

HOME BASED BUSINESS DEVELOPMENT APPLICATION PACKAGE CHECKLIST



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Calmar.ca

Development Permit # _____

To consider your Development Permit Application to be deemed complete for acceptance and processing by the Town of Calmar, the following mandatory items and any applicable additional items MUST be provided.

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.

Mandatory Items:

Documents submitted shall be legible and no larger than 11" X 17" page sizes.

PDF files are preferred (if available)

Application Form – The application must be completed in full and signed by the registered owner(s) (or a letter of consent submitted) or agent acting on their behalf.

Application Fee – Applicable fees are set by Council for the Town of Calmar. The fees are attached.

Certificate of Title – This will be verified through Alberta Land Titles by the Town.

Detailed Site Plan – Refer to the sample site plan following the Development Permit application for requirements for the site plan. If applicable show where your clientele will be parking.

Name of the Business: _____

Detailed description of Business – Please provide this essential information on the Development Permit application that you are submitting:

Traffic Impact (number of vehicles per day) (if applicable): _____

Days & Hours of Operation: _____

Number of Employees (if applicable): _____

Additional Notes (if required):
