

Application form for a permit for a minor subdivision of lots
(from 1 to 5 lots)

Demand # _____ Roll number # _____

SECTION 1: GENERAL INFORMATION

Name of the applicant (s) _____

Are you the owner? yes no

If not, power of attorney? yes no

Postal address _____

Telephone number (home) () _____

Telephone number (work) () _____

Fax number () _____

SECTION 2: IDENTIFICATION OF LOCATION

Location of project if different from postal address _____

Lot(s) number(s) _____ Range _____ Township _____

Roll number _____

Is it a piece of land adjacent to a lake, water or swamps? yes no

SECTION 3: DESCRIPTION OF PROJECT

- What kind of cadastral operation is it? _____
- Starting date of work _____
- Termination date of work _____
- Number of lots created? _____
- Number of lots deleted? _____
- Old cadastre: _____
- New cadastre: _____

SECTION 4: PERSON(S) RESPONSIBLE FOR WORK

Name, address and telephone number, number of the land-surveyor responsible for the project _____

Company _____

Address _____

Telephone number _____

Fax number _____

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

Check list – The following documents must be included with the request for application:

- Proof of ownership of piece of land in question if purchased in the last year;
- Power of attorney signed by the owner authorizing the applicant to make an application in his name;
- If your land is part of a lot, you must mandate a surveyor to proceed with a cadastral operation which will identify your lot on an official plan;
- The request for application duly completed;
- Two (2) copies of construction plans TO SCALE and the following plans:
 - A plan of each floor showing existing interior divisions;
 - A plan of projected floors affected by the changes;
 - The four elevations with EXACT ground levels (north, south, east, west);
 - The details of construction;
 - The details of walls showing the materials used;
 - For each room indicate usage;
- Three (3) copies of a cadastral operation plan prepared TO SCALE of 1:2000 and including these informations:
 - Cadastral identification of the lot(s) and those of bordering properties;
 - Location of all public services, streets, servitudes and rights of passage;
 - Location of all existing construction and building;
 - Actual use of land on the site and on all bordering lots covered by the plan;
 - The nature of the projected use;
 - Distance between water course or lake (protection ban of 10 or 15 meters) and projected building (s) and usage within this ban;
 - The level of recurrences of the flooded area identified by the zoning bylaw and by the map of natural constraints and the quotation of flooding described in the zoning bylaw;
 - In the case where the land is affected by a flooded area, the elevation in meters on a plan prepared by a land-surveyor;
 - The land relief (embossments) expressed by topographic lines equally distanced of two (2) meters;
 - One copy of the publish register(s) if the lot benefit from a prerogative of a à cadastral operation in virtue of the article 256.1 of the L.A.U.;
 - Dimensions of the existing or projected lot(s);
 - Details of the projected cadastral operation and the results;
 - Date of the preparation of the plan, the title, the astronomical north, the scale used and the name, the surname, the address of the professional you prepared it.

I the undersigned _____ hereby declare that the information given above is complete and true.

Signed at _____ this _____

By: _____

NOTE: The present form was created to accelerate the application for permit procedure and does not, in any case, constitute a complete application or authorization to build .The designated employee hereby reserves the right to request additional document(s) or information(s)giving him a clear and precise understanding of your project.