



# CITY OF BROOKS HOME OCCUPATION DEVELOPMENT PERMIT APPLICATION

Date of Application: \_\_\_\_\_

Development Permit  
Application No.

Date Deemed Complete: \_\_\_\_\_

**IMPORTANT NOTICE:** This application **does not** permit you to operate the business until such time as a notice of decision has been issued by the Development Authority. If a decision has not been received within 40 days of the date of application and no extension agreement has been entered into, you have the right to deem the application refused and file an appeal to the Subdivision and Development Appeal Board.

## APPLICANT INFORMATION

Name of Applicant: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City/Town: \_\_\_\_\_

Postal Code: \_\_\_\_\_

Phone: \_\_\_\_\_

Phone (alternate): \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Check this box if you would like to receive documents through email.

Is the applicant the owner of the property?  Yes

No

IF "NO" please complete box below

Name of Owner: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City/Town: \_\_\_\_\_

Postal Code: \_\_\_\_\_

Phone: \_\_\_\_\_

Applicant's interest in the property:

- Agent
- Contractor
- Tenant
- Other \_\_\_\_\_

## PROPERTY INFORMATION

Municipal Address of Home Occupation: \_\_\_\_\_

Legal Description: Lot(s) \_\_\_\_\_ Block \_\_\_\_\_ Plan \_\_\_\_\_

**BUSINESS DESCRIPTION**

- (1) Describe the primary function of your business. What goods and/or services are provided? Attach an additional sheet describing the business.
- (2) Is there another home occupation already operating out of the residence?  Yes  No
- (3) Where will the business operate from?  In-home  Accessory building
- (4) How will you interact or do business with your clients or customers?
  - In person.** Clients/customers will come to the residence. On average, how many clients will come to the residence?
    - Less than 1 per day  3-5 per day  5 or more per day
  - Remotely.** Clients/customers will not be coming to the residence but will only be in contact by:
    - Phone  Fax  Mail  Courier  Internet/Email
- (5) How many on-site parking spaces for any client visits, deliveries, etc. will be available? \_\_\_\_\_
- (6) What will the days of operation be?  Mon-Fri  Weekends  7 days/wk  Part-time
- (7) What will be the hours of operation? \_\_\_\_\_
- (8) Will there be any employees that are not residents of the dwelling?  Yes  No
 

If YES:

How many employees will come to the residence? \_\_\_\_\_

Will more than 1 employee come to the residence at a time?  Yes  No
- (9) Will there be any equipment or materials stored outside the dwelling that will be used in conjunction with the business?
  - Yes (list materials & quantities) \_\_\_\_\_
  - No
- (10) Will any vehicles/machinery/tools be used to operate the business? Please list.
 

\_\_\_\_\_
- (11) Will there be any flammable or hazardous materials on the premises as a result of the business?
  - Yes (list materials & quantities) \_\_\_\_\_
  - No
- (12) Will any goods be displayed at the residence?  Yes  No
- (13) Will there be a sign for the business?  Yes  No

**DECLARATION OF APPLICANT/AGENT**

The information given on this form is full and complete and is, to the best of my knowledge, a true statement of the facts in relation to the application for a Home Occupation. I also consent to an authorized person designated by the municipality to enter upon the subject land and buildings for the purpose of an inspection during the processing of this application.

\_\_\_\_\_  
APPLICANT

\_\_\_\_\_  
Registered Owner (if not the same as applicant)

**TERMS:**

1. Subject to the provisions of the Land Use Bylaw of the City of Brooks, the term "Development" includes the making of any change in the use of buildings or land.
2. Although the Designated 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. It must be clearly understood that any action taken by the applicant before a Development Permit is received, is at his own risk.
3. Plans and drawings, in sufficient detail to enable adequate consideration of the application, must be submitted in duplicate with this application, together with a plan sufficient to identify the land. It is desirable that the plans and drawings should be on a scale appropriate to the development. However, unless otherwise stipulated, it is not necessary for plans and drawings to be professionally prepared. In accordance with Schedule 3, Section 8 a grade plan is required for development in all zoning districts.
4. If a decision is not made within 40 days from the date of the receipt of the application in its complete and final form, or within such longer period as the applicant may approve in writing, the application shall be deemed to be refused and the applicant may exercise his right of appeal as though he had been mailed a refusal at the end of the 40-day period.
5. Construction undertaken subsequent to approval of this Development Permit application may be regulated by the provincial building requirements.
6. Any development carried out prior to the effective date of the appropriate Development Permit is done solely at the risk of the applicant and/or landowner.

**ADDITIONAL INFORMATION:**

In addition to the above requirements, the Designated Officer may also require:

1. Proof of ownership or right to the land in question and may require a current Real Property Report as proof of location of development on said land.
2. Landscape information and/or plans where landscaping is required by the Land Use Bylaw.
3. Additional plans and information may be required and requested due to the nature and magnitude of a proposed development of use.
4. Development drawings that include foundation and floor plans showing all occupancies and uses, elevations, cross sections, height by metres and the number of storeys.

**Please note:** Review of a Development proposal may be delayed if the form and/or additional information provided is incomplete.