



HOME BASED BUSINESS Development Application

This application does not permit you to commence operation. The approving authority will issue a notice to the applicant if the application is complete or incomplete. This notice will be issued within 20 days. Please be advised that the approving authority has 40 days from when application is **deemed complete** to render a decision on this application.

Home Based Business permits are a **temporary permit**. The conditions of the permit will indicate when it expires. A new application and approval will be required **prior** to the permit expiring in order to continue with your business.

For Office Use Only

DP#: _____ DP Fee: _____

Date Received: _____

Date Accepted as Complete: _____

Date Complete/Incomplete Letter Sent: _____

Date Of Decision: _____

Land Use District: _____ Roll #: _____

Name of Proposed Business: _____

Home-Based Business Type 2 Home-Based Business Type 3

Do you require a variance? NO YES Describe: _____

Do you currently operate this business in the County? (Please circle one) NO YES

How long have you been operating? _____ Current development permit #: _____

Date your development permit expires/expired? _____

Are any new buildings/structures required for your operation?

NO. Please provide and indicate on the site plan where your business will be operating.

YES. Describe the proposed building/addition/structure _____

Dimensions: _____ Ground Floor Area: _____

Parcel Size: _____ Land Use Zoning: _____ Civic/Rural Address: _____

Long Legal: Part of the _____ Section _____ Township _____ Range _____ Meridian W4 (Eg: SW-3-24-25-W4)

Short Legal: Plan _____ Block _____ Lot _____ Descriptive _____

Registered Owners of Land: _____

Mailing Address: _____ City: _____

Province: _____ Postal Code: _____ Email: _____

Phone: Home _____ Work _____ Cell _____

If registered owner is a company please provide company seal with signature or a current corporate search performed within the last 30 days.

Applicant: _____

Mailing Address: _____ City: _____

Province: _____ Postal Code: _____ Email: _____

Phone: Home _____ Work _____ Cell _____

Interest of Applicant if not owner of property: _____

Do you want communication/documents sent to you via email?

- Yes Provide email _____
- NO (If no, all communication will be sent via Canada Post to the applicants address identified below which may delay the process.)

Are any of the following located within 1/2 mile of the proposed development?

Landfill or waste transfer site	_____	Confined livestock operation	_____
Sewage treatment plant or sewage lagoon	_____	Wells (oil/gas, sour gas, abandoned), pipeline	_____
Canal, river, water body or wetland	_____	Multi lot residential subdivision	_____
Slopes of 15% or greater	_____	Provincial Highway (provide approval letter)	_____

“I hereby certify that the development identified in this application will be conducted in accordance to the information provided and under the terms of the Wheatland County Land Use Bylaw 2016-01. I also understand the approving authority may request further information to process this application.”

_____ Signature of Applicant	_____ Print Name	_____ Date
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_____ Signature of Registered Landowner(s)	_____ Print Name (s)	_____ Date
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_____ Signature of Registered Landowner(s)	_____ Print Name (s)	_____ Date
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If registered owner is a company please provide company seal or a current corporate search within the last 30 days.

RIGHT OF ENTRY

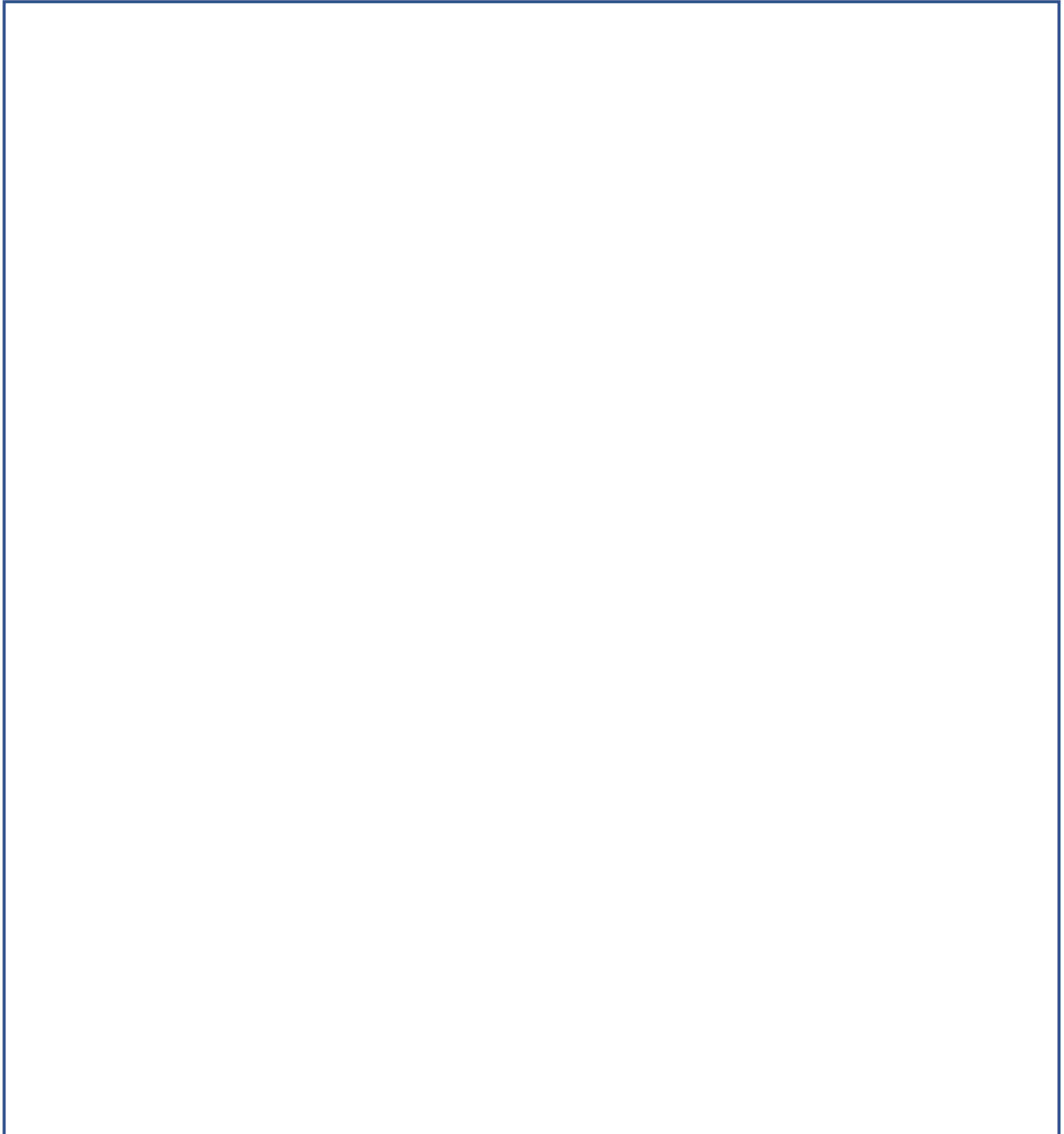
I hereby authorize representatives of Wheatland County and referral agencies to enter my land for the purpose of conducting a site inspection with respect to my development application.

This right is granted pursuant to Section 542(1)(a)(b)(c) of the Municipal Government Act.

_____ Signature of Registered Landowner(s)	_____ Date
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SITE PLAN

(or attach separate plans)
See sample map attached



This information is being collected for the purpose of applying for a development permit pursuant to the provision of the municipal government act and its regulations of the Freedom Of Information and Protection of privacy act. If you have any question about the collection you may contact Wheatland County F.O.I.P coordinator at (403) 934-3321.

Any enhancements, renovations or additions of buildings may have an impact on your property tax in the following year. If you would like an estimate of the tax impact, please contact the assessment department.

Abandoned Oil/Gas Wells: ALL development permit applications require an abandoned oil well map from the Alberta Energy Regulator (AER). Information may be obtained by contacting the AER at (1-855-297-8311) or by using the AER's Map Viewer. Attach a map (printed from the AER map viewer) to this application form (even if there are no abandoned oil or gas well on the property).

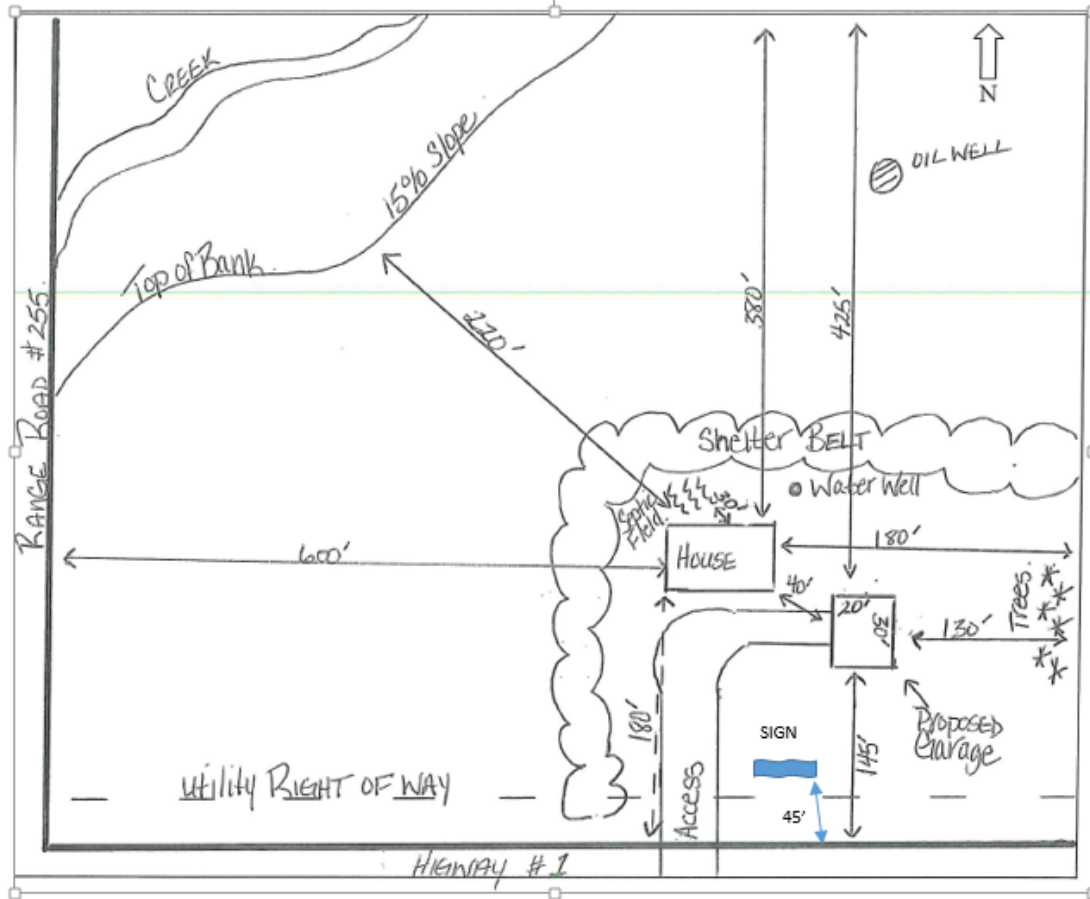
This site plan needs to show the location of all abandoned oil and gas well sites as well as the setback distances in relation to existing or proposed building sites. A 5m setback is required from an abandoned oil well.

ALL APPLICATIONS will need to provide a detailed letter outlining the details of the business. The letter will need to address all of the following information:

- Describe the type of business being proposed.
- Description of products being utilized for business.
- Detail all services being provided.
- Who will operate the business and if they reside on the parcel.
- Include in detail if the business will produce noise, odor or other nuisances.
- Describe the proposed new building/addition/structure main intended use (Eg: shop for rebuilding motors).
- Indicate the amount of outdoor storage, including material, equipment, vehicles, which will be occurring on parcel. Indicate the location of the storage on the site map.
- Describe the amount and type of materials and/or equipment that will be stored inside the dwelling/structure.
- Provide how many clients or customers per week will be coming to your place of residence.
- Provide how many delivery or trucking services will be dropping off goods, materials, or products in association with your business per week. Include transportation details and expected frequency of trips/week.
- Detail the number of employees working for the business. Detail how many reside in the residence and how many are non-resident employees. Include how many are part time and full time.
- Provide the hours of operation including the days, and seasons the business will operate.
- Indicate the number of business related vehicles you will use for the business.
- Describe where your customers will be parking. Include the customer parking area on your site plan.
- If any signage is being proposed, indicate type of sign, size, and height from grade.
- Any other information regarding your business that may assist in determining a decision on the application.

Please provide and identify the following information on a digital site plan, including setback distances in meters or feet:

Label front, rear, side yard setbacks from the proposed structure(s) to the property line	Label setback distances to any existing buildings/structures	Label setback distances to all public roads
Identify slopes greater than 15% & distance from proposed structures/development	Identify any wetlands, canals, rivers or water bodies	Identify and name bordering roads and/or highways
Label dimensions of the proposed structure(s) (length and width)	Identify existing structures/buildings/physical features (trees, shelterbelts, canals etc.)	Identify abandoned well sites
Identify access to property	Identify proposed or existing location of septic fields/septic tanks	Identify proposed or existing oil and gas sites and pipelines
Location of signage for business	Location of proposed business	Location of rights of ways or easements
Parking areas (including dimensions & # of space and aisles)	Outdoor storage of vehicles, materials, equipment	

SAMPLE DEVELOPMENT PERMIT SITE PLAN


MUNICIPAL GOVERNMENT ACT SECTION 683.1 This application does not permit you to commence operation. The development authority has 20 days after the receipt of an application for a development permit to determine if the application is complete. An application is complete if, in the opinion of the development authority, the application contains the documents and other information necessary to review the application. The time period may be extended by an agreement in writing between the applicant and the development authority. If the development authority does not make a determination within the time required, the application is deemed to be complete. If the development authority determines that the application is complete, the development authority must issue to the applicant an acknowledgement in the form and manner provided for in the land use bylaw that the application is complete.

If the development authority determines the application is incomplete, the development authority must issue to the applicant a notice in the form and manner provided in the land use bylaw that the application is incomplete and that any outstanding documents and information referred to in the notice must be submitted by a date set out in the notice or a later date agreed on between the applicant and the development authority in order for the application to be considered complete.

If the development authority determines that the information and documents submitted are complete, the development authority must issue to the applicant an acknowledgement in the form and manner provided in the land use bylaw that the application is complete.

If the applicant fails to submit all the outstanding information and documents on or before the date by the development authority the application is deemed to be refused. If the application is deemed refused the development authority must issue to the applicant an acknowledgement in the form and manner provided in the land use bylaw that the application has been refused and the reason for refusal.

Despite that the development authority has issued an acknowledgement, in the course of reviewing the application, the development authority may request additional information or documentation from the applicant that the development authority considers necessary to review the application.

The development authority must make a decision on the application for a development permit within 40 days after the applicant receives acknowledgement. If the development authority does not make a decision within the time required the application is, at the option of the applicant, deemed to be refused.

For further clarity please contact the Planning & Development department at 403-934-3321.



PEER REVIEW OF TECHNICAL STUDIES

The Wheatland County Planning and Development Fee Schedule states **additional fees may apply if a review from outside consultants is required **e.g. Engineering.

Wheatland County requires a professional peer review of all technical documents (e.g. Transportation Impact Assessments, Environmental Site Assessments, Stormwater Management Studies and Groundwater Evaluations, etc.) submitted in support of a planning application.

In addition, Wheatland County may require preparation of development agreements (for road construction, stormwater facilities, etc.) once a subdivision application or development permit is approved.

Peer reviews and development agreements are performed by County staff and outside consultants.

Date: _____ Legal Description: _____

Owner(s): _____

I am aware 50% of the total engineering fees may apply for peer reviews and the preparation of development agreements and hereby give my consent for billing purposes.

Owner(s) Signature



ABANDONED WELL DECLARATION

The Municipal Government Act's Subdivision and Development Regulations requires Developers/Landowners to identify abandoned oil and gas wells, where present, to comply with setback requirements. If abandoned wells do exist, subdivision and development applications must show exactly where the wells exist, what the setback distances are (if setbacks are required) and how they have been taken into account. To assist Applicants in collecting the required information, the AER has released an "Abandoned Well Map Viewer" that provides the location, name of the licensee and status of abandoned wells across Alberta. This can be accessed at: <http://mapviewer.aer.ca/Html5/Index.html?viewer=aerabnwells>

Through use of the viewer, subdivision and development applications must contain the following:

1. A map of the search area from the viewer and a statement that there are no wells in the project area or;
2. A list and map identifying the locations of abandoned wells within the search area, including the surface coordinates, as provided by the viewer or AER Information Services;
3. A sketch of the proposed development incorporating the necessary setback area for each well.

If No Wells are listed on site:

I, _____ being the registered Owners(s) or Agent acting on behalf of the registered Owner(s) of _____
(Legal Description)

Have reviewed information provided by the Alberta Energy Regulator (AER) and can advise that the information shows the absence of any abandoned wells within the site of proposed development.

DATED: this _____ day of _____, 20____.

If Wells are listed on site:

I, _____ being the registered Owners(s) or Agent acting on behalf of the registered Owner(s) of _____
(Legal Description)

Do hereby confirm that I have done by due diligence as required by Alberta Municipal Affairs, Wheatland County and the AER, by obtaining required information from the "Abandoned Well Map Viewer" and/or through the AER Information Services, and hereby attach "Schedule A" containing a list and map identifying the locations of abandoned wells within the search area, including the surface coordinates, written confirmation that I have contacted the licensee for each well and that the exact location of each well has been confirmed, a sketch of the proposed development incorporating the necessary setback area for each well.

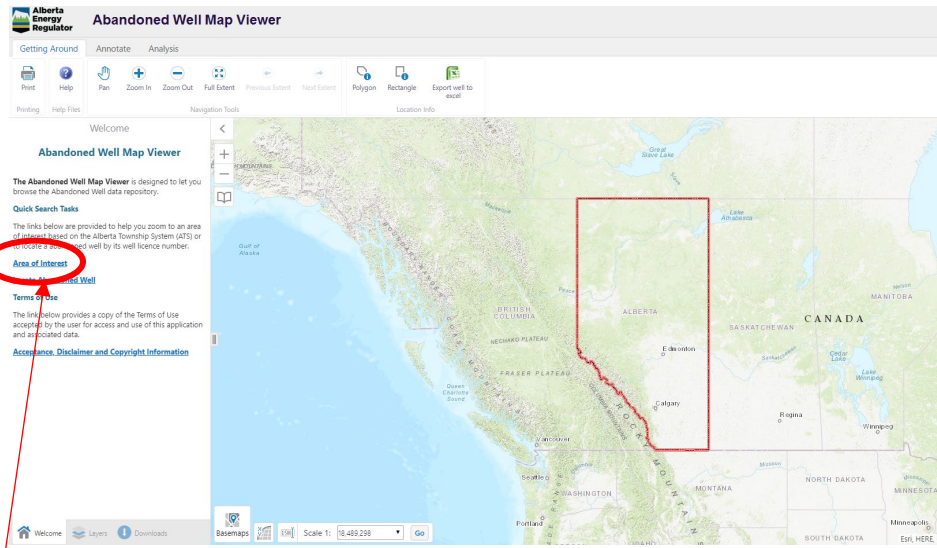
DATED: this _____ day of _____, 20____.

This form shall accompany all applications for Subdivision and Development Permits.

ABANDONED OIL/GAS WELL - ALBERTA ENERGY REGULATOR (AER)

As a requirement for all Development Permit Applications, the applicant is required to submit a map identifying all abandoned oil/gas wells according to the Alberta Energy Regulator (AER). Please follow the steps outlined below to obtain the required map and submit it with the development application.

- 1) Access the Alberta Energy Regulators (AER) Abandoned Well Map Viewer at <https://extmapviewer.aer.ca/AERAbandonedWells/Index.html>
- 2) A 'Terms of Use' Agreement needs to be accepted by clicking 'I Accept'.
- 3) The following map will appear once the 'Terms of Use' have been accepted.



- 4) Select 'Area of Interest' located on the left side of the screen.
- 5) Enter the legal land description of the parcel requesting the development permit. (Section, Township, Range and Meridian are required). A map will generate showing the legal description and any wells in the area.
- 6) A printed copy of this map must be included with the development application. In order to print the map you must: Click the print button at the top of the page, then click the print button at the bottom of the page, and then click 'Open File'. This will generate the document that can be printed.

