



Development Services

4528 - 51 Street, PO Box 270

Millet, AB T0C 1Z0

780-387-4554

Home Based Business Development Application Package Checklist

Provide ALL of the following items for your application to be deemed complete. Incomplete submissions will delay processing of your development permit application.

<input type="checkbox"/> Application Form	Application must be completed in full and signed by the property owner(s).
<input type="checkbox"/> Applicant's Authorization for Development Application Form	Registered owner or an agent acting on their behalf must complete this document, or provide a letter of consent, if the applicant is <u>not</u> the property owner.
<input type="checkbox"/> Application Fee	Fees are set by Town of Millet Council, see Schedule A Fees Related to a Development
<input type="checkbox"/> Detailed Site Plan	Refer to the sample site plan for requirements to include in your site plan. If applicable, show where your clientele will park.
<input type="checkbox"/> Home Based Business Type (Please check one)	<input type="checkbox"/> Home Office <input type="checkbox"/> Minor Home Based Business <input type="checkbox"/> Major Home Based Business
<input type="checkbox"/> Name of the Business	
<input type="checkbox"/> Business License #	
<input type="checkbox"/> Description of the Business	
<input type="checkbox"/> Number of Business Visits Anticipated per Day	
<input type="checkbox"/> Number of Parking Spaces	
<input type="checkbox"/> Days & Hours of Operation	
<input type="checkbox"/> Number of Resident Employees	
<input type="checkbox"/> Number of Non-Resident Employees	
<input type="checkbox"/> Describe Materials, Equipment, and/or Vehicles & where they will be Stored	