

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.

Use: Permitted:		Office Use Only		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.

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: _____

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.

SIGN PERMIT CHECKLIST

Use this form only in cases where no other checklist is applicable or appropriate for the development.

☐ **Project Description:**

Sign Type: Check ALL that apply. (Also refer to Morinville Land Use Bylaw for rules specific to sign types.)

Type ☐ Awning/Canopy/Under Canopy ☐ Fascia/Wall ☐ Freestanding/Pylon ☐ Projecting ☐ Roof ☐ Billboard
☐ Development Marketing ☐ Neighbourhood Identification ☐ Real Estate ☐ Other: _____
 Purpose ☐ Off-Site/Third-Party Advertising ☐ Permanent ☐ Temporary: ☐ Portable ☐ A-Frame ☐ Banner ☐ Inflatable
 Features ☐ Illuminated ☐ Flashing Lights ☐ Moves or Assumes Motion ☐ Changeable Message: ☐ Electronic ☐ Manual ☐ Digital
Sign Dimensions: Height: _____ ☐ m ☐ ft Width: _____ ☐ m ☐ ft Depth: _____ ☐ m ☐ ft Clearance: _____ ☐ m ☐ ft

Wording (or attach additional sheet or graphic):

☐ **Site Plan** – All plans, including those listed below, shall be submitted Electronically in PDF format, Town may require 2 copies, scaled and dimensioned;

☐ **Sign Details** – showing dimensions (height, width, depth, and clearance from ground), materials, and finishing details of the sign, and building elevation and sign mounting details or method of support if attaching to building

If applying for a Freestanding Sign: Submit elevation drawing showing height of sign and existing building(s)

If applying for a Projecting Sign: Amount of Projection from Building: _____ ☐ m ☐ ft

☐ **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-notice/>
- 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)