



APPLICATION FOR HOME OCCUPATION PERMIT FILE # _____

Documents Required:	
	Completed Home Occupation Application Form (signed by ALL titled landowners)
	Certificate of Title (current within 30 days)
	Letter of Intent (reason for Application)
	Detailed sketch of site plan
	Application Fee (set as per Master Rates Bylaw)

Please submit this sheet with the application

The following personal information is for office use only. It will be removed from the package prior to circulation.

Registered Owner(s) Name & Mailing Address

Phone Number _____ Cell Phone _____ Fax Number _____

Email Address _____

Applicant(s) Name & Mailing Address

Phone Number _____ Cell Phone _____ Fax Number _____

Email Address _____

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, the approving authority has 40 days from when application is *deemed complete* to render a decision on this application.

PO Box 400, 1600 – 2nd Street NE, Three Hills, AB T0M 2A0 Email: office@kneehillcounty.com
 Telephone: 403-443-5541 Toll Free 1-866-443-5541 Fax 403-443-5115 www.kneehillcounty.com

Application No:	Date Received:
___ Major	___ Minor



APPLICATION FOR HOME OCCUPATION PERMIT

FILE # _____

Registered Owner(s) Name _____

Applicant(s) Name _____

1. LEGAL DESCRIPTION & AREA OF LAND TO BE DEVELOPED

Circle One: NE NW SE SW Section _____ TWP _____ RGE _____ W4

(Lot ___ Block ___ Plan _____) Certificate of Title #: _____

Rural Address (blue sign): _____ Parcel Size: _____ (Acres/Hectares)

Land Use Bylaw Designation (zoning) _____ Existing Use: _____

Proposed use of structure(s): _____

Goods and Materials Stored on Premise: Yes No If yes, provide details: _____

Description of Building(s) Used to Accommodate Business: _____

New Construction: Yes No If yes, provide details: _____

Hours/Days/Season of Operation: _____

Number of Vehicles Associated with Business: _____

Number of Employees Associated with Business: _____

Number of Expected Daily Customers: _____

Other Information: _____

Signature of Titled Landowner _____

Applicant Signature _____

Date _____

Rural business occupations must be pursued in the main residential building, or an accessory building, and be secondary to the use of the site as a residence. A separate permit may be required to erect signage.

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SITE PLAN FOR HOME OCCUPATION PERMIT

Legal Description: _____

Please indicate the following where applicable:

(Drawings should be clear and legible. Please use a ruler and scale when possible.)

1. Dimensions of the site, including all property lines.
2. All existing and proposed buildings, shelterbelts, wells, septic tanks and fields, watercourses, trees, shrubs and any major structure such as telecommunication towers and the distances between those features and the lot lines, residences, etc...
3. In residential, commercial, industrial, recreational and institutional areas:
 - The front, rear and side yard setbacks.
 - Off-street parking and loading provisions.
 - Access and egress locations for site.
 - Water well location
 - Type and locations of sewage system _____
 - Location of, and proposed screening for: garbage, storage areas, fuel tanks, etc. (If applicable)



Signature of Applicant: _____

Date: _____

An application for a mobile home or other moved-in building must be accompanied by photographs of the exterior of the home or building.

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HOME OCCUPATION PERMIT TERMS

Home Occupation, Major means an occupation, trade, profession or craft carried on by a resident of a dwelling that is secondary to the residential use of the dwelling and may include the use of accessory buildings. It does not include a bed and breakfast establishment.

Home Occupation, Minor means an occupation, trade, profession or craft carried on by a resident of a dwelling that is secondary to the residential use of the dwelling. The home occupation shall be wholly contained within the dwelling unit. It does not include a bed and breakfast establishment.

Kneehill County Land Use Bylaw Reference:

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. The Municipal Planning Commission may issue a temporary permit for a home occupation.
3. A home occupation shall not include any use or operation which will cause or create a nuisance by way of dust, noise, smell, smoke, or traffic generation.
4. In hamlets, a home occupation shall be confined to the residence or accessory buildings and be subordinate to the principal use as a residence and shall be limited to those uses which do not impact adjacent properties. Outside storage of materials, goods or equipment is not permitted.
5. In agricultural districts, a home occupation shall be confined to the residence or farmyard site and be subordinate to the principal use of the site for agricultural and residential purposes. Further, limited outside storage of materials, goods or equipment is permitted.
6. Mobile catering must have permission of the landowner and/or tenant for the operation, coordination and cooperation with other organizational groups. No parking on public access roadways without permission. Garbage collection, containment and disposal must be provided for the function

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