ROCKY VIEW COUNTY

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: ☐ YES, specify outdoor storage area:					*(m^2 / $ft.^2$)*	☐ NO
Any signage proposed: ☐ YES, attach sign sketch and details						☐ 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*.

ROCKY VIEW COUNTY

Applicant Checklist	Office Use	DOCUMENTS REQUIRED FOR REVIEW
☐	☐	**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.
☐	☐	**AUTHORIZATION LETTER:** Signed by registered owner(s) if authorizing a person acting on behalf. Authorization on company letterhead or as an affidavit required if owner on title is listed as a company.
☐	☐	**COVER LETTER, shall include:** ○ Detailed description of the businessHours of operation, number of employees, parking provisions, types of vehicles, outdoor storage areas, site access/approach etc.
☐	☐	**SITE PLAN, indicating:** ○ North arrow, legal description, municipal building/unit address, and adjacent roadways ○ 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)
☐	☐	**FLOOR PLAN(S):** Building/unit dimensions, number of floors, floor areas and labelled use(s).
☐	☐	**SIGNAGE:** Building/unit elevations (existing/new) with design, height, type and dimensions of sign (if requested).
☐	☐	**COLOUR PHOTOS (Min. 3):** Of existing building/unit, proposed outdoor storage, signage location, etc.

FOR OFFICE USE ONLY			
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)?	☐ YES	☐ NO
2. Does the proposed total area of business require additional parking on site?	☐ YES	☐ NO
a) Can the existing/approved parking on-site accommodate the additional area?	☐ YES	☐ NO
3. Does the proposed sign (if requested) require a separate development permit?	☐ YES	☐ NO
4. Does the tenancy change negatively impact adjacent use(s) or parcels?	☐ YES	☐ 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

ROCKY VIEW COUNTY

262075 Rocky View Point
Rocky View County, AB, T4A 0X2

403-230-1401
questions@rockyview.ca
www.rockyview.ca

LETTER OF AUTHORIZATION – PLANNING 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

- ☐ New Business Tenant
- ☐ Development Permit
- ☐ Subdivision
- ☐ Redesignation
- ☐ Local Plan
- ☐ Road Closure

_____
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