APPLICATION FOR DEVELOPMENT PERMIT – HOME OCCUPATION

Municipal District of Greenview No. 16

4806 – 36 Avenue, Box 1079, Valleyview, AB T0H 3N0

www.mdgreenview.ab.ca

planning@mdgreenview.ab.ca - 780-524-7639

Applicant Information

Name: _____	Email: _____
Address: _____	
Town: _____	Postal Code: _____
Primary Phone: _____	Other Phone: _____

Registered Owner (if different than applicant)

Name: _____	Email: _____
Address: _____	
Town: _____	Postal Code: _____
Primary Phone: _____	Other Phone: _____

Land Information

Legal Location

LSD/QTR: _____ **SEC:** _____ **TWP:** _____ **RGE:** _____ **M:** _____

Land Use District: _____

Property Size Hectares: _____ Acres: _____	*(Alternate Legal Location)* **Registered Plan** _____ **Block** _____ **Lot** _____

Existing Use of Site *(list existing buildings, structures, and use(s) of the land)*

_____

_____

The Land is adjacent to: ☐ Highway: _____ ☐ District Road: _____ ☐ LOC# _____

Do you have an assigned rural address? YES ☐ Address: _____ NO ☐

How will the site be accessed? ☐ Existing Approach ☐Proposed Approach *(fill out and submit approach application)*

Development Information

Type of Occupation

☐ Home Occupation (Major) ☐ Home Occupation (Minor) ☐ Home Office in Hamlet

If you are unsure of the type of home occupation, see Page 5 for the definition

Business Operating Name: _____

Brief Description of Business: _____

What work will be done on the premises? _____

_____

Are you a resident of a dwelling on the parcel? ☐ Yes ☐ No

Will there be any exterior indication of the home occupation *(noise, smoke, odours, traffic, etc.)* ☐ Yes ☐ No

If yes, please provide details. **Note:** Failure to disclose anticipated impacts shall be grounds for revocation of the permit.

_____

_____

What are the standard days and hours of operation? _____

How many residential employees will work on location? _____

Will clients come to the home? ☐ Yes (where will they park?) _____ ☐ No

Does the business have vehicles? ☐ Yes (how many and what kind?) _____ ☐ No

Does this home occupation include outdoor storage? ☐ Yes *(include location on plot plan)* ☐ No

Will hazardous materials be used or stored on site? ☐ Yes *(include location on plot plan)* ☐ No

If yes, please describe types and amounts (ie: fuel tanks, bulk oil, explosives, etc).

_____

Are there any other home occupations at this location? ☐ Yes (how many) _____ ☐ No

Is there a new building or addition proposed to accommodate the business?

☐ Yes *(if yes, please fill out the remainder of this section AND the plot plan on page 4)* ☐ No

Size of Proposed Building: Length: _____ Width: _____ Height: _____ ☐ metres ☐ feet

Lot Coverage: By Proposed Build (%):_____ By Total Site Coverage (%) *(Existing + Proposed)*: _____

How Many Storeys? ☐ Single Storey ☐ Two Storey ☐ Other *(How many?)* _____

Proposed Setbacks from the Property Line

Front Yard: _____ Rear Yard: _____ Side Yard (1): _____ Side Yard (2): _____

☐ metres ☐ feet

If any setback of your proposed development is less than 40m (131.2ft) from a from a municipal road or provincial highway
you will need to submit a Variance Request Form

Has Development Commenced? ☐ Yes ☐ No Completed Project Cost: _____

Construction Start Date: _____ End Date: _____

Does this permit require a variance? ☐Yes *(please submit a Variance Request Form)* ☐ No

Will signs be installed? ☐Yes *(please submit a Signage Application)* ☐ No

Note: If you have a business license, you may qualify for some Greenview tax programs. Please inquire along with application for information.

Abandoned Well Information

ALL *development permit applications require a printout map featuring the location of all abandoned oil and gas well sites as well as the setback distances in relation to existing or proposed building sites. The Development Authority cannot approve a development application if the lot(s) do(es) not comply with the setback directed by ERCB Directive 079.*

This can be obtained from **Alberta Energy Regulator** (AER, previously known as ERCB) via website, phone, email, fax, or mail. If you require assistance or do not have access to the internet, please contact AER at **1.855.297.8311.**

Abandoned well-site information **must be provided by the applicant.**

Is there an abandoned well or pipeline on the property?

☐ Yes (Licensee name: _____) ☐ No *(printout must still be provided)*

Checklist

☐ Complete and Signed **Application for Development Permit**

☐ Copy of **Certificate of Title** or other proof of ownership authorization

☐ **Alberta Energy Regulator (AER)** information regarding Abandoned Wellbores, identifying or confirming the absence of wells and pipelines

☐ **Non-refundable application fee** as established by the Schedule of Fees

☐ **Rural Address Sign fee** as established by the Schedule of Fees for new occupied site *(if necessary)*

☐ **Plot Plan** in the space provided on this form, or on graph paper, to include **all** site features described on page (4) of this application *(if necessary)*

☐ **Approach Application Request** form and non-refundable application fee *(if necessary)*

☐ **Development Permit Variance Request** form and non-refundable variance request fee *(if necessary)*

This Development Permit Application is only considered complete once noted information has been provided to our office. This checklist must be completed by the applicant prior to submission.

Note: The Development Authority shall advise you within 20 days of receipt if the application has been deemed complete. If the application is incomplete you will be notified in writing of the outstanding documents and/or information and provided with a timeline in which to submit the required information.

FOR ADMINISTRATIVE USE ONLY

☐Permitted ☐ Discretionary ☐ Prohibited

Application Deemed Received: _____

Roll No.: _____

Application No.: _____

Fees: _____

Date Paid: _____

Receipt No.: _____

Deemed Complete: _____

Land Use District: _____

Proposed Use: _____

Comments: _____

_____

Plot Plan

Please ensure ALL of the following are present on the plot page for the proposed development

(if the space provided is inadequate, please attach one or more separate sheets to the application)

- Dimensions
- Setback distances to existing buildings or structures (identify structures)
- Front, rear, and side yard setbacks
- Setback distances to public roads
- Natural features (trees, creeks, etc.)
- Existing and proposed private roads and driveways
- Utility Poles
- Off-street parking and loading areas
- Access to development
- Abandoned well sites
- Wells or other water sources
- Building plan with elevations and dimension
- Slopes greater than 15% and distance to proposed development
- Septic system/servicing
- Right-of-ways or easements
- Other relevant information (signage, outdoor storage, etc.)
- Landscape plan
- Date of plot plan

Legal Location

LSD/QTR: _____ **SEC:** _____ **TWP:** _____ **RGE:** _____ **M:** _____

or

Registered Plan _____ **Block** _____ **Lot** _____

Plot Plan

N

Building Plan *(with elevations and dimensions)*

Declaration

I/we hereby declare that the information submitted is, to the best of my/our knowledge, factual and correct. I/we understand that by signing this declaration, I/we also give consent for an authorized person of the MUNICIPAL DISTRICT OF GREENVIEW NO. 16 to enter upon the land that is subject to a development permit application for the purposes of conducting a site inspection in order to evaluate the proposed development

Note: If the applicant is not the registered landowner, the signature of the landowner(s) is required.
ALL landowners must sign the application

Date: _____ **Applicant:** _____

Date: _____ **Registered Landowner(s):** _____

The personal information on this form is collected under the authority of s4(c), s12(1)(a)(b)(c) and s13(1)(a)(b)(c) of the Protection of Privacy Act (POPA). We collect only what is necessary to respond to your request and to share the information with internal departments that relate to your application. Your name and the nature of the application may be disclosed to the public upon request and at a Public Council meeting. If you have questions about the collection, use or disclosure of your personal information, please contact Greenview's ATI Coordinator at 780-524-6079 or atia@mdgreenview.ab.ca.

Home Occupation Major and Minor Definitions

HOME OCCUPATION, MAJOR means the secondary use of a structure by a permanent resident of the subject parcel to conduct a business activity which may change the residential character of the dwelling or accessory structure(s) and meets all requirements of Home Occupation, Major within this Bylaw. A major home Occupation may have Outdoor Storage and on-site parking of vehicles used for the business. A major home occupation does not include childcare facilities, cannabis production or distribution facilities, retail cannabis stores, animal breeding establishments and/or kennels.

HOME OCCUPATION, MINOR means the secondary use of a structure by a permanent resident of the subject parcel to conduct a business activity which does not change the residential character of the dwelling or accessory structure(s) in which it is located or have any exterior evidence of the secondary use and meets all requirements of Home Occupation, Minor within this Bylaw