



APPLICATION FOR BUSINESS APPROVAL IN CLEARWATER COUNTY

Clearwater County does not issue business licenses; the operation of a business from a property in Clearwater County requires approval through the Development Permit process. An application will need to be completed by the applicant and signed by all legal landowner(s). Should the landowner be a business, a corporate signing authority affidavit is required. The Development Permit application fee is per Schedule “A” of the Development Permit Fees and Fees for Printed Materials Policy and is non-refundable.

Supplemental information required to accompany the application includes the following:

- Name of the business and business contact information – primary business owner, mailing address, telephone number, email address.
- Description of the business - services provided, operation hours/days/time of year, amount of traffic generated, potential nuisance factors such as noise, dust, smell, etc.
- How the potential nuisance factors will be mitigated by the operator.
- Number of customers/clients anticipated per day/week/month.
- Number of employees.
- Signage rendering/drawing with measurements.
- Anticipated location and amount of outside storage
- Studies or technical reports conducted, if any.
- Documentation, if available, from neighbours in favour of the business development.
- Floor plans of the building where the business will be conducted indicating the rooms occupied by the business and the proposed activity in each room.
- New construction or the placement of buildings requires floor plans, elevation drawings, and a rendering of the exterior as if complete. A separate Development Permit application may be required.
- Site plan of the property showing measurements from the proposed development to existing structures and property boundaries noting the following:
 - The extent and location of the area or building where the business will be conducted.
 - Location and size of the parking area.
 - Location and size of outside business storage.
 - Location of signage.
 - Proposed landscaping, screening, and fencing, if any.

Development approval may be considered by the MPC (Municipal Planning Commission) at their monthly meeting.

- The application and supplemental information must be submitted and then reviewed by staff and considered complete 30 days prior to the meeting.
- A referral letter may be circulated to adjacent landowners and affected agencies and/or posted on the County’s website.



- The Development Officer or the MPC may conduct at least one site inspection of the subject property.
- The timeline for a decision is approximately 6-8 weeks, depending on the MPC meeting schedule.
- If approval is granted, the Development permit is mailed to the applicant and the landowner.
- A notice of decision of the development permit may be advertised in one or more of the local newspapers, on the County's website, and/or may be mailed to adjacent landowners. Notice of Refusals are not advertised or circulated.
- A 21-day appeal period will commence on the date the decision was made.
- Once the appeal period has passed and no appeals have been received, the development can proceed.

Please contact the Planning Department for more information at 403-845-4444 or planning@clearwatercounty.ca.