



Town of Dundurn

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Development Permit/Business Application Form

This is NOT the approval for your Development Permit or Business License

Name of Proposed business: _____

Civic Address of Proposed business: _____

Legal Description: Lot _____ Block _____ Plan _____

Description of Proposed Business including goods or services provided:

Will you be the sole owner of the business? Yes No

Number of Employees who do not reside at this address?

Do your employees come to your residence? Yes No If so, for what purpose? _____

While at your residence, where will your employees park? _____

Will you have customers/clients coming to your residence? Yes No

If yes, which days/times? _____

How many customers/clients per day will come to your residence? _____

How many customers/clients will be at your residence at one time? _____

While at your residence, where will customers/clients park? _____

Will materials and/or equipment (hand tools, large equipment) be used in the operation of your business? Yes No

If yes, please describe materials and/or equipment and storage plans:

Will materials used in connection with your business be delivered to your residence? Yes No

If yes, what kind of materials will be delivered? _____

How frequently? _____

What type of vehicles will make the deliveries? _____

Do you operate a separate/commercial licenses vehicle in connection with your business? Yes No

Describe size and type (length and width) of vehicle: _____

Where will it be parked? _____

Will your business be involved in providing goods or services at job sites away from your residence (for example, carpet cleaning, home renovations)? Yes No

Other information: _____

The Town of Dundurn has adopted the following development standards for home based businesses.

Type I – Home-Based Business:

1. No persons other than residents of the dwelling shall be employed in the home based businesses on the site.
2. Home based businesses shall be conducted entirely indoors, and no more than 20% of the gross floor area of the dwelling, including the area of the basement and any attached garage, up to a maximum of 40 m², may be occupied by home based businesses.
3. An attached garage or detached accessory building may be occupied by a home based business, provided that the total area devoted to home based businesses does not exceed 40 m² on the site, and that no required parking spaces associated with the principal use are occupied by home based businesses.
4. There shall be no exterior storage on the site in relation to the home based business, and no exterior alterations shall be permitted that are not consistent with the residential character of the buildings and property.
5. No noise, vibration, smoke, dust, odours, heat, glare, electrical, television or radio interference detectable beyond the boundaries of the building containing the home based business shall be produced.
6. No more than one business related vehicle and one business related trailer, each with a gross vehicle weight of no more than 5,000 kg and a total length of no more than 6.0 metres, may be stored on or in the vicinity of the site.
7. Regardless of the number of home based businesses that may be located on any one site, a total of no more than seven (7) client or business related visits per day shall be made to home based businesses on any one site, and no deliveries of merchandise, goods or equipment shall be made to the businesses by a vehicle with a gross vehicle weight of more than 5,000 kg, or by a vehicle with a total length of more than 6.0 metres.
8. No storage of hazardous, explosive or flammable materials shall be permitted in relation to a home based business.
9. Where the operator of a home based business is not the owner of the subject property, the operator shall provide to the Town a letter of authorization from the owner of the subject property. Where a home based business is proposed for a dwelling which is part of a condominium, the owner shall provide to the Town a letter of authorization from the condominium board.

Type II – Home-Based Business:

1. In accordance with the definition of a Type II home based business, no more than one non-resident person shall be employed in relation to home based businesses on any one site.
2. Home based businesses shall be conducted entirely indoors, and no more than 20% of the gross floor area of the dwelling, including the area of the basement and any attached garage, up to a maximum of 50 m², may be occupied by home based businesses. Town of Dundurn Zoning Bylaw 77
3. An attached garage or detached accessory building may be occupied by home based businesses, provided that the total area devoted to home based businesses does not exceed 50 m² on the site, and that no required parking spaces associated with the principal use are occupied by home based businesses.
4. There shall be no exterior storage on the site in relation to the home based business, and no exterior alterations shall be permitted that are not consistent with the residential character of the building and property.
5. No noise, vibration, smoke, dust, odours, heat, glare, electrical, television or radio interference detectable beyond the boundaries of the building containing the home based business shall be produced.
6. One off-street parking space shall be required for a non-resident employee, and, if otherwise permitted, this space may be located in a required front yard. Additional off-street parking spaces may be required, where in the opinion of the Development Officer, due to the nature of the business or the site, the provision of parking is necessary to maintain the residential character of the area. The siting and screening of all required parking spaces shall be undertaken to the satisfaction of Council.
7. No more than one business related vehicle and one business related trailer, each with a gross vehicle weight of no more than 5,000 kg and a total length of no more than 6.0 metres, may be stored on or in the vicinity of the site.
8. Regardless of the number of home based businesses that may be located on any one site, a total of no more than fourteen (14) client or business related visits per day shall be made to home based businesses on any one site, and no deliveries of merchandise, goods or equipment shall be made to the businesses by a vehicle with a gross vehicle weight of more than 5,000 kg, or by a vehicle with a total length of more than 6.0 metres.
9. No storage of hazardous, explosive or flammable materials shall be permitted in relation to a home based business.
10. Where the operator of a home based business is not the owner of the subject property, the operator shall provide to the Town a letter of consent from the owner of the subject property. Where a home based business is proposed for a dwelling which is part of a condominium, the owner shall provide to the Town a letter of consent from the condominium board.