

DEVELOPMENT PERMIT GENERAL APPLICATION

101 RANCHEHOUSE ROAD
COCHRANE, AB T4C 2K8
TEL: 403-851-2570 FAX: 403-932-2935

Email: planning@cochrane.ca
Website: www.cochrane.ca



FOR OFFICIAL USE

DP No. _____
FEE: _____
DATE PAID: _____
RECEIPT NO. _____

1. NAME(S) OF APPLICANT (please print): _____

2. Mailing Address: _____

_____ Postal Code: _____

Phone 1: _____ Phone 2: _____

Email Address: _____

3. NAME(S) OF REGISTERED OWNER, if not applicant: _____

Mailing Address: _____

_____ Postal Code: _____

Phone 1: _____ Phone 2: _____

Email Address: _____

4. LEGAL DESCRIPTION: Lots(s): _____ Block(s)/Unit(s): _____ Plan: _____

5. MUNICIPAL ADDRESS: _____

6. LAND USE ZONING: _____

7. EXISTING USE OF LANDS AND BUILDINGS: _____

8. PROPOSED USE OF LANDS AND BUILDINGS: _____

9. ELEVATIONS, FLOOR PLANS, PARKING:

Site Area (m²):	Total Floor Area (m²):	Ground Floor Area (m²):	Upper Floor Areas (m²):
Building Height (m):	# of Parking Spaces:	# of Loading Spaces:	

10. BUILDING SETBACKS:

Front (m):	Side (m):	Side (m):	Rear (m):
-------------------	------------------	------------------	------------------

11. OTHER INFORMATION: Please provide any other pertinent information below or on separate sheet(s).

12. **APPLICANT(S) DECLARATION:**

I / We (please print), _____
hereby certify that I am/we are the registered owner(s) or authorized to act on behalf of the registered owner(s) and that the information on this form and on the attached plans and supporting materials is full and complete and is, to the best of my/our knowledge, a true statement of the facts relating to this application.

Date Signed: _____ Signature: _____
Date Signed: _____ Signature: _____

13. **RIGHT OF ENTRY:**

I / We (please print), _____
being the registered owner(s) or person(s) in possession of the herein land and building(s) thereon, hereby consent to an authorized person designated by the Town of Cochrane entering upon the said property for the purpose of inspection during the processing of this application.

Date Signed: _____ Signature: _____
Date Signed: _____ Signature: _____

Compliance with the requirements of *Land Use Bylaw 01/2004* does not afford relief from compliance with the *Municipal Government Act*, R.S.A. 2000, CHAP M-26, or any other federal, provincial, or municipal legislation, or the conditions of any easement, covenant, building scheme, or agreement affecting the lands or buildings.

NOTE: This personal information is being collected under the authority of the *Municipal Government Act* and will be used in the processing of this application. It is protected by the privacy provisions of the *Freedom of Information and Protection of Privacy Act*. If you have any questions about the collecting of this information, please contact Planning and Engineering Services, 2nd Floor, Cochrane RancheHouse, 101 RancheHouse Road, Cochrane, AB, T4C 2K8, **403-851-2570**.

INFORMATION REQUIREMENT TO ACCOMPANY THE DEVELOPMENT PERMIT APPLICATION FORM

1. **Application Form:** Be as detailed as possible and fill in all relevant 'blanks'. Use a separate sheet of paper for any additional information that you think is relevant.
2. **Application Fee:** Fees vary according to the type of development being proposed. Please contact us for the fee that is applicable to your proposal.
3. **Site Plan:** Two full-size 24" x 36" hardcopies; three 11" x 17" hardcopies; and CD or USB key containing drawings in PDF and AutoCAD (2007 version or newer). To be included on the professionally produced drawing/plan(s):
 - a) Property boundaries
 - b) Legal description and municipal address of the property
 - c) Dimensions, including parcel size, of the site (metric)
 - d) Location (sizes and dimensions) of all existing and proposed buildings and their uses, including all setbacks (distances from property lines)
 - e) "North" arrow
 - f) All access roads (streets, lanes, etc.)
 - g) All registered utility rights-of-way and easements
 - h) Land uses and buildings on adjacent properties
 - i) Existing and proposed: utilities, site drainage, site grades, the grades of the streets and sewer servicing the property, elevations of top of curb or sidewalk and lot corners (not required for simple applications)
 - j) The height, dimension, and relationship to property lines of all existing and proposed buildings and structures including retaining walls, trees, landscaping, curb, gutter, sidewalk, and other physical features
 - k) Landscaping plan: existing and proposed vegetation, including number, type, and sizes of trees and shrubbery (includes percentage of landscaping that is proposed as naturescaping)
 - l) Loading and parking provisions (layout, number and dimensions)
 - m) Access locations to and from the site
 - n) Garbage and storage areas and the fencing and screening details of same
 - o) Fencing and screening of the development site
 - p) Location and approximate dimensions of existing and proposed parks, playgrounds, and other amenities
 - q) Where applicable, information describing any noxious, toxic, radioactive, flammable, or explosive material proposed for use or storage
 - r) A "title block" showing designer's name, applicant's name, preparation date, revision dates, and drawing numbers
 - s) Replica/graphics, dimensions, construction materials, locations, and colours of any proposed signage
4. **Elevations and Floor Plans:**
 - a) Floor plans of all levels of building(s)
 - b) Elevations (all four sides) of the building(s) including exterior building materials, colours, and heights
5. **Copy of Title:** A current copy of a Certificate of Title, including relevant encumbrances, searched and dated within thirty (30) days of application submission.
6. **Authorization:** Signature(s) of all registered owner(s) on the application form or a letter of authorization from the registered owner(s) authorizing the proposed development.
7. **Additional Information:** Depending on the scope of the development proposal, additional information (i.e. traffic impact assessment, geotechnical reports, groundwater hydrology study, etc.) may be required. Staff will advise in consultation with you.

Questions? Please do not hesitate to contact planning staff at 403-851-2570

TOWN OF COCHRANE
DEVELOPMENT NOTIFICATION
SIGN APPLICATION FORM

FOR PARCELS/NON-RESIDENTIAL BAYS
 500M² OR LESS
 101 RANCHEHOUSE ROAD
 COCHRANE, AB T4C 2K8
 TEL: 403-851-2570 FAX: 403-932-2935
 Email: planning@cochrane.ca
www.cochrane.ca



1. Name(s) of Registered Owner: _____
2. Municipal Address: _____
3. Size of parcel or commercial/industrial bay (m²): _____
4. Proposed Development: _____
5. As the registered landowner of a parcel or non-residential unit less than 500m², do you consent to an authorized person designated by the Town of Cochrane entering the above-mentioned property for the purpose of erecting a Development Notification sign?
 Yes
 No
6. If yes, please indicate where on your property you prefer the sign to be placed?
 Please note the sign must be within 2m of your property line facing a public road.

7. Landowner(s) Authorization

_____	_____
Signature	Date
_____	_____
Signature	Date

For Office Use Only	
Date application was deemed complete:	
Date Notification Sign was placed on parcel:	
Date Notification Sign can be removed:	

NOTE: This personal information is being collected under the authority of the *Municipal Government Act* and will be used in the processing of this application. It is protected by the privacy provisions of the *Freedom of Information and Protection of Privacy Act*. If you have any questions about the collecting of this information, please contact Planning and Engineering Services, 2nd Floor, Cochrane RancheHouse, 101 RancheHouse Road, Cochrane, AB, T4C 2K8, **403-851-2570**.