



Planning and Development
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Email: PandD@sturgeoncounty.ca

For Office Use

Permit Number: _____
Date Received: _____
Received By: _____

Development Permit Application for Home Based Business

Application is hereby made under the provisions of Land Use Bylaw 1385/17 to develop in accordance with the plans and supporting information submitted herewith and which form part of this application.

APPLICANT INFORMATION

APPLICANT NAME _____ LANDOWNER(S) NAME *(IF DIFFERENT THAN APPLICANT)* _____

MAILING ADDRESS _____ CITY / TOWN _____ PROVINCE _____ POSTAL CODE _____

PHONE _____ ALTERNATE PHONE _____ FAX _____

EMAIL _____

LAND INFORMATION

PROPERTY ADDRESS _____ SUBDIVISION NAME _____

LEGAL DESCRIPTION: LOT _____ BLOCK _____ PLAN _____ PARCEL SIZE _____

QUARTER _____ SECTION _____ TWP _____ RGE _____ W _____

HOME BUSINESS DESCRIPTION

NAME OF BUSINESS _____

PROVIDE A DETAILED DESCRIPTION OF DAY TO DAY OPERATIONS & SERVICES YOU PROVIDE
(ATTACH A LETTER IF MORE SPACE IS NEEDED)

YEARS IN BUSINESS _____ TYPE OF BUSINESS: ☐ BUSINESS TO BUSINESS ☐ BUSINESS TO CONSUMER
 MARKET (ALL THAT APPLY): ☐ LOCAL ☐ REGIONAL ☐ PROVINCIAL ☐ NATIONAL ☐ INTERNATIONAL

NAICS: (North American Classification System)

Please check off the ONE NAICS category that best applies to your business. This classification is important information for our team and will provide valuable information that can assist greatly with statistical data analysis of our region.

- | | |
|--|--|
| <input type="radio"/> 11 Agriculture, forestry, fishing and hunting | <input type="radio"/> 54 Professional, scientific and technical services |
| <input type="radio"/> 21 Mining, quarrying, and oil and gas extraction | <input type="radio"/> 55 Management of companies and enterprises |
| <input type="radio"/> 22 Utilities | <input type="radio"/> 56 Administrative and support, waste management and remediation services |
| <input type="radio"/> 23 Construction | <input type="radio"/> 61 Educational services |
| <input type="radio"/> 31-33 Manufacturing | <input type="radio"/> 62 Health care and social assistance |
| <input type="radio"/> 41 Wholesale trade | <input type="radio"/> 71 Arts, entertainment and recreation |
| <input type="radio"/> 44-45 Retail trade | <input type="radio"/> 72 Accommodation and food services |
| <input type="radio"/> 48-49 Transportation and warehousing | <input checked="" type="radio"/> 81 Other services (except public administration) |
| <input type="radio"/> 51 Information and cultural industries | <input type="radio"/> 91 Public administration |
| <input type="radio"/> 52 Finance and insurance | |
| <input type="radio"/> 53 Real estate and rental and leasing | |

SOCIAL MEDIA: WHERE CAN WE FIND YOU? WE LOVE TO FOLLOW STURGEON COUNTY BUSINESSES!

WEBSITE _____ FACEBOOK _____ INSTAGRAM _____
 TWITTER _____ OTHER _____

- ☐ YES I WOULD LIKE TO RECEIVE OCCASIONAL EMAIL UPDATED FROM STURGEON COUNTY ECONOMIC DEVELOPMENT
☐ YES PLEASE CONTACT ME TO LEARN MORE ABOUT STURGEON COUNTY’S BUSINESS VISITATION PROGRAM

CLIENTS, CUSTOMERS & EMPLOYEES

DO CLIENTS / CUSTOMERS VISIT YOUR PROPERTY? Y ☐ N ☐
 IF YES, AT WHAT HOURS AND HOW MANY VISITS PER DAY / WEEK? _____
 HOW MANY NON-RESIDENT EMPLOYEES WILL WORK AT OR VISIT THE PROPERTY? _____
 HOW MANY PARKING STALLS DO YOU PROVIDE YOUR CLIENTS / CUSTOMERS AND EMPLOYEES? _____

VEHICLES & EQUIPMENT

LIST ALL VEHICLE TYPES AND EQUIPMENT ASSOCIATED WITH YOUR BUSINESS

CAR / VAN

TRUCKS(S)

(INDICATE NUMBER, SIZE, TYPE, WEIGHT)

MACHINERY (SPECIFY)

(SKID STEER, BACKHOE, FORKLIFT)

TRAILERS (SPECIFY)

OTHER (SPECIFY)

STORAGE & DELIVERIES

ARE MATERIALS AND/OR EQUIPMENT RELATED TO THE BUSINESS STORED ON THE PROPERTY?

Y ☐ N ☐

HOW MUCH IS STORED AND WHERE?

ARE THERE ANY DANGEROUS GOODS ON SITE ASSOCIATED WITH YOUR BUSINESS?

Y ☐ N ☐

IF YES, WHAT TYPES?

ARE DELIVERIES MADE TO THE PROPERTY?

Y ☐ N ☐

IF YES, HOW OFTEN ARE DELIVERIES MADE TO THE PROPERTY?

BUSINESS SIZE & ADVERTISING

TOTAL FT²/M² OF HOME

FT²/M² ALLOCATED FOR BUSINESS

LIST ANY ADDITIONAL BUILDINGS USED IN THE OPERATION OF THE BUSINESS INCLUDING FT²/M²

WHAT ADVERTISING SIGNAGE WILL APPEAR ON THE PROPERTY?

SITE PLAN

☐ SITE PLAN (attached)

PLEASE PROVIDE A SITE PLAN INDICATING THE BUILDINGS INTENDED FOR USE BY THE BUSINESS, ONSITE PARKING STALLS FOR CLIENTS/EMPLOYEES, PARKING AREA FOR VEHICLES AND EQUIPMENT RELATED TO THE BUSINESS, EXTERIOR STORAGE AREA (dimensioned) FOR MATERIALS/GOODS, AND ANY PROPOSED OR EXISTING SCREENING OR FENCING.

APPLICANT AUTHORIZATION

I/we hereby give my/our authorization to apply for this home based business development permit application and allow authorized persons the right to enter the above land and/or building(s) with respect to this application only. I/we understand and agree that this application and any development permit issued pursuant to this application or any information thereto, is not confidential information and may be released by Sturgeon County.

I/We grant consent for an authorized person of Sturgeon County to communicate information electronically as per Section 608 (1) of the Municipal Government Act, R.S.A. 2000., c.M-26.

SIGNATURE OF APPLICANT(S)

DATE

SIGNATURE OF LANDOWNER

DATE

SIGNATURE OF LANDOWNER

DATE

SUPPORT DOCUMENTS

Ensure the listed supporting documentation is included with this permit application, Sturgeon County cannot accept incomplete applications.

☐ ALBERTA TRANSPORTATION APPROVAL **OR** PROVIDE CURRENT ROADSIDE APPROVAL # _____ ☐ N/A
300 m from a provincial right-of-way or 800 m of the centerline of a highway and public road intersection

☐ LAND TITLE CERTIFICATE
Searched within 30 days prior to the application. These documents can be obtained at any Provincial Registry Office or online at <http://www.spin.gov.ab.ca/>.

☐ CORPORATE REGISTRY ☐ N/A

FOR OFFICE USE ONLY

HOME BASED BUSINESS LEVEL

1 ☐ 2 ☐ 3 ☐

ROLL _____

LUB ZONING _____

FEES _____

USE: ☐ PERMITTED ☐ DISCRETIONARY

RECEIPT _____

FORM OF PAYMENT _____

Please be advised that any information provided to Sturgeon County (the "County") in order to process your application is subject to the application of the Access to Information Act (ATIA) and may be used and disclosed in accordance with the legislation. Specifically, all documents and studies required to be prepared and submitted by the applicant to the County are deemed to be publicly available and the property of the County once they are submitted to the County to process the application. Unless the submitting party explicitly indicates, in advance and clearly on the face of the record, that certain parts of the information are provided in confidence to the County and are to remain confidential, all documents and studies submitted to the County may be subject to disclosure under the ATIA. If confidentiality is required, it is the responsibility of the submitting party to clearly mark such records as Confidential and provide written rationale for the request. Should the applicant provide the County with such a declaration of confidentiality, the County will take this under consideration to determine if the document and/or study can be accepted in confidence; however, the County cannot guarantee that such information will remain confidential and will not be subject to disclosure pursuant to the AITA.

HOME BASED BUSINESS DEVELOPMENT PERMIT APPLICATION FEE INFORMATION

Credit Card Information:Visa: ☐MasterCard: ☐

CARD NUMBER:

EXPIRY DATE:

MONTH, YEAR

NAME THAT APPEARS ON THE CARD:

SIGNATURE OF CARDHOLDER:

The personal information provided will be used to process the above application and is collected under the authority of Section 4 (c) of the Protection of Privacy Act (POPA). If you have any questions about the collection and use of this information, please contact the Sturgeon County Access and Privacy Advisor at 9613 – 100 Street, Morinville, Alberta, T8R 1L9 (780) 939.1306 or accessandprivacy@sturgeoncounty.ca