



URBAN PLANNING AND ENVIRONMENT  
MUNICIPALITÉ DE MORIN-HEIGHTS  
567, CHEMIN DU VILLAGE  
MORIN-HEIGHTS (QUÉBEC) J0R 1H0  
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APPLICATION FORM FOR AN AUTHORIZATION CERTIFICATE

F-Urb-09

CULVERT AND CONSTRUCTION OF A DRIVEWAY ENTRANCE

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	
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	
Type of work	<input type="checkbox"/> Installation of a culvert <input type="checkbox"/> Installation of a driveway entrance <input type="checkbox"/> Installation of a parking area including replacement of the surface <input type="checkbox"/> Installation of a loading and unloading area <input type="checkbox"/> Installation of a culvert for the construction of a vehicular driveway for an integrated project
Culvert dimensions	Length : _____ Diametre : _____ (to be confirmed by the Public Works Department) Signature of the PWD foreman : _____
Driveway dimensions	Width at the stree : _____ Length: _____
Projected location	<input type="checkbox"/> Front yard    Distance from the property limits : _____
Culvert material	<input type="checkbox"/> High density polyethylene PEHD Class 320 Kpa <input type="checkbox"/> Concrete
Culvert’s headwalls (ends) material	<input type="checkbox"/> Lawn landscaping <input type="checkbox"/> Uncemented natural flat stones <input type="checkbox"/> Prefabricated blocs for walls

Additional information to support project understanding:		
<div></div> <div></div> <div></div>		
Work start date (DD/MM/YYYY)	Work end date (DD/MM/YYYY)	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 licence N°	
REGULATORY STANDARDS FOR THE INSTALLATION OF A CULVERT AND THE CONSTRUCTION OF A DRIVEWAY		
<p>All standards are set out in By-law 753-2024 (Agreement concerning municipal works and services). Under no circumstances do these standards exempt the owner from ensuring, through an expert if necessary, that their project complies with regulatory standards and functions properly for its intended purpose.</p> <ul style="list-style-type: none"><li>• The culvert must be made of high-density polyethylene (HDPE) Class 320 KPa or concrete;</li><li>• The culvert diameter (minimum 450 mm) will be confirmed when the permit is issued;</li><li>• The culvert must be installed according to the standards shown in Drawing No. 1 (see page 4 of this form);</li><li>• The minimum backfill over the pipe (excluding paving) is 300 mm;</li><li>• The construction of the driveway entrance must comply with the standards shown in Drawing No. 4B (see page 4 of this form) and must prevent runoff from the street from entering the property, ensuring that any runoff from the driveway flows into the roadside ditch;</li><li>• Culvert end treatments (headwalls) are mandatory and must be made of either vegetated and grassed landscaping, natural flat stones (uncemented) with an average diameter of 300 mm, or prefabricated retaining wall blocks. Round stones (boulders) are not permitted (see page 3 of this form);</li><li>• Materials used for culvert end treatments must not exceed the final level of the adjacent shoulder;</li><li>• The owner is required to have the work inspected after the pipe has been installed and before any finishing work (paving, pavers, etc.) is carried out.</li></ul>		
REQUIRED DOCUMENTS The application and all required documents must be submitted as one (1) printed copy to scale and one digital copy (PDF format)		
<input type="checkbox"/> A project layout plan identifying the projected position of the driveway entrance and culvert.		
COST OF AUTHORIZATION CERTIFICATE		
Culvert and/or construction of driveway	200 \$	
Security Deposit - (If culvert installation required)	1 000 \$	
Installation of a parking area including replacement of the surface	50 \$	
Installation of a loading and unloading area	75 \$	

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	
<p>The undersigned declares that the information provided above is accurate and acknowledges having read the applicable municipal regulations.</p> <p><b>The undersigned understands that it is mandatory to obtain a permit or authorization certificate before starting any work or use,</b> and that this form does not, at any time, constitute approval or authorization.</p>	
Applicant's signature	Applicant's signature

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)

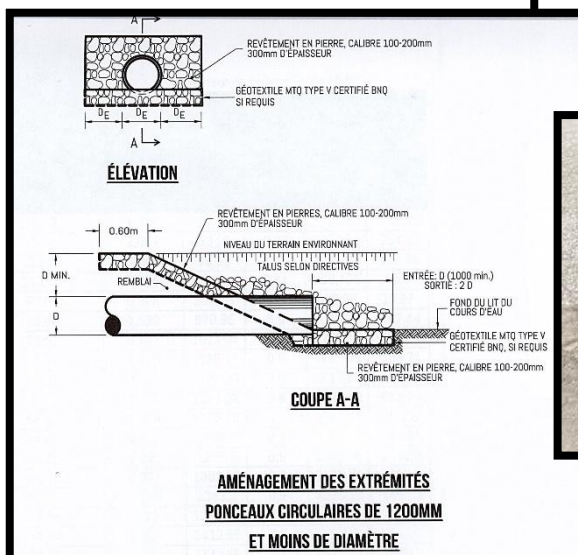
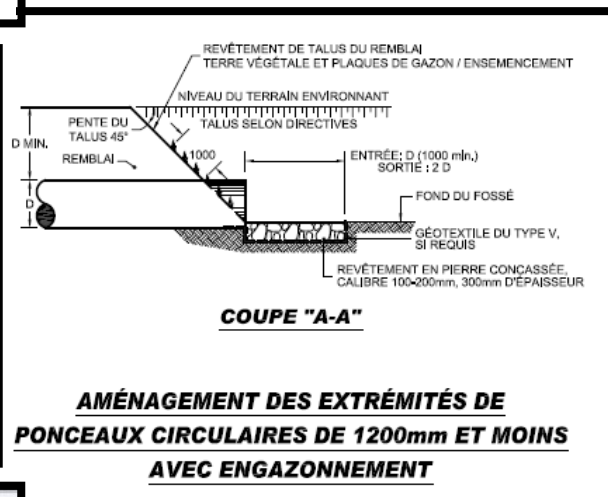
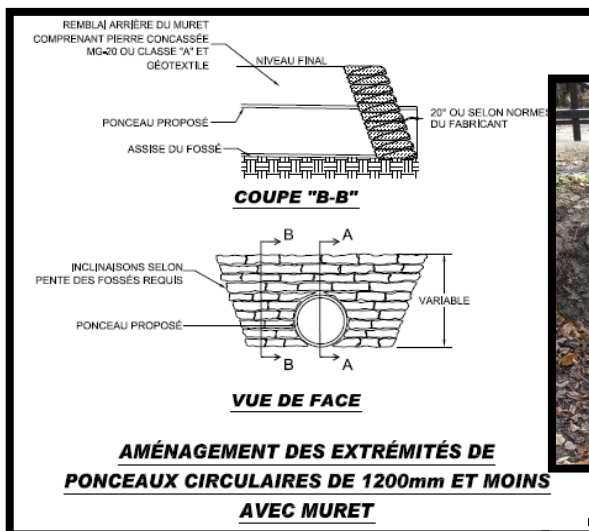
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Updated in January 2026

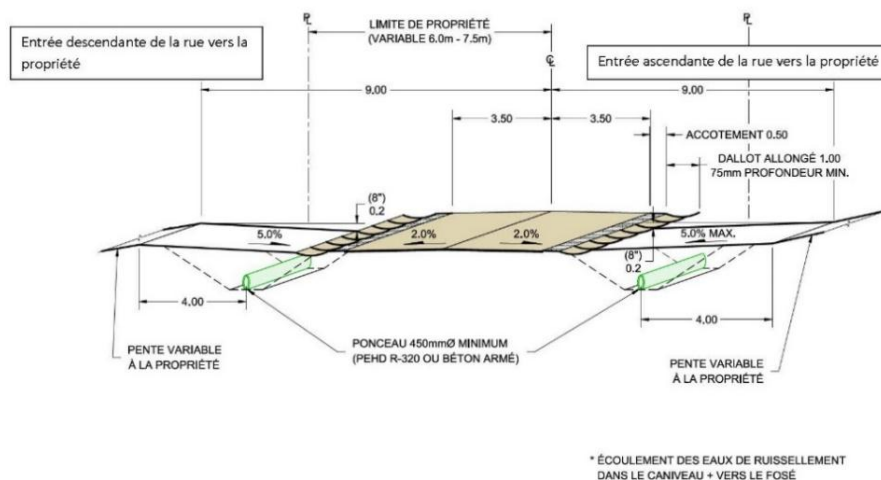
Harmony is in our nature!

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## AMÉNAGEMENT DES EXTRÉMITÉS DE PONCEAUX NON AUTORISÉ : MATÉRIEL PROHIBÉ

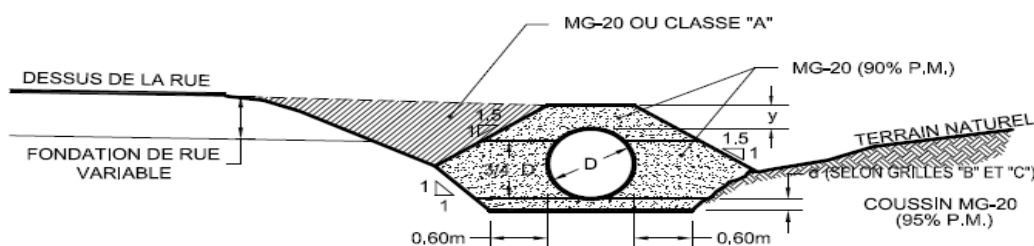




## AMÉNAGEMENT DES ENTRÉES CHARRETIÈRES

PLANCHE 4B

MISE À JOUR : AVRIL 2021



### NOTES:

- LE REMBLAI MINIMAL AU-DESSUS DU TUYAU PERMETTANT LA CIRCULATION DES VÉHICULES EST DE 300mm.
- POUR LES TUYAUX DE 600mm ET PLUS, LE COUSSIN DEVRA ÊTRE ABAISSÉ DE FAÇON À MAINTENIR LE REMBLAI MINIMUM AU-DESSUS DU TUYAU SELON LA GRILLE "A".
- POUR LES TUYAUX D'ENTRÉE CHARRETIÈRE, LE GRANULAT SERA: MG-20 OU CLASSE "A"

## INSTALLATION DES TUYAUX ASSISE EN MATÉRIAUX GRANULAIRES

PLANCHE 1

(MISE À JOUR: 04-11-2008)