



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-16

ADDITIONAL USE

LOCATION WHERE THE ADDITION USE WILL BE CARRIED OUT	
Adress	Lot N°
USE OF MAIN BUILDING	
<input type="checkbox"/> Single family residence <input type="checkbox"/> Two-family residence <input type="checkbox"/> Retail buisness <input type="checkbox"/> Convenience store <input type="checkbox"/> Other business (specify) : _____	<input type="checkbox"/> Other business : _____ <input type="checkbox"/> Industrial group use : _____ <input type="checkbox"/> Public group use : _____ <input type="checkbox"/> Agricultural group use : _____
<input type="checkbox"/> The additional use will be carried out in a building: : <input type="checkbox"/> Existing, with no renovation or alteration work; <input type="checkbox"/> Existing, with renovation or alteration work (Please complete the required form) <input type="checkbox"/> Planned/New construction (Please complete required form)	<input type="checkbox"/> The additional use does not require a building
Is there already an additional use at this location? <input type="checkbox"/> Yes, specify : _____ <input type="checkbox"/> No	
Will a sign be installed? <input type="checkbox"/> Yes (Please complete required form) <input type="checkbox"/> No	
APPLICANT IDENTIFICATION AND MAILING 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.	
ADDITIONAL USE : A USE THAT IS SUBORDINATE TO AND DIFFERENT FROM THE MAIN USE, BUT NOT AN ACCESSORY USE. FOR EXAMPLE, IT COULD BE A BUSINESS OFFICE IN A HOME OR A RETAIL SPACE IN A FACTORY.	
ADDITIONAL USES TO MAIN USE IN THE RESIDENTIAL GROUP	
<input type="checkbox"/> Intergenerational dwelling <input type="checkbox"/> Additional dwelling <input type="checkbox"/> Guest house <input type="checkbox"/> Room rentals <input type="checkbox"/> Home-based personal and professional services :	<input type="checkbox"/> Hobby farm <input type="checkbox"/> Tourist accommodation of the principal residence type 1 (Complete the operator's attestation) <input type="checkbox"/> Home-based childcare service

<div><div></div><div><input type="checkbox"/> Home-based artistic and artisanal activities :<div></div></div></div>		<div><input type="checkbox"/> Intermediate and Family-Type Resources (as defined in the Act respecting health services and social services, CQLR c. S-4.2)</div> <div><input type="checkbox"/> Other : <div></div></div>	
ADDITIONAL USES TO MAIN USES IN THE COMMERCIAL, INDUSTRIAL OR PUBLIC GROUPS			
<div><input type="checkbox"/> ATM's</div> <div><input type="checkbox"/> Mail related services :<div></div></div> <div><input type="checkbox"/> Food preparation services, florists, shoemakers, etc. in grocery stores</div> <div><input type="checkbox"/> Pet food sales in veterinary clinics</div> <div><input type="checkbox"/> Food services in tourist accommodations (hotels, campgrounds);</div> <div><input type="checkbox"/> Rental services for sports and recreational equipment in accommodations;</div>		<div><input type="checkbox"/> Health centres and spas in tourist accommodations:</div> <div><input type="checkbox"/> Dairy bars in convenience stores</div> <div><input type="checkbox"/> Child care services</div> <div><input type="checkbox"/> Intermediate and Family-Type Resources (as defined in the Act respecting health services and social services, CQLR c. S-4.2)</div> <div><input type="checkbox"/> Other : <div></div></div>	
ADDITIONAL USES TO MAIN USE IN THE AGRICULTURAL GROUP			
<div><input type="checkbox"/> Agricultural product sales</div> <div><input type="checkbox"/> Storage, packaging, or processing of agricultural products</div> <div><input type="checkbox"/> Country-style dining (table champêtre</div>		<div><input type="checkbox"/> Farm tours</div> <div><input type="checkbox"/> Farm stays</div> <div><input type="checkbox"/> Rest areas inside a maple sugaring operation</div>	
COMPANY CONTACT INFORMATION (TO BE COMPLETED IF APPLICABLE)			
Company name			
Company phone N°			
Opening hours			
Number of employees			
Outdoor display or storage required		<div><input type="checkbox"/> Yes (see below)<div><input type="checkbox"/> Front yard</div><input type="checkbox"/> No<div><input type="checkbox"/> Back yard</div><input type="checkbox"/> Side yard</div>	
Buisness name (NEQ)			
Start date of occupancy (DD/MM/YYYY)			
Additional details useful for understanding the project: <div><div></div><div></div><div></div><div></div></div>			
Work start date (DD/MM/YYYY)		Work end date (DD/MM/YYYY)	Estimated cost
REQUIRED DOCUMENTS The application and all required documents must be submitted as one (1) printed copy to scale and one digital copy (PDF format)			
<div><input type="checkbox"/> <b>An interior layout plan of the premises</b> showing the following elements:<div><div>a. Divisions and uses of interior spaces</div><div>b. Identification of exits ;</div></div><div><b>Attention!</b> For any change of use or development of new premises, a certificate of compliance by a technologist or architect may be required.</div></div> <div><input type="checkbox"/> <b>An exterior layout and parking plan</b> showing the following elements<div><div>a. Number of parking spaces;</div><div>b. Green space and required number of trees;</div><div>c. Loading and delivery area;</div><div>d. Outdoor storage or display area;</div></div></div> <div><input type="checkbox"/> <b>A photo montage</b> of the existing premises or the location where the additional use will be carried out.</div>			

COÛT DU CERTIFICAT	
Additional use to a principal use in the Residential group	100 \$
Additional or intergenerational dwelling unit	100 \$ / logement
Additional use to a principal use in the Residential group (tourist accommodation of the principal residence type)	250 \$
Additional use to a principal use in the Commercial, Industrial, or Public group	200 \$

IMPORTANT

The inspector assigned to the file reserves the right to require any additional documents, estimates, reports, or plans n 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)