



URBAN PLANNING AND ENVIRONMENT
 MUNICIPALITÉ DE MORIN-HEIGHTS
 567, CHEMIN DU VILLAGE
 MORIN-HEIGHTS (QUÉBEC) J0R 1H0
 PHONE : 450 226-3232, POSTE 115
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APPLICATION FORM FOR AN AUTHORIZATION CERTIFICATE

F-Urb-35

PERMANENT SIGNAGE

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.		
WORK DESCRIPTION		
Proposed Use	<input type="checkbox"/> Commercial <input type="checkbox"/> Industrial <input type="checkbox"/> Mixed <input type="checkbox"/> Other: _____	
Type of work	<input type="checkbox"/> New sign <input type="checkbox"/> Replacement of an existing sign	
Type of sign	<input type="checkbox"/> Mounted flat on the main building <input type="checkbox"/> In a window <input type="checkbox"/> Projection (perpendicular) <input type="checkbox"/> On a canopy <input type="checkbox"/> On a post <input type="checkbox"/> Base-mounted or similar structure <input type="checkbox"/> Other : _____	
Type of Lightning	<input type="checkbox"/> External <input type="checkbox"/> None <input type="checkbox"/> Other : _____	
Location	<input type="checkbox"/> Cour avant <input type="checkbox"/> Back yard <input type="checkbox"/> Side yard	
Proposed dimensions	Length: _____ Width : _____ Height : _____	
Materials	<input type="checkbox"/> Wood <input type="checkbox"/> Plastic <input type="checkbox"/> Metal <input type="checkbox"/> Fabric (in the case of an awning) <input type="checkbox"/> Other : _____	
Sign message : _____		
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°
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 proposed site plan identifying the location of the proposed sign in relation to property lines, the main building, and other existing accessory structures on the site (a copy of the certificate of location may be used); <input type="checkbox"/> Sign construction plans showing the following elements: <ul style="list-style-type: none"> ▪ The dimensions, surface area, and detailed wording/text of the sign; ▪ The height of the bottom and top of the sign in relation to ground level; ▪ The materials used, including details of the sign support structure and the lighting method; <input type="checkbox"/> A photo montage or color sketch illustrating the proposed sign on the building, as well as its integration with the surrounding landscape and adjacent existing signage;	
UNIT COST OF THE AUTHORIZATION CERTIFICATES (THE PERMIT IS VALID FOR A PERIOD OF SIX (6) MONTHS FROM THE DATE OF APPROVAL.)	
Sign	75 \$ / sign

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 <small>(Owners name in block letters)</small> <small>(Applicants name in block letters)</small>	
Submit and sign on my behalf this application for an authorization certificate for my property located at _____ <small>(Project address or lot number)</small>	
Signed on: _____ <small>(Date)</small>	Signature : _____ <small>(Owners signature)</small>

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Updated in April of 2026