



**TOWN OF CHESTERMERE
DEVELOPMENT PERMIT APPLICATION
HOME BUSINESS**

<p>2011 Fee Minor \$65.00 2011 Fee Major \$250.00 (includes \$50.00 advertising fee) Major Renewal Fee \$150.00 (includes \$50.00 advertising fee)</p>
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APPLICATION NO.: _____

BUSINESS CLASSIFICATION & FEE WILL BE DETERMINED UPON REVIEW OF APPLICATION
Please consult a member of planning staff prior to submitting application for an initial review and assessment.

All of the following information must be clear, legible and precise and is necessary to facilitate a thorough evaluation and timely decision on your application. To achieve this level of customer service, staff is instructed to accept only complete applications. Thank you for your cooperation.

I/We hereby make application for a Development Permit for a Home Business under the provisions of the Town of Chestermere Land Use Bylaw 022-10, as amended. In accordance with the supporting information submitted and attached which form part of this application.

APPLICANT _____

RENEWAL OR FIRST TIME APPLICATION? _____

COMPANY NAME _____

MAILING ADDRESS _____ POSTAL CODE _____

TELEPHONE: (W) _____ FAX: _____

EMAIL ADDRESS _____

REGISTERED OWNER OF LAND _____ TELEPHONE: _____

MAILING ADDRESS _____

CIVIC ADDRESS OF HOME OCCUPATION _____

LEGAL DESCRIPTION: LOT(S) _____ BLOCK _____ PLAN _____

PLEASE FILL OUT THE FOLLOWING HOME BASED BUSINESS QUESTIONNAIRE AND ATTACH ALL THE SUPPORTING MATERIAL RELEVANT TO THIS APPLICATION.

A. General

- Have you provided a copy of the Certificate of Title for the property? _____
- If you are not the registered owner of the property, provide a letter of permission and proof of ownership from the registered property owner. _____
- Please provide a floor plan indicating what area of your home will be used for business?
Indicate room dimensions and the total floor area dedicated to the business. _____
(Please note that the floor area dedicated to the Home Based Business cannot exceed 20% of the gross floor area or 30m²(323ft²), whichever is less).
- Please provide a brief description regarding the use of your home based business.

- Please place a checkmark in the column that best meets the operations of your business. Please ensure accuracy as this will form part of the permit approval conditions and will determine the whether the business falls under the requirements of a minor or a major home based business.

Standard	Minor Home Business	Check Here	Major Home Business	Check Here
a) Maximum Area	20% of net floor area of dwelling or 30m ² .		20% net floor area of dwelling or 30 m ² , plus any additional area as approved by the Development Authority.	
b) Structural Alterations	None		Minor alternations to accommodate the business.	
d) Equipment/Material Storage	No storage of materials on the outside or in the garage of the dwelling.		Storage in the garage, accessory building, or outside with appropriate screening.	
e) Traffic Generation	Five (5) or less business related vehicle round trips per day, and no receipt of delivery.		Six (6) to fifteen (15) business related vehicle round trips per day, vehicle not exceeding 4,500 kg (GVW), restricted hours.	
f) Parking	One (1) off-street space or at the discretion of the Development Authority.		Two (2) off-street spaces or at the discretion of the Development Authority.	
g) Employees	No off-site employees.		One (1) off-site employee.	
h) Business-Related Vehicles	One passenger vehicle without a commercial license.		One (1) single axle, commercially licensed vehicle up to 4,500 kg (GVW) parked and maintained on-site.	
j) Signage	None.		One (1) non-illuminated identification sign or plaque, no larger than 0.3m ² attached to the dwelling or displayed in a window.	

B. Please attach any additional information you believe is relevant

I have reviewed all of the Information supplied to the Town with respect to an application for a Development Permit and it is true and accurate to the best of my knowledge and belief. I understand that the Town of Chestermere will rely on this information in its evaluation of my application for a Development Permit and that any decision made by the Town of Chestermere based on inaccurate information may be rescinded at any time.

DATE SIGNED

SIGNATURE OF APPLICANT

FOIP Notification: The personal information you provide on this form is being collected under the authority of Section 640(2) of the *Municipal Government Act* and Section 32(b) and 32(c) of the *Freedom of Information and Protection of Privacy Act* and is protected by the privacy provision of these acts. This information will be used to determine eligibility for a development permit and for enforcement of applicable laws and may be circulated to persons or authorities as necessary for the review process. If you have any questions about the collection of this information please contact the FOIP coordinator, 105 Marina Road, Chestermere Alberta T1X 1V7 (403) 207-7075.