



Home Business

DEVELOPMENT PERMIT APPLICATION CHECKLIST

This checklist of application submission requirements shall be **completed** and **attached** to your Development Permit application. All of the required information is necessary for the review of the application and for a timely decision to be rendered. To expedite the evaluation, staff have been instructed to accept **only** complete applications, which require:

- All application submission requirements to be included in the application; and,
- All application submission requirements to be **clear, legible, and precise**, and to be prepared to professional drafting standards.

Should the above be considered inadequate by staff, the application shall be deemed **incomplete** and will not be reviewed until the requirements have been satisfied.

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

OFFICE ✓ x	APPLICATION SUBMISSION REQUIREMENTS
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p>1. Site Plan: shall provide the following information:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Standard Information: shown on all plans as per the “<i>How to Draw a Site Plan and Floor Plan</i>” document <input type="checkbox"/> Information on the Plan: <ul style="list-style-type: none"> <input type="checkbox"/> Location and dimensions of all existing buildings, including the proposed new business area <input type="checkbox"/> Illustrate and provide dimensions of all registered easements and rights of ways on the property and reference registered plan number <input type="checkbox"/> Parking and Loading Stalls: 2 stalls are required for the principal dwelling plus 1 stall for the home business. Stalls shall have a width of 2.8m and a length of 5.8m NOTE: all measurements are to be expressed in metric; all measurements are shown to outside face of building foundation wall at ground level, etc.
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p>2. Commercial Vehicle Parking Letter: (if applicable) a letter indicating the number of commercial vehicles associated with the home business, their weight, and where they will be parked. Note: if a vehicle(s) will be parked off site, a letter or lease shall be provided that indicates alternative parking arrangement.</p>
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p>3. Floor Plan(s) Where the Business is Located: Plans shall be properly drafted to scale and contain the following information:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Standard Information: shown on all plans as per the “<i>How to Draw a Site Plan and Floor Plan</i>” document <input type="checkbox"/> Information on the Plan: <ul style="list-style-type: none"> <input type="checkbox"/> Proposed layout, labelling, and dimensions of area where the home business will be operated <input type="checkbox"/> Total area (m²) of the house or dwelling
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p>4. Descriptive Letter: containing the following information:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Civic and legal land description <input type="checkbox"/> Type of business, activities on site, and products or services offered <input type="checkbox"/> Number and type of business vehicles <input type="checkbox"/> Number of employees (total and number on duty at any given time) <input type="checkbox"/> Hours and days of operation



REGIONAL MUNICIPALITY
OF **WOOD BUFFALO**

Planning & Development Department

Regional Municipality of Wood Buffalo

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<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Types of materials and products to be stored at the proposed site
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Be signed, dated, and include contact information of the signatory
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5. Letter of Authorization: If Applicant is not the registered owner, a letter of authorization from the owner shall accompany the Certificate of Title.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6. Copy of Current Certificate of Title(s): no more than 30 days old at time of application: <ul style="list-style-type: none"><input type="checkbox"/> May be obtained from Alberta Registries Office. If the land is registered as a numbered company, the names of the principals of the numbered company shall be supplied<input type="checkbox"/> Please Note: additional documents including, but not limited to, copies of any Restrictive Covenants, Caveats, Utility Rights-of-Way, or Easements, may be required at the discretion of the Development Officer
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7. Applicable Fees: Fees outlined in the Land Use Bylaw 99/059. Development fees shall be 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, Jubilee Centre, 9909 Franklin Avenue, Fort McMurray, T9H 2K4, or call (780) 793-1069.