

FORM C: HOME OCCUPATION DEVELOPMENT PERMIT APPLICATION

Pursuant to Land Use Bylaw No. 354-12

OFFICE USE			
Application No:	Roll No:	Use: <input type="checkbox"/> Permitted <input type="checkbox"/> Discretionary <input type="checkbox"/> Waiver <input type="checkbox"/> Prohibited	
Application Received:	Application Fee:	Land Use District:	Site Inspection Date:
Application Deemed:		Expiry of 40-Day Decision Timeframe:	Deadline for Missing Documentation:
Date Incomplete:	Date Complete:		
Date Reviewed by D.O.:	MSDA Meeting Date:	Date of Decision:	Effective Date:

PREFERRED METHOD OF DELIVERY (SELECT ONE)

- Email:** I wish to receive all official written documentation for my application by email.
- Letter Mail:** I wish to receive all official written documentation for my application by letter mail.
- In-person Pickup:** I wish to pickup all official written documentation for my application from the Town Office myself (applicant will be notified by phone when documents are available for pick-up).

APPLICANT INFORMATION

Applicant's Name: _____

Phone: _____ Email: _____

Mailing Address: _____

Registered Landowner's Name: _____

Phone: _____ Email: _____

Mailing Address: _____

Applicant's interest in the proposed development if not the registered owner:

- Agent Contractor Tenant Other: _____

PROPERTY INFORMATION

Municipal Address: _____

Legal Description: Plan _____ Block _____ Lot(s)/Unit _____

Parcel Size: _____ m² sq. ft. Land Use District: _____

Existing use/development on the property: _____

BUSINESS DESCRIPTION

(1) Describe the primary function of your business. What goods and/or services are provided?

Attach an additional sheet outlining the business.

(2) Is there another home occupation already operating out of the residence? No Yes

(3) Is there a secondary suite in the residence? No Yes

If yes, please provide details: _____

(4) Where will the business operate from? In-home Accessory building Off-site/Mobile

(5) How will you interact or do business with your clients or customers?

In person. Clients/customers will come to the residence. On average, how many clients will come to the residence?

Less than 1 per day 1-5 per day More than 5 per day

Remotely. Clients/customers will not be coming to the residence but will only be in contact by:

Phone/Fax Mail Courier Email/Internet

(6) How many parking spaces for any client visits, deliveries, etc. will be available? _____

(7) Days and hours of operation: _____

(8) Will there be any employees that are not residents of the dwelling? No Yes

If YES: **How many employees will come to the residence?** _____

Will more than 1 employee come to the residence at a time? No Yes

(9) Will there be any equipment or materials stored outside the dwelling that will be used in conjunction with the business? No Yes

If yes, please list materials & quantities: _____

(10) Will any vehicles/machinery/trailers/tools be used to operate the business? Please list.

(11) Will there be any flammable/hazardous materials on the premises as a result of the business?

No Yes (please list materials & quantities): _____

(12) Will any goods be displayed at the residence? No Yes

(13) Will there be a sign for the business? No Yes

If yes, please describe size, type, and location: _____

(14) Does the business require additional government approvals? No Yes

If yes, please describe (AHS, AMVIC, etc.): _____

ABANDONED WELL INFORMATION

The applicant acknowledges that there are no abandoned wells within the limits of the Town of Coalhurst and as such there are no abandoned wells in the proposed project area pertaining to this Development Permit application.

Applicant's Initials: _____

DECLARATION OF APPLICANT

I/We have read and understand the terms noted below and hereby apply for a Development Permit to carry out the development described within this application including any attached plans, and supplementary forms and documents. The information given on this form is full and complete and is, to the best of my knowledge, a true statement of the facts in relation to the application for a Development Permit. **I/We hereby certify that the registered owner of the land is aware of, and in agreement with this application.**

I also consent to an authorized person designated by the municipality to enter upon the subject land and building(s) for the purpose of an inspection during the processing of this application.

IMPORTANT: This information may also be shared with appropriate government/other agencies and may also be kept on file by those agencies. The application and related file contents will become available to the public and are subject to the provisions of the Freedom of Information and Protection of Privacy Act (FOIP).

Date: _____ **Applicant's Signature:** _____

Registered Owner's Signature: _____
(Required, if different from applicant)

1. The Development Authority may deem a Development Permit application incomplete if any of the application requirements are incomplete or the quality of the information is deemed inadequate to properly evaluate the application.
2. Plans, drawings, and any additional documentation deemed to be required to enable adequate consideration of the application, must be submitted with this application.
3. Although the Development Officer is in a position to advise applicants of the process and requirements of the development application, such advice must not be taken as official consent, and is without prejudice to the decision in connection with the formal application.
4. Any development started before the issuance of a Development Permit and expiration of the appeal period is at the applicant's own risk and subject to a fine as per the Town of Coalhurst's *Zero Tolerance For Starting Development Without The Benefit Of A Development Permit Policy*.
5. If a decision is not made within 40 days from the date the application is deemed complete, or within such longer period as the applicant may approve in writing, the applicant may deem the application to be refused. The applicant may exercise his/her right of appeal as though s/he had been mailed a refusal at the end of the 40-day period.
6. A Development Permit does not constitute a building permit or approval from any provincial or federal department. Construction undertaken subsequent to approval of this Development Permit application may be regulated by the Alberta Safety Codes. The applicant/owner/developer assumes all responsibilities pertaining to construction plan submissions, approval and inspections as may be required by the appropriate provincial body. The applicant is responsible for determining and obtaining any other applicable provincial and federal approvals prior to commencement.