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-18

NEW USE - CHANGE OF USE - CESSATION OF USE

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* : ☐ YES   ☐ NO *If no: please complete the AUTHORIZATION section on the back.

☐ **New use** ☐ **Change of use**   ☐ **Cessation of use**   ☐ **New occupant (same use)**

☐ **Temporary use** (temporary sale of market garden or horticultural products; temporary sale of food products such as a "food truck")

LOCATION OF THE USE

Address or lot number

PREIVOUS USE	WAS CARRIED OUT:
☐ Single-family dwelling	☐ In a main building
☐ Two-family dwelling	☐ In an accessory building
☐ Retail business	☐ In another type of building : (Please specify)
☐ Convenience store	_____
☐ Other commercial group use _____	☐The use does not require a building
☐ Industry group use: _____	
☐ Public group use: _____	
☐ Agricultural groupe use: _____	

Does another use already exist at this location?

☐ Yes (please specify) _____   ☐ No

Will a sign be installed? ☐ Yes (Fill out the required form)   ☐ No

NEW USE (INCUDING REPLACEMENT)	WILL BE CARRIED OUT:
□ Single-family dwelling □ Two-family dwelling □ Retail business □ Convenience store □ Hobby farm □ Other commercial group use _____ □ Industry group use: _____ □ Public group use: _____ □ Agricultural groupe use: _____	☐ In a main building ☐ In an accessory building ☐ In another type of building : (please specify) _____ ☐ In an existing building **without** renovation or transformation work needed.; ☐ In an existing building **with** renovation or transformation work needed. (Fill out the required form) ☐ Proposed building (Fill out the required form) ☐The use does not require a building

Details of the new usage:

_____
_____
_____

PARKING SPACES

number of existing parking spaces: _____ number of projected parking spaces: _____	*☐ Parking Space Exemption Number of parking space(s) to be exempted: _____ * A document justifying this request must accompany this form.

BUSINESS CONTACT INFORMATION (TO BE COMPLETED IF APPLICABLE)

Business name	
Telephone number	
Opening hours	
Number of employees	
Outdoor display or storage required	☐ Yes (see below) ☐ No ☐ Font yard ☐ Side yard ☐ Side yard
Business registration (NEQ)	
Date of beginning of occupancy (DD/MM/YYYY)	
Date of opening/replacement of the use or cessation of the use (DD/MM/YYYY)	

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

☐ **An interior layout plan** of the premises showing the following elements**:**
    a.   Divisions and uses of interior spaces;;
    b.   Identification of exits;;
        For any change of use or the fit-out of a new premises, a certificate of compliance from an architectural technologist or architect may be required..
☐ **An exterior site and parking layout plan** showing the following elements**: :**
    a.   Number of parking spaces;;
    b.   Green space and required number of trees;
    c.   Loading and delivery area;
    d.   Outdoor storage or display area;
☐ **A photo montage** of the existing premises or of the location where the additional use will be carried out.

COST OF THE CERTIFICATE OF AYTHORIZATION	
New usage / change of use	100 $
Cessation of use	No fee
New occupant (same use)	100 $
Temporary use	100 $
Tourism residences	1 000 $
Animal waste management structures	75 $
Parking Space Exemption	1000 / per space $

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)