

DEVELOPMENT PERMIT ~ CHANGE OF USE
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**

Change of Use – \$300.00 (GST exempt).

☐ **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 may need to be provided. The Development Officer will determine which instruments are required as part of the application.

☐ **PLANS AND DRAWINGS**

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
- ☐ Elevation Drawings

☐ **SUPPORTING INFORMATION**

The Development Officer may request additional information, (e.g. lighting plan/information, parking rationale, colour photos, servicing plan, traffic impact assessment), if required.

OTHER REQUIREMENTS

• **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.