



## **APPLICATION FOR A BUSINESS APPROVAL IN CLEARWATER COUNTY**

Clearwater County does not issue business licenses; the operation of a business in Clearwater County requires approval through the development permit application process. A development permit application will need to be filled out by the applicant and signed by the legal landowner. Additional information that should accompany the application includes:

### **1) A business letter with the following information:**

- Name of business and contact information
- Description of business, including services rendered, hours/ days/ time of year of operation, amount of traffic generated, potential nuisance factors such as noise, dust, smells etc.
- How the potential nuisance factors will be addressed by the operator
- Number of employees
- Signage
- Storage, specifically outside storage

### **2) A site plan of the property, showing the extent of the property used for business purposes such as buildings, parking, signage etc. Please note that if the business requires the construction or placement of buildings, floor plans may be required.**

### **3) Documentation, if available, of neighbors in favor of the business development**

Development approval will be considered by the Municipal Planning Commission (MPC) at their monthly meeting. The application information must be submitted at least two weeks prior to the MPC meeting. At least one site inspection of the subject property by the Development Officer or the MPC will be required.

If approval is granted, the development permit decision will be issued in one edition of the local newspapers and notices of the decision will also be sent to adjacent landowners

A 21-day appeal period will start on the date the application decision was made.

Once the appeal period is over and no appeals have been received, the development can proceed.

For most business applications, the development permit fee is \$250; it is non-refundable.

Please contact the Planning Department for more information regarding fees.

The timeline for a decision is approximately 3-4 weeks, depending on the MPC meeting schedule. This timeline may be extended if referral comments are required from agencies and/or adjacent landowners.

*Please note: Business development permits stay with the business operator in that location unless there are changes to the business. Changes to business scope, location or ownership will require additional development permit approval.*