



## Development Permit Requirements Checklist

### HOME OCCUPATIONS

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All of the following information for a Development Permit is necessary to ensure that an application is reviewed completely and efficiently. This checklist must be attached to all Development Permit Applications for commercial/industrial/institutional development. All boxes should be checked, and the information indicated attached to the application. **Incomplete applications will not be accepted by the Village Administration and will be returned to the Applicant. All boxes must either have a  or N/A (not applicable).**

#### Required Information

- Completed **Home Occupation Application Form**;
- Letter of Authorization** signed by landowner (if application is submitted by a person other than the registered landowner);
- Application fee**, payable to the Village of Carbon;
- Current **Certificate of Title** of subject lands (no older than 30 days); and
- 2 copies of **site plan** showing the following:
  - the legal description and municipal address of the site;
  - the scale and a North arrow;
  - dimensions of the parcel, including total parcel area;
  - the residence and any other accessory buildings with dimensions of foundation/walls  
And any projections and/or cantilevers;
  - the perpendicular distance measured from adjacent front, rear, and side property lines to each corner of the foundation/walls and eaves of the residence; and
  - location of off-street vehicular parking areas.
- 2 copies of **floor plans** showing the following:
  - Location where you intend to operate the home occupations, including dimensions of the area and any areas of storage.
- A **letter** proving the following information:
  - nature of the home occupations: provide a detailed description of the services provided, products manufacturers, items repaired, or goods offered for sale;

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- employees – the number of resident and non-resident employees that will working on the site;
- size – gross floor area of the residence and the portion to be used for home occupation;
- equipment used in the operation of the home occupation;
- hours and days of operation;
- vehicles used in the operation of the home occupation, including type, size, and weight (Gross Vehicle Weight Rating, GVWR);
- traffic – anticipated number of client or customer visits to the home occupation per hour/per day;
- advertising – the method of advertising of the home occupation; and
- signage – an indication of potential signage related to the business (requires separate development permit).

### **Additional Information**

The Development Officer may require an applicant for a development permit to submit, in addition to the information noted above, any or all of the following addition information:

- The location of municipal water, sanitary sewer, or storm sewer lines, and public utilities (e.g., gas, telephone, cable, power) to be utilized in servicing the site;
- A Traffic Impact Assessment and/or Parking Demand Assessment evaluating potential traffic impacts and on-site parking implications;
- When the applicant is aware that the proposed development does not meet a standard of the Land Use Bylaw (e.g., building setback, parking), any deficiencies must be identified, and a written account of planning rationale provided in a support of such deficiencies.