



BUSINESS APPLICATION

CIVIC INFORMATION

CIVIC# _____

STREET NAME: _____

APPLICANT CONTACT INFORMATION

NAME: _____ MAILING ADDRESS: _____

PHONE: _____

CELL: _____

EMAIL: _____

BUSINESS INFORMATION

TYPE OF BUSINESS: ☐ DAY CARE ☐ CONTRACTOR ☐ CONSTRUCTION/RENO
☐ QUARRY ☐ PARK ☐ HOME BASED OFFICE
☐ OTHER (PLEASE SPECIFY) _____

HOURS OF OPERATION _____

DESCRIPTION OF LAND

IS CURRENT ZONING COMMERCIAL? ☐ YES ☐ NO

*IF ZONING IS NOT COMMERCIAL, A DISCRETIONARY USE AD MAY BE REQUIRED AT THE COST OF THE APPLICANT
IN THE AMOUNT OF \$100 +Ad.*

APPLICANT SIGNATURE OF AGREEMENT

I HEREBY SUBMIT THIS APPLICATION AND CONFIRM THAT THE INFORMATION SUPPLIED IS TO THE BEST OF MY KNOWLEDGE
CORRECT. I AGREE TO COMPLY WITH ALL MUNICIPAL REGULATIONS AND AGREE TO DEVELOP IN ACCORDANCE WITH THE
PLANS APPROVED BY THE MUNICIPALITY, AND NOT TO COMMENCE DEVELOPMENT WITHOUT APPLICABLE WRITTEN
APPROVAL AND PERMITS FROM THE MUNICIPALITY.

NOTE: WHEN THE APPLICANT AND THE PROPERTY OWNER ARE NOT THE SAME, THE SIGNATURE OF THE PROPERTY OWNER
IS REQUIRED BEFORE THE APPLICATION CAN BE ACCEPTED FOR PROCESSING.

APPLICANT: _____ DATE: _____

PROPERTY OWNER: _____ DATE: _____

APPLICATION REQUIREMENT CHECKLIST

☐ APPLICATION FORM ☐ Letter describing business (letterhead preferred)
☐ PROCESSING FEE (\$50 NON-REFUNDABLE)

IF BUSINESS REQUIRES A NEW BUILDING AND/OR STRUCTURE, A GENERAL DEVELOPMENT APPLICATION MUST BE PROVIDED.

FOR OFFICE USE ONLY

DISCRETIONARY USE REQUIRED ☐ YES ☐ NO ☐ PAID

TOTAL PERMIT COST _____

DATE ISSUED: _____ PERMIT NUMBER: _____

THIS APPLICATION IS TO BE SUBMITTED NO LATER THAN 4:00PM THE MONDAY PRIOR TO THE COUNCIL MEETING.
FOR COUNCIL MEETING DATES, PLEASE CONTACT THE TOWN OFFICE.