



TOWN OF HANNA
DEVELOPMENT APPLICATION
FOR HOME OCCUPATION

Instructions: Complete form and submit with the \$10.00 application fee to the Town of Hanna at 202 1st Street West or Box 430 Hanna, AB. - T0J 1P0

I hereby make application under the provisions of the Land Use Bylaw for a Development Permit for a home occupation in accordance with the supporting information submitted herewith and which form part of this application.

Applicant: Telephone P.O. Box Postal Code

Civic address: Hanna, Alberta.

\*\* IF YOU ARE NOT THE PROPERTY OWNER A SIGNATURE OR LETTER OF AUTHORIZATION FROM THE PROPERTY OWNER MUST ACOMPANY THIS APPLICATION. I hereby authorize my property described above to be used for the business described herein.

Description of Proposed Home Occupation (describe business)

Off Street Parking: Number of stalls OR Size of parking area Location of parking area

Other information:

I CERTIFY THAT THE INFORMATION CONTAINED IN THIS APPLICATION IS CORRECT AND ACCURATE.

Signature of Applicant: PROPERTY OWNER / OCCUPANT / AGENT (PLEASE CIRCLE ONE)

DEVELOPMENT DECISION [to be completed by the Development Officer] Application Fee \$ 10.00

Application File Number: Application Date: Receipt # FoP

Lot(s) Block Plan Roll # Land Use District LINC #

Date of Decision: By Development Officer By the Municipal Planning Commission motion #

The proposed home occupation described above has been reviewed by the above indicated development authority and;

DENIED for reason(s) given below: OR APPROVED subject to the following conditions and appeal period:

A VALID AND SUBSISTING TOWN OF HANNA BUSINESS LICENSE IS REQUIRED

If approved, you are authorized to proceed in obtaining a Town of Hanna Business License, provided that any stated conditions are complied with and that the home occupation is in accordance with any approved plans, specifications, Federal /Provincial / Municipal regulations , current Alberta Building and Fire Codes, the Town of Hanna Land Use Bylaw #967-2012 and any amendments thereto.

Date of Issue of Development Permit Town of Hanna Authorized Signature:

## **IMPORTANT NOTES**

### **GENERAL CONDITIONS:**

The granting of a development permit shall in no way relieve or excuse any person from:

- a) complying with the Land Use Bylaw or other bylaws, orders and regulations affecting such works;
- b) be without prejudice to the Council's rights to refuse any other permit or approval that may be required of it in respect of the development by this or any other bylaw order; or
- c) be subject to the right of the Council to suspend or revoke the Development Permit in accordance with the provisions of the Land Use Bylaw and/or the Municipal Government Act.

### **OTHER PERMITS REQUIRED:**

The applicant is not relieved of their responsibility of ascertaining and ensuring compliance with the relevant Federal, Provincial or Municipal legislation, in relation to this development, including making application for and obtaining any relevant permits, including but not limited to building, plumbing, electrical or gas permits. Such permits **if applicable** must be obtained from the proper authority.

### **EXPIRY OF A DEVELOPMENT PERMIT**

**A development permit issued in accordance with the notice of decision is valid for a period of twelve (12) months from the date of issue. If at the expiry of this period, the development has not been commenced, this permit shall be null and void.**

### **APPEAL PERIOD, VARIENCES & RELAXATIONS:**

For any discretionary, or permitted use where the provisions of the Land Use Bylaw have been relaxed or varied, the issuance of a Development Permit is subject to the condition that it does not become effective until it is determined that no notice of appeal has been served on the Subdivision and Development Appeal Board within the fourteen (14) day appeal period set out in the Municipal Government Act. A Development Permit issued for a permitted use, where the provisions of the Land Use Bylaw have not been relaxed or varied, becomes effective immediately after the permit is issued.

### **APPEAL OF AN APPROVED PERMIT BY OTHERS**

The Land Use Bylaw provides that any person claiming to be affected by the decision of the Development Officer may appeal to the Subdivision and Development Appeal Board by serving written notice of appeal to the Secretary of the Subdivision and Development Appeal Board within fourteen days after notice of decision is given.

### **APPEAL OF A DENIED DEVELOPMENT APPLICATION**

**If the application has been denied** you may appeal the decision to the Subdivision and Development Appeal Board in accordance with Part IV of the Land Use Bylaw. Such an appeal shall be made in writing and shall be delivered either personally or by mail so as to reach the Secretary of the Board no later than fourteen (14) days after you are notified that the application has been denied. The appeal shall contain a statement of the grounds of appeal and a processing fee as determined by the Council.

The Subdivision and Development Appeal Board address:

Secretary  
Subdivision and Development Appeal Board  
P.O. Box 430  
Hanna, Alberta  
T0J 1P0

**ADDITIONAL INFORMATION:**

Additional information regarding a development application or permit may be obtained by contacting the Town of Hanna, Development Officer at the Hanna Town Office, 202 - 1 Street West, P.O. Box 430 Hanna, Alberta T0J 1P0. Telephone (403) 854-4433 or Fax (403) 854 - 2772. Office Hours; Monday - Friday 8:30am - 4:30pm.

WEBSITE: <http://www.hanna.ca> E-MAIL: [admin@hanna.ca](mailto:admin@hanna.ca)

**Excerpt from the Town of Hanna Land Use Bylaw - # 967-2012**

**SECTION 16. Home Occupations**

- (1) All development permits issued for Home Occupations shall be revocable at any time by the Municipal Planning Commission, if in its opinion, the use is or has become detrimental to the amenities of the neighborhood.
- (2) One sign not exceeding 0.28m<sup>2</sup> (3 sq. ft.) may be posted on a residential building to advertise a Home Occupation.
- (3) The Municipal Planning Commission may approve the sign referred to subsection (2) to be free standing on the parcel.
- (4) All Home Occupations require a valid Town of Hanna business License. If the business license lapses for a period of more than one year, a new development application is required.
- (5) Where the applicant for the Home Occupation is not the registered owner of the dwelling unit proposed to be used for a Home Occupation, the applicant shall provide to the Development Officer written authorization from the registered owner(s).
- (6) A Home Occupation shall not include any use or operation which will cause or create a nuisance by way of noise, dust, smoke or excessive traffic. No industrial/commercial equipment or a motor vehicle associated with a Home Occupation having a G.V.W. rating of 7300 Kilograms (1600 lbs.) or more, may be stored/parked on a residential Home Occupation site, except in the "RA" – Residential Acreage District.
- (7) There shall be no outside storage of materials, commodities or finished products.
- (8) No more than 25% of the gross floor area of the principal building shall be used for the Home Occupation. An accessory building may be used if permitted by the Development Officer if in his/her opinion this would not be detrimental to the neighbourhood.