

# BUSINESS

## *Development Permit Application Information*



**COMPLETE THE APPLICATION FORM** A development permit application form must be completed and submitted with the appropriate processing fee.

**DETAILS OF BUSINESS ARE REQUIRED** Please complete the attached Supplementary Business Form. It is very important that you provide details about your proposal so that we understand what kind of business activity will take place at the site and how this activity might affect neighbours and the road system. Additional information can simply be attached to the business form. A good understanding of your proposal will help to avoid unnecessary delays in processing your application.

In most cases, the Supplementary Business Form will provide us the necessary information to render a decision on your application, however once we have reviewed your application, we may request further information in order to assess whether the business might create any problems within the community.

**NEIGHBOURS VIEWS** We may ask neighbouring property owners for their views before a decision is made on your application, and we may circulate the Supplementary Business Form and development information in order to obtain their views. Although this is not always done, we encourage you to discuss your plans with your neighbours as a courtesy. It may help identify issues or concerns that you can address before submitting your application. By considering how your business may affect your neighbours, you can help make the permitting process a lot easier and perhaps obtain a quicker decision. You should remember that a decision on many business applications in agricultural and residential areas are subject to appeal by neighbouring landowners. It will benefit you to consider how your neighbours might be affected by the business.

**BUILDING DESIGN AND LANDSCAPING REQUIREMENTS** Depending upon the nature of the business and where it is located, you might be required to comply with our building design and landscaping requirements that Council has adopted for commercial and industrial developments in the County. We would encourage you to speak to our Planning Services staff as they can advise you on what may be required. Higher standards will generally apply to commercial and industrial developments proposed near provincial highways and County main roads. You can view or download a copy of building design and landscaping requirements by visiting the County's website at [www.lacombecounty.com](http://www.lacombecounty.com). You can also pick up the information at the County Office.



**For further information about the development permitting process, please call  
Planning Services at (403) 782-8389.**

# SUPPLEMENTARY BUSINESS FORM

*Required Info for a Development Permit Application*



## 1 BUSINESS INFORMATION

Name of business
Business owner

## 2 LEGAL LAND DESCRIPTION OF PROPERTY

<input type="radio"/> All OR <input type="radio"/> Part of	Quarter (ie. NE/NW/SE/SW)	Section	Township	Range	West of the	Meridian
OR Being all parts of Lot	Block	Plan				
Hamlet or Subdivision Name						
Civic Address ( <i>Blue 911 Sign</i> )				Total Parcel Size		

## 3 DESCRIPTION OF THE BUSINESS

Describe the proposed business, including the **total site area** required for the business and **types of activities** that will take place at the site:

Identify the use(s) that will be made of any **existing buildings and/or other structures**:  
*Please attach a site plan showing the location of these buildings with their distances from roads, other property boundaries, and water bodies.*

Indicate whether any **new building(s) or structure(s)** will be required for the business and what use will be made of them:  
*Please attach a site plan showing the location of any proposed new building(s) or structures with their distances from roads, other property boundaries, and water bodies.*

**On-site Employee Information:**

*On-site employees are those who normally work on the site of the business **more than a total of 6 hours in a week.** On-site employees typically also include yourself, the business owner/operator.*

Number of resident on-site employees
Number of non-resident on-site employees

**Off-site Employee Information:**

*Off-site employees are those who normally work on the site of the business **less than a total of 6 hours in a week.***

Number of resident off-site employees
Number of non-resident off-site employees

Specify the business **hours of operation** (including days of week, hours per day):  
*For example, the business is operated Monday-Friday, 8 am to 5 pm.*

Describe the **types of materials, equipment and/or vehicles** that will be used in the business:

This business will generate  vehicle trips per day

Give details on the **traffic** that is expected to be generated by the proposed business:  
*For example, how much traffic may be expected on a daily basis, when will the most traffic occur and what types of vehicles and equipment will be using the site (e.g. tractor trailers, boom trucks, half-tonne trucks, etc).*

Describe how much **parking space** will be provided for customers and employees:  
*Please indicate the proposed parking location and access(es) into the property on the site plan.*

Describe any **outdoor storage** that will be required for the business, including the types of materials and equipment that will be stored outside. Please specify any **screening** that is proposed for this outdoor storage, such as fencing, landscaping or earth berms:  
*Please indicate the proposed location of the outdoor storage on the site plan in relation to any buildings, structures, roads and other natural features.*

Explain what **measures will be taken to minimize or avoid any potential nuisances or other conflicts** with neighbouring residents and land uses, due to noise, dust, lighting, traffic, etc.:

**Have you discussed your business proposal with your neighbours?** If so, please indicate which neighbours you've discussed it with, what they had to say, and what you propose to do to address any issues or concerns that were raised?

Do you require any **signage** for the business:

☐ Yes   OR   ☐ No

#### 4 DESCRIPTION OF THE SIGNAGE

*If you require signage for your business, please complete the following section. This information may include proposed new signage, or already existing signage.*

##### TYPE OF SIGN

☐ Freestanding sign    OR    ☐ Fascade Sign

☐ The sign will be illuminated.

##### PURPOSE OF SIGN

##### LOCATION OF SIGN

Describe the location of any signage that will be required for the business.

*Please indicate the proposed location of the signage on the site plan in relation to any buildings, structures, roads and other natural features.*

##### SKETCH OF SIGN

Draw a sketch of any signage that will be required for the business, or attach separately to your application.