



## TOWN OF COCHRANE Planning & Engineering Services

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### STATUTORY PLAN AMENDMENT COMPLETION CHECKLIST

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The following information must be included with your application. Without it, your application will be considered incomplete, and it will not be processed until all required information has been supplied.

- APPLICATION FEE**  
*You are encouraged to contact the Planning and Engineering Staff to determine the proper fee required for your application.*
- COPY OF THE CERTIFICATE OF TITLE**  
*A copy of the title may be obtained from any provincial registry office. The title must be current (searched within 30 days of the date of application submission).*
- CONCEPTUAL SCHEME/TENTATIVE PLAN OF SUBDIVISION/SITE PLAN**  
*A conceptual scheme, tentative plan of subdivision, or site plan showing the proposal (proposed land use designations) **may** be required. The number of copies of the scheme or plan is dependent upon the complexity of the proposed development. In addition to the scheme or plan, you should provide a full explanation of the purpose of and justification for the Land Use Bylaw amendment.*
- APPLICATION FORM**  
*The form is to be completed in full and signed by the registered owner(s) of the land and/or the person authorized to act on his/her/their behalf.*
- LETTER OF AUTHORIZATION**  
*A letter of authorization signed by the registered owner(s) of the land when an agent has been authorized to act on his/her/their behalf.*
- SUPPORTING INFORMATION**  
*Additional information, at your cost, that **may** be required to support the application includes but is not limited to municipal environmental impact statement, geotechnical studies, slope analysis, traffic impact study, visual impact study, construction management plan, drainage and stormwater management plan, preliminary servicing concept, and hydrologic study.*