



## CYPRESS COUNTY

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

### HOME OCCUPATION/FARM SUBSIDIARY BUSINESS DEVELOPMENT PERMIT APPLICATION

Application No.

#### NAME OF APPLICANT:

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

Phone #: (res) \_\_\_\_\_ (cell) \_\_\_\_\_ Fax#: \_\_\_\_\_

Email: \_\_\_\_\_ ☐ Check box to give consent to receive documents electronically

LANDOWNER(S) (if applicant not the landowner): \_\_\_\_\_

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

Phone #: (res) \_\_\_\_\_ (cell) \_\_\_\_\_ Fax#: \_\_\_\_\_

Email: \_\_\_\_\_

Interest of Applicant if not owner of property: \_\_\_\_\_

#### SITE INFORMATION:

Legal: (Circle One) NE NW SE SW ¼ 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:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

A. Any new buildings/additions/structures required for your operation? ☐ Yes ☐ No

If 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/highways

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

☐ Yes (Proceed to question C) ☐ No (Proceed to question D)

C. Please indicate what materials and/or equipment will be stored outside:

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

☐ 0 ☐ 1-5 ☐ 6 and over

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

☐ Yes: ☐ 1-2 times/week ☐ 3-5 times/week ☐ over 5 times/week  
☐ No

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

☐ Yes: ☐ 1 ☐ 2 ☐ 3 or more  
☐ No

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

☐ Passenger car/Van  
☐ Pick-up Truck: ☐ ½ ton ☐ ¾ ton ☐ 1 ton ☐ Other: \_\_\_\_\_

H. Will you have an advertising sign?

☐ Yes, please provide a drawing with size, location etc.  
☐ No

☐ 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 development permit application, 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 – Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Landowner – Signature

\_\_\_\_\_  
Landowner – Print Name

\_\_\_\_\_  
Date

#### FOR OFFICE USE ONLY:

Date Inspected: \_\_\_\_\_ 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	Telephone	Fax	Building	Electrical	Plumbing	Gas
Park Enterprises	1 (800) 621-5440	1 (866) 406-8484	Yes	Yes	Yes	Yes
Superior Safety Codes	1 (877) 320-0734	(403) 320-9969	Yes	Yes	Yes	Yes

**FEES:** As per Master Rates Bylaw 2023/03

### Application Fees

- Home Occupation – Class I - \$110.00
- Home Occupation – Class II - \$265.00
- Commercial - \$300.00
- Industrial - \$350.00

### Sign Fees

- Rural sign w/post: \$60.00
- Acreage or Hamlet sign w/post: \$45.00
- Acreage or Hamlet sign no post: \$30.00



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### BUSINESS DIRECTORY APPLICANT INFORMATION:

#### OFFICE USE ONLY

Application No. \_\_\_\_\_

Business Name: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Business Phone #: \_\_\_\_\_ Email Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Municipal Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_  
(if different than above)

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.