

TOWN OF FOX CREEK
P.O. Box 149, Fox Creek, AB. T0H 1P0
Telephone: 780-622-3896 Fax: 780-622-4247

BUSINESS LICENSE APPLICATION

As per section 37 of the Freedom of Information and Protection of Privacy Act, the applicant recognizes that information provided on this application shall only be used for Municipal purposes. The applicant agrees that the information collected on this form shall be considered approved for insertion in the Fox Creek Community Directory.

Business Legal Name: _____

Business operating name: _____

Mailing Address: _____

Name of Owner(s): _____

Manger/Contact Person: _____

Business Phone Number: _____ **FAX** _____

Email: _____

Location of Business in Fox Creek _____
Street Address, Legal Description,

Start Date for Business: _____

Business Activity: _____
Please use back of this form if you need more room

Signature of Applicant: _____

Date of Application: _____



ADMINISTRATIVE USE ONLY

Customer Number: _____	License Number _____	Commercial _____
Date Issued/refused _____	License Fee _____	Service: _____
Major Home Occupation _____	Application Fee _____	Multi-Business _____
Minor Home Occupation _____	Out of Town _____	Peddler _____
Non-Resident Contractor _____	Resident Contractor _____	Resident Seasonal _____
Non-Resident Seasonal _____	Industrial _____	License fee \$ _____

Development Authority _____ **Date of Approval** _____

Appeal Deadline _____ **Date Advertised** _____



Town of Fox Creek Home Occupation Business License Questionnaire

Business Legal Name: _____

Business Operating Name: _____

Street Address of Business: _____

Owner / Primary Contact: _____

Please fully answer all the following questions:

- 1) Please supply a detailed description explaining the nature and operation of your business. What services do you provide – are they on-site or off-site?

- 2) Will you be storing materials and/or equipment at your location? Yes ___ No ___

a. What is Stored? _____

b. Where are the materials stored? _____

- 3) Business parking for clients and staff: (no on-street parking is allowed)

a. How many staff are employed at one time? _____

b. How many clients are expected each hour? _____

- 4) Will you renovate the interior? Yes ___ No ___

a. What changes will be made? _____

b. What is the estimated cost? _____

c. What arrangements have been made for garbage removal during renovation? _____

- 5) Will you be displaying a sign indicating the business? Yes ___ No ___

a. What size of sign? _____

b. What type of sign? _____

c. Where will you locate the sign? _____

- 6) Do you have a water meter for the unit? Yes ___ No ___

- 7) Do you understand that if you change **ANY** of the above decisions including business location, employees, storage and signage, you **MUST** notify the Town of Fox Creek in writing, and any changes may be subject to applying for a new development permit?

Yes ___ No ___

Applicant Name _____

Signature _____ Date _____



DEVELOPMENT PERMIT APPLICATION

TOWN OF FOX CREEK, 102 KAYBOB DRIVE, BOX 149, FOX CREEK, ALBERTA, T0H 1P0

DEVELOPMENT INFORMATION

*Please read carefully the "Development Procedure" on the reverse of this application.

PROPOSED DEVELOPMENT(S):

<input type="checkbox"/> Maintenance / Replacement	<input type="checkbox"/> Interior Renovations	<input type="checkbox"/> Addition	<input type="checkbox"/> Demolition	<input type="checkbox"/> New Building Construction	<input type="checkbox"/> "As-Built"
<input type="checkbox"/> Mobile Home	<input type="checkbox"/> Single Family Dwelling	<input type="checkbox"/> Multi-Family (townhouse/Apartment/duplex)		<input type="checkbox"/> Subdivision Development	
<input type="checkbox"/> Residential Deck	<input type="checkbox"/> Home Occupation	<input type="checkbox"/> Business License	<input type="checkbox"/> Commercial Business License	<input type="checkbox"/> Parking Development	<input type="checkbox"/> Infrastructure/Utilities
<input type="checkbox"/> Accessory Structure (shed / garage / pool)	<input type="checkbox"/> Fence	<input type="checkbox"/> Sign	<input type="checkbox"/> Landscaping (& Site Preparations)		

DETAILS: _____

CONSTRUCTION COST: _____ COMPLETION DATE: _____ SITE PLAN? YES NO CSA# (for Mobile Homes) _____

PLAN _____ BLOCK _____ LOT _____ CIVIC ADDRESS _____

LAND USE DISTRICT (ZONING) _____ EXISTING USE _____

	Proposed	Bylaw Requirements	Conforms to Bylaw	YES	NO
FRONT YARD SETBACK	_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
REAR YARD SETBACK	_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
(Minor) SIDE YARD SETBACK	_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
(Major) SIDE YARD SETBACK	_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
% SITE COVERAGE	_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
ACCESSORY BLDG. /STRUCTURE	_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
OFF STREET PARKING SPACES	_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
SIGN/TYPE	_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>

APPLICANT INFORMATION

APPLICANT NAME		NAME OF REGISTERED OWNER (If different)	
ADDRESS		ADDRESS	
POSTAL CODE	TELEPHONE	POSTAL CODE	TELEPHONE

DECLARATION

I / We hereby make application for a Development Permit under the provision of the Town of Fox Creek's Land Use By-law 662-2007 in accordance with the plans and supporting information submitted herewith and which form part of this application. I/We understand that this application will not be accepted without the following:

- 1) APPLICATION FEE
- 2) SCALED SITE PLAN INCLUDING ALL RELEVANT DETAILS TO THE PROPOSED DEVELOPMENT.

I/We have read and understand the terms printed on the reverse side and hereby apply for permission to carry out the development described above and on the attached plans and specifications. I/We further certify that the registered owner of the land described on this application is aware of and in agreement with this application. I/We hereby declare that the above information is, to the best of my/our knowledge, factual and correct.

As per section 37 of the Freedom of Information and Protection of Privacy Act, the applicant recognizes that information provided on this application shall only be used for Municipal purposes.

<p>_____ DATE</p> <p>Note: Signature of the Registered Land Owner if different from Applicant</p> <p>_____ DATE</p>	<p>_____ SIGNATURE OF APPLICANT</p> <p>_____ SIGNATURE OF REGISTERED LAND OWNER</p>
---	---

ADMINISTRATION USE

DATE RECEIVED: _____	NOTES: _____
TAX _____	_____
APPLICATION NUMBER: _____	PERMIT FEE AMOUNT: \$ _____ FEE PAID <input type="checkbox"/>
APPROVAL DATE _____	DATE ADVERTISED _____
APPEAL DEADLINE _____	M.P.C. DATE _____
_____	S.D.A.B. DATE _____

DATE OF APPROVAL / NOTICE OF DECISION

DEVELOPMENT AUTHORITY

DEVELOPMENT PROCEDURE

- 1 Subject to the provisions of the land use Bylaw of the Town of Fox Creek, the term "Development" includes the making of any change in the use of buildings or land.
- 2 Although the development officer is in a position to advise on the principle or details of any proposals, such advice must not be taken in connection with the formal application. It must be clearly understood that any action taken by the applicant before a development permit is received is at his own risk.
- 3 Plans and drawings submitted must be in sufficient detail to enable adequate consideration of the application and should be on a scale appropriate to the development.
- 4 Construction undertaken subsequent to approval of this development permit application may be regulated by the ALBERTA BUILDING CODE.
- 5 An application for a development permit shall be made in writing to the Development Officer on the application form provided by the Town and shall:
 - 5.1 be signed by the registered owner or their agent where a person other than the owner is authorized by the owner to make application;
 - 5.2 include a site plan at a scale satisfactory of the Development Officer, showing any or all of the following: the size and shape of the lot, the front, rear and side yards, any provisions for off-street loading and vehicle parking, access to the site, location of existing and proposed municipal and private local improvements, principal building and other structures including accessory building, garages, carports, fences, paved area;
 - 5.3 on a vacant parcel in a residential district, show the suggested location for a future driveway and garage, carport, if the application itself does not include such building as part of the proposal;
- 6 Each application for a development permit shall be accompanied by a non-refundable processing fee determined by Council.
- 7 The Development Officer may require a Surveyor's Certificate relating to a site or building which is the subject of a development permit application.
- 8 The Development Officer may refer any application for a permitted or discretionary use to any municipal, provincial or federal department or agency for comment.
- 9 Failure to complete the application form fully and supply the required information, plans and fee may cause delays in processing the application.
- 10 The Development Officer may refuse to accept an application for a development permit where the information required has not been supplied or where the quality of such information is inadequate to properly evaluate the application.
- 11 A development permit shall come into effect:
 - 11.1 if an appeal is made, on the date that the appeal is finally determined, or
 - 11.2 if it is issued by the Development Officer or Municipal Planning Commission, fourteen (14) days after the date of the issue of the Notice of Decision unless an appeal is made.
- 12 A development permit may be suspended or canceled by the Development Officer if:
 - 12.1 the application for the development permit contains a misrepresentation; or
 - 12.2 facts concerning the application or the development were not disclosed which should have been disclosed at the time the application was considered; or
 - 12.3 the development permit was issued in error.
- 13 An appeal may be made against any decision of the Development Officer by serving written notice of appeal to the Secretary of the Appeal Board, within 14 days after the notice of the decision is mailed or posted on the site.

DID YOU INCLUDE LOCATIONS AND DIMENSIONS ON THE SKETCH?

Fire Hydrants _____
Front Yard Setback (distance from the primary structure to the front property boundary, approx. 9' to the edge of sidewalk) ____
Rear Yard Setback (distance from the primary structure to the rear property boundary) ____
Major Side Yard Setbacks (for vehicle access – garage/ driveway) _____ Minor Side Yard Setback ____
Area (footprint) of the development(s) ____
Fences (should be a maximum height of 1 meter beyond the front of the main building, and can be 2 meters in the rear) ____
Signs _____ Paved Areas (driveways/tennis & basketball courts) ____