

Town of Kippens
HOME BASED BUSINESS APPLICATION

Permit No.: _____

Name of Applicant: _____
Telephone No.: _____

Address: _____

Business Name: _____

Property Owner: _____ Telephone No.: _____
(If you do not own the dwelling, you must obtain a letter of permission from the property owner)

Application to operate a home based business occupation from a:
_____ Single Detached _____ Duplex _____ Apartment _____ Other

Describe your Business: _____

Where will you perform your business or sell your product? _____

What part of your dwelling will you use for your business? _____

What equipment/material will you use for your business? _____

Where will equipment/material be kept? _____

Will you use your garage for your business? _____

How often will people be coming to your home for your business? Never _____
Number of visits per day _____

How many employees/people will be involved in your business? _____ Work on property? _____

How many off street parking places are available now? _____

What type/size of vehicle may be involved in your business? _____

What hours will your business be in operation? _____

I/We hereby make application under the provisions of the Town of Kippens Development Regulations to develop in accordance with the information submitted, which form a part of this application. I/We understand and acknowledge the conditions and limitations applying to the issuance of a development permit.

Signature: _____

Date: _____

Town of Kippens
DEVELOPMENT APPLICATION INFORMATION
HOME BASED BUSINESSES – DISCRETIONARY USES

1. The Town of Kippens relies on your information to either **approve or refuse** your application. It is in your best interest to provide enough information so that the Town of Kippens can make the best decision for the community as a whole. Your neighbours will have the opportunity to comment on any application. They often contact the town office and require more details on the Home Based Business and the information should be available in order to provide the answers to possibly avoid a refusal and subsequent appeal.
2. It is to your advantage to provide enough details should your proposal be appealed to the Western Newfoundland Regional Appeal Board.
3. Any proposal involving food preparation or food products is subject to inspection and approval by The Department of Government Services, 35 Alabama Drive, Stephenville.
4. If a proposed Home Based Business is listed as a Discretionary Use in the use zone in which the subject property is located, Section 22 of the Kippens Development, 1999 requires that a Public Notice be advertised and the public be given an opportunity to comment on the matter, prior to a final decision being made by Town Council. It is the policy of Kippens Town Council to have the resident publish such notices in a Public Newspaper allowing a seven (7) day response period. Kippens Town Council reserves the right to also require the notice to be distributed by mail to nearby residents, through the holding of an informational briefing session or by any other means deemed necessary.
5. Following the expiration of the designated response period, the matter is tabled before Council, where it is either approved or rejected subject to the policies, provisions and guidelines of the Kippens Municipal Plan, Kippens Development regulations and any other applicable law or regulation.
6. **Should your Home Based Business application be accepted, a \$50.00 permit fee is required.**
7. Should an application be refused or if you disagree with certain permit conditions you may appeal. A decision of Council to the Western Regional Appeal Board within thirty (30) days of the decision being made. If approved a minimum business tax of \$200.00 shall be applied. Please contact the Town Office for more information.