



Town of Mayerthorpe
4911 – 52nd Street, Mayerthorpe, AB., T0E 1N0
Phone (780) 786-2416 Fax (780) 786-4590

DEVELOPMENT PERMIT APPLICATION FORM
HOME OCCUPATION (HOME BASED BUSINESS)

Application No: _____ **New ()**
Renewal () - Permit No. _____

SECTION 1: GENERAL INFORMATION (completed by all permit applicants)

Applicant _____

Mailing Address _____

Telephone Number _____

Email Address _____

Owner of Land _____

(if different from above)

Address _____

Telephone Number _____

SECTION 2: HOME OCCUPATION QUESTIONNAIRE (completed by all applicants)

1. Your municipal address is: _____

2. Your legal address is: (lot) _____ (Block) _____ (Plan) _____

3. Provide a detailed description of your business:

4. Are room alterations involved: Yes ____ No ____ If yes, explain:

5. Provide a detailed description of the materials, equipment and / or vehicles that will be used and where they will be stored:

6. The number of resident employees (employees that reside in the home): ____

7. The number of non resident employees (not residing in the home): ____

8. The number of business visits per day to the property: ____

9. The number of parking spaces on the property: ____

SECTION 3: PROCESSING TIME LIMITS

DATE OF ACCEPTANCE OF DEVELOPMENT/SIGN PERMIT APPLICATION FORM

(to be completed by the development officer)

Where a decision on this application is not made within forty (40) days of the date of acceptance specified above, you may:

- (a) consider this development application to be REFUSED by the Development Officer and appeal this decision to the Development Appeal Board within fourteen (14) days of the date of this refusal; or
- (b) obtain and complete an extension agreement available from the Development Officer to extend the forty (40) day decision period specified to allow the Development Office additional time to reach a decision.

IMPORTANT NOTES

1. In addition to completing this application in its entirety, an application for a development permit shall be accompanied by the following information, where relevant:
 - (a) a lot plan at scale to the satisfaction of the Development Officer showing the size and shape of the lot, the front, rear and side yards, any provisions for off-street loading and vehicle parking, access to the site, and the location of public utility lines, waterbodies and treed areas;
 - (b) a scaled floor plan and elevations where construction is proposed;
 - (c) at the discretion of the Development Officer, a Real Property Report as proof of location of existing development and a copy of the Duplicate Certificate of Title indicating ownership and encumbrances.
 - (d) if the applicant is not the registered owner, a written statement, signed by the registered owner consenting to the application and approving the applicant as the agent for the registered owner.
2. A non-returnable processing fee of an amount determined by Council shall accompany every application for a development permit.
3. Failure to complete the application form fully and supply the required information, plans and fee may cause delays in processing the application.

4. THE DEVELOPMENT OFFICER MAY REFUSE TO ACCEPT AN APPLICATION FOR A DEVELOPMENT PERMIT WHERE THE INFORMATION REQUIRED HAS NOT BEEN SUPPLIED OR WHERE THE QUALITY OF SUCH INFORMATION IS INADEQUATE TO PROPERLY EVALUATE THE APPLICATION.

FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT NOTICE

Please be advised that the information contained in your application for development permit approval is being collected for the purpose of decision making by the Development Authority and the Subdivision Approving Authority. For this purpose, your application may be forwarded to the following people/organizations,

- Adjacent landowners
- Utility Companies
- Adjacent Municipality Municipal Offices
- Government Departments
- Statistics Canada
- Other organizations as determined by the Development Authority
- Local newspaper for public advertisement

Under the authority of Sections 606, 640(1), 653(4) of the Municipal Government Act, Revised Statutes of Alberta, Chapter M-26, as amended.

I, _____ have no objections to the above stated procedures being used in the review and decision making process for application no. _____.

Signature: _____

Date: _____

For more information contact:

Town of Mayerthorpe
Freedom of Information and Protection of Privacy Coordinator
Box 420
Mayerthorpe, Alberta T0E 1N0
(780) 786-2416

RIGHT OF ENTRY

File No: _____

FOR AN AUTHORIZED PERSON OF THE TOWN OF MAYERTHORPE TO GAIN ENTRY FOR THE PURPOSES OF A SITE INSPECTION OF THE LAND AFFECTED BY THE PROPOSED DEVELOPMENT APPLICATION ATTACHED.

I hereby give consent for an authorized person of THE TOWN OF MAYERTHORPE to enter upon the land that is subject to a Development Permit Application for the purposes of making a site inspection in order to evaluate the purposed development.

SIGNED: _____ Registered Owner

Registered Owner

DATE: _____

Complete this section only if the applicant is NOT the owner of the property.

AUTHORIZATION FORM

File No: _____

I (We), _____, being the registered owner(s)

of _____, do hereby authorize
(Legal Description of Land)

_____, to make application
(Individual or firm seeking application)

for development permit approval affecting the above lands.

SIGNED: _____ Registered Owner

Registered Owner

DATE: _____