TOWN OF HANNA
Part of the Harvest Sky Region

Development Permit Application Form – Home Occupation

Office Use Only
Development Permit #: _____ Fee: **$20.00**
Roll #: _____ Receipt #: _____
Date Submitted: _____ Deemed as Minor: ____ Major: ____

Applicant Information
Name: _____ Telephone: _____
Email Address: _____
Mailing Address: _____ Postal Code: _____

Property Information
Municipal Address: _____
Legal Address: Lot/Unit: _____ Block: ____ Plan: _____ Linc: _____
Off Street Parking: Number of Stalls: ____ or Size of parking area: _____ Location of parking area: _____
Property Size: _____ Land Use District: _____

Owner Information (if different than applicant)
Name: _____ Telephone: _____
Email Address: _____
Mailing Address: _____ Postal Code: _____
Owner Signature: _____ Date: _____

Development Information
Proposed Business: _____
Average Number of Customers Per Day: _____ Average Number of Customers on-site at One Time: _____
Proposed Start Date: _____

DECLARATION

I/We declare that I /We are the owner of the land described above or authorized to act on behalf of the registered owner(s). I/We have reviewed all the information supplied to the Town with respect to an application and it is true and accurate to the best of my/our knowledge. I/We understand that the Town of Hanna will rely on this information in its evaluation of the application. Any decision made by the Town of Hanna based on inaccurate information may be cancelled at any time. I/We give authorization for electronic communication, using the email provided on this application form. By signing below, I/we confirm to have carefully read this declaration and agree to the terms within.

Applicant Signature: _____ **Date:** _____

FOIP Notification: This personal information is being collected under the authority of the Municipal Government Act (MGA) and in the Freedom of Information and Protection of Privacy Act (FOIP) and is managed in accordance with the provisions of FOIP.

DEVELOPMENT PERMIT APPLICATION REQUIREMENTS

The following documents are required for a complete application. Missing documentation may result in delays in approval or a rejection of the application due to insufficient information.

- ☐ Complete Development Permit Application Form
- ☐ Payment of $20.00 Application Fee
- ☐ Letter of Authorization from the property owner authorizing an agent to act on their behalf (if the owner is unable to sign the Development Permit Application Form)
- ☐ Details of the proposed Home Occupation, including:
    - number of customers per day
    - number of customers on-site at a time
    - display of outdoor goods
    - number of on-site employees other than the residents of the Dwelling Unit
    - outdoor storage
    - the percentage of the gross floor area of the Dwelling Unit to be used for the Dwelling Unit
    - whether any part of the Home Occupation will be carried out in an Accessory Building (e.g. a garage)

The Development Authority may additionally require the submission of:

- ☐ current copy of Certificate of Title and copies of any restrictive covenants, utility rights-of-ways, easements or Town of Hanna caveats registered on title
- ☐ floor plans, elevations and section drawings
- ☐ written rationale supporting any requested variances

For information regarding your specific application requirements contact the Town of Hanna Development Officer: David Mohl

Phone: 1-403-854-4433 Email: dmohl@hanna.ca

HOME OCCUPATION REGULATIONS

The following excerpts are taken from the Town of Hanna Land Use Bylaw 1032-2023 related to Home Occupations. Please refer to the Land Use Bylaw 1032-2023 for complete information.

10.3 Home Occupations

10.3.1 In accordance with Section 3 Development Not Requiring a Development Permit, a Home Occupation – Minor does not require a development permit. A business license may be required.

10.3.2 Where a business license and development permit are required for a Home Occupation, and the business license lapses for a period of more than one (1) year, a new development permit is required.

10.3.3 Where the applicant for the Home Occupation is not the registered owner of the Dwelling Unit proposed to be used for a Home Occupation, the applicant shall provide written authorization from the registered owner(s) to the Development Authority.

10.3.4 A Home Occupation shall not include any activity or operation which will cause or create a nuisance by way of noise, dust, and/or smoke or other nuisance that is not characteristic of a residential use.

Home Occupation - Minor

10.3.5 A Home Occupation – Minor shall meet all of the following criteria:

(a) be located within the principal Dwelling Unit only;
(b) on-site sales or customer visits totaling less than 11 visits per day, and no more than two (2) customers on-site at a time;
(c) no outdoor display of goods;
(d) no on-site employees other than the residents of the Dwelling Unit (all employees must reside on the premise or work remotely);
(e) no outdoor storage; and
(f) occupies less than 25% of the gross floor area of the Dwelling Unit.

10.3.6 A maximum of one (1) Fascia Sign for a Home Occupation – Minor may be displayed in accordance with Subsection 11.8.3.

Home Occupation - Major

10.3.7 A Home Occupation – Major shall be determined as any Home Occupation which meets one or more of the following criteria:

(a) located within an Accessory Building;
(b) on-site sales or customer visits totaling 11 or more customer visits per day, or three (3) or more customer on-site at a time;
(c) includes outdoor storage associated with the Home Occupation; and
(d) the gross floor area for the Home Occupation is 25% or greater but does not exceed 50% of the gross floor area of the Dwelling Unit.

10.3.8 A maximum of one (1) Fascia Sign or Freestanding Sign for a Home Occupation – Major may be displayed in accordance with Subsection 11.8.3 or 11.12.2.

HOME OCCUPATION SIGN REGULATIONS

Fascia Sign Regulations

11.8.3 A maximum of one (1) Fascia Sign for a Home Occupation, Minor or Home Occupation, Major, or Bed and Breakfast may be displayed with a maximum sign area of 0.28 m2 (3.0 ft2).

Freestanding Sign Regulations

11.12.2 A maximum of one (1) Freestanding Sign for a Home Occupation, Major or Bed and Breakfast may be displayed with a maximum sign area of 0.28 m2 (3.0 ft2) and 1.0 m (3.3 ft) height above grade.