



HOME OCCUPATION/FARM SUBSIDIARY BUSINESS DEVELOPMENT PERMIT APPLICATION

Cypress County
816 - 2nd Avenue, Dunmore, Alberta T1B 0K3
Ph. 403.526.2888 Fax 403.526.8958
www.cypress.ab.ca

Application No.

NAME OF APPLICANT: _____

Address: _____ City: _____ Postal Code: _____

Phone #: (res) _____ (cell) _____ Fax#: _____

Email: _____

LANDOWNER(S) (if applicant not the landowner): _____

Address: _____ City: _____ Postal Code: _____

Phone #: (res) _____ (cell) _____ Fax#: _____

Email: _____

Interest of Applicant if not owner of property: _____

SITE INFORMATION:

Legal: (Circle One) NE NW SE SW ¼ Section _____ Township _____ Range _____ W4M
Plan _____ Block _____ Lot _____ Area: _____ hectares/acres/lot size

Municipal Address: _____ Roll#: _____

Land Use Classification: _____

Describe the existing developments on the land: _____

DESCRIBE PROPOSED OPERATION/BUSINESS:

A. Any new buildings/additions/structures required for your operation? _____ Yes _____ No

If Yes, Please provide a site plan of the proposed building required for your operation. Please ensure you include the following information on your site plan.

- Front, rear and side yard setbacks from the property line to the proposed structure(s)
- Setbacks to any existing buildings/structures
- Dimensions of the structure (length/width)
- Any existing buildings/structures and/or physical features (trees, shelterbelts, canals etc)
- Accesses to property
- Any bordering roads/highways

B. Will you have any visible outside storage?: (lumber, machinery, vehicles etc)
_____ Yes (Proceed to question C) _____ No (Proceed to question D)

C. Please indicate what materials and/or equipment will be stored outside:

D. How many client(s) or customer(s) per day will be coming to your place of residence?

_____ 0 _____ 1-5 _____ 6 and over

E. Do you intend to have any delivery or trucking services drop off goods, material or products in association to your business?

_____ Yes 1-2 times/week 3-5 times/week over 5 times/week

_____ No

F. Do you intend to employ any off-site employees?

_____ Yes 1 2 3 or more

_____ No

G. Please indicate what type of vehicles you will be using for your operation/business

_____ Passenger car/Van

_____ Pick-up Truck: ½ ton ¾ ton 1 ton other: _____

H. Will you have an advertising sign?

_____ Yes please provide a drawing with size, location etc.

_____ No

_____ **PERMITTED USE** _____ **CLASS I DISCRETIONARY USE** _____ **CLASS II DISCRETIONARY USE**

RIGHT OF ENTRY & REQUIRED SIGNATURES – Applicant/Landowner:

FOIP: Personal information is being collected by authority of the Land Use Bylaw and will be used for approval purposes. 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, contact the Assistant Manager, 816 2nd Avenue, Dunmore, Alberta T1B 0K3 403.526.2888.

I/We, certify that the information given on this form is full and complete and is, to the best of my knowledge, a true statement of the facts relating to this application for development approval. Landowner Signature also is authorization to allow staff of Cypress County and applicable referral agencies the right of entry onto this property for the purposes of inspection.

Applicant - Signature

Applicant – Print Name

Date

Landowner – Signature

Landowner – Print Name

Date

FOR OFFICE USE ONLY:

Date Inspected: _____

By: _____

Approved Appealed Refused

By: _____

Miscellaneous/Conditions of Approval:

Permit Paid	\$ _____
Sign Paid	\$ _____
Deposit(s) Paid	\$ _____

Receipt # _____

IMPORTANT NOTICES:

- This application does not permit you to commence operation. A Notice of Decisions shall be issued by the Development Officer.
- The issuance of a development permit in accordance with the Notice of Decision is subject to the condition that it does not become effective until after the appeal period. Any work done prior to the issuance of a development and before the appeal expiry date is performed at the owner/applicant's risk.
- A permit issued in accordance with the Notice of Decision is valid for a period of twelve (12) months from the date of issue. If at the expiry of this period, the development has not been commenced or carried out with reasonable diligence the development permit shall become null and void.
- Failure to complete the application form and supply the required information may cause delays in processing the application.
- For new development requiring connection to Water and/or sewer in all Cypress County hamlets a connection fee and water meter fee is an extra charge.
- **This development application is NOT a building permit application.** In addition to obtaining a Development Permit from Cypress County it is the Landowner/Applicant's responsibility to obtain and comply with any Safety Codes permits required for their proposal – i.e. building/electrical/gas/plumbing/private sewage/heating etc.

OTHER PERMITS TO OBTAIN:

To obtain permits or permit information for the following types of construct please contact:

Agency Name	Telephone	Fax	Building	Electrical	Plumbing	Gas
Park Enterprises	1.800.621.5440	1.866.406.8484	Yes	Yes	Yes	Yes
Superior Safety Codes	1.877.320.0734	403.320.9969	Yes	Yes	Yes	Yes

FEES:

Application Fees

- Home Occupation - Office Use Only - \$50.00
- Home Occupation - Discretionary Use - \$100.00
- Commercial/Industrial - \$225.00

Sign Fees

- Rural sign w/post: \$40.00
- Acreage or Hamlet sign w/post: \$30.00
- Acreage or Hamlet sign no post: \$20.00