



FOR OFFICE USE ONLY

BUSINESS DEVELOPMENT APPLICATION

NOTICE TO APPLICANT:

- All Applications **MUST** Include: Copy of the Legal (Stamped) Property Survey or Real Property Report. The required processing fee (see Town's Development Fee Structure) is to accompany the business development application (This fee is non-refundable).
- Discretionary Use Advertisement fee **MUST** be paid prior to application review by the Planning & Development Committee and Council (This fee is non-refundable).

(1) APPLICANT CONTACT INFORMATION						
Name:						
Mailing Address:				Postal Code:		
Home #:		Work #:		Cell #		
Fax #:		E-mail:				

(2) PROPERTY INFORMATION	
Property Civic Address #:	
Property Owner (if different from applicant):	

(3) PURPOSE OF APPLICATION					
<input type="checkbox"/> New Business		<input type="checkbox"/> Relocate Existing Business		<input type="checkbox"/> Transfer of Existing Business	
<input type="checkbox"/> Other					

(4) PROPOSED BUSINESS DETAILS	
Proposed Business Name (Optional):	
Describe the Business:	

(5) DISCRETIONARY USE ADVERTISEMENT			
I, _____, would like to have the Discretionary Use Ad placed in the:			
Choose Publication:	Cost	Date	Receipt #
<input type="checkbox"/> The Evening Telegram	Cost Recovery		
<input type="checkbox"/> Northeast Avalon Times	Cost Recovery		

IF NOT APPLICABLE, PLEASE DENOTE N\A:

(6) BUSINESS			
Official Start Date:	Is this a Non-Profit Organization:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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? <i>*If yes, a separate building & development application must be submitted for processing.</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Will the business be operated from of 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?	Sq. M.	<input type="checkbox"/> Please attach a floor plan illustrating location and dimensions of proposed business.	
What equipment/materials will be used in the business?	<input type="checkbox"/> Please provide a detailed list.		
Do you propose to store goods\equipment on site?	<input type="checkbox"/> Yes, please provide detail.		<input type="checkbox"/> No
What will be the days and hours of the business operation?			
How often do you expect people visit the business? If applicable.			
How many employees will be involved in the business?	Full-Time	Part-Time	
Are the employee's residents of the dwelling? If applicable.	<input type="checkbox"/> Yes # _____	<input type="checkbox"/> No	<input type="checkbox"/> N\A
Parking Plan as per Schedule D: Off-Street Parking Requirements	<input type="checkbox"/> Please attach a scaled drawing of the parking area showing all available parking spaces.		
Will the business require an advertisement sign? <input type="checkbox"/> Yes <input type="checkbox"/> No	# of signs:	Dimensions	Height
Location of advertisement signs:	<input type="checkbox"/> Please attach a scaled drawing showing the proposed location of each advertisement sign in relation to existing structures, utility easements and property boundaries.		

DECLARATION STATEMENT

In the province of Newfoundland and Labrador, do solemnly declare that the statements herein contained in this application are true and made with a full knowledge of the circumstance connected with same that the location survey and plot plan submitted correctly sets out the location of the business described in the said application. I agree to comply with all Town Regulations, agree to operate in accordance with the business plans approved by the Town, and not to commence operation without applicable written approval and/or a permit from the Town. I also hereby submit this application and confirm that I have read the "DECLARATION" herein and I make this solemn declaration, conscientiously believing it to be true and knowing that is of the same force and effect as if made under oath.

Applicants Signature: _____ Date: _____

Property Owner's Signature: _____ Date: _____

Note: Where the applicant and property owner are not the same, the signature of the property owner will be required before the application can be accepted for processing.