

# Business Development Permit Application

Box 510, 5011 – 52 Avenue, Bashaw, AB T0B 0H0

Phone: (780) 372.3911 or Fax: (780) 372.2335

Email: [cao@townofbashaw.com](mailto:cao@townofbashaw.com) Website: [www.townofbashaw.com](http://www.townofbashaw.com)

For office use only

Permitted     Discretionary - Staff     Discretionary    Land Use District \_\_\_\_\_

Development Permit # \_\_\_\_\_ Roll # \_\_\_\_\_ Date Scanned to system: \_\_\_\_\_

Date Emailed to Safety Codes Contractor: \_\_\_\_\_

Processing Fee: \$ 75.00

## Applicant Information

Home Office    Home Business    Commercial Business (lot must be zoned appropriately)

Name of Business: \_\_\_\_\_

Owner/Operator: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

Alternate Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

Legal Land Location of Proposed Business/Office: ¼ \_\_\_\_\_ Section \_\_\_\_\_ Township \_\_\_\_\_ Range \_\_\_\_\_ W4

Registered Plan # \_\_\_\_\_ Block \_\_\_\_\_ Lot \_\_\_\_\_

## Nature of the Business

In the space provided below, please provide a **detailed description** of the nature of the business including: services provided, products manufactured, items repaired, and goods offered for sale. If there is insufficient space, please attach additional pages:

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Will there be any new construction for the Business?    Yes    No

If yes, then please fill out specific details on the proposed structure on the Development Permit application and attach to this application.

• What existing buildings are being used for the business? Please indicate on the site plan. \_\_\_\_\_

• Identify how many people will be employed on-site, including yourself \_\_\_\_\_

- How many clients/customers are anticipated to visit the site during an average day/week \_\_\_\_\_
- Identify the daily hours of operation: \_\_\_\_\_ Identify the days of operation: \_\_\_\_\_  
Identify the months of operation: \_\_\_\_\_
- Identify the number, size, and type (i.e. commercial vehicles, cars, trucks, etc.) of vehicles to be used for the business (if any): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- Is there sufficient parking on the lot for employees/clients/customers and delivery trucks? Please indicate parking & loading area(s) on the site plan. \_\_\_\_\_  
\_\_\_\_\_
- Is there outside storage?      Yes              No      Is the storage visible from the road?      Yes              No
- Indicate the types of related materials/items stored for the business (where and how much is stored):  
\_\_\_\_\_  
\_\_\_\_\_
- What type of equipment will be used on your premises for your business (i.e. computers, welding equipment, bull dozers, gas tanks, tools, etc.)? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- Any potential for exterior impacts (noise, smoke, fumes, dust, light pollution)? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- How will you mitigate any exterior impacts (noise, smoke, fumes, dust, light pollution)?  
\_\_\_\_\_  
\_\_\_\_\_
- Will there be signage for the business?      Yes              No      If yes, please provide placement details, size and sketch of the proposed sign \_\_\_\_\_  
\_\_\_\_\_

Also please note that signage for a business may require a Development Permit & access to an existing lot cannot be altered, moved, widened etc. without first contacting Bashaw Town office for a permit.

**If you are unsure of any Federal or Provincial licenses or requirements/inspections that may be required to operate your business please visit the BizPal website at: <http://bizpal.ca/en/>**

**BizPaL** is an online service that asks users to simply answer a series of questions on their type of business and will automatically generate a list of permits and licenses that are required for that type of business from all levels of government (federal, provincial, territorial and municipal), with basic information on each.

**Right of Entry & Required Signatures – Applicant/Landowner**

Registered owner(s) and/or person acting on the registered owner’s behalf:

I, \_\_\_\_\_ hereby certify that:  
(Print full name/s)

I am the registered owner

I am authorized to act on behalf of the registered owner  
(see attached Letter of Authorization)

and 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 Town of Bashaw staff and applicable referral agencies the right of entry onto this property for the purposes of inspection.

\_\_\_\_\_  
Applicant(s) Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Landowners(s) Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Landowners(s) Signature

\_\_\_\_\_  
Date

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**Office Use Only** (Payment Method):  
 Debit  Cheque  Cash  
Permit Fee: \$ \_\_\_\_\_  
Date: \_\_\_\_\_  
Receipt # \_\_\_\_\_

**COLLECTION AND USE OF PERSONAL INFORMATION**

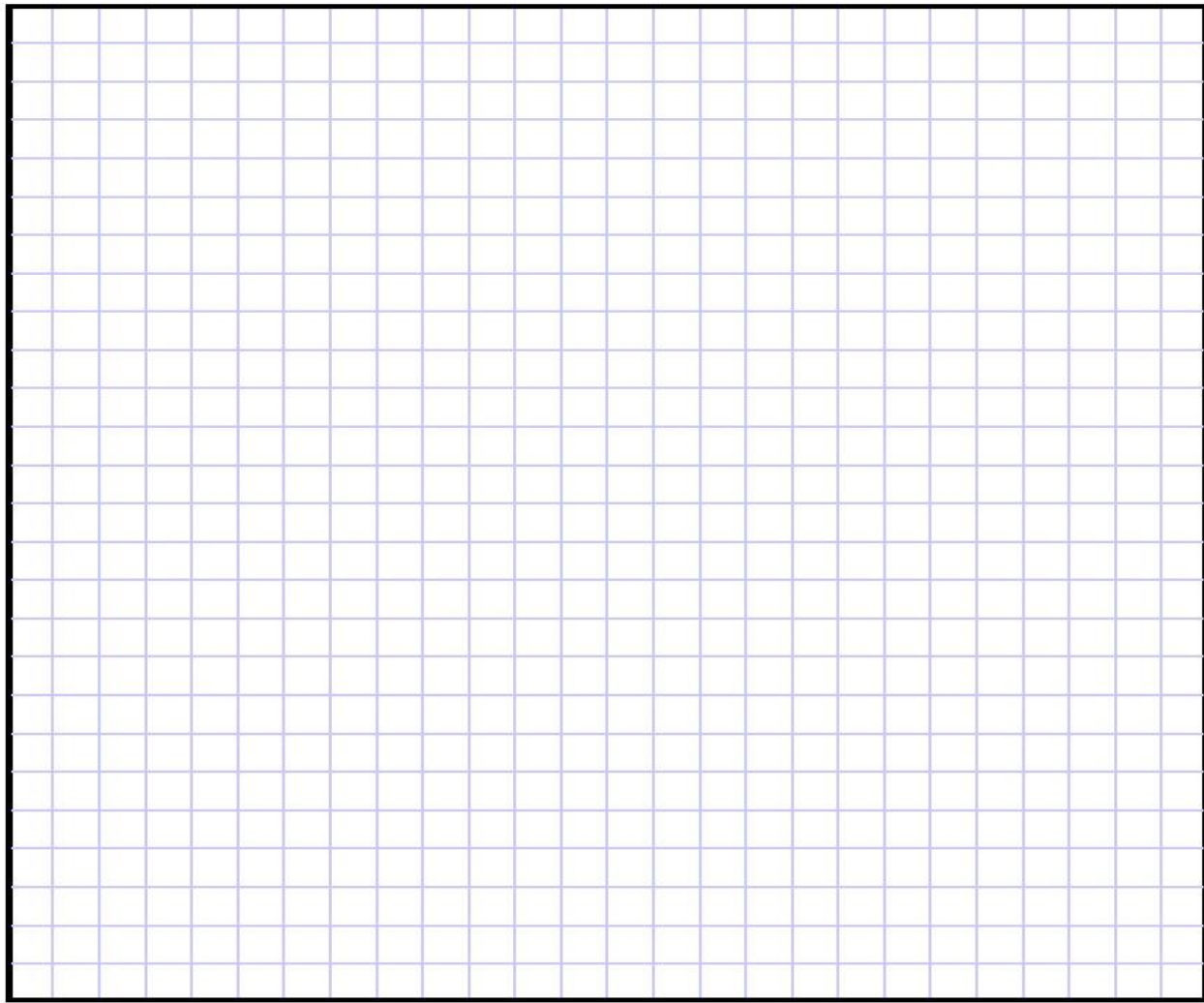
The personal information provided will be used to process the Development Permit application and is collected under the authority of Section 642 of the Municipal Government Act. Personal information you provide may be recorded in the minutes of the Municipal Planning Commission, or otherwise made public pursuant to the provisions of the Freedom of Information and Protection of Privacy (FOIPP) Act, including Section 39 through 42 therein. If you have any questions about the collection and use of this information, please contact the FOIPP Coordinator at Town of Bashaw (780) 372.3911.

# Town of Bashaw

# Development Application SITE PLAN

Lot _____	Block _____	Plan _____
Quarter _____	Section _____	Township _____ Range _____ W of 4

<input type="checkbox"/> One Square = 100 feet	Applicant name (s) _____	/	Applicant Signature (s) _____
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**Information Checklist:**

- |                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                                  |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li><input type="checkbox"/> Location of Existing Buildings</li> <li><input type="checkbox"/> Location of Proposed Buildings</li> <li><input type="checkbox"/> Location of Public Roads &amp; Highways</li> <li><input type="checkbox"/> Location of all Approaches</li> </ul> | <ul style="list-style-type: none"> <li><input type="checkbox"/> Setbacks from Property Lines</li> <li><input type="checkbox"/> Lakes, Sloughs, Bush Areas, Steep Slopes</li> <li><input type="checkbox"/> Pipelines/wells</li> <li><input type="checkbox"/> Sewage Point of Discharge</li> </ul> |
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