

# Application for Development Permit: Form 1A – Contact Information and Owner Authorization

City of Whitehorse  
Zoning Bylaw  
2012-20

Development Property			
<b>Municipal Address:</b>	#:	Street:	
<b>Legal Description:</b>	Lot/Block:	Plan:	Subdivision:
Property Owner			
<b>Owner Name:</b>			
<b>Contact information:</b>	Phone:	E-mail:	
	Mailing Address:		
<b>Authorized Agent:</b> (If applicable)	<i>If you are an agent acting on behalf of the property owner (such as a property manager or an authorized signatory for a corporation) please provide proof of authorization.</i>	Name:	
		Phone:	Email:
		Mailing Address:	
Applicant (If Different From Owner)			
<b>Name:</b>			
<b>Contact Information:</b>	Phone:	E-mail:	
	Mailing Address:		
Proposed Development			
<b>Proposed Development:</b> (Check all that apply and fill out the corresponding forms)	<input type="checkbox"/> New Construction Residential (1 or 2 units) <b>Attach Form 2A and 2C</b>	<b>OR</b> <input type="checkbox"/> 1 or 2 units in RCS, RCS2, RCS3, or RCT Zone <b>Attach Form 2A and 4C</b>	<input type="checkbox"/> New Construction Residential (3+ units), Commercial, Industrial, Institutional <b>Attach Form 2B and 2C</b>
	<input type="checkbox"/> New Business or Land Use Change <b>Attach Form 2D</b>	<input type="checkbox"/> Relocation / Demolition of a Structure <b>Attach Form 2E</b>	<input type="checkbox"/> Living Suite <b>Attach Form 2F</b>
	<input type="checkbox"/> Garden Suite <b>Attach Form 2G</b>	<input type="checkbox"/> Home-Based Business <b>Attach Form 3A</b>	<input type="checkbox"/> Other: _____
<b>Development Incentive:</b>	Projects that provide living/garden suites, rental or supportive housing, achieve density targets, or are undertaken by a non-profit or non-governmental organization may be eligible for a Development Incentive. Are you applying for a Development Incentive in accordance with the City's <i>Housing Development Incentives Policy?</i> (Council Policy 2020-01)		<input type="checkbox"/> Yes <b>Attach Form 5A</b>
Authorization of Proposed Development			
I hereby certify that I am the registered owner, or authorized agent of the owner, and hereby make application for a Development permit subject to the provisions of the Whitehorse Zoning Bylaw in accordance with the plans and supporting information submitted herewith and which forms part of this application.			
Signature of Owner/Agent:		Date:	
Signature of Applicant:		Date:	
Administrative Information (Office Use Only)			
Received Date:	Received By:	Permit #:	

# Application for Development Permit: Form 3A – Minor Home-Based Business Checklist

City of Whitehorse  
Zoning Bylaw  
2012-20

All minor home-based businesses must comply with the regulations stated in Section 6.8 & 6.10 of the Zoning Bylaw. Complete this form by reading the regulations for minor home based businesses and filling in the corresponding check boxes to ensure your plans are compliant with the applicable regulations.

Zoning Bylaw Section 6.8 & 6.10 Regulations for Home Based Businesses, Minor	Information Required from Applicant
<p>No variation from the residential character and appearance of land or buildings shall be permitted.</p>	<p><b>What type of dwelling do you live in?</b>  <input type="checkbox"/> Single Detached House    <input type="checkbox"/> Duplex    <input type="checkbox"/> Apartment  <input type="checkbox"/> Mobile Home    <input type="checkbox"/> Other: _____</p> <p><b>Is any change planned to the appearance or structure of the home?</b>  <input type="checkbox"/> Yes, please specify: _____    <input type="checkbox"/> No</p>
<p>The maximum number of home-based businesses in one dwelling unit is two.</p>	<p><b>How many other home-based businesses are currently operating in the dwelling?</b>  <input type="checkbox"/> 0    <input type="checkbox"/> 1    <input type="checkbox"/> 2    <input type="checkbox"/> Don't know</p>
<p>Home-based business shall not adversely affect the amenities of the neighborhood.</p> <p>Businesses that are likely to adversely affect the amenity of the neighborhood, such as retail sales, motor vehicle sales and service, dispatch services, businesses using large power tools and machinery, or any uses of a similar nature, shall not be permitted as a minor home-based business.</p>	<p><b>What type of business is proposed?</b>  <input type="checkbox"/> Home Office for: _____  <input type="checkbox"/> Other: _____</p> <p><b>Will you be working from your home, or another location?</b>  <input type="checkbox"/> Home    <input type="checkbox"/> Job Site    <input type="checkbox"/> Other: _____</p> <p><b>Will the business generate any disturbance to the neighborhood (e.g, noise, traffic)?</b>  <input type="checkbox"/> Yes, please specify: _____  <input type="checkbox"/> No</p>
<p>A minor home-based business shall be conducted only within a principal building and may not be operated from an attached garage or accessory building.</p> <p>An accessory building may be used for minimal storage purposes for the business. No exterior storage shall be permitted.</p>	<p><b>What types of equipment and materials are used in the business?</b>  <input type="checkbox"/> Office Supplies (computer, desk etc.)    <input type="checkbox"/> Vehicle  <input type="checkbox"/> Other: _____</p> <p><b>Where are the equipment and materials to be stored?</b>  <input type="checkbox"/> Principal Building    <input type="checkbox"/> Garage/Shed  <input type="checkbox"/> Yard    <input type="checkbox"/> Other: _____</p> <p><b>Other than storage, will any activities of the business be carried out in a detached accessory building (garage, shop etc.)?</b>  <input type="checkbox"/> Yes, please specify: _____  <input type="checkbox"/> No</p> <p><b>If YES, state size of the building:</b>  Floor Area of the Building=_____m<sup>2</sup></p>

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<p>A minor home-based business shall not normally generate more than one client to the site at any given time, and shall not generate any vehicular traffic or parking in excess of that which is characteristic of the neighbourhood within which it is located.</p>	<p><b>Will clients be coming to your home?</b>  <input type="checkbox"/> Yes    <input type="checkbox"/> No</p> <p><b>If YES, state how many clients at one time?</b>  Number of Clients: _____</p> <p><b>If YES, when will clients be coming?</b>  <input type="checkbox"/> Mon-Fri between 8:00am - 5:00pm  <input type="checkbox"/> Other Hours: _____</p>
<p>No person other than residents of the principal residence shall be engaged in the minor home-based business.</p>	<p><b>Will anyone not living in your home be working from your home?</b>  <input type="checkbox"/> Yes, please specify: _____  <input type="checkbox"/> No</p>
<p>Not more than one commercial vehicle used in conjunction with the business shall be parked on or about the site. Such vehicle shall have a gross vehicle weight rating of no more than 7,257 kg.</p>	<p><b>Does the business require a commercial vehicle?</b>    <input type="checkbox"/> Yes    <input type="checkbox"/> No</p> <p><b>If YES, what is the make and model?</b>  Make: _____ Model: _____</p> <p><b>If YES, is the vehicle larger than 7257 kg?</b>  <input type="checkbox"/> Yes    <input type="checkbox"/> No</p> <p><b>If YES, where is parking available?</b>  <input type="checkbox"/> Driveway    <input type="checkbox"/> Garage    <input type="checkbox"/> Other: _____</p>
<p>The operator of a minor home-based business may attach one non-illuminated fascia sign to a maximum size of 0.37 m<sup>2</sup> to the principal building advertising the business or, in the case of a RC zone, at the entrance to the driveway. Sandwich board signs are prohibited in residential areas.</p>	<p><b>Will there be any signage on your property?</b>  <input type="checkbox"/> Yes  <input type="checkbox"/> No</p> <p><b>If YES, state the size of the sign:</b>  Size: _____m<sup>2</sup></p> <p><b>If YES, state the location of the sign:</b>  <input type="checkbox"/> Exterior Wall of the Building  <input type="checkbox"/> Entrance to Driveway  <input type="checkbox"/> Other: _____</p>

**Please check each box to confirm you understand and agree to the following statements:**

- I hereby declare that all the information provided in this application for development and contained in the supporting documents are to the best of my belief true and correct in all respects.
- I hereby acknowledge any change to the plans outlined within this application will result in the issuance of a development permit and business license based on the information provided in this application to be null and void.
- I hereby acknowledge that prior to any business or address change it is the applicant's responsibility to notify the City of Whitehorse Planning and Development Services department and to re-apply for a new development permit and business license.

Signature of Applicant: \_\_\_\_\_ Print Name: \_\_\_\_\_ Date : \_\_\_\_\_