



**TOWN PLANNING AND ENVIRONMENT**  
**MUNICIPALITÉ DE MORIN-HEIGHTS**  
 567, CHEMIN DU VILLAGE  
 MORIN-HEIGHTS (QUÉBEC) J0R 1H0  
 TELEPHONE: 450 226-3232, EXT. 115  
 E-MAIL: service.urbanisme@morinheights.com

**PERMIT REQUEST FORM**

**EXCAVATION OR BACKFILL**

<b>PROCEDURE</b>		
1) Complete this form; 2) Attach all documents required for the application (see reverse); 3) Submit your application to the Town Planning and Environment Department at the Town hall or by email; 4) Pay the applicable fees when the permit is issued (see reverse).		
<b>WORK SITE LOCATION</b>		
Address		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		
<b>APPLICANT'S IDENTIFICATION AND CORRESPONDENCE ADDRESS</b>		
Applicant's first and last name		
Postal address		Postal code
City		
Cell N°	Other phone N°	
Email		
The applicant is the owner*: <input type="checkbox"/> YES <input type="checkbox"/> NO		*If not: JOIN A PROXY FORM
<b>WORK DESCRIPTION</b>		
Type of work	<input type="checkbox"/> Backfilling <input type="checkbox"/> Excavating (clearing) <input type="checkbox"/> Levelling/Grading	
Location	<input type="checkbox"/> Front yard <input type="checkbox"/> Back yard <input type="checkbox"/> Side yard	
Features of the intervention	<input type="checkbox"/> No changes to the topography of the location <input type="checkbox"/> Changes to the topography of the location	
Projected dimensions	Length: _____ Width: _____ Thickness of backfill or clearing: _____	
Materials	<input type="checkbox"/> Black Earth <input type="checkbox"/> Sand <input type="checkbox"/> Roc	
Where the material comes from		
Supporting arrangement (if required)	<input type="checkbox"/> Retaining Wall <input type="checkbox"/> Tiered bank <input type="checkbox"/> Other: _____ Height: _____ *A plan, prepared, signed and sealed by an engineer member of the Quebec Order of Engineers of may be required.	
Additional details useful to the understanding of the project:		
_____		
_____		
_____		
_____		
_____		
Work start date (YYYY/MM/DD)	Work end date (YYYY/MM/DD)	Estimated cost

<b>WORK EXECUTANT</b>	
<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 License N°
<b>REQUIRED DOCUMENTS</b>	
<p><b>The required documents may vary depending on the type of project. Additional documents or information may be required when analyzing the application.</b></p>	
<input type="checkbox"/> <b>A site plan</b> identifying the projected location of the backfill, excavation, clearing or retaining work in relation to the property lines, the main building and other existing accessory buildings on the site (you can use a copy of your certificate of location to identify the area affected by the work);	
<input type="checkbox"/> <b>A plan of the retaining wall</b> , when applicable, prepared, signed and sealed by an engineer, member of the Quebec Order of Engineers;	
<input type="checkbox"/> <b>A geotechnical expertise</b> prepared, signed and sealed by an engineer, member of the Quebec Order of Engineers, for an area located within a zone exposed to the risk of field movement or landslides. The expertise will need to assess: <ul style="list-style-type: none"> <li>▪ The stability of the slope and/or the influence of a planned intervention on it;</li> <li>▪ The influence of the planned intervention on the stability of the site;</li> <li>▪ The confirmation that the proposed intervention will not act as a trigger by destabilizing the site and adjacent lands;</li> <li>▪ The confirmation that the proposed intervention and subsequent use will not constitute aggravating factors, unduly reducing the safety factors associated with it;</li> <li>▪ The recommendations on precautions to be taken and, if necessary, work required to maintain site stability.</li> </ul>	
<b>PERMIT FEES</b> (the permit is valid for one (1) year starting on the approval date)	
Excavation or backfill	No fee

**IMPORTANT**

Please note that an incomplete application may delay the issuance of the permit. The inspector will only process the application when it is complete, and all required documentation has been provided. The inspector on file reserves the right to request any other documents, quotes, reports, or plans needed in order to ensure compliance.

**PROCESSING TIME**

You must allow a maximum of thirty (30) days after the date of your complete application to receive the permit.

<b>SIGNATURE ET DÉCLARATION DU DEMANDEUR</b>	
<p>The undersigned states that the previous information is accurate, complete and undertakes to provide all documents required for the analysis of the present application. The undersigned also states that he or she is aware of the applicable municipal procedures and regulations currently in effect.</p> <p><u>Finally, the undersigned understands that this form does not constitute at any time, a permit or certificate of authorization allowing for construction to begin.</u></p> <p><b><u>The undersigned certifies that the backfill will be free of any contaminant and understands that it will be obligatory to decontaminate the site if the backfill is contaminated.</u></b></p>	
Applicant's signature	Date (YYYY/MM/DD)

Updated – January 2022