



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

2009 Fee Class 1 \$65.00  
2009 Fee Class 2 \$200.00  
Advertising Fee \$50.00 (if applicable)

APPLICATION NO.: \_\_\_\_\_

**CLASS & 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. The fee must accompany this application. Thank you for your cooperation.

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I/We hereby make application for a Development Permit for a Home Occupation under the provisions of the Town of Chestermere Land Use Bylaw 99-600, 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 OCCUPATION 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 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 Occupation cannot exceed 20% of the gross floor area or 30m<sup>2</sup>(323ft<sup>2</sup>), whichever comes first).*
- Please write a brief explanation describing the nature and operation of your business (i.e. what goods you sell, what services you provide) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- What are you proposed hours and days of operation? \_\_\_\_\_

**B. Storage of Materials**

- Are materials and/or equipment (i.e. documents, equipments) used in the operation of your business? Yes No  
**If yes, indicate where they are stored and the area for storage on the floor plan.**

**C. Vehicles**

- Do you use a commercial vehicle under 4,500 kg (9920lbs.) in the operation of your business (Maximum 1 allowed)? Yes No
- If yes, what kind of vehicle(s) and where is it parked? \_\_\_\_\_  
 \_\_\_\_\_
- Is the vehicle(s) also used as a personal vehicle? Yes No

**D. Clients and Customers**

- How many clients or customers come to your residence during an average week?  
 \_\_\_\_\_
- How many clients or customers in total would be at your residence at any given peak period of time and where can your clients or customers park?  
 \_\_\_\_\_

**E. Advertising** *(Only allowed in Home Occupation Class 2, max size of 0.2m<sup>2</sup> or 2ft<sup>2</sup>)*

- Should you have any signage advertising your business, please provide signage detail. \_\_\_\_\_

**F. Employees**

- How many non-residents or business partner working at the residence? \_\_\_\_\_  
*(No non-resident employee is allowed for Class 1 and maximum of 1 non-resident is allowed for Class 2)*

**G. 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.