



# Home Office/Occupation Questionnaire Application for Development Permit



LLOYDMINSTER

Office Use Only

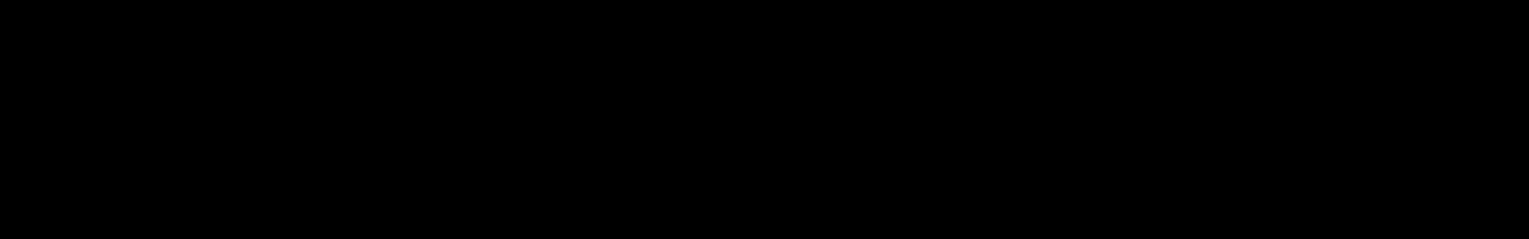
DP # \_\_\_\_\_

8.16.2021  
7/8.2021



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

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## Part 1 – General Information – CIRCLE YES or NO

1. Does your office/business require you to perform duties other than paperwork in your home? YES OR NO
2. Will there be an office in your home that will be used for the exchange or sale of goods and/or services from the confines of your dwelling? YES OR NO
3. Is there a **rental unit** (secondary, garden or garage suite) in your primary dwelling or on your site? YES OR NO
4. Will any goods stored be viewed from the street of adjoining properties?  
If Yes, please provide a Site Plan indicating where goods will be stored on the property. YES OR NO
5. Will there be any structural, mechanical or electrical equipment used to carry on or support your business? YES OR NO
6. Will your office/business generate noise, vibration, smoke, dust, odor, heat or glare? YES OR NO
7. Will the business generate more vehicle or pedestrian traffic? YES OR NO
8. Besides your own personal vehicle, will there be vehicles/equipment utilized by the business? YES OR NO
9. Will there be clients, customers, students or animals coming into your home? YES OR NO
10. Will you hire staff other than those residing at this location? YES OR NO
11. Will you be erecting a sign for your office or business on your property? YES OR NO
12. Have you considered locating this Home Occupation to either a commercial or industrial zoned site? YES OR NO
13. Does the proposed occupation occupy greater than 15% of the homes floor space? YES OR NO
14. Have you attached owner authorization if you are not the sole property owner and/or you are a member of a Condo Association? YES OR NO
15. Do you have or have you applied for a City of Lloydminster Business License? YES OR NO

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## Part 2 – Clarification

1. In the space below please provide further clarification to any questions that were answered "YES" to on page 1

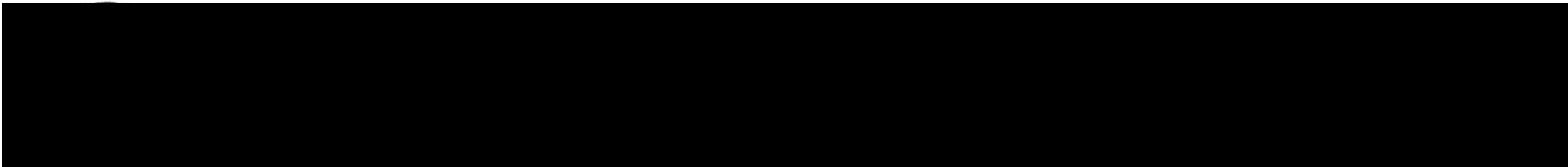
Photography clients will come to my home for a photo session. I will convert my living room to a studio by moving my furniture and setting up a studio light. Clients can park in my driveway. I expect to serve a maximum of one client at a time. After there session they may sit in my living room and view some of the images. I may put up a small sign in my window or on my patio stating my business name on days clients are coming to the house.

## Part 3 - Business/Office Details

1. What is your business name? \_\_\_\_\_
2. What type of business do you intend to operate? Photography Studio
3. What services are you providing and/or what is being sold from your home? Photographs
4. Are there any other offices or businesses operating at this address?  Yes  No  
If yes, describe \_\_\_\_\_
5. What is the total floor area (including the basement area) in square feet is your home? 1380
6. How much of the total floor area in square feet will be used for the office/business? 100 - 200
7. What are the dimensions of the rooms used for your home office/business? 14 x 11 11 x 10
8. What days of the week will your business operate? Monday through Saturday
9. Between what hours will your business operate? 9:00 am - 9:00 pm
10. How many clients **per week** will be coming into your home? 2 - 10
11. How many client vehicles can be accommodated on your property (not including street parking)? 3

### AUTHORIZATION:

I declare that to the best of my knowledge and ability, the information provided to be true and accurate



August 17, 2021

Property Owner

**RE: Land Owner Notification  
Development Permit – Discretionary Use  
Development Permit Application No: 21-2118**

Dear Property Owner:

Please take notice that a neighbor who is within a thirty (30) metre radius of your property boundary has submitted the following Development Permit Application for the purposes of a **Home-Based Business: Major (Photography Studio)** at **5511 – 46 Street** and it is being reviewed in accordance with Land Use Bylaw 5-2016.

Affected Address	Discretionary Use	Application #
5511 – 46 Street Lot: 7, Block: 42, Plan: 320 HW	Home-Based Business: Major (Photography Studio)	21-2118

The City of Lloydminster's Land Use Bylaw 5-2016 grants the Development Officer the authority to consider the proposed use on this application. Any person that objects to the use may deliver to the Development Officer a written statement of their objections within fourteen (14) days of this letter indicating:

- Full name and address; and,
- Reasons for objection(s) to the proposed use.

**Please note that a full name and addresses are required for submission of valid comment(s). If the submission is not accompanied by this information the written statement may be deemed invalid and rejected.**

Written comments and general inquiries on the proposed use may be submitted by contacting:

Roxanne Shortt  
City Operations Centre (6623 – 52 Street)  
Phone: 780-874-3700 Ext 2608  
Email: [rshortt@lloydminster.ca](mailto:rshortt@lloydminster.ca)

Additional information about the application can also be viewed on the City of Lloydminster website at:

[www.lloydminster.ca/yourcityhall/permits](http://www.lloydminster.ca/yourcityhall/permits)

*To locate the information search under the Discretionary Permit option and then by select the application number you wish to review.*

If you have any questions, or require any clarification, please contact the undersigned at (780) 874-3700 or by email at [rshortt@lloydminster.ca](mailto:rshortt@lloydminster.ca).

Sincerely,



Development Officer, Planning  
Operations Centre