



2nd Floor Civic Centre  
103 Main Street South  
PO Box 1072  
Minnedosa, MB  
R0J 1E0  
204-867-2364

# Development Permit Application for Home-Based Business

## Serving: Town of Minnedosa • RM of Minto-Odanah

To complete the fillable form, click on drop-down selectors or place cursor in the blue highlight areas to enter data.

<b>Town of Minnedosa</b> Assessment Roll #:	<b>RM of Minto-Odanah</b> Assessment Roll #:
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<b>PROPERTY OWNER INFORMATION</b>	
Name(s):	
Mailing Address:	
Email Address:	Phone #:
<i>* An application may be filed by any person other than the owner, but only if that person also provides written authorization by the owner(s) to file an application for this property.</i>	

<b>APPLICANT INFORMATION</b>	<b>SAME AS OWNER</b>
Name(s):	
Mailing Address:	
Email Address:	Phone #:

<b>LEGAL DESCRIPTION OF PROPERTY AND LAND LOCATION</b>								
Section:	NW	NE	SW	SE	Section:	Township:	Range:	WPM
<b>— OR —</b>								
Lot(s):	Block:	Plan No.:	Lot Size:					
<b>BETWEEN:</b>	Cross Street:			and Cross Street:				
Property Zoning:								
Street Address:								
<i>Street Address, Town, Province and Postal Code</i>								

<b>APPLICATION TYPE</b>	
New Business	Changes to an existing business

<p><b>As the Applicant, I confirm and verify to Tanner's Crossing Planning District that:</b></p> <p>I am the registered owner of the above noted property and it is my place of residence</p> <p>I have attached written authorization from the registered owner(s) of the above noted property to make this application and it is my place of residence</p>
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<b>GENERAL INFORMATION</b>				
1. Business Name:				
2. Please provide a detailed description (200 words or less) of the business activities to take place at your residence.				
3. Location of Business and Floor Area Used:				
		<b>Floor Area Used</b>		<b>Location</b>
	Within dwelling unit	Square Feet	Square Metres	
	Attached Garage, Detached Garage, Storage Building/Shed	Square Feet	Square Metres	
	On the property outside of an existing or proposed building			

<b>STORAGE OF MATERIALS</b>			
4. Are materials for equipment related to the operation of your business stored at your residence?      Yes      No			
5. If "Yes" to question 4, please indicate:			
Kind of Materials or Equipment Stored:			
Amount of Material / Equipment Stored:			
Where are they stored?			
Total Floor Area Used for Storage:		Square Feet	Square Metres

<b>BUSINESS VEHICLE AND PARKING</b>			
6. Do you have a vehicle associated with your business?      Yes      No			
7. Parking spaces available at your residence:			

<b>CLIENTS</b>			
8. Will you have clients coming to your residence?      Yes      No			
9. If "Yes" to question 8:			
a. Applicable:	Days Open for Business:		
Hours of Operation:			
b. Average Number of Clients / Customers Per Day:			
c. Number of Clients / Customers at Any One Time:			

<b>DELIVERY OF GOODS / MATERIALS</b>		
10. Are there goods or materials related to the operation of your business delivered to or from your residence?	Yes	No
11. If "Yes" to question 10, how often and during what hours are the goods materials delivered?		
Number of Deliveries:		
Times Per Week:		
Hours for Deliveries:		

<b>EMPLOYEES</b>		
12. Do you have any employees or business partners who do <u>NOT</u> live at your residence?	Yes	No
13. If "Yes" to question 12:		
a. How many other employees or business partners are there?		
b. Of those employees or business partners, how many of them will work at your residence?		

<b>RENOVATIONS / MODIFICATIONS TO RESIDENCE</b>		
14. Will you be doing any renovations or modifications to your residence (including installation of new appliances), or adding any new buildings or structures at your residence, to facilitate your business?	Yes	No
15. If "Yes" to question 14:		
a. Please provide a summary (200 words or less) of the work to be done at your residence:		
b. Have you applied for a Building/Development Permit for these renovations/modifications?		
I have applied for a Building/Development Permit The Planning/Building Department has advised that a Building/Development Permit is not required. I have not yet applied for a Permit or inquired to the Planning/Building Department		

<b>SIGNAGE</b>		
16. Is external signage proposed on the property?	Yes	No
17. If "Yes" to question 16, what are the dimensions?		
18. Where will the sign be located?		

**OTHER INFORMATION**

Other information may also be required by the Development Officer or the Council.

## SUMMARY OF REGULATIONS, TERMS AND CONDITIONS FOR HOME-BASED BUSINESSES

1. A home-based business shall be incidental and subordinate to the residential use of a dwelling unit or mobile home; and not more than five hundred (500) square feet of floor area shall be devoted to home-based businesses in any dwelling unit or accessory building thereto.
2. A home-based business shall not — by reason of emission of odour, dust, smoke, noise, gas, fumes, cinders, light, vibration, refuse matter or water-carried wastes — become offensive or obnoxious or create a nuisance beyond any site line.
3. There shall be no exterior display, storage or indication of the home-based business or variation of the residential character of the principal or accessory building (with the exception of one business sign not exceeding sixteen (16) square feet in area) unless specifically approved by Council as a Conditional Use.
4. A home-based business shall be carried out entirely within the dwelling unit or within an accessory building, and any exterior operations shall be specifically approved by Council as a Conditional Use.
5. A home-based business shall not cause the generation of undue traffic and congestion in the neighbourhood.
6. A home-based business shall be principally conducted by the members of the family residing in the same dwelling unit.
7. A home-based business shall be in compliance with provincial legislation, such as the *Public Health Act*.
8. Sufficient off-street parking spaces shall be provided for the number of clients expected to utilize the home-based business.

### DECLARATION

As the Applicant, I confirm and verify to Tanner's Crossing Planning District that the information provided on this application is true and complete and that any misinformation may result in the denial or immediate revocation of the Development Permit and/or Home-based Business License. I have read the Summary of Regulations, Terms and Conditions for Home-Based Businesses and understand the requirements.

Owner's Name (*print*)

Applicant's Name (*print*)

Owner's Signature

Applicant's Signature

Date

(YYYY-MM-DD)

Date

(YYYY-MM-DD)

*To electronically sign this document, click on a signature field. A "digital signature identity" is required; you will be prompted to create one if you do not already have one set up in Adobe Acrobat.*

**WHEN PROPERLY VALIDATED BELOW, THIS IS YOUR DEVELOPMENT PERMIT**

<b>OTHER INFORMATION / NOTES</b> <i>(up to 600 characters)</i>

<b>FEES</b>	
Basic Application Fee: \$	
\$	Other — Explanation:
Payment Method:	
Permit Application No.:	Receipt No.:
Date Completed Application Received: <span style="float: right;"><i>(YYYY-MM-DD)</i></span>	
Development Officer Signature:	
Date Completed Application Approved: <span style="float: right;"><i>(YYYY-MM-DD)</i></span>	
Scan File	MMO
Permit-LV	Stats Can
	CMHC