

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 4<sup>th</sup> 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.

Use: Permitted:		<b>Office Use Only</b>		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](http://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.

Personal information is collected for the purpose of processing your application form and will be used to contact you regarding your application. Collection is authorized under section 4(c) of the Protection of Privacy Act. Your personal information will be used to process your application(s). Please be advised that your name, address and details related to your application may be inputted into an automated system to generate content to make decisions, recommendations, and predications and may be included on reports that are available to the public as required or allowed by legislation. Your information will only be used solely for the purposes related to the Town of Morinville.

**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: \_\_\_\_\_

**OFFICE USE ONLY:**

MAJOR MINOR HOME OFFICE

DO NOT WRITE IN THIS SPACE

DO NOT WRITE IN THIS SPACE

## HOME OCCUPATION / HOME-BASED BUSINESS QUESTIONNAIRE

1) Applicant's Name:		2) Business Name:	
3) Do you own the property? Yes <input type="checkbox"/> No <input type="checkbox"/>	4) Do you live at this property? Yes <input type="checkbox"/> No <input type="checkbox"/>	5) Is the property located within a condominium complex? Yes <input type="checkbox"/> No <input type="checkbox"/>	
6) Are there other Home Occupations at this property? Yes <input type="checkbox"/> No <input type="checkbox"/>		7) Is this Home Occupation an administration office only? Yes <input type="checkbox"/> No <input type="checkbox"/>	
8) Provide a detailed description of what business activities are performed on site:			
9) Is the business presently operating at this property? Yes <input type="checkbox"/> No <input type="checkbox"/>		9A) If Yes, when did the business commence operations? (dd-mm-yy)	
10) Is there any outdoor storage on site? Yes <input type="checkbox"/> No <input type="checkbox"/>		10A) If Yes, what is being stored and where is it stored:	
11) How much space is required to store equipment, materials, and/or goods? _____ <input type="checkbox"/> m <sup>2</sup> <input type="checkbox"/> ft <sup>2</sup>		12) Describe what sales of products or goods are sold on the property?	
13) Do you use a garage for purposes or storage related to the business? Yes <input type="checkbox"/> No <input type="checkbox"/>		13A) If yes, what type of garage is on the property? Attached <input type="checkbox"/> Detached <input type="checkbox"/> None <input type="checkbox"/>	
14) How many visits to the home at one time by: Clients _____ Couriers _____		15) How many visits to the home per week by: _____ *	
16) How many client and courier vehicles at one time? _____		17) How many employees/business partners who do not live at the property work on site? _____ *	
18) What are the periods of operation? Hours: _____ to _____ Days: _____ to _____		19) How many vehicles associated with this business are kept at this property?	
20) How many vehicles are registered to this property?		21) How many parking spaces are there (including garage and driveway but not including street parking)?	
22) Do you have any vehicles over 5,500 kg GVWR associated with this business? Yes <input type="checkbox"/> No <input type="checkbox"/>		22A) If Yes, how many vehicles and where are they stored?	
23) Do you have any trailers and/or equipment (i.e., bobcats) associated with this business? Yes <input type="checkbox"/> No <input type="checkbox"/> *		23A) If Yes, what type of equipment? _____ Length? _____ m _____ ft.	
24) What are the methods of advertising?			
25) Do you wish to erect a sign? Yes <input type="checkbox"/> No <input type="checkbox"/>		25A) If Yes, what is the size and location of the sign?	
26) How did you hear about home-based business regulations?			

**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 online at <https://www.morinville.ca/news/categories/development-notices/>
- 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, 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)

This questionnaire must be accompanied by a Development Permit Application form. Applications without the required information will not be processed. Additional information may also be required. An application is not complete until signed by the Development Officer. Applicants will be contacted if any additional information is required. Acceptance of a complete application does not indicate permit approval.