



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

F-Urb-24

SPAIP – VILLAGE CORE

WORK SITE LOCATION	
Address 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.	
DESCRIPTION OF THE WORK	
Intervention assujettie	<input type="checkbox"/> Construction or reconstruction of a main building
	<input type="checkbox"/> Expansion of a main building where the work is carried out on a façade located in a yard adjacent to a street
	<input type="checkbox"/> Exterior renovation of a main building where the work is carried out on a façade located in a yard adjacent to a street and affects the following components (<i>check and detail the elements affected by the work</i>)::
	<input type="checkbox"/> Roof (modification of the shape, materials, and color): _____
	<input type="checkbox"/> Exterior wall (modification of the shape, materials, and color): _____
	<input type="checkbox"/> Openings (modification of the shape, dimensions, appearance, and color): _____
	<input type="checkbox"/> Ornamentation (modification of the shape, appearance, materials, and color of any cornice, transom, lintel, shutter, blind, decorative column, ornamental woodwork, framing, parapet, etc.): _____
	<input type="checkbox"/> Attached accessory structure (modification of the shape, dimensions, appearance, materials, and color of any gallery, balcony, porch, eave, canopy, awning, staircase, railing, lifting device, and veranda): _____

WORK EXECUTANT

Contractor
(if checked fill in the section below)

Self-construction

Company name

Company phone N°

Company address

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) **C : construction or reconstruction / E : expansion / R : renovation**

- (C, E, R) Recent photographs, taken within the last 3 months** prior to the submission of the application, of the existing buildings and structures on the site, as well as those located on surrounding properties, in order to obtain an overall view of the area in which the proposed intervention will take place. In the absence of buildings or structures, the photographs must illustrate the natural environment of the site;
- (C, E, R) A scaled illustration** of the proposed intervention using one or more visual perspectives (at a minimum from the street);
- (C et E) Plans of the proposed construction including**, but not limited to, dimensions (height, width, and depth), area, floor area, materials, and projections. The plans must be signed and sealed by a professional who is a member in good standing of a recognized professional order;
- (C et E) Architectural details and elevations** of the construction in color (all façades);
- (C, E, R) Details** of exterior cladding materials and colors, **including samples;**
- (C et E) A site plan** prepared and signed by a land surveyor illustrating the property boundaries, existing and proposed constructions, as well as parking areas. The plan must indicate applicable siting standards (setbacks, distances, area), easements, and any other elements that may impact the evaluation of compliance (e.g., tree locations, percentage of natural spaces, etc.);
- (C et E) A plan illustrating the** natural areas to be preserved and their surface area, the trees to be cut, and the areas to be cleared;
- (C, E, R) A written statement** demonstrating how the proposal meets the stated objectives and criteria applicable to the intervention;

OBJECTIVES SOUGHT

- Promote activities that contribute to the village atmosphere of the Morin-Heights town core. ;
- Develop a high-quality architectural signature that suits the town core. ;

CRITÈRES D'ÉVALUATION

For the evaluation of the achievement of the stated objectives, the following evaluation criteria apply depending on the type of intervention:

1. **(C)** The siting is planned in such a way as to ensure continuity with the existing built pattern and to maintain a consistent alignment with nearby buildings;
2. **(C)** The proposed volume is proportional to the volumes of adjacent properties with a similar use, and the floor levels align with those of adjacent buildings;
3. **(C, E, R)** The architectural composition forms a coherent and harmonious whole;
4. **(C et E)** For a commercial or public building, the front façade includes generous fenestration contributing to the vitality of the village core;
5. **(C)** A consistent treatment of exterior cladding materials across all façades is encouraged, while limiting the number of materials used;
6. **(C)** The proposed architectural details and colors contribute to a coherent and harmonious whole;
7. **(C et E)** Building lighting fixtures are discreet and contribute to a warm atmosphere within the village core;
8. **(C et E)** Mechanical and air conditioning equipment is located in the rear yard. Otherwise, it must be screened by a structure or vegetation;
9. **(C et E)** For a commercial or public building, the architectural composition adequately integrates the space(s) designated for signage;

10. **(E)** Depending on the context, the extension is designed as a natural continuation of the main building in terms of form, materials, and colors, or is treated as an annex to the main building. In the latter case, the annex is set back from the main building and may feature different form, materials, and colors. The architectural treatment of the annex must not give it greater prominence than the main building;
11. **(E)** The architectural composition resulting from the intervention forms a coherent and harmonious whole;
12. **(R)** Additions must not unbalance the architectural composition;
13. **(R)** The selected colors and materials contribute to maintaining, or even enhancing, the architectural quality of the building;
14. **(R)** Isolated or partial modifications should be avoided. At a minimum, they should be applied to an entire façade (e.g., window replacement, modification of exterior cladding, etc.).

COST OF THE APPLICATION

SPAIP – Village core	300 \$
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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.

APPLICANT'S SIGNATURE

The undersigned declares that the information provided above is accurate and complete and commits to submitting all documents required for the review of this application. The undersigned also declares that they have read and understood the applicable municipal procedures and regulations currently in force.

Finally, the undersigned understands that this form does not constitute, at any time, the approval of the SPAIP application.

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) (Signature of the owner)