



# TOWN OF THREE HILLS

232 MAIN STREET., THREE HILLS, AB T0M 2A0 PH: (403) 443-5822 FAX: (403) 443-2616

## APPLICATION FORM: HOME OCCUPATION

|   |              |
|---|--------------|
| APPLICATION DATE:   | TOWN FILE#:  |
| APPLICANT:  | PHONE #:     |
| E-mail:   | Fax #:       |
| MAILING ADDRESS:  |              |
| POSTAL CODE:  | Roll #:      |
| REGISTERED OWNER OF PROPERTY<br>(IF APPLICANT IS OTHER THAN OWNER): |              |
| MAILING ADDRESS:  | POSTAL CODE: |

## DETAILS

|   |
|---|
| NAME OF BUSINESS:   |
| TYPE OF BUSINESS (description of home occupation):  |
| ADDRESS:  |
| VALID BUSINESS LICENSE: <input type="checkbox"/> Yes <input type="checkbox"/> No  |
| Indicate the types of materials stored at your home (if any and how much is stored). Note that goods and materials are not to be stored outside.          |
| What type of equipment will be used on your premises for your business (i.e. computer, printing press, tools, etc.)?                                      |
| Identify the building areas used (provide detailed sketch & area in sq. m. on the Site Plan).<br><input type="checkbox"/> Yes <input type="checkbox"/> No |
| Identify how many people will be employed at the residence other than you (if any)?   |
| How many clients or customers (if any) come to your residence during an average day? _____ week? _____  |
| Identify the hours of operation: per day? _____ per week? _____ times (when)? _____   |
| Where will parking be provided for other employees/clients/customers and delivery trucks?   |
| Identify the number of vehicles to be used for the home occupation (if any) and type (i.e. car, truck, etc.):   |

I have been informed of the Town's bylaws, policies and regulations regarding this application. I understand that this permit application may be refused if the proposed development does not conform to all of the requirements of the Land Use Bylaw. I hereby declare that the development identified in this application will be conducted in accordance with the plans submitted.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

**FOR OFFICE USE ONLY**

Land Use District: \_\_\_\_\_ Permitted  Discretionary  Lot/Parcel Area: \_\_\_\_\_ BP  
Applied For:

Approved  MPC  DO  SDAB Date: \_\_\_\_\_ Refused  MPC  DO  SDAB Date:  
\_\_\_\_\_

Receipt #: \_\_\_\_\_ Issued Date: \_\_\_\_\_ Expiry Date: \_\_\_\_\_

Application Fee: \$ \_\_\_\_\_ Application Processed By: \_\_\_\_\_ Date:  
\_\_\_\_\_

Personal information provided as part of this application is collected under Sections 642, 303 and 295 of the *Municipal Government Act* and in accordance with Section 33 (c) of the *Freedom of Information and Protection of Privacy Act*. The information is required and will be used for issuing development permits and property assessment purposes. The name of the permit holder and the nature of the permit are available to the public upon request. If you have any questions about the collection or use of the personal information provided, please contact the Development Officer, Box 610, Three Hills, Alberta T0M 2A0. Phone: (403) 443-5822.

**Important Notice:** This application does not permit the commencement of construction on the site until a decision has been made regarding the proposed development by the Development Officer. A Building Permit may also be required for any development on the site.