



DEVELOPMENT PERMIT
HOME OCCUPATION IN A RESIDENTIAL DISTRICT

Home Occupation Development Permit Fee - \$100.00. Fee must be submitted before processing can begin. To ensure prompt processing, all spaces must be filled in – including the signatures of the Registered Owner(s). Once a completed application is received, the application is advertised in the local newspaper to allow for appeals. Appeals must be received at the Town Office within 14 days of the advertisement printing.

I/We make application for a Development Permit for a Home Occupation under the provisions of the Irricana Land Use Bylaw #10:2002 in accordance with the supporting information submitted herewith and which forms a part of this application.

Permit #	Fee \$	Receipt #	Date:
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1. Applicant Information:

Applicant Name(s):
Address (mailing):
Town/City/Province:
Postal Code:
Phone (home) (work):

2. Registered Owner(s) of Land Information:

Registered Owner(s) of Land Name(s):
Address (mailing):
Town/City/Province:
Postal Code:
Phone (home) (work):

3. Interest of Applicant if not Owner of the Land:

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4. Description of Land (s) Proposed for Development:

Municipal Address:			
Legal Description:	Lot:	Block:	Plan:

5. Proposed Development (name and description of business):

6. Will any materials, goods, or equipment associated with the proposed development be stored on site? YES _____ NO _____
; if YES, please provide details and location of the proposed storage.

7. Are there any changes or alterations being made to the dwelling unit or any accessory building?
YES _____ NO _____

If YES, development and building permits may be required once approvals are in place. These application forms are to be submitted along with this permit as supporting information.

8. Please list all the equipment that will be used in your business.

9. Please describe all vehicles that will be used in the business (i.e. number of vehicles, type, weight). Where will these vehicles be parked when not in use?

10. Advertising signs for Home Occupations are limited to identification signs only. Do you wish to place an identification sign on the residence? YES _____ NO _____
; if YES, the sign must meet the requirements of Irricana Land Use Bylaw #10:2002, Section 9.12 Sign Control. Please attach a drawing and/or details of the proposed sign including type, size and location.

11. Will you be displaying, renting or selling goods upon the premises or conducting any form of retail sales that would involve people coming to the door? YES _____ NO _____

12. Please attach any other applicable information.

General Land Use Regulations and Provisions – Home Occupations

Home Occupations defined in Irricana Land Use Bylaw 10:2002, mean:

- a) a development consisting of the use of a dwelling as a professional or business office for gain or support which is limited to a desk and telephone operation. Typical uses would include contractors, accountants and catalogue sales where there is no warehousing of goods and no client contact in the home; or
- b) a development consisting of the use of a dwelling or accessory building for an occupation, trade or craft for gain or support with a limited amount of client contact in the home and with limited inside storage on site. Typical uses include those listed in (a) dressmaking, hair dressing, domestic home crafts, the manufacture of novelties, souvenirs, and handicrafts as an extension of a hobby, and individual instruction to music students; or
- c) a development consisting of the use of a dwelling or accessory building to accommodate small start-up businesses for a limited period of time, with limited inside storage on site and no client contact in the home. Small business occupations are small in scale and compatible with a residential area. The intent of this use class is to allow new businesses to start which will ultimately relocate to non-residential districts.

Regulations and Provisions:

- 1. There shall not be any form of advertising, other than an identification sign, related to the occupation discernible from the outside of the building.
- 2. The occupation shall not create a nuisance by way of dust, noise, odour, smoke or glare.
- 3. There shall be no mechanical or electrical equipment used which creates visual, audible or electrical interference in radio or television reception.
- 4. The occupation shall not generate pedestrian or vehicular traffic or parking, in excess of that which is characteristic of the Residential District in which it is located.
- 5. There shall be no outdoor business activity, or storage of material or equipment associated with the occupation.
- 6. Alterations to the principal and accessory buildings may be permitted at the discretion of the Approving Authority.
- 7. The occupation shall be operated as a secondary use only and shall not change the principal character or external appearance of the dwelling involved.
- 8. Home occupations are limited to those uses which are approved by the Approving Authority for the dwelling

or accessory building where they are carried on for a period not exceeding one (1) year for the first application, and not more than three (3) years thereafter for renewals.

- 9. If, at any time, any of the requirements regulating a home occupation are not complied with, the Development Officer may suspend or cancel the development permit.
- 10. A Development permit for a home occupation does not exempt compliance with health regulations or any other permit requirements or municipal, provincial, or federal regulations.

I have read the general regulations respecting home occupations attached to this application, and I am fully aware that any permit approved and issued under Irricana Land Use Bylaw #10:2002, and is subject to suspension or cancellation at any time if the operation is not conducted in conformity with the regulations of this bylaw or is in default of any conditions of this permit.

I, being the owner or person in possession of the above described land and buildings thereon, hereby consent to an authorized person designated by the Village of Irricana entering upon the land and buildings for the purpose of inspection during the processing of this application.

SIGNATURE OF APPLICANT:
SIGNATURE OF REGISTERED OWNER(S):
DATE:

If your application requires a Municipal Planning Commission meeting, additional fees may apply. As applicant you are strongly encouraged to attend and answer any questions that may be asked by members of the board concerning your application. You will be notified by telephone as to the time and date of consideration of your application.

All permits issued for home occupations are subject to the condition that the permit may be revoked at any time, if in the opinion of the Development Officer or Municipal Planning Commission, the use is or has become detrimental to the amenities of the neighborhood and interferes with the rights of other residents to quiet and enjoyment of their homes. All permits are subject to review in December of each year, although permits applied for after November 1st in any given year will be considered valid until December 31st of the following year. This permit, if not revoked, is valid until December 31st of the year in which applied for. It may be subject to renewal in December of each year, at which time the permit may be renewed on an annual basis at the discretion of the Development Officer or Municipal Planning Commission. The development permit issued under this bylaw shall only be valid for the period of time the dwelling unit is occupied by the applicant. If this is acceptable to you, please sign below.

SIGNATURE OF APPLICANT:
DATE:

FOR OFFICE USE ONLY

This Development Permit Application was considered by the Development Officer/Municipal Planning Commission and is:

- APPROVED**
- APPROVED subject to conditions**
- REFUSED for the following reasons**
- TABLED for further information**

Date of Notice of Decision:
Date of Issuance of Permit:
Development Officer Signature:
Chairperson, Municipal Planning Commission Signature:

This personal information is being collected under the authority of the Freedom of Information and Protection of Privacy Act, Section 32 and will be used to administer municipal land use, planning bylaws and activities. It is protected by the privacy provisions of the Freedom of Information and Protection of Privacy Act. If you have any questions about the collection please contact the FOIP Coordinator, 260-1st Avenue, Irricana, AB, T0M 1B0, (403) 935-4672.