

This is a preliminary review to ensure all required documentation is submitted.

Application without the required information will not be accepted.

Acceptance of an application does not indicate permit approval. Applicant will be contacted if any additional information is required.

Residential Development Checklist

DP# _____

- Complete application form; please ensure that the following fields are filled out:
 - Signature and contact information of applicant, and landowner (if different from applicant). Alternatively, a letter of consent from registered landowner(s) is sufficient.
 - Complete addressing, legal, municipal and Land District.
 - Indication of existing and proposed uses (description of development)

- 3 Site Plans (copies sufficient for Building Permit application) - scaled and dimensioned, showing:
 - North arrow and scale plan
 - Site boundary (including any lot lines making up the site)
 - Location of all existing and proposed utilities, easements and right-of-ways
 - Existing and proposed buildings
 - Adjacent roads and lanes including street hardware and curbs/medians
 - Proposed grading elevations
 - Driveway is included OR a construction permit application is submitted

- 3 sets of Building Plans, copies sufficient for Building Permit application

***All Site plans and Building plans must reflect the as-built construction accurately.
NO REVERSE PLANS WILL BE ACCEPTED.***

- Applicable application fees
- *Architectural Guidelines are met by the Subdivision
- Any other information deemed necessary or requested by a Development Officer:

The applicant will be notified in writing of a decision for a development permit application

Public Notice:
Upon Development approval, the following will be the manner in which notice will be given for the issuance of Development Permits:

- Permitted Uses- not requiring a variance/relaxation:
The details of the development will be posted at the front counter of Morinville’s Planning & Development Department Office.
- Discretionary Uses and/or developments requiring a variance/relaxation:
In addition to above, the details of the development will also be advertised in the local newspaper, and/or mailed to adjacent landowners, and/or posted on Morinville’s website, and/or posted on the subject side.

Signature of Applicant

*This varies per Subdivision, check with Developer



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Accessory Residential Development Checklist

DP# _____

- Complete application form; please ensure that the following fields are filled out:
 - Signature and contact information of applicant, and landowner (if different from applicant). Alternatively, a letter of consent from registered landowner(s) is sufficient.
 - Complete addressing, legal, municipal and Land Use District
 - Indication of existing and proposed uses (description of development)
- 3 Site Plans: if your site plans are hand drawn, please ensure that it is legible and to scale; make certain that your site plan matches your building plans, proposed grading elevations are included on site plan, and driveway is included, if applicable, on site plan (copies sufficient for Building Permit application)
- 3 sets of Building Plans (copies sufficient for Building Permit application)
- Applicable application fees
- *Architectural Guidelines are met by the Subdivision
- Any other information deemed necessary or requested by a Development Officer:

The applicant will be notified in writing of a decision for a development permit application.

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Signature of Applicant

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