



Application No.: \_\_\_\_\_

# TOWN OF SUNDRE LAND USE BYLAW

## APPLICATION FOR A HOME OCCUPATION

I / We hereby make application under the provisions of the Land Use Bylaw for a Development Permit in accordance with the plans, supporting information and application fee herewith and which form part of this application.

Applicant: \_\_\_\_\_ Telephone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Email: \_\_\_\_\_ Preferred Method to Receive Permit: \_\_\_\_\_

Registered Owner: \_\_\_\_\_ Telephone: \_\_\_\_\_

### Address of Property to be Developed:

Civic Address: \_\_\_\_\_ Legal: Lot: \_\_\_\_\_ Block: \_\_\_\_\_ Registered Plan No.: \_\_\_\_\_

Parcel Type: Interior \_\_\_\_\_ Corner \_\_\_\_\_ Parcel Area: \_\_\_\_\_ m<sup>2</sup> Land Use Classification: \_\_\_\_\_

Existing Development on Land: \_\_\_\_\_

### Details:

Name of Business: \_\_\_\_\_

Type of Business (please describe in detail what you will be doing in your home occupation): \_\_\_\_\_

Indicate the types of materials stored at your home (if any and how much is stored). Note that goods and materials are not to be stored outside. \_\_\_\_\_

What type of equipment will be used on your premises for your business (i.e. computer, printing, press, tools, etc). \_\_\_\_\_

Identify how many people will be employed at the residence other than you (if any)? \_\_\_\_\_

How many clients or customers (if any) come to your residence during an average day? \_\_\_\_\_ Week? \_\_\_\_\_

Identify the hours of operation: per day? \_\_\_\_\_ per week? \_\_\_\_\_ times (when)? \_\_\_\_\_ to \_\_\_\_\_

Where will parking be provided for other employees/clients/customers? \_\_\_\_\_

Identify the number of vehicles to be used for the home occupation (if any) and type ( i.e. car, truck, etc.): \_\_\_\_\_

Estimated Date of Commencement: \_\_\_\_\_

I/We hereby certify that I am/we are the registered owner(s) or authorized to act on behalf of the registered owner(s) and that the information on this form and on the attached plans and supporting materials is full and complete and is, to the best of my knowledge, a true statement of the facts relating to this application.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

### RIGHT OF ENTRY

I/We being the registered owner(s) or person(s) in possession of the herein land and building(s) thereon, hereby consent to an authorized person designated by the Town of Sundre entering upon the said property for the purpose of inspection during the processing of this application.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

**This personal information is being collected under the authority of the Safety Codes Act and Municipal Government Act and will be used in the processing of this application. It is protected by the privacy provisions of the Freedom of Information and Protection of Privacy Act. The name of the permit holder and the nature of the permit are available to the public upon request. If you have any questions about collecting or use of this personal information, please contact the Planning & Development Department, 717 Main Avenue West, Box 420, Sundre, AB, T0M 1X0 at 403-638-3551.**

### FOR OFFICE USE ONLY

Application Fee: \_\_\_\_\_ Receipt No.: \_\_\_\_\_ Date: \_\_\_\_\_ Roll No: \_\_\_\_\_ Land Title: \_\_\_\_\_

Major \_\_\_\_\_ Minor \_\_\_\_\_ Plot Plan: \_\_\_\_\_ Letter from Owner: \_\_\_\_\_ Parking Plan: \_\_\_\_\_ Accepted as Complete: \_\_\_\_\_

Development Officer: \_\_\_\_\_ Approved: \_\_\_\_\_ Refused: \_\_\_\_\_ MPC Approval Date: \_\_\_\_\_

Decision Date: \_\_\_\_\_ Notice of Decision Date: \_\_\_\_\_ Development Permit Issue Date: \_\_\_\_\_

SDAB: \_\_\_\_\_ Hearing Date: \_\_\_\_\_ Date of Decision: \_\_\_\_\_



**TOWN OF SUNDRE  
LAND USE BYLAW**

**REQUIREMENTS TO ACCOMPANY HOME OCCUPATION APPLICATION FORM**

**PLEASE NOTE: In accordance with Land Use By-Law 705, your application will not be processed unless and until all the following information has been submitted:**

- Application Form: Be as detailed as possible and fill in all relevant “blanks”. Use a separate piece of paper for any additional information that you think is relevant.
- Letter of Authorization: signed by landowner (if application is submitted by a person other than the registered landowner).
- Application fee: as set out in The Town of Sundre fee schedule.
- Copy of Title: current copy of a certificate of title, including relevant encumbrances, searched and dated within thirty (30) days of application submission;
- Site plan: showing house and where the parking will be provided.
- A letter providing following information: nature of the home occupation: provide a detailed description of the services provided, products manufactured, items repaired, or goods offered for sale. Also include how many employees will be working on site, both resident and non-resident.

**IF YOU HAVE ANY QUESTIONS OR REQUIRE CLARIFICATION WHEN YOU ARE COMPLETING THE APPLICATION, PLEASE DO NOT HESITATE TO ASK THE DEVELOPMENT DEPARTMENT (403-638-3551).**