



URBANISME ET ENVIRONNEMENT
MUNICIPALITÉ DE MORIN-HEIGHTS
 567, CHEMIN DU VILLAGE
 MORIN-HEIGHTS (QUÉBEC) J0R 1H0
 TELEPHONE : EXT. 115
 E-MAIL : service.urbanisme@morinheights.com

PERMIT APPLICATION FORM

CULVERT AND DRIVEWAY CONSTRUCTION

PROCEDURE		
1) Complete this form; 2) Attach all documents required for the application (see reverse); 3) Submit your application to the Town Planning and Environment Department at the Town hall or by email; 4) Pay the applicable fees when the permit is issued (see reverse).		
WORK SITE LOCATION		
Address		Lot N°
Current use: <input type="checkbox"/> Residential <input type="checkbox"/> Commercial <input type="checkbox"/> Industrial <input type="checkbox"/> Mixed <input type="checkbox"/> Other: _____		
Waterfront property adjacent to a lake, watercourse or wetland: <input type="checkbox"/> YES <input type="checkbox"/> NO		
APPLICANT'S IDENTIFICATION		
Applicant's first and last name		
Postal address		Postal address
City		
Cell N°		Other phone N°
Email		
The applicant is the owner*: <input type="checkbox"/> YES <input type="checkbox"/> NO		The applicant is the owner*: <input type="checkbox"/> YES <input type="checkbox"/> NO
WORK DESCRIPTION		
Type of work	<input type="checkbox"/> Culvert installation <input type="checkbox"/> Driveway construction	
Culvert dimensions	Length: _____ Diametre: _____ (to be confirmed by the Public Works Department) Signature of the PWD's foreman: _____	
Dimensions of the driveway	Street level's width: _____ Length: _____	
Projected location	<input type="checkbox"/> Front yard Distance from the property's limits: _____	
Culvert's material	<input type="checkbox"/> High density polyethylene PEHD Class 320 Kpa <input type="checkbox"/> Concrete	
Culvert's heads (ends) material	<input type="checkbox"/> Lawn landscaping <input type="checkbox"/> Uncemented natural flat stones <input type="checkbox"/> Prefabricated blocs for walls	
Additional details useful to the understanding of the project:		

Work start date (YYYY/MM/DD)	Work end date (YYYY/MM/DD)	Estimated cost

WORK EXECUTANT	
<input type="checkbox"/> Contractor (if checked, fill in the section below)	<input type="checkbox"/> Self-construction
Company name	Company phone N°
Company address	
Company email	RBQ License N°

REGULATORY STANDARDS FOR THE INSTALLATION OF A CULVERT AND THE CONSTRUCTION OF A DRIVEWAY

All the standards can be found in the Infrastructure Construction Policy. In any case, these standards have the effect of exempting the owner from ensuring, through the intermediary of an expert where applicable, the compliance of his project with regulatory standards or the proper functioning for which the structure is destined.

- The culvert must be of high density polyethylene PEHD class 320 Kpa or concrete;
- The diameter of the culvert (minimum 450 mm) will be confirmed when the permit is issued;
- The culvert must be installed in accordance with the standards indicated in "Planche 1" (see page 4 of the present form – *French only*);
- The minimum backfill above the pipe (excluding paving) is 300 mm;
- The construction of the driveway must be carried out according to the standards indicated on "Planche 4B" (see page 4 of the present form – *French only*) and must prevent the inflow of runoff from the street and ensure that the runoff from the entrance must necessarily flow into the street ditch;
- Culvert heads are mandatory and must be made either from grassed vegetation or from uncemented natural flat stones with an average diameter of 300 mm or from prefabricated blocks for low walls. Round stones ("boulders" type) are not allowed (see page 3 of the present form – *French only*);
- The materials used for the layout of culvert heads may not exceed the final level of the adjacent shoulder;
- The owner is required to have the work inspected after installation of the culvert and before finishing work (paving, pavement, etc.);
- A period of 18 months is granted to carry out the work in accordance with regulatory standards, failing which the Municipality will keep the deposit and the owner may be held responsible for any accident or damage to the infrastructure.

REQUIRED DOCUMENTS

**The required documents may vary depending on the type of project.
Additional documents or information may be required when analyzing the application.**

- A project layout plan** identifying the projected position of the driveway entrance and culvert.

PERMIT FEES (the permit is valid for 18 months starting on the approval date)

Culvert and/or construction of driveway	\$200
Deposit	\$1,000 (Refundable after inspection and confirmation of compliance)
Renewal	Same cost as the original permit

IMPORTANT

Please note that an incomplete application may delay the issuance of the permit. The inspector will only process the application when it is complete, and all required documentation has been provided. The inspector on file reserves the right to request any other documents, quotes, reports, or plans needed in order to ensure compliance.

PROCESSING TIME

You must allow a maximum of thirty (30) days after the date of your complete application to receive the permit.

APPLICANT'S SIGNATURE

The undersigned states that the previous information is accurate, complete and undertakes to file all documents required for the analysis of this application. The undersigned also states that he or she is aware of the applicable and current municipal procedures and regulations.

Finally, the undersigned understands that this form does not constitute at any time a permit or certificate of authorization to carry out work.

Applicant's signature	Date (YYYY/MM/DD)
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AMÉNAGEMENT DES
EXTRÉMITÉS DE PONCEAUX
NON AUTORISÉ :
MATÉRIEL PROHIBÉ



