



Application No: _____
Roll No: _____

VILLAGE OF KITSCOTY – LAND USE BYLAW 2017-06
APPLICATION FOR HOME OCCUPATION

I hereby make application under the provisions of Land Use Bylaw No. 2017-06 for a development permit in accordance with the plans and supporting information submitted herewith and which forms part of this application.

APPLICANT INFORMATION:

Applicant Name: _____ Telephone: _____
Mailing Address: _____ Cell: _____
Email Address: _____
Registered Owner of Land: _____
Interest of Applicant: _____
If you are not the registered owner of the land a letter of authorization from the land owner is required

PROPERTY INFORMATION:

Civic Address of Property: _____
Lot (parcel): _____ Block: _____ Registered Plan No: _____
Land Use District: _____ Lot Type: ☐ Interior ☐ Corner
Existing use of land or buildings on the property: _____
Main Use of buildings on the property: _____

HOME OCCUPATION INFORMATION:

Proposed Home Business: _____ Minor ☐ Major ☐
Estimated Clients (per day / per week): _____ On-premises sales: Yes ☐ No ☐
Proposed Floor Area of Business: _____ Signage Size & Location: _____
Number of Employees on Premise (including applicant): _____ Storage: Yes ☐ No ☐
Number of Off-Street Parking Spaces: for Residents _____ for Clients _____
Estimated Commencement Date: _____

SUPPORTING DOCUMENTATION:

☐ Authorization from Land Owner ☐ Other Supporting Material Attached: _____
(Prof. License, etc.- Please list) _____
☐ Authorization for Electronic Communication _____

SIGNATURE OF APPLICANT: _____ **DATE:** _____

Note – All Development Permits issued for Home Occupations shall be revocable at any time by the Development Authority, if, in its opinion, the use is or has become detrimental to the amenities of the neighbourhood in which it is located.

FOR OFFICE USE ONLY

Date Received: _____ Authorization from Owner: ☐ YES ☐ NO ☐ N/A
Fee: _____ Authorization for Electronic Communication: ☐ YES ☐ NO
Fee Paid: _____ Other Documents Required: _____
Receipt No: _____

WHEN A DEVELOPMENT PERMIT FOR A MINOR HOME OCCUPATION IS ISSUED

The approved development permit is authorization to proceed with the development specified provided that any conditions of approval are complied with; that the development is in accordance with the approved plans and applications, and that all Safety Codes Permits are obtained if construction is involved that requires a permit under the Safety Codes Act.

WHEN A DEVELOPMENT PERMIT FOR A MAJOR HOME OCCUPATION IS ISSUED

1. The approved Development Permit, with conditions, does not become effective until **twenty-two (22) days** after the date of notification of the decision on the Development Permit, is publicized.
2. The Land Use Bylaw provides that any person claiming to be affected by a decision of the Development Authority on a Development Permit may appeal the decision to the Subdivision and Development Appeal Board by serving written notice of appeal to the Clerk of the Subdivision and Development Appeal Board, together with reasons and the appropriate fee as established by Council within **twenty-one (21) days** after the decision of the Development Authority on a Development Permit is publicized.
3. Should an appeal be made against this decision to the Subdivision and Development Appeal Board, this Development Permit shall be held in abeyance until confirmed by the Subdivision and Development Appeal Board or is revoked otherwise.

WHEN A DEVELOPMENT PERMIT IS REFUSED

The decision may be appealed to the Subdivision and Development Appeal Board in accordance with the provisions of Part Four of the Land Use Bylaw of the Village of Kitscoty. Such an appeal shall be made in writing, shall include reasons for the appeal and the necessary fee as established by Council, and shall be delivered either personally or by mail so as to reach the Clerk of the Subdivision and Development Appeal Board not later than **twenty-one (21) days** following the date of the notice of the refusal.

IF THE DEVELOPMENT AUTHORIZED BY AN APPROVED DEVELOPMENT PERMIT IS NOT COMMENCED WITHIN 12 MONTHS FROM THE DATE OF ISSUE OF THE PERMIT OR IS NOT CARRIED OUT WITH REASONABLE DILIGENCE, THE PERMIT SHALL BE NULL AND VOID.

NOTE: All development and construction that occurs prior to development permit issuance may be subject to penalty fees. A Stop Order may also be issued. Any material falsehood or any omission of a material fact made by the applicant/owner with respect to this application may result in an issued permit being deemed null and void.



Application No: _____

MUNICIPAL GOVERNMENT ACT, R.S.A. 2000, c. M-26

AUTHORIZATION FOR ELECTRONIC COMMUNICATION

Village of Kitscoty

5011 – 50 Street, Kitscoty

Phone: 780.846.2221

Email: info@VoKitscoty.ca

Applicant(s) consent to receive electronic communication by an authorized person of the Village of Kitscoty for the purpose of conveying information relative to a development permit application.

Section 608 (1) of the Municipal Government Act, R.S.A. 2000, c. M-26, as amended states:

- (1) *Where this Act or a regulation or bylaw made under this Section requires a document to be sent to a person, the document may be sent by electronic means if*
- (a) *the recipient has consented to receive documents from the sender by those electronic means and has provided an e-mail address, website or other electronic address to the sender for that purpose.*

In accordance with the above Section and the Village's Land Use Bylaw requirements, it is necessary that this form be completed and returned with your application submission in order that an authorized person from the Village of Kitscoty may be able to communicate information to you electronically regarding your file.

I/We grant consent for an authorized person of the Village of Kitscoty to communicate information electronically regarding my/our file.

☐

YES

☐

NO

Legal Land Description /
Civic Address

Applicant or Registered
Owners Name as Per
Certificate of Title

Name of Signing Authority
(If owner is a numbered
company)

E-mail Address, Website
or other Electronic Address

Signature

Print

Date

Mailing Address

Box 128

Kitscoty, AB T0B 2P0

This information is being collected under the authority of section 33(c) the Freedom of Information and Protection of Privacy (FOIP) Act. It will be used to administer a subdivision application and decision. The personal information provided will be protected in accordance with Part 2 of the Act.

