

## BUSINESS DEVELOPMENT APPLICATION

### APPLICANT CONTACT INFORMATION

Name:

Mailing Address:

Postal Code:

Home #:

Work #:

Cell #:

Fax #:

Email:

### PROPERTY INFORMATION

Property Civic Address #:

Property Owner (if different from applicant):

### PURPOSE OF APPLICATION

New Business

Relocate Existing Business

Transfer of Existing Business

Other

### PROPOSED BUSINESS DETAILS

Proposed Business Name:

Describe the Business:

### DISCRETIONARY USE ADVERTISEMENT

I, \_\_\_\_\_ understand that if a Discretionary Use Ad is required, I am responsible for the fees associated with having this ad placed in *The Shoreline News*.

**IF NOT APPLICABLE, PLEASE DENOTE N/A**

BUSINESS	
Official Start Date:	
Is the Business Incorporated: <input type="checkbox"/> Yes <input type="checkbox"/> No	Registration #: _____ Date of Registration: _____
Does the business require the construction of a separate building extension or renovations of the existing dwelling?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will the business be operated from a dwelling?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will the business operate from an accessory building?	<input type="checkbox"/> Yes <input type="checkbox"/> No
What will be the floor area occupied by the business?	_____ Square Meters <i>Please attach a floor plan illustrating location and dimensions of proposed business</i>
What equipment/materials will be used in the business?	
Do you propose to store goods/equipment on site? Please provide details.	
What will be the days and hours of the business operation?	
Are the employee's residents of the dwelling?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will the business require an advertisement sign?	<input type="checkbox"/> Yes <input type="checkbox"/> No A separate application is required for sign permit
Parking Plan as per Schedule D: Off-Street Parking Requirements	Please attach a scaled drawing of the parking area showing all available parking spaces

**DECLARATION STATEMENT:**

*I hereby submit this application and confirm that the information supplied is to the best of my knowledge is correct. I agree to comply with all Town Regulations, agree to develop in accordance with the plans approved by the Town of Holyrood, and not to commence development without applicable written approval and/or a permit from the Town. I understand that the responsibility to meet the National Building Code and Fire Code requirements and/or any other Government requirement is placed with, and is, the responsibility of the original applicant or owner or permit holder or any subsequent purchaser of the subject property. I understand that the Town of Holyrood does not necessarily have fully and up to date information respecting the subject property. No inspection of the subject property has been made as a result of a request for a compliance letter and/or occupancy permit.*

**Applicants Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Property Owner's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**NOTE:**

*Where the Applicant and the Property Owner are not the same, the signature of the property owner is required before the application can be accepted for processing.*

**The following documents must accompany this application:**

- Legal Land Survey with description and Certified Plot Plan
- Proposed Building Plans
- Required Processing Fee (this fee is non-refundable)