

Date Received  
Stamp

A complete application for processing must include:

- Certification of As-Built Grades (Lot Grading Certificate) prepared by an Alberta Land Surveyor indicating elevations to either rough (clay) or final (sod) grade.
- A completed copy of this application form.

## PROPERTY INFORMATION

Municipal Address: \_\_\_\_\_

Legal Address: Lot \_\_\_\_\_ Block \_\_\_\_\_ Plan \_\_\_\_\_

## APPLICANT INFORMATION

**Applicant:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **Postal Code:** \_\_\_\_\_  
(STREET) (MUNICIPALITY) (PROV)

**Email:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**Contact Person/Agent:** \_\_\_\_\_ **Contact Phone (Cell):** \_\_\_\_\_

**Applicant's Signature:** \_\_\_\_\_

**Registered Landowner: (if same as Applicant, check here: )**

**Registered Name(s):** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **Postal Code:** \_\_\_\_\_  
(STREET) (MUNICIPALITY) (PROV)

**Contact Person/Agent:** \_\_\_\_\_ **Contact Phone (Cell):** \_\_\_\_\_

## SELECTED METHOD OF NOTIFICATION

- Fax to above number.
- Mail to above address.
- Email to above email address.
- Call for pick up (\*indicate preferred number).

## REVIEW PROCESS

The complete application will be reviewed by the Town Engineer for compliance with the Designed Grades. After review, a letter stating that the certificate is either; "generally in accordance" with adjustments that can be made in field OR, "not in accordance". Where it is "not in accordance" the applicant must resubmit a revised certificate for review after corrections have been made.

Morinville may conduct an independent inspection of the property however the review is based solely on the submitted Certification of As-Built Grades.

Application processing is subject to work volumes, and response times may vary. On average, response to application is generally within 2-3 weeks.

The personal information provided as part of this application is collected under Section 43 of the Safety Codes Act and Sections 295 and 303 of the Municipal Government Act and in accordance with Section 33(c) of the Freedom of Information and Protection of Privacy Act (FOIP). The FOIP Act regulates the collection and disclosure of personal information. The privacy of personal information requested in this form is protected by the FOIP Act and is collected for the sole use of the Town of Morinville.