



## Guidelines for Electronic Circulation of Planning & Development Applications

This document is intended to provide guidelines on the proper use of electronic materials that are circulated as part of the application review process.

- The information included in the circulation package may be subject to copyright and must only be used for the review of the submitted application.
- Application materials are provided to you for the specific and sole purpose of allowing (i) members of the Community Association Planning Committee and/or Board of Directors and (ii) members of the public who would be directly affected by the application's approval (collectively, the "Identified Recipients") to review and comment on the application for a development permit for a proposed project in your area of business/residence. Please note that use of these materials for any other purpose or making further reproduction or distribution beyond the Identified Recipients is strictly prohibited and may constitute an offense under the Copyright Act (Canada). Accordingly, any distribution of the materials to the Identified Recipients must be accompanied with the following instructions in writing:

"Application materials are provided to you for the specific and sole purpose of allowing you to review and comment on the application for a development permit for a proposed project in your area of business/residence. Please note that use of these materials for any other purpose or making further reproduction or distribution of them is strictly prohibited and may constitute an offense under the Copyright Act (Canada)."

The City will not be responsible or liable for any claim that may arise as a result of any misuse or unauthorized reproduction or distribution of the application materials by you or any Identified Recipients.

- Citizens who wish to view the plans can do so at the Municipal Building (800 Macleod Trail S.E.) by contacting either the File Manager or the Circulation Department at 403.268.5744 or [dp.circ@calgary.ca](mailto:dp.circ@calgary.ca)
- The information provided must not be made available on the internet.

Should anyone wish to obtain additional information regarding the application, please contact the File Manager directly.



# REQUEST FOR COMMENT ON DEVELOPMENT PERMIT APPLICATION

Date: **May 27, 2019**

To: Brentwood Community Association  
Melanie Swailes  
5107 33rd ST NW  
Calgary, Alberta  
T2L 1V3

**Return To:** **Development Circulation Controller**  
Planning & Development #8201  
P.O. Box 2100 Station M  
Calgary AB T2P 2M5  
Phone: 268-5744 Fax 268-2468  
Email: DP.Circ@calgary.ca

*NOTE: The community contact person and address are only as current as the information provided to this office by the Community Association. If there are any changes please contact the Circulation Controller at the address to the right.*

D.P. NUMBER: DP2019-2480 Land Use Bylaw 1P2007	Parcel Address: 3812 BROOKLYN CR NW Legal: <b>1796HV;9;21</b> L.U.D.: <b>R-C1</b>
Applicant: <b>BALANCED HEALTH</b> Community: <b>BRENTWOOD</b> Sec. Number: <b>31C</b> Ward: <b>04</b>	
Description: <b>Temporary Use: Home Occupation - Class 2 (Personal Trainer - 1 Year)</b>  Proposed Development is: <b>Discretionary</b> Proposed Use: <b>Home Occupation - Class 2</b>	Gross Floor Area: 0 feet - squared Dwelling Units: 0
<b>Please check the corresponding box below and forward any comments to the above sender. For Community Associations, please fill in the attached Community Context Questionnaire and forward to the above sender.</b>	
<input type="checkbox"/> <b>No Comment</b>	<input type="checkbox"/> <b>Comments Attached</b>
NAME	DATE

Attached are the proposed plans and application material for this Development Permit. If you have any comments, please forward them by **DUE DATE** **Monday June 17, 2019** **to the above sender.**

If you want to discuss this application further, please contact the File Manager:

David Weisgerber      (403) 333-5398      david.weisgerber@calgary.ca

This Development Permit Application has been circulated to the following parties:

Sean Chu, Ward 4 Councillor, #8001A

Melanie Swailes, Brentwood Community Association, 5107 33rd ST NW

Please note that any written submissions made in response to this application will form part of the official record, and upon final decision of the application the correspondence will be available for public viewing.



REQUEST FOR COMMENT ON DEVELOPMENT PERMIT APPLICATION

Date: May 27, 2019

To: Ward 4 Councillor Sean Chu #8001A Calgary, Alberta T2P 2M5

Return To: Development Circulation Controller Planning & Development #8201 P.O. Box 2100 Station M Calgary AB T2P 2M5 Phone: 268-5744 Fax 268-2468 Email: DP.Circ@calgary.ca

Form containing application details: D.P. NUMBER: DP2019-2480, Parcel Address: 3812 BROOKLYN CR NW, Applicant: BALANCED HEALTH, Community: BRENTWOOD, Description: Temporary Use: Home Occupation - Class 2 (Personal Trainer - 1 Year), Gross Floor Area: 0 feet - squared, Dwelling Units: 0. Includes checkboxes for 'No Comment' and 'Comments Attached' and a table for NAME and DATE.

Attached are the proposed plans and application material for this Development Permit. If you have any comments, please forward them by DUE DATE Monday June 17, 2019 to the above sender.

If you want to discuss this application further, please contact the File Manager: David Weisgerber (403) 333-5398 david.weisgerber@calgary.ca

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- Sean Chu, Ward 4 Councillor, #8001A
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# Development Permit Application

Online Submission

## Application Information

<b>Applicant Details</b> <input checked="" type="checkbox"/> Business Owner <input type="checkbox"/> Property Owner <input type="checkbox"/> Agent Representing Business or Property Owner	
<b>Applicant Name</b> Sandy Cozens	<b>Applicant Contact Information</b> Phone: (403) 608-1357 Email: smcozens@gmail.com Mailing Address: 3812 BROOKLYN CR NW, Calgary Alberta Canada T2L1H2
<b>Representing Company (if applicable)</b> B.Killick Professional Corp	
<b>Business Trade Name</b>	
<b>Business ID</b>	
<b>Owner / Leaseholder Name</b> Sandy Cozens	<b>Owner / Leasehold Contact Information</b> Phone: 4036081357 Email: smcozens@gmail.com

## Business Location Details

<input type="checkbox"/> Commercial Based <input checked="" type="checkbox"/> Home Based <input type="checkbox"/> Based Out of Town <input type="checkbox"/> Mobile <input type="checkbox"/> Personal Services	
<b>Application Address</b> 3812 BROOKLYN CR NW	
<b>LUD</b> R-C1, Residential - Contextual One Dwelling	<b>Existing Use(s)</b> Not Available

## Home-Based Business Questionnaire

**General Information**

Q1: Do you live in the home associated to your business?  
 A1: Yes

Q2: Do you own or rent the home associated with the home occupation?  
 A2: Own

### Home Occupation Business Areas

Q1: What is the total floor area of the home (including basement area)?

A1: 2600 ft<sup>2</sup>

Q2: How much of the total floor area will be used for your business?

A2: 500 ft<sup>2</sup>

Q3: What room(s) within the home will be used for the business?

A3: No rooms in house. Full garage business. No vehicles.

Q4: Will this business use the garage or an enclosed accessory building for activities other than storage? (Note: question should only be answered "yes" if the storage affects the required parking stalls)

A4: No

Q5: Will there be outside storage of materials, goods, or equipment on or near the site?

A5: No

### Business Operation

Q1: What days of the week will the business operate? (Select all that apply)

A1: Monday;Tuesday;Wednesday;Thursday

Q2: Between what hours of the day will the business operate?

A2: From 9:00 AM To: 6:00 PM

Q3: Not including those living in the home, will you have employees working at the residence? (Note: question should only be answered "yes" if there are employees coming to work at the home who do not live there)

A3: No

Q4: What will be the total number of vehicles visiting the business per week?

A4: 15

Q5: How many business-related vehicle visits to the home will occur:

A5:

	# of visits per day	# of visits per week
Clients	6	20
Couriers	0	0
Employees	0	0

Q6: Will the business create dust, noise, odour, smoke (including cooking indoors)?

A6: No

### Vehicles and Parking

Q1: What will be the total number of vehicles associated with the business?

A1: 0

Q2: How many vehicles can be parked on the property (including driveways/garages/parking pads)?

A2: 3

Q3: Will the business have any Large Vehicles?

A3: No

## Business Activity Questionnaire

Activity type selected

Personal Trainer

Q1: Will you be offering your services in your home or at your client's location?

A1: At my home

*Licence Types:*

*PERSONAL SERVICE (FITNESS CONDITIONING)*

Q2: Will the business include the sale of retail products, other than those directly related to the business? (\*NOTE\* City bylaws do not permit the direct sale of products from your home to walk up customers.)

A2: No

Q3: Will you be selling any food products? (\*NOTE\* This includes herbs, vitamins, food supplements and other related products.)

A3: No

Describe your business

Customer Notes: Pilates/PErsonal Fitness, 1 hr sessions for 1 or 2 clients.3-6clients per day. Max 20hrs/wk.mon-thurs with 1 evening. 3 car parking pad off alley. Next to garage business.

Planning Terms

Home Occupation - Class 2

Licence Types

PERSONAL SERVICE (FITNESS CONDITIONING)

### Approvals Generated

Q1: Would you like to apply Business Licence now?

A1: Yes - apply now

Q2: Would you like to apply Development Permit now?

A2: Yes - apply now

### Submitted Documents

Document Type: SUPPORTING DOCUMENT

Document SubType: PHOTOS

Document Name: 20190514\_131329.jpg

Document Type: SUPPORTING DOCUMENT

Document SubType: OTHER

Document Name: 20190514\_131729.jpg

Document Type: SUPPORTING DOCUMENT

Document SubType: LETTER OF AUTHORIZATION

Document Name: 20190514\_132024.jpg

The personal information obtained on this form is being collected under the authority of section 33(c) of the FOIP Act. This information is being collected for the purpose of our inspection processes (if required) and will be disclosed to relevant City Business Units, Federal and Provincial agencies, Utility companies, Community Associations/Groups/Organizations, Adjacent Municipalities, Municipal school boards and/or any agencies required for review as part of the application review process. It may also be used to conduct ongoing evaluations of services received from Planning & Development. The name of the applicant and the nature of the application will be available to the public, as authorized by the FOIP Act. You

may direct questions about the collection, use or disclosure of your personal information by the City of Calgary at 800 Macleod Trail SE Calgary, Alberta in relation to this program by emailing the FOIP Program Administrator for Planning and Development at plngbldg@calgary.ca or by telephone at (403)268-5311.

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### 1. Interpretation

These **Online Application Consent and Confirmation of Applicant** supplement, and shall be interpreted consistently with, the general Terms of Use for the City of Calgary's website, found at the bottom of each web page.

### 2. Accuracy of Information Submitted

You acknowledge and agree that your electronic submission of information to The City of Calgary ("The City") using this Online Application is true and accurate and is intended to be your permit application to The City.

### 3. Consent to Electronic Decision

I agree that The City can issue its formal decision to in electronic form (e.g. electronic mail) to the email address provided through the Online Application. If my email address changes I will advise The City of the new email address or provide a mailing address for the formal approval.

### 4. Electronic Submission

Except as may otherwise be required by The City, you must only submit, provide and accept information or records related to your application in electronic form and you will not re-submit your application in paper form. The City does not guarantee that the entire electronic permit application process will be completed electronically, and The City reserves the right in its sole discretion to require you to submit information and records relating to your application in paper form.

### 5. Complete Application

I acknowledge that The City may inactivate or cancel incomplete permit applications that do not contain all of the requested information at The City's sole discretion.

### 6. Changes to Site and Terms of Use

The City reserves the right to make changes to this Online Services Site, the Terms of Use and provide additional terms at any time without notice. The changes or additional terms are effective immediately upon being posted to this Online Services Site. Your use of the Online Services Site will be subject to the Terms of Use posted on the Online Services Site at the time of use. In the event any of the provisions of the Terms of Use are determined to be invalid, void, or unenforceable for any reason, that provision will be deemed to be severable and will not affect the validity or enforceability of any remaining condition of the Terms of Use. You may be asked to agree to separate terms of use for other pages or applications used elsewhere on The City's

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Any information, including personal information, contained in a permit application submitted by using this site is being collected under the authority of The Calgary Building Permit Bylaw 64M94 (for Building Permits) or the Municipal Government Act, Section 640, and The City of Calgary Land Use Bylaw 1P2007 (Part 2) (for Development Permits) as well as the *Alberta Freedom of Information and Protection of Privacy Act* ("FOIP"), Section 33(a) and (c). This information will be used for The City's permit review and inspection processes and may be communicated to relevant City Business Units, utility providers, and Alberta Health Services for purposes related to these processes. Information may also be used by The City to conduct ongoing evaluations of services received from The City's Planning and Development Department. The name of the applicant and the nature of the permit will be made available to the public as authorized by FOIP. Please send inquiries by mail to the FOIP Program Administrator, Planning and Development, PO Box 2100, Station M, Calgary, AB T2P 2M5 or contact us by phone at 311.

## 9. Alberta Law

You agree to be bound by Alberta law when using this Online Services Site and agree that any court proceedings or other legal action will take place in Alberta.

## 10. No Damage or Modification of Site

You agree that you will not take any action to damage, modify, or breach the security of this Online Services Site, or cause the Online Services Site to no longer be available for use. You agree not to impersonate or misrepresent your association with any other person. You agree that you will not submit any information that is



harmful, unlawful, or otherwise objectionable.

#### 11. Site Ownership

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#### 12. Security of Account Information

You are responsible for protecting the confidentiality of any account information, user names, logins, passwords, security questions and answers, and other information you might need to access and use this Online Services Site. You are responsible for all activities occurring under your account, user name, or login. You agree to notify The City if you suspect that your account, user name, or login is not secure or is being used for an inappropriate purpose.

#### 13. Violation of Terms of Use

Any rights you have to use this Online Services Site will terminate immediately upon any violation of these Online Services Terms of Use. The City may, in its sole discretion, temporarily or permanently terminate your access to and use of this Online Services Site, at any time, for any reason, without notice or liability to you. The City is not liable for any damages resulting from its termination of your access to, or use of, this Online Services Site.

#### 14. Copyright

I acknowledge and understand that, as part of The City's process in reviewing, evaluating, and processing the permit application, The City will need to make available, in print and digital form, copies of the application materials to relevant City business units, members of City council, utility providers, other municipalities, municipal school Boards, relevant community associations/groups/organizations (including their boards of directors and planning committees), members of the general public, and any other external agencies or third parties whose input is required by The City in connection with the processing of your application. I hereby (i) consent to The City's copying, reproduction, distribution, and communication of the permit application materials, in any material form and via any medium, as required for the purpose of enabling The City to process your application; and (ii) certify that I am authorized and have the right to grant such consent.

#### 15. Condominium Property

I have all authorizations required under the Condominium Property Act, RSA 2000, c C-22, as amended or replaced, the bylaws of the Condominium Corporation, and otherwise in law to apply for this application if it is respecting condominium property. I further agree to immediately notify The City, in writing, of any changes regarding this information.

#### Development Permit Application Requirements

I am authorized to apply for this permit in accordance with section 26 (1) of the Land Use Bylaw 1P2007 as amended.