



TOWN OF PINCHER CREEK

Box 159, 962 St. John Ave, Pincher Creek, AB T0K 1W0
Ph: 403-627-3156 email: reception@pinchercreek.ca

APPLICATION FOR A HOME OCCUPATION

APPENDIX A

FORM B

(Office Use Only)

DATE RECEIVED: _____

DATE DEEMED COMPLETE: _____

DEVELOPMENT APPLICATION NO. _____

LAND USE DISTRICT (Zoning): _____ APPLICATION/PROCESSING \$ FEE: _____

HOME OCC - CLASS 1: ☐ HOME OCC - CLASS 2: ☐ APPLICATION FEE PAID: YES ☐ Date: _____

ROLL NO: _____ RECEIPT NO. _____

BUSINESS LICENCE REQUIRED: NO: YES ☐ NO ☐ BUSINESS LICENCE NO: _____

NOTE: *Bed and Breakfasts* are a separate use and are processed with **Form A**. *Short-term Rentals* are separate and use **Form C**.

GENERAL APPLICANT INFORMATION

APPLICANT'S NAME: _____

MAILING ADDRESS: _____

PHONE NUMBER: _____ EMAIL: _____

REGISTERED OWNER'S NAME (IF NOT THE APPLICANT): _____

MAILING ADDRESS: _____

PHONE NUMBER: _____ EMAIL: _____

APPLICANT'S INTEREST IF NOT THE REGISTERED OWNER: _____
(e.g., Contractor, Developer, Option to Buy, Lease, or Other)

LEGAL DESCRIPTION: Lot(s) _____ Block _____ Plan _____

OR: Quarter _____ Section _____ Township _____ Range _____ W _____ M

MUNICIPAL CIVIC ADDRESS: _____

Estimated Development Commencement (start) date: _____

Estimated Development Completion date: _____

Estimated Value of Project: _____

METHOD OF CORRESPONDENCE (FROM THE TOWN)

Email: Unless otherwise agreed to, the Town's standard method of correspondence with an applicant to receive all official written documentation/notices for an application is by email. Please advise and discuss with the Town if a different method of correspondence is preferred.

PRIVACY INFORMATION

IMPORTANT: This information may also be shared with appropriate government/other agencies and may also be kept on file by those agencies. The application and related file contents will become available to the public and are subject to the provisions of the Access to Information Act and Protection of Privacy Act.



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DETAILS OF HOME-BASED BUSINESS DEVELOPMENT

Proposed Home Occupation Use Being Applied For (e.g., type of business): _____

Proposed Business Name: _____

Hours of Operation: _____ (am/pm) to _____ (am/pm)

Days of the Week: _____

Is your business associated with a Professional Act (e.g. accountant, architect, psychologist): ☐ Yes ☐ No

Client/patron visits to residence: ☐ Yes ☐ No If Yes, indicate how many per day: _____
How many per week: _____

On-site (off-street) Parking Available: ☐ Yes ☐ No If Yes, indicate number of spaces: _____

Storage of Goods on Property Required: ☐ Yes ☐ No If Yes, indicate what is to be stored on next page (e.g., supplies, product, etc.).

Equipment on Property Required: ☐ Yes ☐ No If Yes, indicate type: _____

Additional Staff Required: ☐ Yes ☐ No If Yes, provide the number of staff: _____

Are there any associated Commercial Vehicles: ☐ Yes ☐ No If Yes, indicate type: _____ (e.g. 1 ton)
If Yes, provide the number of Commercial Vehicles: _____

Are there any associated Commercial Trailers: ☐ Yes ☐ No If Yes, indicate type: _____
If Yes, provide the number of Commercial Trailers: _____

Is there a Secondary Suite in the dwelling: ☐ Yes ☐ No

Will Noise be Generated: ☐ Yes ☐ No If Yes, please describe: _____

Will there be any flammable or hazardous material on the premises as a result of the business? ☐ Yes ☐ No

If Yes, please describe: _____

SIGNAGE: (Is home business signage required?): ☐ Yes ☐ No

APPLICANT'S NARRATIVE SUBMISSION: Please generally describe your business, the activity to occur on site, and why it is suitable to operate out of the subject residence. (Attach a separate sheet if necessary.)



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AUTHORIZATION AND SIGNATURES

By signing this form, I acknowledge I have read the first page of the application and am aware the application and related file contents will become available to government/other agencies and the public and are subject to the privacy provisions of the Freedom of Information and Protection of Privacy Act (FOIP).

I have read and understand the terms noted below and hereby apply for permission to carry out the development described above and on the attached plans and specifications. I further certify that, if I am not the registered owner, the registered owner of the land described above is aware of, and in agreement with this application. By signing this form, I hereby authorize representatives of the Town of Pincher Creek to enter my land for the purpose of conducting a site inspection in connection with this application.

Date: _____

Applicant Signature: _____

Registered Owner:

(Required, if different from applicant)

Print Name

Signature

Or

- ☐ Written approval has been submitted by the **registered owner** stating that the applicant is authorized to sign this application form.

Date written approval was submitted: _____



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TERMS:

1. Subject to the provisions of the Land Use Bylaw of the Town of Pincher Creek, the term "development" includes the undertaking of any change in the use of buildings or land.
2. Every application for a permit shall be accompanied by a non-refundable processing fee as established in the Fee Schedule Bylaw of the municipality.
3. Although the Development Officer is in a position to advise on the principle or details of any proposals, such advice must not be taken in any way as official consent and is without prejudice to the decision in connection with the formal application.
4. Except in limited circumstances for permitted uses, all development application decisions are subject to **an appeal period for 21 days** after the decision on the application has been made. It must be clearly understood that any action taken by the applicant before a development permit is issued and any development by the applicant within 21 days after a decision has been made on a Development Permit, is at one's own risk and is subject to fines and/or enforcement action.
5. Plans and drawings, in sufficient detail to enable adequate consideration of the application, must be submitted with this application as required, together with a plan sufficient to identify the land which may be in a digital format (such as PDF document). It is desirable that the plans and drawings should be on a scale appropriate to the development. However, where stipulated for certain developments it is necessary for plans and drawings to be professionally prepared.
6. **If a decision is not made within 40 days** from the date of the receipt of the application deemed to be complete in its final form, or within such longer period as the applicant may agree in writing, **the application may be deemed to be refused** and the applicant may exercise their right of appeal as a deemed refusal at the end of the 40-day period.
7. Construction undertaken subsequent to approval of this development permit application is regulated by government legislation. The applicant/owner/developer assumes all responsibilities pertaining to construction plan submissions, approvals and inspections as may be required by the appropriate Safety Codes inspector for the Town of Pincher Creek.
8. The applicant attests they have submitted true particulars concerning the completion of the proposed development and agree to comply in all respects with any conditions that may be attached to any development permit that is issued and with any other bylaws that are applicable. The applicant understands and is aware that they may be required to pay for all local improvement costs, which include drainage, road construction, sewer and water line extensions, utility connection fees and installation costs at the present established rate.