



Checklist: Development Permit Application

Pursuant to Land Use Bylaw No. 24-007

Home Occupation Development

Required for ALL Home Occupation Applications

- Completed Form A: Development Permit Application
- Completed Form A1: Home Occupation Application
- Certificate of Title (within the last 30 days)
- Site Plan Indicating:
 - Location(s) of proposed development and/or location(s) that would be used for the home occupation, including,
 - Customer parking
 - Employee parking
 - Company vehicle parking
 - Equipment
 - Proposed signage
 - Outdoor storage, etc.
 - Existing structures
 - Location of anticipated future development
 - Septic field
 - Known utilities
 - Setback information to property lines and adjacent structures
- Construction Details, if applicable, including
 - Elevation Drawings
 - Floor Plans indicating rooms and dimensions
- Payment of Development Permit Application Fee – determined at time of application
- Waiver Request – *Where applicable, include a written explanation and rationale for the request as part of Form A: Development Permit Application*
- Additional Supporting Documentation – *where applicable, such as additional details regarding the proposed business and its operations)*