

Application for Development Permit: Form 3J – Major Home-Based Business Checklist

City of Whitehorse
Zoning Bylaw
2012-20

All major home-based businesses must comply with the regulations stated in Section 6.8 & 6.9 of the Zoning Bylaw. Complete this form by reading the regulations for major 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 & 6.9 Regulations for Home Based Businesses, Major	Information Required from Applicant
<p>Major home-based businesses are permitted as a secondary use in the RC1, CM1, and CM2 zones.</p> <p>They are permitted as a conditional use* in RC2, RCS, RCS2, RCS3, RD, RS, and RS2 zones.</p> <p>They are not permitted in any other zone.</p> <p><i>*Conditional uses are subject to additional processes and an additional fee. They are decided by Council.</i></p>	<p>Which Zone is the property in?</p> <p>Secondary Use zones: <input type="checkbox"/> RC1 <input type="checkbox"/> CM1 <input type="checkbox"/> CM2</p> <p>Conditional Use zones: <input type="checkbox"/> RC2 <input type="checkbox"/> RCS <input type="checkbox"/> RCS2 <input type="checkbox"/> RCS3 <input type="checkbox"/> RD <input type="checkbox"/> RS <input type="checkbox"/> RS2</p>
<p>No variation from the residential character and appearance of land or buildings shall be permitted.</p> <p>A major home-based business is not permitted in a multiple housing unit.</p>	<p>What type of dwelling do you live in? <input type="checkbox"/> Single Detached House <input type="checkbox"/> Duplex <input type="checkbox"/> Other: _____</p> <p>Is any change planned to the appearance or structure of the home? <input type="checkbox"/> No <input type="checkbox"/> Yes, please specify: _____</p>
<p>The maximum number of home-based businesses in one dwelling unit is two. The maximum number of major home-based businesses in one dwelling unit is one.</p>	<p>How many other home-based businesses are currently operating in the dwelling?</p> <p><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>What type of business is proposed? <input type="checkbox"/> Home Office for: _____ <input type="checkbox"/> Other: _____</p> <p>Will you be working from your home, or another location? <input type="checkbox"/> Home <input type="checkbox"/> Job Site <input type="checkbox"/> Other: _____</p> <p>Will the business generate any disturbance to the neighborhood (e.g, noise, traffic)? <input type="checkbox"/> Yes, please specify: _____ <input type="checkbox"/> No</p>
<p>No more than one person other than residents of the principal residence shall be engaged on-site in the major home-based business.</p>	<p>Will anyone not living in your home be working from your home? <input type="checkbox"/> Yes. If so, how many: _____ <input type="checkbox"/> No</p>

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<p>A major home-based business shall not normally generate more than two clients 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>Will clients be coming to your home? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If YES, state how many clients at one time: Number of Clients: _____</p> <p>If YES, when will clients be coming? <input type="checkbox"/> Mon-Fri between 8:00am - 5:00pm <input type="checkbox"/> Other Hours: _____</p>
<p>A major home-based business shall be conducted within a principal building, attached garage or detached accessory building.</p> <p>If the major home-based business is being operated in an attached garage or detached accessory building, the net floor area of the home-based business use within the garage or building shall be no larger than 50 m².</p>	<p>What types of equipment and materials are used in the business? <input type="checkbox"/> Office Supplies (computer, desk etc.) <input type="checkbox"/> Vehicle <input type="checkbox"/> Other: _____</p> <p>Where are the equipment and materials to be stored? <input type="checkbox"/> Principal Building <input type="checkbox"/> Garage/Shed <input type="checkbox"/> Yard <input type="checkbox"/> Other: _____</p> <p>Other than storage, will any activities of the business be carried out in an attached garage detached accessory building (garage, shop etc.)? <input type="checkbox"/> Yes, please specify: _____ <input type="checkbox"/> No</p> <p>If YES, state size of the building: Net Floor Area of the Building = _____ m²</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 (GVWR) of no more than 7,257 kg, except in Country Residential zones.</p>	<p>Does the business require a commercial vehicle? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If YES, what is the make and model? Make: _____ Model: _____</p> <p>If YES, is the GVWR greater than 7,257 kg? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If YES, where is parking available? <input type="checkbox"/> Driveway <input type="checkbox"/> Garage <input type="checkbox"/> Other: _____</p>

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Will there be any signage on your property?

- Yes
- No

If YES, state the size of the sign:

Size: _____m²

If YES, state the location of the sign:

- Exterior Wall of the Building
- Entrance to Driveway
- Other: _____

The operator of a major home-based business may attach one non-illuminated fascia sign to a maximum size of 0.37 m² to the principal building advertising the business or, in the case of a country residential zone, at the entrance to the driveway. Sandwich board signs are prohibited in residential areas.

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 information provided within this application must be authorized by the City. Failure to obtain authorization may result in the development permit or business license 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 Land & Building Services department and to re-apply for a new development permit and business license.

Signature of Applicant: _____ Print Name: _____ Date : _____