

# Development Permit Application

File # DP- \_\_\_\_\_

<b>1. Applicant Information</b>		<b>To Be Completed By Applicant</b>
<input type="checkbox"/> I am the registered owner of the property <input type="checkbox"/> I have permission of the registered owner(s) to make this application		
Name:		
Business Name:		
Mailing Address:		
Phone:	Home/Business:	Cell:
Email Address:		
<b>Applicant Declaration</b> I undertake to observe and perform all provisions of: The Planning Act, the applicable Development Plan, and Zoning By-Law; any development agreement entered into under The Planning Act; and any condition under applicable sections in the Act and the provisions of other relevant laws or by-laws.		
Applicant Signature:		
Date:		

<b>2. General Project Information</b>		<b>To Be Completed By Applicant</b>
Project Municipal Address:		
Legal Description:		
Proposed Land Use:	<input type="checkbox"/> Residential <input type="checkbox"/> Commercial <input type="checkbox"/> Industrial <input type="checkbox"/> Mixed-use <input type="checkbox"/> Institutional <input type="checkbox"/> Recreational	
Type of Proposed Work: [check all applicable]	<input type="checkbox"/> New Building <input type="checkbox"/> Addition to Existing Building <input type="checkbox"/> Exterior Alteration <input type="checkbox"/> Demolition <input type="checkbox"/> Change of Use <input type="checkbox"/> Interior Alteration <input type="checkbox"/> Change to Lot Area <input type="checkbox"/> Change to Lot Width <input type="checkbox"/> Other _____	

**For new buildings or additions, proceed to Section 3A.**  
**For changes of use within existing buildings, proceed to Section 3B.**

# Development Permit Application

<b>3A. Details of Proposed Work: New Buildings or Additions</b>	<b>To Be Completed By Applicant</b>
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Describe the proposed use of the new building/addition:

Total Lot Area:		Total Lot Width:	
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Total Floor Area:		Total Dwelling Units:	
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Building Height:	
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**For Commercial & Industrial Buildings**

Existing Floor Area:		Proposed Floor Area:	
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**For Residential Buildings**

# of Existing Dwelling Units:		# of Proposed Dwelling Units:	
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**For Mixed-use Buildings (Commercial/Industrial Portion)**

Existing Floor Area:		Proposed Floor Area:	
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**For Mixed-use Buildings (Residential Portion)**

# of Existing Dwelling Units:		# of Proposed Dwelling Units:	
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# Development Permit Application

**3B. Details of Proposed Work: Change of Use Within Existing Building** **To Be Completed By Applicant**

Describe the previous/existing building activity:

Describe the proposed building activity:

Describe any proposed activities to occur outside of the building:

Total Lot Area:		Total Lot Width:	
Total Floor Area:		Total Dwelling Units:	

**For Commercial & Industrial Buildings**

Existing Floor Area:		Proposed New Floor Area:	
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**For Residential Buildings**

# of Existing Dwelling Units:		# of Proposed Dwelling Units:	
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**For Mixed-use Buildings (Commercial/Industrial Portion)**

Existing Floor Area:		Proposed New Floor Area:	
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**For Mixed-use Buildings (Residential Portion)**

# of Existing Dwelling Units:		# of Proposed Dwelling Units:	
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# Development Permit Application

<b>4. Project Analysis</b>	<b>To Be Completed By City of Morden</b>
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**Applicable Documents:**

<input type="checkbox"/> City of Morden Zoning By-Law 08-2017	<input type="checkbox"/> Other _____
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Subject Provisions	
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**Zoning Approvals:**

<input type="checkbox"/> Variance	
<input type="checkbox"/> Conditional Use	
<input type="checkbox"/> Zoning Amendment	

<b>Total Fees:</b>	\$ _____
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**Other Approvals Required:**

<input type="checkbox"/> Lot Grading Permit	<input type="checkbox"/> Capital Lot Levy	<input type="checkbox"/> Sewer/Water Permit	<input type="checkbox"/> Geotechnical Report
<input type="checkbox"/> Private Access Permit	<input type="checkbox"/> Tree Assessment	<input type="checkbox"/> Encroachment Agreement	<input type="checkbox"/> Demolition Permit
<input type="checkbox"/> Development Site Services Plan	<input type="checkbox"/> Heritage Permit	<input type="checkbox"/> Pembina Connection Design Review	
<input type="checkbox"/> Subdivision 4433 - _____ - _____	<input type="checkbox"/> Building Permit		
<input type="checkbox"/> Other _____			

**Site Redevelopment Waste Separation Program Participation:**

<input type="checkbox"/> Yes	<input type="checkbox"/> No
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<b>Development Permit:</b>	<input type="checkbox"/> Complete
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Designated Officer Signature:	Date:
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Conditions:
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**This is not a Building Permit. For information regarding Building Permit applications, contact MSTW Planning District at 204-822-6223.**

# Development Permit Application Checklist

## 3A. New Buildings or Additions

To Be Provided By Applicant

### Required In All Cases

- Certificate of Title
- Surveyor Sketch / Building Location Certificate
- Site Plan showing:
  - Site dimensions
  - Location and size of all buildings
- Proposed use(s)
- Floor Plan showing:
  - Room dimensions
  - Room use(s)
- Building Elevations—to scale and dimensioned showing:
  - Building height, including roof pitch
  - Attached sign(s) - location(s) and dimensions

### Required If Changes To Vehicle Access, Parking Area Layout, Vehicle Loading, Free-Standing Sign(s)

- Vehicle access / egress locations and driveway / aisle dimensions
- Parking space locations and dimensions
- Loading space locations and dimensions
- Free-standing sign locations and dimensions
- Pedestrian walkway locations
- Landscape plan showing:
  - All turf areas
  - Shrub bed and tree locations
  - Shrub and tree species
  - Shrub and tree size
  - Planting specifications

# Development Permit Application Checklist

## 3B. Change of Use Within Existing Building

To Be Provided By Applicant

### Required In All Cases

- Certificate of Title
- Proposed Use(s)
- Floor plan showing:
  - Room dimensions
  - Room use(s)

### Required If New Exterior Sign(s) or Changes To Door(s) / Window(s) Location or Size

- Sign locations and dimensions
- Window / door locations and dimensions

# Development Permit Application Checklist

## Other Approvals—Development Site Services

To Be Provided By Applicant

### Required If Significant Intensification of Site or Subdivision of Property

- Development Site Services Plan [specific components to be determined by Director of Planning & Engineering]:
  - Roads & sidewalks
  - Land drainage service
  - Water service
  - Sanitary sewer service
  - Parks & boulevard improvements
  - Electric & gas services
  - Telecommunications service
  - Easements & rights-of-way
  - Geotechnical and/or flood-proofing
  - Traffic controls, including signs and/or signals

**No person shall Commence, or cause or allow to be commenced, a development without a Development Permit which has been issued under the provisions of City of Morden Zoning By Law 17BL-08, unless specifically exempted under section 9.2 of this Zoning By Law.**

The section 9.2 exemptions are as below.

No Development Permit is required under City of Morden Zoning By Law for developments listed below, provided that such developments comply with Parts II, III, IV, V, VI, and VIII. This exemption does not relieve the applicant or landowner from obtaining approvals from other government agencies. Developments exempted are as follows:

- 1) Regular maintenance and repair of any development.
- 2) Sidewalks and patios which are accessory to a private development.
- 3) A fence, wing wall, or gate not exceeding 6.5 ft [2 m] in height provided such structures comply with all dimensional standards of the applicable zoning district. Snow fences may be established on a seasonal basis and, as such, are exempt from district dimensional standards.
- 4) An accessory building that:
  - a) is less than 110 sq ft [10 sq m] in area; and
  - b) does not exceed 15 ft [4.5 m] or 1 storey in height.
- 5) An unenclosed deck or a deck enclosed by a railing or parapet wall all of which having a floor less than 2 ft [0.6 m] above grade or where the deck floor is level with or below the floor height of the building's main level.
- 6) A wheelchair ramp or any other fixture or mechanism intended in order to assist with accessibility.
- 7) Landscaping where the existing grade and natural surface drainage pattern are not materially altered.
- 8) The erection or placement of a temporary building, the sole purpose of which is incidental to the construction of a permanent building for which a development permit has been granted, provided the temporary building is removed within 30 days of substantial completion of the permanent building.
- 9) The following types of signs are exempt but this shall not relieve the owner or person in control of such signs from erecting and maintaining the signs in a safe condition and placed in such a way that signs will not interfere with, obstruct the view of, or be confused with a traffic signal, warning sign, or informational device:
  - a) any sign that replaces a sign that complies with section 23.4 and any regulations applicable to the zoning district;
  - b) signs of a duly constituted government body, including traffic or regulating devices, legal notices, railway crossings, danger, or other emergency signs;
  - c) signs posted by duly constituted public authorities in performance of their public duties;
  - d) signs required by law, government order, or regulation;
  - e) election signs;
  - f) flags or emblems of a political, civic, educational, or religious organization;
  - g) signs promoting specific community events of less than 100 sq ft [10 sq m] in sign surface area, subject to a Council-endorsed agreement;
  - h) memorial signs or tablets of bronze, brass, stone, or other non-combustible materials when built into or attached to the walls of a building or other structure provided such tablets bear only the name of the owner, the name and use of the building, the date of erection of the building, and/or reading matter commemorating a person or event;
    - i) signs advertising the sale, lease, or rental of property, premises, or buildings on that site of less than 11 sq ft [1 sq m] in sign surface area;
    - j) signs advertising the construction of a building of less than 22 sq ft [2 sq m] in sign surface area;
    - k) signs advertising the development of a new neighbourhood or multi-tenant retail area of less than 150 sq ft [14 sq m] in sign surface area and provided it is removed within 30 days after the date of the sale of the final lot;
    - l) signs identifying seasonal businesses of less than 22 sq ft [2 sq m] in sign surface area; and
    - m) changeable copy sandwich board and folding signs of less than 11 sq ft [1 sq m] in sign surface area.
- 10) The use of farmland, farm buildings, and farm structures for permitted agricultural activities, excluding Livestock production operations.
- 11) When a change in land use is from one permitted agricultural activity to another permitted agricultural activity, excluding livestock production operations.
- 12) Temporary buildings, structures, and uses associated with fairs, events, games, exhibitions, public markets, sales in public places, transient traders, and similar provided the necessary approvals under The Municipal Act and The Buildings and Mobile Homes Act are obtained as required.
- 13) Private communications facilities or towers, accessory to a residence or to a business, not exceeding 35 ft [11 m] in height above grade, provided such facilities or towers comply with all dimensional standards of the applicable zoning district.
- 14) Public monuments, statuary, and similar historic or memorial markers.