

**Office Use Only**

Submission Date: \_\_\_\_\_

Received By: \_\_\_\_\_

Folder Number: \_\_\_\_\_

**Development Permit Application**

**HOME OCCUPATION**

(Please print and complete ENTIRE form)

**BUSINESS ADDRESS**

Complete Civic Address: \_\_\_\_\_

Legal Land Description: \_\_\_\_\_ Zoning: \_\_\_\_\_

**APPLICANT**

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

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

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

**PROPERTY OWNER**

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

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

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

**PROPOSED BUSINESS**

**OFFICE USE ONLY**

Sign Posted From (date range):

\_\_\_\_\_ to \_\_\_\_\_

Written public comments to be submitted to Inspections & Licensing by the second Friday after the sign has been placed on site:

\_\_\_\_\_

Tentative Decision Date: \_\_\_\_\_

**SEE REVERSE FOR REQUIRED DOCUMENTS**

The City of Red Deer collects personal information, including name and contact information, for the purpose of providing programs, services and contacting customers in this regard. The City of Red Deer is authorized to collect this personal information under section 33 of the Freedom of Information and Protection of Privacy Act and by section 3 of the Municipal Government Act. Please contact the Inspections & Licensing Manager at The City of Red Deer, 4914 48 Avenue, Red Deer, Alberta, or phone 403-342-8190 if you have questions about this collection of information.

### PERMIT REQUIREMENT LIST

All application requirements are as per The City of Red Deer *Land Use Bylaw*.

**1. A Site Plan, showing the following criteria:**

- North Arrow;
- Property lines shown and labelled;
- Location of building(s) in relation to property lines; including front, rear, and side yard setbacks; and
- Location, dimensions, and number of on-site parking areas.
- A Real Property Report (RPR) or Google Maps satellite image can be used

**2. A Letter of Intent providing the following information:**

- Detailed description of proposed business
- Hours and days of operation;
- Anticipated number of clients per week;
- The approximate area of the space you are using in your home for the business; and
- Methods of advertising you intend on using.

**3. Letter of Authorization from all property owners registered on title, including contact information.**

**4. A copy of the Certificate of Title, dated within the last thirty (30) days.**

**Applicant:**

- I am aware that this proposal will be reviewed by Inspections and Licensing, and may be delayed or refused if the application and/or information provided is incomplete.
- I understand that additional information may be required after the permit application has been submitted.
- I understand that this permit application may be refused if the proposed business does not conform to the *Land Use Bylaw* and/or amendments.

**Signature of this document indicates your acknowledgment of the above requirements.**

\_\_\_\_\_  
Name of Applicant (please print)

\_\_\_\_\_  
Signature of Applicant