



URBAN PLANNING AND ENVIRONMENT
MUNICIPALITÉ DE MORIN-HEIGHTS
567, CHEMIN DU VILLAGE
MORIN-HEIGHTS (QUÉBEC) J0R 1H0
PHONE : 450 226-3232, POSTE 115
EMAIL : service.urbanisme@morinheights.com

APPLICATION FORM FOR AN AUTHORIZATION CERTIFICATE

F-Urb-08

BUILDING RELOCATION

WORK SITE LOCATION		
Adress and/or street name		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		
Year the building was constructed :		
APPLICANT'S IDENTIFICATION AND CORRESPONDENCE ADDRESS		
Applicants first and last name		
Postal address		Postal address
City		
Cell N°	Cell N°	
Email		
The applicant is the owner* : <input type="checkbox"/> YES <input type="checkbox"/> NO *If no: please complete the AUTHORIZATION section on the back.		
WORK DESCRIPTION (BUILDING RELOCATION)		
Type of building	<input type="checkbox"/> Main building <input type="checkbox"/> Accessory building (specify) : _____ <input type="checkbox"/> Other: _____	
Current location	<input type="checkbox"/> Front yard <input type="checkbox"/> Back yard <input type="checkbox"/> Side yard	
Projected location (If remaining on same lot)	<input type="checkbox"/> Front yard <input type="checkbox"/> Back yard <input type="checkbox"/> Side yard	
Address or lot number if relocation off the property:		
Work start date (DD/MM/YYYY)	Work end date (DD/MM/YYYY)	Estimated cost
Additional information to support project understanding: _____		
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 licence N°

REQUIRED DOCUMENTS The application and all required documents must be submitted as one (1) printed copy to scale and one digital copy (PDF format)

- ☐ **The name and contact information** of the owner, their representative, the contractor, the engineer, the architect, and any other person responsible for the work;
- ☐ **A copy of any document** proving that the applicant is the owner of the building in question or a document showing that they hold a purchase option for the property;
- ☐ **An authorization from** the owner authorizing any person to act on their behalf, if applicable;
- ☐ **A detailed description** of the condition of the building to be demolished (e.g., physical condition, description of architectural components, identification of deficient elements);
- ☐ **Photographs** of the interior and exterior of the building;
- ☐ **Photographs** of the land on which the building is located, as well as of neighboring lots;
- ☐ **A scaled location and site plan** of the building to be relocated;
- ☐ **A written statement** outlining the reasons justifying the relocated;
- ☐ **A preliminary plan** for the location of the relocated building;
- ☐ **Proof of liability insurance** for damage to public property;
- ☐ In the case of a heritage building, a **heritage study** conducted by a qualified expert.

The septic system, sumps or receptacle must be emptied and either removed or filled with gravel, sand, soil, or another inert material, in accordance with Article 5 of the Regulation respecting the disposal and treatment of wastewater from isolated dwellings.

The groundwater withdrawal system (well) must be sealed and dismantled, in accordance with Article 20 of the Regulation respecting water withdrawals and their protection.

It is the responsibility of the building owner to obtain all required authorizations from utility companies or government agencies regarding the raising of wires, road strength guarantees, etc.

COST OF AUTHORIZATION CERTIFICATE	
Main building or accessory building relocation	50\$
Security Deposit – Relocation of a Principal or Accessory Building	500 \$ Required only for a building relocation using the roadway and refundable after an inspection confirms that no damage was caused to the roadway.

IMPORTANT

The inspector assigned to the file reserves the right to require any additional documents, estimates, reports, or plans necessary to ensure the compliance of the application.

APPLICANTS SIGNATURE

The undersigned declares that the information provided above is accurate and acknowledges having read the applicable municipal regulations.

The undersigned understands that it is mandatory to obtain a permit or authorization certificate before starting any work or use, and that this form does not, at any time, constitute approval or authorization.

Applicant’s signature	Date (DD/MM/YYYY)
-----------------------	-------------------

OWNERS AUTHORIZATION

MANDATORY when the applicant is different from the owner or when the owner is a legal entity (e.g., a company).

Owners phone number : _____

I _____, owner, authorize _____ to
(Owners name in block letters) (Applicants name in block letters)

Submit and sign on my behalf this application for an authorization certificate for my property located at

(Project address or lot number)

Signed on: _____ Signature : _____
(Date) (Owners signature)