

DEVELOPMENT PERMIT ~ INDUSTRIAL / COMMERCIAL / MULTI-UNIT DWELLING
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 current copy of the Certificate of Title, including relevant encumbrances, searched and dated within 30 days of the application submission. Copies of titles/registered instruments can be obtained digitally by the Town of Cochrane for a fee of \$15.00 per title/instrument.

Relevant registered instruments (documents/encumbrances), such as caveats, restrictive covenants and/or utility right-of-ways/easements will need to be provided. Please contact planning staff to determine which instruments will be required as part of the application.

☐ **PLANS AND REPORTS**

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

Required plans and reports include:

- ☐ Site Plan
- ☐ Floor Plan/s
- ☐ Coloured Elevations
- ☐ Landscaping Plan
- ☐ Parking Rationale (for non-residential applications)
- ☐ Lighting Plan/Information
- ☐ Drainage and/or Grading Plan
- ☐ Servicing Plan
- ☐ Traffic Impact Assessment
- ☐ Stormwater Report (for parcels ≥ 2 ha) or Stormwater Plan (for parcels < 2 ha)
- ☐ Erosion and Sediment Control Plan

☐ **SUPPORTING INFORMATION**

The Development Officer may request additional information, (e.g. colour photos, geotechnical report, slope stability report, phasing plan, haul route plan, environmental site assessment, Water Act Approval, Western Heritage Design Brief), if required.

☐ **SAFETY CODES PERMITS**

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