

LOCATION		
Address	Town (Municipality)	Postal code
Lot(s) number	Concerned zone	

OWNER(S) OF CONCERNED LOT(S)		
Name, surname	Name of company (if need be)	
Address	Town (Municipality)	Postal code
Email	Phone number	

APPLICANT (IF DIFFERENT FROM OWNER, PROXY REQUIRED)		
Name, surname	Name of company (if need be)	
Address	Town (Municipality)	Postal code
Email	Phone number	

DESCRIPTION OF THE APPLICATION	
Description of the expected conditional use:	Description of the neighbourhood (accompanied by photographs) :
Please justify of the relevance of the project in relation to the objectives and criteria described in the Conditional Use By-Law:	Description of the environment around the lot using visual aids:
Description of the work required, if any:	Additional details :

DOCUMENTS TO SUBMIT WITH THE APPLICATION
<p>Please make sure that your application is complete, by verifying that all requested documents are attached to the application. An incomplete application will not be processed.</p> <ul style="list-style-type: none"> <input type="checkbox"/> A sample of the lease that will be used to rent the residence; <input type="checkbox"/> A copy of the rules to be complied with, as well as evidence that these rules are in plain view inside the building at all times; <input type="checkbox"/> A written declaration to the effect that the owner of the residence or the authorized agent where the renting takes place will take necessary measures to avoid any possible nuisance to neighbouring properties; <input type="checkbox"/> A document establishing the security features that will be made available to users during their stay; <input type="checkbox"/> A copy of a report from the Brome Lake Fire Department stating that the residence where the use will be installed complies with the standards in force concerning the safety of the premises, the accessibility by emergency services, and fire protection to ensure the safety of users;

- Proof of liability insurance (for example, a letter of intent);
- In the case of an application for renewal, all documents showing necessary corrective action, if any, based on substantiated complaints received during the previous 12 months;
- The payment of the fee upon filing the application. **Those fees are not refundable;**
- Any other pertinent documents required to understand the application.

Note : Other documents might be required in order to properly process the application

ANALYSES PROCESS OF A MINOR EXEMPTION APPLICATION

1. Filing the application to the Municipality;
2. Posting of the public notice, affixed to a poster placed in a conspicuous place at the location of the application (15 days before regular sitting of the Municipal Council where the decision will take place);
3. Submitting the application to the Planning Advisory Committee (PAC);
4. Following the recommendation of the PAC, the Municipal Council rules on the application, by resolution;
5. When the conditional use is approved, issuance of the certificate of authorization.

I _____ undersigned, declare that the information above is true and that I will
 (Name in capital letters)
 Notify the Urbanism Department of any modification that can occur regarding the current application. Furthermore, I understand that this minor exemption application is not a permit application nor a permit itself.

Signed in Bolton-Ouest, this _____
 (Signature)

Inspector : _____ Receipt number : _____

PROXY

I, the undersigne owner, authorize _____ to sign
 (Name of the authorized representative)

in my name : _____
 (Type of application, permit or certificate of authorization)

for my property located at : _____
 (address or lot number)

Signed this : _____ Signature : _____

Name of the owner in capital letters : _____