



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-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:

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

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.

- The culvert must be made of high-density polyethylene (HDPE) Class 320 KPa or concrete;
- The culvert diameter (minimum 450 mm) will be confirmed when the permit is issued;
- The culvert must be installed according to the standards shown in Drawing No. 1 (see page 4 of this form);
- The minimum backfill over the pipe (excluding paving) is 300 mm;
- 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;
- 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);
- Materials used for culvert end treatments must not exceed the final level of the adjacent shoulder;
- 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.

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

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

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

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)

Q:\JENNIFER - ORIGINAUX\2. DEMANDES DE PERMIS ANGLAIS - EN VIGUEUR\F-Urb-09 - Culvert and construction of a driveway entrance.docx
Updated in January 2026



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



