



PLANNING & ECONOMIC DEVELOPMENT

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DEVELOPMENT PERMIT APPLICATION

Land Use Bylaw No. 3/2012

Permit No. \_\_\_\_\_

Required Fees (024) \$ \_\_\_\_\_

APPLICANT INFORMATION

Applicant: \_\_\_\_\_ Phone: \_\_\_\_\_
Address: \_\_\_\_\_ Email: \_\_\_\_\_
(STREET)
(MUNICIPALITY) (PROV) (POSTAL CODE) Fax: \_\_\_\_\_

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

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

Registered Name(s): \_\_\_\_\_ Phone: \_\_\_\_\_
Address: \_\_\_\_\_
(STREET) (MUNICIPALITY) (PROV) (POSTAL CODE)

DEVELOPMENT INFORMATION

Project Address/Location: \_\_\_\_\_ Land Use District: \_\_\_\_\_

Legal Address: Lot \_\_\_\_\_ Block \_\_\_\_\_ Plan \_\_\_\_\_; or, Qtr \_\_\_\_\_ Sec \_\_\_\_\_ Twp \_\_\_\_\_ Range 25 West of 4th Mer.

Proposed Land Use:

Residential Dwelling:

New Construction
Addition
Show Home
Accessory Development
Multi-Unit (# of Units: \_\_\_\_\_)
Other \_\_\_\_\_

Non Residential/Mixed – Land Use:

New Construction
Change of Use
Home Occupation
Addition or Accessory Development
Sign
Other \_\_\_\_\_

Ensure appropriate checklist is attached on the reverse of this Application Form.

Office Use Only
Use: Permitted: \_\_\_\_\_ Project #: \_\_\_\_\_
Discretionary: DO | MPC Variance: \_\_\_\_\_ DO | MPC Roll #: \_\_\_\_\_

NOTES AND DECLARATION

Applicants should refer to the current Morinville Land Use Bylaw for complete development regulations and application information, available at www.morinville.ca/lub.

THIS IS NOT A BUILDING PERMIT APPLICATION. Separate Safety Codes applications may be required for construction projects, contact Morinville for more information.

The information on this form is collected under 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 to process your application, and the information on this form may be used for preparing documents made available to the public and the issuance of permits.

By submitting an application for development I, the Applicant, am allowing right of entry for inspection purposes, and hereby make application and acknowledge all plans and information submitted are, to the best of my knowledge, true and accurate. It is understood that the information submitted is subject to review to confirm it is sufficient to properly evaluate the application prior to acknowledging the application as complete and that additional information may be requested by the Development Authority; and that acknowledgement of a complete application does not indicate permit approval and development may not commence until a development permit is valid. It is understood that a decision on this application, or failure to issue a decision within 40 days of receiving an acknowledgement of a complete application by the Development Authority or for an application deemed to be complete 20 days after submission if no acknowledgement of a complete application is received, may be appealed by filing a Notice of Appeal to the Subdivision and Development Appeal Board (SDAB) within 21 days of the date of the decision or following the aforementioned 40 days. It is further understood that the SDAB may confirm, modify, or revoke the decision of the Development Authority or any condition of development permit approval as a result of an appeal being duly filed, and that any work undertaken prior to the expiry of the appeal period or the determination of the appeal by the SDAB, whichever case applies, is prohibited and the Applicant has no right or claim to compensation from the Municipality or its agents should the appeal result in a permit being modified or revoked. It is further understood that a Development Permit does not relieve the Applicant from full responsibility for ascertaining, complying, and carrying out their development in accordance with applicable Federal and Provincial Statutes and Regulations, and the conditions of any covenant, caveat, easement or other instrument affecting the building or the land. It is further understood that all communication with the town regarding this application, including official notices, may be in an electronic form acceptable to the town.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Landowner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Applications without the required information will not be processed.

Additional information may also be required. An application is not complete until signed below by the Development Officer. Applicants will be contacted if any additional information is required.

Acceptance of a complete application does not indicate permit approval.

## NON-RESIDENTIAL DEVELOPMENT CHECKLIST

**Project Description:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**New Construction:**  Commercial  Industrial  Institutional **Total Floor Area:** \_\_\_\_\_  m<sup>2</sup>  
\_\_\_\_\_  ft<sup>2</sup>  
**Number of On-Site Parking Spaces Provided:** \_\_\_\_\_

- Site Plan (parking shown)** – All plans, including those listed below, shall be submitted Electronically in PDF format, Town **may** require 2 copies, scaled and dimensioned;
- Building Plans** (i.e. floor plans and elevations)
- Landscaping Plan\*** (showing location and description of all features as set out in the Morinville Land Use Bylaw)
- Lot Grading and Drainage Plan\*** (including special topographical features or conditions)
- Servicing Plans\*** (access roads, sidewalks, storm and sanitary sewers, water, electrical, telecommunications and gas lines, etc.)
- Architectural Guidelines** are met (*varies per neighbourhood – check with applicable Developer/Development Officer*)
- Other information** deemed necessary or requested by a Development Officer (*contact Municipality for more information*): \_  
\_\_\_\_\_  
\_\_\_\_\_

\* Some information may be required prior to acceptance of a complete application, or as a condition of approval if the Development Officer deems the application sufficient to properly evaluate the application.

Notice of Decision – The Applicant will be notified electronically or in writing of the decision for a development permit application

Public Notice – Upon Development Permit approval, the following Public Notice will be given for the issuance of Development Permits:

- Permitted uses (development compliant with Morinville Land Use Bylaw in all respects and not requiring a variance/relaxation) – The details of the development will be posted at the reception desk on the 2<sup>nd</sup> Floor of St. Germain Place.
- Discretionary uses and/or developments requiring a variance – In addition to above, the details of the development will also be advertised in the local newspaper, mailed to adjacent landowners, posted online at [www.morinville.ca/PlanningNews](http://www.morinville.ca/PlanningNews), and/or posted on the subject site.

### INTAKE INFORMATION (for office use only)

Complete Application:

- Application Form – complete & landowner signed.  
 Required Information Listed Above.  
 Receipt for Payment of Fees.

Received by: \_\_\_\_\_  
(Name) (Date)

Accepted by: \_\_\_\_\_  
(Name) (Date)