

Home Occupation Development Permit Application Form

This is not a Business Licence Application

(office use only)

Tax Roll No:		Development Permit File No.:		Date Application Received:	
Development Permit Fee: \$50.00 <i>Note: * There is a \$150.00 surcharge if the application is for a use that is a discretionary in the land use district.</i>			Date Fee Received:		
Date Application Deemed Complete:			Date of Decision:		
Building Permit Required?	<input type="radio"/> Yes <input type="radio"/> No	Decision?	<input type="radio"/> Approved <input type="radio"/> Refused		
Variance Application Required?	<input type="radio"/> Yes <input type="radio"/> No	Variance Application Received?	<input type="radio"/> Yes <input type="radio"/> No		
Zoning:		IDP (if any):	Overlay (if any):		
Proposed Use(s) (as listed in the land use bylaw):					
<input type="radio"/> Permitted Use			<input type="radio"/> Discretionary Use		

Please meet with the Planning & Development Department prior to submitting this application.

APPLICANT AND BUSINESS INFORMATION

1)	Applicant:		Company:	
	Business Operating Name:		Legal or Registered Name: (if applicable)	
	Physical Address:		Mailing Address: (if applicable)	
	Telephone:		Alternate Telephone:	
	Town:	Prov.:	Postal Code:	
2)	Registered Owner: (if applicant is other than owner)		Company:	
	Email Address:		Telephone:	
	Mailing Address:		Alternate Telephone:	
	Town:	Prov.:	Postal Code:	

GENERAL HOME OCCUPATION QUESTIONS

3)	Do you own the property? <input type="radio"/> Yes <input type="radio"/> No	Do you live at the property? <input type="radio"/> Yes <input type="radio"/> No	Is this a Home Occupation <i>only</i> an administrative office? <input type="radio"/> Yes <input type="radio"/> No
	Are there any other Home Occupations at this address? <input type="radio"/> Yes <input type="radio"/> No	Is this a bed and breakfast operation? <input type="radio"/> Yes <input type="radio"/> No	What is the floor area proposed to be used for the business?
Provide a detailed description of the business-related activities performed on site:			
How many people live at the site and participate in the business (include homeowner)?		How many people would be employed at the residence other than yourself (if any)?	
Is there any business-related outdoor storage onsite? <input type="radio"/> Yes <input type="radio"/> No	Is there any business-related storage onsite? <input type="radio"/> Yes <input type="radio"/> No	What type of garage is on the property? <input type="radio"/> Attached <input type="radio"/> Detached	
What type of materials would be stored at your home (if any), how much would be stored and would external storage be required?			
How much space (sq feet) is required to store the equipment, materials, goods? Indoors: sq ft Outdoors: sq ft			
What are the proposed hours of operation?	Do you propose to display a business sign? If yes, please supply		
How many visits per <u>week</u> by: a) Clients: _____ b) Couriers: _____ c) Employees: _____	How many clients or customers would visit your home at one time? How many visits per <u>day</u> by: d) Clients: _____ e) Couriers: _____ f) Employees: _____		
How many client, courier and employee vehicles at one time? How many vehicles are registered to this property?	How many vehicles associated with this business are kept at this property? Where would parking be provided for clients/customers and delivery trucks? How many driveway parking spaces are there?		
Do you have any vehicles over 4600 kg Gross Vehicle Weight Rating (GVWR) associated with this business? <input type="radio"/> Yes <input type="radio"/> No If Yes, how many vehicles and where are they stored?	Do you have any trailers and/or equipment (e.g. bobcats) associated with this business? <input type="radio"/> Yes <input type="radio"/> No If Yes, what is the length? _____ ft. Where is it/are they stored?		

RIGHT OF ENTRY

4)	I/We, _____ give consent to allow a person(s) designated by the Town the right to enter and inspect the above land and/or building(s) with respect to this application only.	
	Signature:	Date:

CERTIFICATION AND SIGNATURE

Registered owner or person acting on their behalf

I, hereby certify that I *a) am the registered owner or b) am authorized to act on behalf of the registered owner(s)*, and that the information given on the form is complete and is, to the best of my knowledge, a true statement of the facts relating to this application.

5)	Applicant's Signature:	Date:
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This information is being collected under authority of sections 33(a) and (c) of the Freedom of Information and Protection of Privacy Act. Your personal information will be used to process your application(s). Please be advised that your name, address, and details related to your permit may be included on reports that are available to the public as required or allowed by legislations. All personal information will be managed in compliance with the provisions of the FOIP Act. Questions about the collection of this information can be directed to the Director of Corporate Services (780) 624-2574

ADDITIONAL APPLICATION REQUIREMENTS

The Development Permit Application must be complete prior to a decision being made. Below is a generalized list of requirements. The Development Officer may require additional information per Land Use Bylaw No. 1891 depending on the specific nature of the application. Please meet with the Planning and Development Department prior to submitting your application, to review the required information.

The application must include the following:

OFFICE	COMPLETED BY APPLICANT
<input type="radio"/>	<input type="radio"/> Application fee – Please contact the Town office to confirm the applicable fee. The fee must be paid in full at the time of application.
<input type="radio"/>	<input type="radio"/> A drawing of any proposed signage, showing <ul style="list-style-type: none"> <input type="radio"/> the size (width, depth and height of signage, and height from ground level if a freestanding sign) and <input type="radio"/> siting of proposed signage on the property <p>Note: Requirements and restrictions with respect to Home Occupation Signs can be found in Section 11(14) of the land use bylaw.</p>
<input type="radio"/>	<input type="radio"/> Letter of authorization from the registered landowner (if applicant is other than owner).

PLEASE NOTE THAT THIS IS AN APPLICATION FORM ONLY AND DOES NOT AUTHORIZE THE COMMENCEMENT OF THE HOME OCCUPATION. A SEPARATE DECISION NOTICE WILL BE ISSUED ONCE YOUR APPLICATION HAS BEEN PROCESSED. PLEASE ALLOW 40 (FORTY) DAYS FOR THE PROCESSING AND ISSUANCE OF A DECISION ON YOUR APPLICATION