

DEVELOPMENT PERMIT ~ GENERAL
APPLICATION COMPLETION CHECKLIST

We will be happy to begin processing your application once we have received the following documents by email to planning@cochrane.ca.

☐ **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 their behalf. If the landowner is unable to sign the form, they can submit a Letter of Authorization as outlined below.

☐ **AUTHORIZATION**

Signature(s) of all registered landowner(s) on the application form, or a letter of authorization from registered landowner(s), if different from applicant, authorizing the proposed development/use. The landowner(s) can also fill out the Town of Cochrane's Landowner Authorization Form.

☐ **APPLICATION FEE**

As fees vary according to the type of development being proposed, please refer to the approved Town of Cochrane fee schedule.

☐ **COPY OF CURRENT CERTIFICATE OF TITLE**

A copy of title can be obtained from any provincial registry office or for a fee of \$15 at the Town office. The Certificate of Title must be current within 30 days of the application date. Relevant registered instruments, such as caveats, restrictive covenants and/or utility right-of-ways/easements may need to be provided. The Development Officer will determine which instruments are required as part of the application.

☐ **PLANS AND ELEVATIONS**

All plans required by the Development Officer must be provided in PDF format, be legible and include dimensions in metric, directional arrows and page numbers. Required plans include:

- ☐ Site Plan
- ☐ Floor Plan
- ☐ Elevation Drawings
- ☐ Grading and/or Drainage Plan

☐ **SUPPORTING INFORMATION**

The Development Officer may request additional information (including but not limited to: coloured elevation drawings, landscaping plan, parking rationale, colour photos, servicing plan, erosion and sediment control plan, Western Heritage Design Brief) to support the application if required.

OTHER REQUIREMENTS

• **SAFETY CODES PERMITS**

In addition to your Development Permit you will need Safety Codes Permits (e.g. Building Permit). Please contact the Safety Codes Department for more information.