately be unable to process your request.

Is it land bordering a lake, stream or wetland?
☐ yes ☐ no

Regulations covered by the application:

- ☐ Zoning Article _____
- ☐ Subdivision Article _____

Nature of the request

Example: reduce the front setback of the existing building from 8 metres to 7.5 metres.

Reason for the request

Explain the reasons why the regulation in question cannot be complied with. Attach supporting documentation if necessary.

Procedures and Criteria for the Evaluation of a Minor Variance Application

Once an application for a minor variance has been submitted to the Municipal Inspector, it is forwarded to the Planning Advisory Committee (CCU) for review and recommendation to Council :

- If the application of the zoning or subdivision by-law causes serious prejudice to the applicant;
- If it does not affect the enjoyment of the property rights of the owners of neighbouring buildings;
- If it respects the objectives of the urban plan;
- If the work in progress or already completed has been done in good faith and had been granted a permit.

Before Council renders its decision on the application, the Clerk shall publish a notice of at least 15 days to that effect. Any interested party may be heard by Council during the discussion of the application. The Council shall render its decision by resolution.