

HOME OCCUPATION APPLICATION SUBMISSION PROCESS AND REQUIREMENTS

NEW HOME OCCUPATIONS

At the Town of Magrath, we strive to make the application process for home occupations straightforward and easy to understand. Most applications for home occupations without variances generally take about 3 days. This processing time is delayed significantly when applications are missing information.

In general, the permitting process is as follows:

1. Complete application documents are submitted to the Town of Magrath Development Officer.
2. All fees are paid in full.
3. Application is reviewed for completeness.
4. The applicant must also apply for and obtain a Town of Magrath Business Licence along with the application for a home occupation.
5. The Home Occupation Approval is issued. For discretionary use applications only, the approval is subject to a 21-day appeal period. If the applicant wishes to begin operating the home occupation before the appeal period has expired, they may sign a Voluntary Waiver of Claim form. This allows the home occupation to commence before the appeal deadline, with the understanding that operations must cease if an appeal is filed. If the approval is appealed and overturned, the applicant must discontinue the home occupation and remove any associated improvements or signage, where applicable, at their own expense.

Home Occupation Checklist:

The Municipal Government Act (MGA) requires all municipalities to note when an application is “complete”. As such, we have compiled a list of items that should accompany any Home Occupation permit applications.

This is not an exhaustive list, and the Development Authority may request additional information that is required to assess the application.

- Completed Home Occupation Application Form, ensuring the following information is provided:
 - ☐ Floor area to be used for the business.
 - ☐ Expected number of clients per business day.
 - ☐ Number of employees expected to work at the location.
 - ☐ Proposed hours of operation and days of operation per week.
 - ☐ Number of commercial vehicles and/or trailers associated with the business.
 - ☐ Whether off-street parking will be available and, if so, the number of parking spaces.
 - ☐ Whether the business will result in an increase in vehicular traffic.
 - ☐ Whether the business will generate noise.
 - ☐ Whether the business will generate odours or noxious effluents.
 - ☐ Whether the business will store hazardous or flammable materials.
- One 11” x 17” copy of a **Site Plan**, which shall provide the following information:
 - ☐ Proposed locations associated with the home occupation, including customer parking, employee parking, company vehicles or equipment, proposed signage, and any area of the property that will be used for the business.
- Application fees payable to the **Town of Magrath (please note that ALL fees must be paid before the application is considered complete, payments can be made by cash, cheques, debit, or e-Transfer).**
- Additional supporting documentation (where applicable)

ADDITIONAL INFORMATION:

In addition to the above requirements, the Development Officer may also require:

1. Proof of ownership or rights to the land in question and may require a current Real Property Report as proof of the location of development on said land.

Please Note: Review of a Home Occupation proposal may be delayed if the form and/or additional information provided is incomplete.

POPA Notification: Your name, phone number, address and postal code are collected under the authority of Section 4(c) of the Protection of Privacy Act.



P.O. Box 520
6 North 1 Street West
Magrath, Alberta T0K 1J0

Phone: 403-758-3212
Email: info@magrath.ca
Website: www.magrath.ca

HOME OCCUPATION APPLICATION

Date of Application: _____

Business Name: _____

Has A Business License Been Applied For? Y ☐ N ☐

Applicant's Name: _____

Phone: _____

Mailing Address: _____

City/Town: _____

Postal Code: _____

Email: _____

☐ Check this box if you would like to receive documents through email.

Is the applicant the owner of the property? ☐ Yes ☐ No

If "NO" please complete the information below ↓

Owner's Name: _____

Mailing Address: _____

Owner Signature: _____

Applicant's Interest in the property:

- ☐ Agent
☐ Tenant
☐ Other _____

Municipal Address: _____

Legal Description: Lot(s) _____ Block _____ Plan _____

Land Use District: _____ Existing Use: _____

Floor Area for Business Use: _____ Number of Employees _____

Number of Client Visits per day: _____ Proposed Days of the Week of Operation: _____

Proposed Hours of Operation _____ (i.e. Mon-Fri, Sat, Sun)

Number of Commercial Vehicles/Trailers: _____

Off-street Parking Available? Y ☐ N ☐

If Yes Provide Number of spaces and a site plan: _____

Anticipated Increase in Vehicular Traffic? Y ☐ N ☐

If Yes Provide Details: _____



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Will the Business Generate Noise?

Y ☐ N ☐

If Yes Provide Details: _____

Will Odours or Noxious Effluents be Produced?

Y ☐ N ☐

If Yes Provide Details: _____

Will hazardous or flammable materials be stored on-site?

Y ☐ N ☐

If Yes Provide Details: _____

Signature of Applicant: _____

Date: _____

Signature of Registered Owner: _____
(if different than the applicant)

Date: _____

Privacy Notice

The personal information collected on this form is collected by the Town of Magrath under section 4(c) of the Protection of Privacy Act. The information is collected for the purpose of administering and providing municipal programs, services, and activities and relates directly to and is necessary for an operating program or activity of the Town. If you have questions about the collection of this information, please contact our Privacy Officer: Phone: 403-758-3212