



TOWN OF
**DIAMOND
VALLEY**

Box 10
301 Centre Avenue West
Diamond Valley, AB T0L 0H0

403-933-4348
info@diamondvalley.town
www.diamondvalley.town

Home Occupation Permit Application

| |
|---|
| Dev. Permit: |
| Roll: |
| Major HO <input type="checkbox"/> Minor HO <input type="checkbox"/> |
| Receipt No.: |
| Date: |

Applicant Information

| | | |
|-----------------------|--------|--------|
| Name: | Phone: | Email: |
| Mailing Address: | | |
| Registered Landowner: | | Phone: |
| Mailing Address: | | |

Affected Property

| | | | | |
|----------------------------------|--|--------|-------|-----------------------------|
| Legal Description: | Lot: | Block: | Plan: | Land Use District: |
| Civic Address: | | | | |
| Will Building Alterations Occur: | Yes (if yes, submit details and sketch) <input type="checkbox"/> | | | No <input type="checkbox"/> |

Business Operations

| | | | | |
|---------------------|-----------|--|-----------------------------------|--|
| Hours of Operation: | Location: | Main Floor Dwelling <input type="checkbox"/> | Basement <input type="checkbox"/> | Garage / Accessory Building <input type="checkbox"/> |
|---------------------|-----------|--|-----------------------------------|--|

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|--|--|--|--|--|
| Describe Nature of Business or Activity: | | | | |
|--|--|--|--|--|

| | | | | |
|--|--|--|--|--|
| Describe Equipment to be used in Business: | | | | |
|--|--|--|--|--|

| | | | | |
|--------------------------|------------|------------|----------------------------------|----------------|
| Number of Employees: | Full time: | Part Time: | Number of Onsite Parking Stalls: | |
| Type of Vehicles in Use: | | | Number of Vehicles: | Trips per Day: |

Applicant Agreement

Upon receipt of the completed Application, Application Fee and any required supporting material, the Development Authority has up to 40 days to process the Application, during which time the Development Authority may refer to other agencies and may exercise their discretion to either approve or refuse the Application.

I understand that this application and accompanying information is public record that is accessible by the public. Upon request to the Town this application and file documentation will be made available for viewing. The personal information collected through the development permit application form is for processing the permit application. This collection is authorized by section 4 (a) and (c) of the Protection of Privacy Act and Section 640(2) of the MGA. For questions about the collection of personal information, please contact the privacy office at LegislativeServices@diamondvalley.town or 403-933-4348.

Note: This is not a Building Permit nor does this application cover other discipline permits. Appropriate permits must be obtained separately. This application does not constitute an annual Business Licence, a Business Licence must be obtained subsequent to an approved Home Occupation Permit.

Applicant Declaration: I hereby declare I am the Applicant and guarantee for the Town of Diamond Valley that the information contained in the Application, and supporting documentation submitted with the Application, is true and correct. Further, I have read the Land Use Bylaw and I am fully aware that the Home Occupation Permit, if issued, is subject to revocation if I default in adhering to any condition issued with the Permit or the relevant policy as defined in the Land Use Bylaw.

| | |
|-----------------|-------|
| Applicant Name: | Date: |
|-----------------|-------|

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|----------------------|--|
| Applicant Signature: | |
|----------------------|--|

Registered Owner Agreement (to be completed if applicant is not the registered owner)

Registered Owner Declaration: I hereby certify that I am the Registered Owner of the property described herein and authorize the use of the land as set out in the Application.

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|------------------------|-------|
| Registered Owner Name: | Date: |
|------------------------|-------|

| | |
|-----------------------------|--|
| Registered Owner Signature: | |
|-----------------------------|--|

Right of Entry

In accordance with the Municipal Government Act, I hereby authorize the Designated Officers of the Town of Diamond Valley to enter upon the land for the purpose of conducting a site inspection in connection with my Home Occupation Permit Application.

I am the Registered Owner or am the Applicant and authorized to act on behalf of the Registered Owner

| | |
|----------------------|--|
| Applicant Signature: | |
|----------------------|--|

Application Status

| | | |
|---|---|--------------|
| Decision Date: | Notice Date (if applicable): | |
| Approved subject to conditions <input type="checkbox"/> | Refused (see attached) <input type="checkbox"/> | |
| Development Permit Issuance Date: | Fee \$ | Receipt No.: |
| Development Officer: | Signature: | |

Town of Diamond Valley

Definition and Home Occupation Policies

Excerpt from Turner Valley Land Use Bylaw 21-1114

Definition: "**Home occupation**" means a commercial use within a residential building which is incidental and subordinate to the principal residential use of the building and meets the special requirements of this Bylaw. This use does not include automotive related uses, cannabis consumption establishments, cannabis production and distribution facilities, kennels, or retail cannabis stores;

Home occupations are divided into two categories:

Minor - home occupations are those which do not employ any person outside of the home, nor generate traffic uncharacteristic of the area, nor extend beyond the confines of the residential unit, and

Major - home occupations are those which may utilize accessory buildings, employ up to two persons and may not generate traffic uncharacteristic to the neighbourhood or visible outside storage;

6.1.4 HOME OCCUPATIONS

Home occupations are divided into two categories, major and minor, and are guided by the following general provisions.

6.1.4.1 Minor Home Occupations:

- a) The minor home occupation is intended for the purpose of a business operated by the resident that includes business associated visitors to the residence;
- b) The minor home occupation shall be operated as an accessory use only, and shall not change the principal character or external appearance of the dwelling in which it is located;
- c) The minor home occupation shall not employ any person who lives outside of the home;
- d) The minor home occupation shall have a maximum of fifteen (15) visits per week which includes but is not limited to drop-offs, pick-ups, deliveries, and visits from customers or consultants;
- e) Minor home occupations shall not generate traffic uncharacteristic to the residential area;
- f) The minor home occupation may not extend beyond the confines of the primary residential dwelling. There shall be no outside storage of materials, goods or equipment on the site;
- g) The minor home occupation shall be a maximum of 25% of the floor area of the principal dwelling or 50 sq. m., Whichever is greater;
- h) Maximum number of minor home occupations: Two (2) minor home occupation per dwelling unit (includes secondary suites).

6.1.4.2 Major Home Occupations:

- a) The major home occupation is intended for the purpose of a business operated by the resident that includes business associated visitors to the residence, with the addition of non-resident employees, use of accessory buildings, and use of one (1) commercial vehicle;
- b) The major home occupation shall be operated as an accessory use only, and shall not change the principal character or external appearance of the dwelling in which it is located;
- c) The major home occupation may employ up to two (2) additional persons who do not live within the subject residence;
- d) The major home occupation shall have a maximum of fifteen (15) visits to the property, per day which includes but is not limited to drop-offs, pick-ups, deliveries, and visits from customers or consultants;
- e) Major home occupations may not generate traffic uncharacteristic to the area;
- f) One (1) onsite parking stall shall be provided for each employee and each vehicle used by the home occupation, plus those required for the residential use;
- g) The major home occupation may have one (1) commercial vehicle in conjunction with the business that has a gross vehicle weight rating of no more than 3500 kg. The vehicle must be parked on the property at all times when not in use. On-street parking is not permitted;
- h) There shall be no visible outside storage of materials, goods or equipment on the site, but the utilization of accessory buildings may be acceptable.
- i) The major home occupation shall be a maximum of 25% of the floor area of the principal dwelling or 100 sq. m., Whichever is greater;
- j) Maximum number of major home occupations: One (1) major home occupation per parcel (includes secondary suites);

6.1.4.3 General Regulations Governing Home Occupations:

- a) There shall be no mechanical or electrical equipment used which creates visual, audible or electrical interference with radio or television reception;
- b) No commodity other than the product or service of the home occupation shall be sold on the premises;
- c) Any vehicles parked on-street or off-street as a result of the home occupation shall, in the opinion of the Development Authority, not be a source of inconvenience to adjacent landowners or tenants or exceed 5,500 kg (12,125.22 lbs.);
- d) The home occupation shall not, in the opinion of the Development Authority, be a source of inconvenience, materially interfere with or affect the use, enjoyment or value of neighbouring properties, by way of excessive noise, smoke, steam, odour, dust, vibration or refuse matter which would not commonly be found in the neighbourhood;
- e) If at any time any of the requirements for a home occupation have not, in the opinion of the Development Authority, been complied with, the Development Authority may suspend or cancel the development permit for the home occupation, pursuant to the provisions under the MGA;
- f) One (1) sign is permitted in accordance with Section 3.1.2.

Town of Diamond Valley

Definition and Home Occupation Policies

Excerpt from Town of Black Diamond Land Use Bylaw 2021-06

Definition:

"home occupation, major" means a home based business which may generate client visits but shall not change the residential character of the dwelling and accessory building. Non – resident employees may be allowed. Typical uses may include, but not be limited to, hobby crafts, hairdressing, consultants, professionals, music instruction, and tutoring. 02-04

"home occupation, minor" means a home based business with no aspects of the business detectable from outside the property. The business shall generate no client contact at the residence and shall employ only individuals who reside within the dwelling. Minor uses typically only involve a "desk and telephone-type" operation and may include contractors, professionals, consultants, and catalogue sales.

Section 9.2 HOME OCCUPATIONS

(1) Home occupations shall be limited to those uses that do not interfere with the rights of other residents to quiet enjoyment of a residential neighbourhood. These activities shall be an incidental and subordinate use to the principal residential building and accessory building. Home occupations are divided into categories: major and minor, and are guided by the following provisions:

- a. Minor Home Occupations
 - i. The home occupation shall be operated as a secondary use only, and shall not change the principal character or external appearance of the dwelling in which it is located. 02-04; 21-06
 - ii. The home occupation shall not employ any person who lives outside of the home.
 - iii. Home occupations shall not generate traffic uncharacteristic to the residential area.
 - iv. The home occupation may not extend beyond the confines of the primary residential dwelling nor utilize accessory buildings.
 - v. There shall be no outside storage of materials, goods or equipment on the site.
 - vi. There shall be no form of advertising relating to the occupation discernible from outside the building. One on site parking stall shall be provided for each vehicle used by the occupation, plus the requirements of the dwelling.
- b. Major Home Occupations
 - i. A major home occupation shall be operated as a secondary use only, and shall not change the principal character or external appearance of the dwelling or accessory building in which it is located. 02-04
 - ii. The home occupation may employ up to two persons who do not live on the site or within the primary residence.
 - iii. The home occupation should not generate traffic more than five (5) vehicle trips per day. 02-04
 - iv. One on site parking stall shall be provided for each employee and each vehicle used by the occupation, plus those required for the residential use.
 - v. There shall be no visible outside storage of materials, goods or equipment on the site, but the utilization of accessory buildings may be acceptable.
 - vi. Advertising relating to the home occupation and discernible from the outside of the building shall be limited to one non-illuminated sign which does not exceed 1,000 cm² (155 in²).
- c. General Regulations Governing Home Occupations
 - i. There shall be no mechanical or electrical equipment used which creates visual, audible or electrical interference with radio or television reception.
 - ii. Any vehicles parking on-street or off-street as a result of the home occupation shall, in the opinion of the Approving Authority, not be a source of inconvenience to adjacent land owners or tenants, or exceed 6,000 kg (13,227.5 lbs).
 - iii. The home occupation shall not, in the opinion of the Approving Authority, be a source of inconvenience, materially interfere with or affect the use, enjoyment or value of neighbouring properties, by way of excessive noise, smoke, steam, odour, dust, vibration or refuse matter which would not commonly be found in the neighbourhood. I
 - iv. If at any time any of the requirements for a home occupation have not, in the opinion of the Approving Authority, been complied with, or the use is not in keeping with the terms of the approved application, the Approving Authority may suspend or cancel the development permit for the home occupation, pursuant to the provisions under the Municipal Government Act or request the applicant to submit a new application to the approving authority for consideration. 02-04
 - v. The occupation shall be operated only as a secondary use to the residential use of the site for which the permit is issued. The permit shall only be valid for the period of time the site is occupied by the applicant. 02-04 vi) A permit for an occupation in a Residential Site does not exempt compliance with health regulations or any other permit requirements. 02-04
 - vi. Any changes to the originally approved application must be provided in writing to the Approving Authority. 02-04