



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 ² / ft. ²) |
| 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 ² / ft. ²) <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.4(c) of the Alberta Protection of Privacy Act (POPA).



| Applicant Checklist | Office Use | DOCUMENTS REQUIRED FOR REVIEW |
|---------------------|------------|--|
| | | <p>LAND TITLE CERTIFICATE: Dated within 30 days of application submission. It can be obtained at SpinIIHost OR I give the Development Authority authorization to pull a Land Title Certificate at a \$20.00 fee.</p> <p>AUTHORIZATION LETTER: 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>COVER LETTER, shall include:</p> <ul style="list-style-type: none"> <input type="radio"/> Detailed description of the businessHours of operation, number of employees, parking provisions, types of vehicles, outdoor storage areas, site access/approach etc. <p>SITE PLAN, indicating:</p> <ul style="list-style-type: none"> <input type="radio"/> North arrow, legal description, municipal building/unit address, and adjacent roadways <input type="radio"/> 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) <p>FLOOR PLAN(S): Building/unit dimensions, number of floors, floor areas and labelled use(s).</p> <p>SIGNAGE: Building/unit elevations (existing/new) with design, height, type and dimensions of sign (if requested).</p> <p>COLOUR PHOTOS (Min. 3): Of existing building/unit, proposed outdoor storage, signage location, etc.</p> |

FOR OFFICE USE ONLY

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|---------------------------------|-------------------|----------------------------------|--|
| Roll Number: | | Municipal Address: | |
| Land Use District: | | Reviewed by: | |
| EXISTING/APPROVED | | PROPOSED | |
| 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