



# NEW BUSINESS TENANT

## NO CHANGE OF USE

FOR OFFICE USE ONLY	
ROLL NO.	
DATE OF RECEIPT	
FEES PAID	
FILE MANAGER	

### TENANT/OWNER CONTACT

Applicant/Tenant Name:		Email:	
Business/Organization Name:			
Mailing Address:			Postal Code:
Telephone (Primary):		Alternative:	
Owner(s) Name (if not Applicant):			
Business/Organization Name (if applicable):			
Telephone (Primary):		Email:	

### LEGAL LAND DESCRIPTION - Subject site

All/part of:	¼	Section:	Township:	Range:	West of:	Meridian	Division:
All parts of Lot(s)/Unit(s):			Block:	Plan:	Parcel Size (ac/ha):		
Municipal Address:					Land Use District:		

### USE(S) PER LAND USE BYLAW

Existing use(s)/Business use:
Proposed use(s):

### BUSINESS OPERATIONS

Total business area (including all floors, mezzanines, buildings etc.):	(m <sup>2</sup> / ft. <sup>2</sup> )
Briefly describe the nature of the business (attach cover letter for more details as required):	
Days of operation:	Hours of operation:
Total number of employees:	Full-time: Part-time:
Number of daily customer visits (anticipated):	
Total number of assigned parking spaces for unit/use:	For staff: For customer:
Any outdoor storage required:	<input type="checkbox"/> YES, specify outdoor storage area: (m <sup>2</sup> / ft. <sup>2</sup> ) <input type="checkbox"/> NO
Any signage proposed:	<input type="checkbox"/> YES, attach sign sketch and details <input type="checkbox"/> NO
Describe any changes proposed to the interior or exterior of the building/unit:	

### CHANGE IN TENANCY OATH

I, \_\_\_\_\_ (Tenant/Owner Name), **hereby certify** (initial below):

\_\_\_\_\_ That I am the registered owner **OR** \_\_\_\_\_ That I am authorized to act on the owner's behalf as the Applicant

\_\_\_\_\_ I agree that my business operation maintains the approved use and adheres to the conditions of the original Development Permit.

\_\_\_\_\_ If at any point my business operation changes, expands, or in any way does not conform to the use and conditions of the original Development Permit, I will advise Rocky View County and apply for a Change of Use Development Permit.

**Applicant/Tenant Signature** \_\_\_\_\_ **Landowner Signature** \_\_\_\_\_

Date \_\_\_\_\_ Date \_\_\_\_\_

**Privacy Notification:** The information is collected in accordance with s.33(c) of the *Freedom of Information and Protection of Privacy Act*.



Applicant Checklist	Office Use	DOCUMENTS REQUIRED FOR REVIEW
		<p><b>LAND TITLE CERTIFICATE:</b> Dated within 30 days of application submission. It can be obtained at <a href="#">SpinIIHost</a> OR            I give the Development Authority authorization to pull a Land Title Certificate at a \$20.00 fee.</p> <p><b>AUTHORIZATION LETTER:</b> Signed by registered owner(s) if authorizing a person acting on behalf. Authorization on company letterhead <u>or</u> as an affidavit required if owner on title is listed as a company.</p> <p><b>COVER LETTER, shall include:</b></p> <ul style="list-style-type: none"> <li>○ Detailed description of the businessHours of operation, number of employees, parking provisions, types of vehicles, outdoor storage areas, site access/approach etc.</li> </ul> <p><b>SITE PLAN, indicating:</b></p> <ul style="list-style-type: none"> <li>○ North arrow, legal description, municipal building/unit address, and adjacent roadways</li> <li>○ Location of building/unit, parking area (with number of stalls), existing/proposed access to propertyLocation of proposed outside storage area and/or signage (if requested)</li> </ul> <p><b>FLOOR PLAN(S):</b> Building/unit dimensions, number of floors, floor areas and labelled use(s).</p> <p><b>SIGNAGE:</b> Building/unit elevations (existing/new) with design, height, type and dimensions of sign (if requested).</p> <p><b>COLOUR PHOTOS (Min. 3):</b> Of existing building/unit, proposed outdoor storage, signage location, etc.</p>

**FOR OFFICE USE ONLY**

<b>Roll Number:</b>		<b>Municipal Address:</b>	
<b>Land Use District:</b>		<b>Reviewed by:</b>	
<b>EXISTING/APPROVED</b>		<b>PROPOSED</b>	
Approved use(s)	Related DP Number	Use(s):	
1.		1.	
2.		2.	
Tenant/Company:		Tenant/Company:	
Total business area:		Total business area:	
Includes office area?		New office area (if applicable):	
Floors included:		Floors included:	
Required parking stalls (LUB):		Required parking stalls (LUB):	
Approved parking stalls (DP):		Available stalls:	
Assigned stalls (for unit/use):		Assigned stalls (for unit/use):	
Number/type of signage:		New signage or retain existing:	

**TENANCY ASSESSMENT**

1. Does the new tenant change the use from existing/approved use(s)?	<input type="checkbox"/> YES <input type="checkbox"/> NO
2. Does the proposed total area of business require additional parking on site?	<input type="checkbox"/> YES <input type="checkbox"/> NO
a) Can the existing/approved parking on-site accommodate the additional area?	<input type="checkbox"/> YES <input type="checkbox"/> NO
3. Does the proposed sign (if requested) require a separate development permit?	<input type="checkbox"/> YES <input type="checkbox"/> NO
4. Does the tenancy change negatively impact adjacent use(s) or parcels?	<input type="checkbox"/> YES <input type="checkbox"/> NO

**Review Notes:**

**TENANCY CHANGE APPROVED**      **Development Officer Signature:** \_\_\_\_\_  
**Approval Date:** \_\_\_\_\_

**Included within file:**    Signed New Tenant Form Copy    Parcel Summary/Site Aerials    Floor Plan(s)    Site Plan



**ONLY REQUIRED IF YOU ARE ACTING ON BEHALF OF THE REGISTERED OWNER**

**LETTER OF AUTHORIZATION – PLANNING AND DEVELOPMENT SERVICES**

I, (We) \_\_\_\_\_ (print name) Owner 1

\_\_\_\_\_ (print name) Owner 2

being the owner(s) of: Lot: \_\_\_\_\_ Block: \_\_\_\_\_ Plan: \_\_\_\_\_

**Legal Description:**

Quadrant \_\_\_\_\_ ¼ Section \_\_\_\_\_ Township \_\_\_\_\_ Range \_\_\_\_\_ West of \_\_\_\_\_ Meridian

give \_\_\_\_\_ (print name of Applicant)

permission to act on my (our) behalf for the following application at the above-noted property

**(select one):**

- Development Permit
- Subdivision
- Redesignation
- Local Plan

\_\_\_\_\_  
**Owner 1 Signature**

\_\_\_\_\_  
**Owner 2 Signature**

\_\_\_\_\_  
**Date Signed**

**ONLY REQUIRED IF THE REGISTERED OWNER ON TITLE IS A COMPANY**

**AFFIDAVIT - VERIFYING CORPORATE SIGNING AUTHORITY**

I, \_\_\_\_\_, of \_\_\_\_\_

**make oath and say:**

1. I am the officer/director of (company name):

\_\_\_\_\_

being the corporation named as the owner, in the Development Permit / Subdivision / Redesignation / Local Plan Application (select one), affecting Lands described as:

**Legal Description**

\_\_\_\_\_ / Lot: \_\_\_\_\_ Block: \_\_\_\_\_ Plan: \_\_\_\_\_

2. I am authorized to sign the Development Permit / Subdivision / Redesignation / Local Plan Application (select one), on behalf of the corporation without affixing a corporate seal and I hereby appoint (name of Applicant):

\_\_\_\_\_ as our agent for the above application at the above-noted property.

**FOR USE BY APPOINTED COMMISSIONER FOR OATHS**

**SWORN/AFFIRMED before me**

at the (City/County/Town): \_\_\_\_\_,

in the Province of Alberta, this \_\_\_\_\_ day of \_\_\_\_\_ (month) \_\_\_\_\_ (year).

*Commissioner of Oaths Stamp*

\_\_\_\_\_  
**Signature**

A Commissioner for Oaths in and for Alberta