



CYPRESS COUNTY

816 — 2nd Avenue, Dunmore, Alberta T1B 0K3
Phone: (403) 526-2888 | Fax: (403) 526-8958 | www.cypress.ab.ca

HOME BASED BUSINESS DEVELOPMENT PERMIT APPLICATION

Application #

NAME OF APPLICANT: _____

Mailing Address: _____ City: _____ Postal Code: _____

Phone # (residential): _____ (cell): _____ Fax #: _____

Email: _____ ☐ I give consent to receive documents electronically

LANDOWNER(S) (if applicant not the landowner): _____

Address: _____ City: _____ Postal Code: _____

Phone # (residential): _____ (cell): _____ Fax #: _____

Email: _____

Interest of Applicant if not owner of property: _____

SITE INFORMATION:

Legal: (Circle one) NE NW SE SW $\frac{1}{4}$ Section _____ Township _____ Range _____ W4M

Plan _____ Block _____ Lot _____ Area: _____ hectares/acres/lot size

Municipal Address: _____ Roll #: _____

Land Use Classification: _____

Describe the existing developments on the land: _____

DESCRIBE PROPOSED OPERATION/BUSINESS: _____

1. Any new buildings/additions/structures required for your operation?:

☐ No ☐ Yes, please provide a site plan of the proposed building required for your operation. Please ensure you include the following information on your site plan:

- Front, rear and side yard setbacks from the property line to the proposed structure(s)
- Setbacks to any existing buildings/structures
- Dimensions of the structure (length/width)
- Any existing buildings/structures and/or physical features (trees, shelterbelts, canals etc.)
- Accesses to property; any bordering roads

2. Will you have any visible outside storage? (lumber, machinery, vehicles etc)

☐ No ☐ Yes, please indicate what materials and/or equipment will be stored outside:

3. How many client(s) or customer(s) per day, will be coming to your place of residence?

☐ 0 ☐ 1-5 ☐ 6-over

4. Do you intend to have any delivery or trucking services drop off goods, material or products in association to your business?

☐ No ☐ 1-2 times/week ☐ 3-5 times/week ☐ more than 5 times/week

5. Do you intend to employ any off-site employees?

☐ No ☐ 1 ☐ 2 ☐ 3 or more

6. Please indicate what type of vehicles you will be using for your operation/business?

☐ Passenger car/Van ☐ Pick-up truck (size: _____ (½ ton, ¾ ton, other?))

7. Will you have an advertising sign?

☐ No ☐ Yes (please provide a drawing with size/location/etc.)

☐ PERMITTED USE

☐ CLASS I DISCRETIONARY USE

☐ CLASS II DISCRETIONARY USE

RIGHT OF ENTRY & REQUIRED SIGNATURES – Applicant/Landowner:

Please note that all information provided by the Applicant to the County that is associated with the application, including technical studies, will be treated as public information in the course of the municipality's consideration of the Letter of Concurrence, pursuant to the Municipal Government Act, R.S.A 2000 Chapter M-26, the Land Use Bylaw and relevant statutory plans. By providing this information, you (Owner/Applicant) are deemed to consent to its public release.

I/We certify that the information given on this form is full and complete and is, to the best of my knowledge, a true statement of the facts relating to this application for development approval. Landowner Signature also is authorization to allow staff of Cypress County and applicable referral agencies the right of entry onto this property for the purposes of inspection.

Applicant Signature

Applicant Name (print)

Date

Landowner Signature

Landowner Name (print)

Date

FOR OFFICE USE ONLY:

Ward #: _____

Date Inspected: _____ By: _____ Reviewed by: _____

☐ Approved ☐ Appealed ☐ Refused By: _____

Miscellaneous/Conditions of Approval: _____ Permit Paid: \$ _____

_____ Sign Paid \$: _____

_____ Deposit(s) Paid \$: _____

_____ Receipt #: _____

IMPORTANT NOTICES:

- This application does not permit you to commence operation. A Notice of Decisions shall be issued by the Development Officer.
- The issuance of a development permit in accordance with the Notice of Decision is subject to the condition that it does not become effective until after the appeal period. Any work done prior to the issuance of a development and before the appeal expiry date is performed at the owner/applicant's risk.
- A 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 or carried out with reasonable diligence the development permit shall become null and void.
- Failure to complete the application form and supply the required information may cause delays in processing the application.
- For new development requiring connection to Water and/or sewer in all Cypress County hamlets a connection fee and water meter fee is an extra charge.
- **This development application is NOT a building permit application.** In addition to obtaining a Development Permit from Cypress County it is the Landowner/Applicant's responsibility to obtain and comply with any Safety Codes permits required for their proposal – i.e. building/electrical/gas/plumbing/private sewage/heating etc

OTHER PERMITS TO OBTAIN:

To obtain permits or permit information for the following types of construct please contact:

Agency Name	Phone	Fax	Website
Park Enterprises	(800) 621-5440	(866) 406-8484	www.parkinspections.com
Superior Safety Codes	(877) 320-0734	(403) 320-9969	www.superiorsafetycodes.com
The Inspections Group Inc.	(866) 554-5048	(780) 454-5222	www.inspectionsgroup.com

FEES: As per Master Rates Bylaw 2025/04**Application Fees**

Home Based Business – Permitted - \$125.00

Home Based Business – Discretionary - \$275.00

Commercial/Industrial \$350.00

Sign Fees (Green Municipal Signs)

Rural sign w/post: \$60.00

Acreage or Hamlet sign w/post: \$45.00

Acreage or Hamlet sign no post: \$30.00

Please provide the following information on an attached site plan: (if applicable)

- Provide a site map of the existing structures and the location of proposed Home Occupation/Business.
- The location, dimensions, and boundaries of the land to be developed.
- Front, Rear, and Side yard setbacks from the property line to the proposed development.
- Dimensions of the proposed development.
- Any existing buildings/structures and/or physical features (trees, shelterbelts, canals, etc.)
- Setbacks to any existing buildings/structures.
- Proposed location of septic fields/septic tanks and distances from dwelling.
- Access points to each proposed development and all developed road allowances.
- Any bordering roads/highways.
- Proposed or existing well sites.

PLEASE ATTACH SITE PLAN/SITE DRAWINGS.

SITE PLAN: (or attach separate plans)





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BUSINESS DIRECTORY APPLICANT INFORMATION

Application #

Business Name: _____ Contact Person: _____
Business Phone #: _____ Email Address: _____
Mailing Address: _____ Postal Code: _____
Municipal Address: _____
(if different than above) _____ Postal Code: _____
Website: _____

BUSINESS / PROPERTY INFORMATION:

Plan: _____	Block _____	Lot _____	Roll No. _____
Plan: _____	Block _____	Lot _____	Roll No. _____
Plan: _____	Block _____	Lot _____	Roll No. _____
Plan: _____	Block _____	Lot _____	Roll No. _____
Plan: _____	Block _____	Lot _____	Roll No. _____

(attach an additional schedule if more space is required)

Please add my business to the Business Index on the Cypress County website: Yes ☐ No ☐

Declaration:

I _____, (Print Name) am a designated signing officer of the above-mentioned Business located in Cypress County, and as of Dec. 31 of the prior year, the total employee count across Canada was _____ (must be fewer than 50 to qualify). I acknowledge the following Municipal Government Act sections below, which allows for inspection of this declaration. I further acknowledge that this declaration will be rescinded once business ceases or changes.

Signature of Designated Signing Officer

Date

MGA Chapter M-26, Duty to provide information 295

- (1) A person must provide, on request by an assessor, any information necessary for the assessor to carry out the duties and responsibilities of an assessor under Parts 9 to 12 and the regulations.
- (2) The Alberta Safety Codes Authority or an agency accredited under the Safety Codes Act must release, on request by an assessor, information or documents respecting a permit issued under the Safety Codes Act.
- (3) An assessor may request information or documents under subsection (2) only in respect of a property within the municipality for which the assessor is preparing an assessment.
- (4) No person may make a complaint in the year following the assessment year under section 460 or, in the case of designated industrial property, under section 492(1) about an assessment if the person has failed to provide any information requested under subsection (1) within 60 days from the date of the request.