



This "checklist" of submission requirements shall be attached to all Development Permit applications. All of the following information is necessary to facilitate the thorough evaluation and timely decision of your application. To expedite the evaluation, all materials submitted must be clear legible and precise. To achieve this level of customer service, staff has been instructed to accept only complete applications, which include plans prepared to professional drafting standards. Thank you for your cooperation.

All boxes shall be "CHECKED" and information indicated attached to the application.

Email Address: _____

MINIMUM ONE (1) OF THE FOLLOWING:

- SITE PLAN:**
 - Standard information required: legal description of the land, civic address, north arrow, plan scale.
 - Location and dimensions of the proposed new business.
 - Location of loading area and parking stalls designated for this use - 2 stalls required for the principal dwelling plus 1 stall for the home business (stalls are to be 2.8m x 5.8m).

- FLOOR PLANS:** Plan shall be properly drafted to scale and contain the following information:
 - Proposed layout of area dedicated to home business.

- DESCRIPTION OF BUSINESS**

- COPY OF CURRENT CERTIFICATE OF TITLE(S) no more than 30 days old at time of application.** May be obtained from Alberta Registries Office. If Applicant is not the registered owner, a letter of authorization from the owner shall accompany the Certificate of Title.

- APPLICABLE FEES:** Fees outlined in Appendix "B", section 9 of the Land Use Bylaw 99/059. Development fees made payable to the Regional Municipality of Wood Buffalo.

The personal information on this form is collected under the authority of Section 33 (c) of the Alberta Freedom of Information and Protection of Privacy Act. The personal information will be used as contact information and to process your application. If you have any questions regarding the collection or use of this information contact the Supervisor, Support Services, Planning and Development, Timberlea Landing, 309 Powder Drive, T9K 0M3, or call (780) 793-1069.



REGIONAL MUNICIPALITY
OF **WOOD BUFFALO**

**APPLICATION FOR
HOME BUSINESS**

DP # _____

We hereby make application under the provisions of section 70 of the Land Use Bylaw 99/059 for a Home Business Development Permit.

PLEASE PRINT

Applicant Name: _____
Mailing Address: (if different from below) _____ Postal Code: _____
Daytime Phone: _____ Alternate #: _____ Fax: _____

PROPERTY INFORMATION (where are you running your business)

Civic Address: _____ Postal Code: _____
Legal Land Description: Lot /Unit _____ Block _____ Plan _____
Existing Use of Land or Building: _____
Registered Owner: _____

Copy of letter of authorization is attached

Applicant interest in the property if not owner: Tenant Other _____

If you are not the land owner a Letter of Authorization from the current land owner is required in addition to the Certificate of Title. See the Checklist for more information

The information below will assist the Regional Municipality of Wood Buffalo in determining whether or not your proposed business will have any potential for negatively impacting your adjacent neighbors and whether your proposed use of a residence is a home business.

Failure to complete this information accurately or falsely may result in the refusal of the application.

TELL US ABOUT YOUR PROPOSED BUSINESS (Check All Appropriate Boxes Below)

Business Name: _____

A. What type of Business do you have? (Be specific)

Briefly describe the nature/type of business you will be operating from your residence:

B. Have you applied before for either a home occupation or home business within the Regional Municipality of Wood Buffalo?

- No
- Yes, please check one below
- applied for the same use/business at the same location
 - applied for a different use/ business at the same location
 - applied for the same use/business at a different location. Where? _____

C. How will you interact and/or do business with your clients or customers?

- Clients/customers will come to my residence
- Clients/customers are only contacted by: phone fax mail courier e-mail internet and there will not be any customers/clients coming to my residences. (Please proceed to question G)

D. How often do you anticipate that there will be client(s) or customer(s) coming to your residences on an average business day?

- 0 persons per day 1-5 persons per day 6-10 person per day 10 to 15 person per day

E. What days of the week would your clients/customers come to your residence?

- Monday to Friday Weekends Seven days a week

F. What hours would your business be "open" to clients/customers to come to your residence?

- Before 8:00am 9:00 am to 5:00 pm 5:00pm to _____

Please Note: You may not be permitted under the Land Use Bylaw to be "open" before 7:00 am or later than 10:00 pm Monday thru Saturday or prior to 10:00 am or later than 6:00pm on Sunday or statutory holidays.

G. Where does the main portion of your business take place?

- Just within the residence, no outside (including accessory buildings) or off site work conducted.
- Partially within the residence and accessory buildings _____% In House _____% in accessory building
- Mainly conducted off site with only office telephone use only within the residence
Please indicate where off site _____

H. How many square feet of your dwelling (including garage and all storage space for the business) will be devoted to your business?

- 100-200 (9.3-18.6m) 200-300 (18.6-28m) 300-600 (28-55.7m)

- 600-1000 (55.7-93m) over 1000 sq ft (over 93m)

- Attached is a floor plan (and if necessary site plan) indicating area to be used.

Please Note: Home Business are not permitted to exceed #30% of your total square footage of the principal dwelling plus the area of one accessory building.

I. Do you intend to employ any person(s), other than a resident of this dwelling?

- Yes (how many?) 1 person 2 persons or more
- No other person will be working from this dwelling (other than a resident)

Please Note: Only one employee other than the resident of the dwelling may work on site at any time for a home business.

J. What type of vehicle/machinery would you normally use to operate of your business?

- Passenger car/van
- Pick up truck ½ ton ¾ ton 1 ton other _____
- Machinery bobcat loader trailer(s)
 Lawn/landscape - specify _____
 Hand tools welding equip. Power tools - specify _____
- Other (please specify)

Please Note: The use of a residence for home business are not permitted to cause noise, vibration, smoke, dust, odor, heat, glare electrical or radio disturbance which may negatively impact on the adjacent neighborhood. The privacy and enjoyment of the adjacent residences shall be preserved and the amenities of the neighborhood maintained at all times.

K. Where will you normally park the vehicle(s)/machinery use in the operation of your business?

- On site (please indicate if stored inside a garage or outside).
- Off site (If off site please attach a letter of permission from the land owner/property manager of where the equipment is stored). Please indicate where off site _____

Please Note: A home business may have one commercial vehicle of a maximum size of 7,000 kg GVW associated with the business parked on site.

L. Where will your clients or customers park their vehicles when visiting your business? Attached is a sketch of the available parking

- In my driveway (how many vehicles can park in the driveway at any given time including your vehicle(s)? _____)

Please Note: Parking must be provided on site. Street parking is not considered.

M. Will there be any materials or equipment stored on site that will be used in conjunction with your business? (Supplies, equipment, etc.)

- Yes inside my house inside an accessory building, proceed to question # N (below)
- No materials or equipment will be stored on site, proceed to question O)

Please Note: Outside storage of any sort is not permitted for either home occupation or home businesses.

N. What type of materials/equipment may be stored on site?

Please note: you may not be permitted under the Land Use Bylaw to store certain types of equipment/materials that may impact on the adjacent neighborhood. You will be advised upon review of your application.

O. Do you intend to have any delivery of goods, materials or product used in conjunction of your business at your residence?

No

Yes, if yes answer below

What type of delivery service would you be using? Canada Post Courier Service (Loomis/Purdlator)
how often would they deliver? More then once a day daily 2-4 times a week

P. How do you intend to advertise this business?

Signs on vehicle business card flyers yellow pages newspaper word of mouth

Signs on premises

Please Note: Home Business are permitted to have one (1) non illuminated sign or plaque located on the dwelling with a maximum size of 20 x 30.5 cm.

"I hereby declare I am the owner I am the tenant of the property in which the business identified in this application will be conducted in accordance to the information submitted and upon approval will adhere to the conditions/terms of the Land Use Bylaw 99/059. (Tenant/renter requires a letter of authorization from the Property Owner /Manager).

Date

Signature of Applicant

IMPORTANT NOTICE:

THIS APPLICATION DOES NOT PERMIT YOU TO COMMENCE OPERATION OF YOUR BUSINESS. A NOTICE OF DECISION SHALL BE ISSUED BY THE DEVELOPMENT AUTHORITY.

FOR OFFICE USE ONLY:

Development Permit # _____

Date Received: _____

Plans Submitted: _____ Zone: _____

Application deemed complete: _____ Date: _____

Fee Paid: \$ _____ Receipt No.: _____

PLEASE NOTE THAT ALL APPLICABLE PERMIT REFUNDS WILL BE ISSUED BY CHEQUE ONLY.

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