

Home Business Checklist

This checklist is applicable to all Home Business applications. It is not required for a Home Office or Home Occupation.

The Town is collecting your personal information for the purpose of responding to your request. Some of the information may be provided to the Town's contractors for the purpose of addressing your request. Your information will not be provided to any other person or agency unless you have given us permission, or where legally obligated to do so. If you would like to know more about how the Town handles your personal information, please see the [Town's Privacy Statement and Collection Notice](#).

Information	Submitted
Completed Application for Development Approval	☐
Completed Home Business accompanying information	☐
Payment of required fee (\$222)	☐
Current copy of the property's Certificate of Title	☐
Site Plan drawn to scale with parking clearly indicated & location of home business	☐
Floor Plan drawn to scale with location of home business	☐
Full set of elevation plans drawn to scale (only where external modifications to the dwelling are proposed)	☐
Details of proposed signage (where signage is proposed)	☐

Note: The Town may request additional information that is not listed in this checklist during the assessment of the application.

Applicant declaration

I, _____ confirm that I have provided all of the information outlined above with my application. I am aware the Town will review the information submitted and may seek clarification or further information before the application is accepted for processing.

Signed: _____ Date: _____

Effective July 2026