

## APPLICANT INFORMATION

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

**Address:** \_\_\_\_\_ **Email:** \_\_\_\_\_

(STREET)

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

(MUNICIPALITY) (PROV) (POSTAL CODE)

**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:**

<b>Residential Dwelling:</b>		<b>Non Residential/Mixed – Land Use:</b>	
New Construction	Accessory Development	New Construction	Addition or Accessory Development
Addition	Multi-Unit (# of Units: _____)	Change of Use	Sign
Show Home	Other _____	Home Occupation	Other _____

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

<b>Use: Permitted:</b> Discretionary: DO   MPC	<b>Office Use Only</b>	<b>Variance:</b> _____ DO   MPC
		<b>Project #:</b> _____ <b>Roll #:</b> _____

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

## CHANGE OF USE AND/OR ACCESSORY DEVELOPMENT CHECKLIST

Applicable to Non-Residential (Commercial, Industrial, Institutional) and Multi-Unit Residential Developments.

☐ **Project Description:**

---

---

---

---

As applicable:

<b>Change of Use:</b>	Type: _____	<b>Total Floor Area:</b> _____	<input type="checkbox"/> m <sup>2</sup> <input type="checkbox"/> ft <sup>2</sup>
<b>Accessory Development:</b>	Type: _____	<b>Total Floor Area:</b> _____	<input type="checkbox"/> m <sup>2</sup> <input type="checkbox"/> ft <sup>2</sup>
<b>Number of On-Site Parking Spaces Provided:</b> _____			

**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 (showing use within an existing building) and elevations) – details sufficient for Building Permit application

☐ **Other information** deemed necessary or requested by a Development Officer (*contact Municipality for more information*):

---

---

---

---

---

**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)