



VILLAGE OF LINDEN

109 CENTRAL AVE LINDEN AB T0M 1J0 PH: (403) 546-3888

Development Permit Requirements Checklist

Home Occupations

All of the following information for a Development Permit is necessary to ensure that an application is reviewed completely and efficiently. This checklist must be attached to all Development Permit applications for home occupations. All boxes should be checked and the information indicated attached to the application. **Incomplete applications will not be accepted by the Village administration, and will be returned to the applicant. All boxes must either have a ✓ or N/A (not applicable).**

Required Information

- Completed **Home Occupation Application Form**;
- Letter of Authorization** signed by landowner (if application is submitted by a person other than the registered landowner);
- Application fee**, payable to the Village of Linden;
- Current **certificate of title** of subject lands (no older than 30 days);
- 2 copies of a **site plan** showing the following:
 - the legal description and municipal address of the site;
 - the scale and a North arrow;
 - dimensions of the parcel, including total parcel area;
 - the residence and any other accessory buildings with dimensions of foundation/walls and any projections and/or cantilevers;
 - the perpendicular distance measured from adjacent front, rear, and side property lines to each corner of the foundation/walls and eaves of the residence; and
 - location of off-street vehicular parking areas;
- 2 copies of a **floor plan** of the residence showing the following:
 - Location where you intend to operate the home occupation, including dimensions of the area and any areas of storage;
- A **letter** providing the following information:
 - nature of the home occupation: provide a detailed description of the services provided, products manufactured, items repaired, or goods offered for sale;
 - employees - the number of resident and non-resident employees that will work on the site;

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- size - gross floor area of the residence and the portion to be used for the home occupation;
- equipment used in the operation of the home occupation;
- hours and days of operation;
- vehicles used in the operation of the home occupation, including type, size, and weight (Gross Vehicle Weight Rating, GVWR);
- traffic - anticipated number of client or customer visits to the home occupation per hour/ per day;
- advertising - the method of advertising of the home occupation; and
- signage - an indication of potential signage related to the business (requires separate development permit).

Additional Information

The Development Officer may require an applicant for a development permit to submit, in addition to the information noted above, any or all of the following additional information:

- The location of municipal water, sanitary sewer, or storm sewer lines, and public utilities (e.g. gas, telephone, cable, power) to be utilized in servicing the site;
- A Traffic Impact Assessment and/or Parking Demand Assessment evaluating potential traffic impacts and on-site parking implications; and
- When the applicant is aware that the proposed development does not meet a standard of the Land Use Bylaw (e.g. building setback, parking), any deficiencies must be identified and a written account of the planning rationale provided in support of such deficiencies.