

MORE HELP . . .

Further assistance is available from:

**Town of Cochrane
Planning and Engineering Services**

Cochrane RancheHouse
101 RancheHouse Road
Cochrane, AB T4C 2K8

Phone: (403) 851-2570
Fax: (403) 932-2935
Email: planning@cochrane.ca
Website: www.cochrane.ca

Contact the Family & Community Support Services (FCSS) at (403) 851-2250 for information on, or to register with, the community based day home association.

This brochure is intended to assist applicants. It is neither an authoritative nor complete statement of law. Further reference to the Cochrane statutory plans (Municipal Development Plan, Intermunicipal Development Plan, Area Structure Plans, and/or Area Redevelopment Plans) and Land Use Bylaw No. 01/2004 is necessary to ensure compliance with their provisions. Planning and Engineering Services and the Town of Cochrane accept no responsibility for those relying on this brochure.

Revised July 2013

HOME-BASED BUSINESS DEVELOPMENT PERMIT

- **HOME-BASED BUSINESS**
- **BED & BREAKFAST**
- **DAY HOME**



What is a 'Home-Based Business'?

"Home-Based Business" means a secondary use of a dwelling unit and its accessory buildings by at least one of the permanent residents of such dwelling to conduct a gainful occupation or business activity.

BACKGROUND:

The Land Use Bylaw allows occupants to operate home-based businesses within their residences, provided they meet all the requirements. The basic rules applicable to all day homes operating as home-based businesses include:

- The number of clients or children at the residence is limited to a maximum of six (6) per day, regardless of the number of Home-Based Businesses/day homes operating from the residence. Traffic is limited to visits necessary to meet the care needs of the children.
- The day home shall not generate vehicular traffic in excess of that which is characteristic of the district within which it is located.
- Employees working at the day home location (on-site) shall normally be limited to those living in the residence. It may also include other personnel who may visit the home on an occasional, temporary, and part-time basis to assist with the care of the children.
- Signage or advertising related to the Home-Based Businesses, excluding that found on a business-related vehicle, is prohibited on or in proximity to the residential site. Permitted signage is limited to identification as a member of a community based day home association. This sign may not exceed an area of 0.5 sq. metre.

THE APPLICATION:

The application form must be completed in full and submitted along with the supporting information and a processing fee as established by Town Council. We may require more detailed information and studies, at your cost, depending upon the size, complexity and potential impacts of your proposed development.

WHAT HAPPENS NEXT?

Once your application is submitted, the Town staff will review the application and supporting documents and determine if there is sufficient information to make a decision. If the information is insufficient, Town staff will request the necessary documents to make the application complete.

In some cases, the completed application will be circulated to various Town departments and outside agencies for comment. The Development Authority (Development Officer or the Cochrane Planning Commission) will render a decision on the application as soon as possible but within 40 days of receipt of the completed application or such time extension as granted by you. The Commission meets on the third Wednesdays of each month, at which time it will consider applications Planning Staff has placed on the meeting agenda.

After reviewing the development proposal, comments and recommendations, the Development Authority may approve the application with or without conditions. The Development Authority may, on the other hand, refuse the application for stated reasons.

APPEALS:

Any decision of the Development Authority is subject to appeal to the Subdivision and Development Appeal Board. A "Notice of Appeal" form, obtainable at the Planning and Engineering Services counter, must be completed and filed, along with a processing fee, with the Secretary of the Board within 14 days of the date shown on the Notice of Decision, in the case of a refusal, or 14 days of the notice of decision appearing in the local Cochrane News Paper, in the case of an approval.

APPLICATION FEE:

Home-Based Business /
Day Home / Bed & Breakfast\$250.00

ADVICE: We strongly advise you to discuss your proposal with Planning Staff as soon as possible. We can provide early guidance, describe the process and ensure that you are heading in the right direction.