



DEVELOPMENT PERMIT APPLICATION

HOME OCCUPATION Land Use Bylaw 07:2018

Town of Irricana
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Irricana, Alberta T0M 1B0

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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 hereby make application for a development permit under the provisions of the Land Use Bylaw in accordance with the plans and supporting information submitted herewith which form part of this application. It is understood that the Development Authority will not accept incomplete applications.

PERMIT NO. _____ FEES: _____ RECEIPT NO. _____

1. APPLICANT INFORMATION:

Name:	
Mailing Address:	
Phone:	Alternate:
Fax:	E-Mail:

2. REGISTERED OWNER INFORMATION:

Name:	
Mailing Address:	
Phone:	Alternate:
Fax:	E-Mail:

3. LAND DESCRIPTON:

Property Address:		
Legal Description: Plan:	Block:	Lot:
Land Use District:		

4. PROPOSED HOME BUSINESS (please provide a detailed description)

5. HOURS OF OPERATION - _____ TO _____
DAYS OF WEEK - _____ TO _____

6. WILL THERE BE ANY EMPLOYEES WORKING AT YOUR HOME? _____ HOW MANY? _____

7. 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.

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

9. 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.

10. 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?

11. 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. 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.

13. BED AND BREAKFAST ONLY: (rules and regulations available upon request)

Number of Guest Rooms _____

14. HOME OCCUPATION DEFINITION AND LAND USE RULES AND REGULATIONS:

Home occupation means any occupation, trade, profession, or craft carried on by an occupant of a residential building or a use secondary to the residential use of the building, and which does not change the residential nature of the building nor the neighbourhood or have any exterior evidence of such a secondary use other than a small fascia sign no larger than 1 square foot in area. A home occupation does not include the outside storage or sale of materials, goods or equipment, nor the employment of more than one paid assistant other than the occupant and the occupant's family. There shall not be any mechanical or electrical equipment used that creates external noise, or visible and audible interference with home electronics equipment in adjacent dwellings and home occupations shall be limited to those uses which do not interfere with the rights of other residents to the quiet enjoyment of the residential neighbourhood.

Home occupation sign means a sign advertising a home occupation approved under the provisions of the Town of Irricana land use bylaw.

Development Application Requirements – Home Occupations

An application for a Development Permit shall be made to the Development Officer using the prescribed form, signed by the registered owner or his agent and accompanied by:

- a) the municipal address of land and building proposed for the occupation;
- b) the legal description of the land on which the proposed development is to occur, buy lot, block, subdivision registered plan numbers or section ownership, range where applicable.
- c) the applicant's name, address, telephone number and interest in the land;
- d) if the applicant is not the legal owner of the land and buildings, then the application form must be signed by the owner or a letter from the owner of the property authorizing the applicant's development;
- e) name and description of proposed business submitted with the application;
- f) where applicable, a floor plan indicating any alterations to the principal and accessory buildings;
- g) a list of all materials, goods or equipment that will be used in the business or stored on the site;
- h) a description of how many people will be employed in the business both full-time and part-time;
- i) description of all vehicles that will be used in the business and where these vehicles will be parked;
- j) description of whether there will be any display, renting or selling of goods upon the premises or any form of retail sales or service that would involve people coming to the door;
- k) description of why this occupation is not being located in a commercial or industrial area of Town;
- l) describe hours of operation of the business;
- m) designated Land Use District within which the property is located; and
- n) any other additional information that is deemed required by the Development Officer

All Home Occupations shall require a Development Permit.

The display or placement of signage on the premises of a Home Occupation shall be in accordance with the sign regulations of this bylaw, and/or as defined in a Development Permit.

The Home Occupation use shall not generate noise, smoke, steam, odour, dust, fumes, exhaust, vibration, heat, glare, or refuse matter considered offensive or excessive by the Approving Authority. At all times the privacy of the adjacent residential dwellings shall be preserved and the home occupation shall not, in the opinion of the Development Officer, unduly offend or otherwise interfere with neighbouring or adjacent residents.

There shall not be any form of advertising, other than an identification sign, related to the occupation discernible from the outside of the building.

The occupation shall not create a nuisance by way of dust, noise, odour, smoke or glare.

There shall be no mechanical or electrical equipment used which creates visual, audible or electrical interference in radio or television reception.

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.

There shall be no outdoor business activity, or storage of material or equipment associated with the occupation.

Alterations to the principal and accessory buildings may be permitted at the discretion of the Approving Authority.

The occupation shall be operated as a secondary use only and shall not change the principal character or external appearance of the dwelling involved.

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.

NOTE: Yearly Business Licence renewals will be invoiced for your convenience. If you choose to discontinue or change your Home Occupation, please contact the municipal office.

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.

All development permits issued for home occupations shall be revocable at any time by the approving authority if, in its opinion, the use is or has become detrimental to the amenity of the neighbourhood or is not in conformity with the uses specified in the original application.

The development permit pertaining to a Home Occupation issued under this bylaw shall only be valid for the period of time the dwelling unit is occupied by the applicant.

APPLICANT SIGNATURE:

I, _____ am the applicant and affirm to the Town of Irricana that the information contained in this application and supporting documentation submitted with this application is true and correct. Further, I have read the Home Occupation Definition and Land Use Rules and Regulations and am fully aware that this permit, if issued, is subject to revocation if I default in adhering to any condition issued with this permit or the Home Occupation rules as defined in the Land Use Bylaw.

Signed: _____ Date: _____

REGISTERED OWNER: (if different from above)

I, _____ hereby certify that I am the Registered Owner of the property described on this application and authorize the use of the land as set out in this permit application.

Signed: _____ Date: _____

6. RIGHT OF ENTRY:

I hereby authorize, as registered owner or applicant authorized to act on behalf of the registered owner, the Town of Irricana to enter my land for the purpose of conducting a site inspection I connection with my application for development approval. This right is granted pursuant to the Municipal Government Act.

Signed: _____ Date: _____

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 of information please contact the FOIP Coordinator, 222 – 2 Street, Irricana, AB, T0M 1B0, (403) 935-4672.

9. FIRE INSPECTIONS

Home Occupations may require a fire inspection. The Notice of Decision will be forwarded to the local fire department for review and you will be contacted if an inspection is deemed appropriate.

THIS IS NOT A BUSINESS LICENCE
A Business Licence must be applied for separately.

For Office Use Only:

Property Address: _____

Permit No.: _____

PLANNING DOCUMENT REVIEW

- Alberta Land Use Framework
- Calgary Metropolitan Plan
- Municipal Sustainability Plan
- Municipal Development Plan
- Land Use Bylaw

The proposed development is located within a _____ District.

The proposed development is listed as:

- Permitted
- Discretionary
- Discretionary MPC (referral)
- Other MPC referral

Reason(s):

NOTICE OF DECISION

This development permit application is:

- Approved
- Approved with Conditions:
- Refused for the following reasons:
- Tabled for further information:

Date of Decision: _____ Permit Issued: _____

Development Authority Signature: _____

Important Information:

Except for a Development Permit that has been approved without conditions or variances of a Permitted Use, this Development Permit for any other approved uses does not come into effect until it is determined that no Notice of Appeal has been served to the relevant Appeal body within the 21 day appeal period after the Notice of Decision has been given pursuant to MGA 686(1)(a) (i)(A).

If no Appeal has been received by _____ *

This Permit comes into effect: _____

*Any person affected by this decision may file a NOTICE OF APPEAL to the relevant Appeal body at the Town of Irricana, Box 100, Irricana, Alberta T0M 1B0. The notice of appeal and the requisite fee of \$250.00 must be received by the Town no later than _____.