

TOWN OF STRATFORD HOME OCCUPATION AGREEMENT APPLICATION

1. APPLICANT INFORMATION

NAME: _____

MAILING ADDRESS: _____

PHONE: _____

EMAIL ADDRESS: _____

2. PROPERTY INFORMATION

PID: _____ LOT # _____ CIVIC ADDRESS: _____

NAME OF LANDOWNER: _____

CHECK HERE IF SAME AS ABOVE: ☐

PHONE: _____

MAILING ADDRESS: _____

EMAIL ADDRESS: _____

3. REQUIRED DOCUMENTATION

- ☐ SCHEDULE "A" FROM PROPERTY DEED - if you do not have a copy, Taxation & Property Records at the Provincial Government should have this available for you.
- ☐ DETAILED DESCRIPTION OF THE PROPOSED HOME OCCUPATION including, but not limited to, the conditions listed in subsection 8.29.2 and an explanation of each conditions compatibility with the surrounding neighbourhood.
- ☐ SITE PLAN, drawn to scale, showing all buildings, driveway and parking spaces, any proposed off-street parking, and the location of on-premise signage, if applicable.
- ☐ FLOOR PLAN, drawn to scale, showing all rooms and Home Occupation area, and a secondary means of escape.
- ☐ BUILDING ELEVATION(S) PLAN, drawn to scale, showing location of proposed Home Occupation, and location and dimensions of any on-premise signage, if applicable.
- ☐ ALL RELEVANT BUILDING/DEVELOPMENT PERMITS - Please check with the Planning Department staff if you are doing renovations to ensure you don't require a building permit.
- ☐ APPLICATION FEE - \$300.00 (includes registration).

DECLARATION

I HEREBY CERTIFY THAT ALL INFORMATION HEREIN, THE ATTACHED PLANS, AND OTHER ATTACHED DOCUMENTS ARE COMPLETE AND CORRECT.

NAME OF APPLICANT (PLEASE PRINT): _____

SIGNATURE OF APPLICANT: _____

DATE: _____

APPLICATIONS WILL NOT BE ACCEPTED WITHOUT FULL PAYMENT OF FEES. PAYMENTS MAY BE MADE BY CASH, CHEQUE (PAYABLE TO THE TOWN OF STRATFORD), DEBIT, VISA OR MASTERCARD. PAYMENT IS DUE AT THE TIME OF APPLICATION.

PLEASE NOTE THAT MISSING DOCUMENTS MAY CAUSE DELAYS IN PROCESSING YOUR APPLICATION.

ALL HOME OCCUPATION AGREEMENT APPLICATIONS MUST CONFORM TO ZONING & DEVELOPMENT BYLAW #45, SECTION 8.29. HOME OCCUPATIONS.

After your application has been reviewed and approved, **three (3) copies of the agreement must be signed by the Landowner & witnessed by a Commissioner of Deeds** (available at Town Hall). The signed agreement will be sent to the Provincial Land Registry to be registered on title, and a registered copy will be provided to the Town & Landowner. If you have any questions regarding this application, please contact the Planning Department.