

SUBMISSION CHECKLIST

ACCESSORY HOME OCCUPATION

Complete the application form(s) to the best of your ability.

If we have questions about your submission, we will contact you during the initial review.

For further assistance, contact Planning & Development at 780-992-6198

Development Permit Application Checklist

Development permit Application—Signatures from the applicant and the registered landowner on title (a letter of consent from the landowner is also acceptable) are to be provided.

Type of Application:

Home Business: means the accessory use of a principal dwelling, or a combination of a principal dwelling unit and an accessory building, in a residential neighbourhood to operate business or office uses.

Home Office: means an accessory use located within a dwelling unit for the purpose of a business which:

- does not require business associated visits;
- does not have any non-residential persons employed within the dwelling;
- is not detectable from outside the dwelling;
- does not extend the business activity to the accessory buildings or outside yard;
- does not require the parking of commercial vehicles.

Advisements:

Fees are to be paid at time of application.

Incomplete submissions will not be processed.

Land Use Bylaw C23-20

Office consolidation 2021

5.25 Home Business

5.25.1 A person conducting a home business shall not:

- a) Produce offensive noise, vibration, smoke, dust, odour, heat, glare, electrical or radio disturbance;
- b) Generate pedestrian or vehicular traffic or parking which, in the opinion of the Development Authority, is uncharacteristic of the Land use District in which it is located;
- c) Store materials, commodities or finished products associated with the home business outside the dwelling unit or garage; and
- d) use mechanical equipment in connection with the business, unless the equipment is commonly used in a home.

5.25.2. Not employ more than one non-resident employee or business partner working on site at any one time.

5.25.3. The home business shall be operated as a secondary use only and shall not change the principal character or external appearance of the dwelling unit or garage involved.

5.25.4. Have signs only in accordance with Part 14—Signs of this Bylaw.

5.25.5. A home business shall not be permitted if the Development Authority determines that such use would be more appropriately located in a commercial or industrial district having regard for, among other matters, potential traffic generation and potential interference with the residential character of the area.

5.25.6. The Development Authority may impose such conditions on the approval of an application as, within their opinion, are necessary to ensure that home businesses permit residents of the community a broad choice in the use of their homes as a place of livelihood and supplemental income while protecting residential areas from potential adverse impacts.

5.26 Home Office

5.26.1 As determined by the Development Authority, home office shall:

- a) Not be a cause of inconvenience to adjacent landowners or tenants;
- b) Not employ any person on-site other than a resident of the dwelling;
- c) Not have outside storage of material, equipment or products;
- d) Not extend the business activity to the accessory buildings or outside yard;
- e) Not be detectable from outside the dwelling;
- f) Have signs only in accordance with part 14—Signs of this bylaw;
- g) Not involve any business associated visits; and
- h) Not involve any parking of commercial vehicles.

5.26.2. The Development Authority may impose such conditions on the approval of an application as, within their opinion, are necessary to ensure that home offices permit residents of the community a broad choice in the use of their homes as a place of livelihood and supplemental income while protecting residential areas from potential adverse impacts.



CITY OF
FORT SASKATCHEWAN

ACCESSORY HOME OCCUPATION DEVELOPMENT PERMIT APPLICATION

Planning & Development

10002 105 St Fort Saskatchewan AB T8L 2C5

780.992.6198 Fortplanning@fortsask.ca

OFFICE USE ONLY

Application Number: PL _____ Land Use District: _____

Lot: _____ Block: _____ Plan: _____ Tax Roll: _____

Business Location

Municipal Address: _____

Applicant Information

Applicant: _____ Email: _____

Contact Name: _____ Phone: _____

Address: _____ City: _____ Postal Code: _____

____ I consent to receive notification of my Development Permit Approval at the email provided above.

Property Owner Information—Fill out if the property owner is not the Applicant.

Property Owner: _____ Email: _____

Contact Name: _____ Phone: _____

Address: _____ City: _____ Postal Code: _____

Proposed Business (Check All Boxes)

Describe Your Business: _____

1. Would the business have employee(s) working in this residence that do not live in your residence?

____ No ____ Yes, how many? _____

Days of Operation: ____ Monday ____ Tuesday ____ Wednesday ____ Thursday ____ Friday ____ Saturday ____ Sunday

2. Between what hours of the day will your business operate? _____

Community Standards Bylaw: 7am—10pm Weekdays & 9am—10pm Weekends and Statutory Holidays

3. Client or Customer Visits to Residence?

____ No ____ Yes, if so how often? _____ per day

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4. Type of Dwelling: ____ Single Family ____ Duplex ____ Townhouse ____ Apartment

5. Vehicle or Machinery Used for Business Operation: ____ No ____ Yes, if so list: _____
Stored Where: _____

6. Delivery of Goods/Materials Used for Business Operation?

____ No ____ Yes, if so list: _____

How often: _____ per day _____ per week _____ per month

Which days of the week: ____ All ____ Weekdays ____ Weekends

7. Where do you store your goods, materials or Tools used for the Business Operation:

____ Inside House ____ Inside Garage ____ Off-Site: _____

Describe type of Goods, Materials or Tools: _____

Additional Comments: _____

IMPORTANT NOTICE: This application does not permit you to commence any development until such time as the Development Authority has issued a Development Permit. If a decision has not been issued within 40 days of the date of this Application being deemed complete, the applicant may file an appeal to the Subdivision and Development Appeal Board (SDAB).

Applicant Signature _____ Date: _____

Owner Signature (if not the applicant) _____ Date: _____

OFFICE USE ONLY

____ Home Office ____ Home Business

Date Received: _____

Date Complete: _____

Base Fee: _____