

DEVELOPMENT PERMIT ~ ACCESSORY SUITE AND BACKYARD SUITE
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

Accessory Suite – \$500 + \$150 (GST exempt). This does not include the fees for Safety Codes Permit applications.

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.

SITE PLAN

Location and dimensions (in metric) of all parking stalls must be included. A Real Property Report is best. Minimum parking stall dimensions are 2.75m wide X 6.0m deep. See Land Use Bylaw Section 8.19 Table 39 for more details.

GRADING PLAN

Plan for the lot in PDF format showing any potential changes to grading or surface drainage pattern (e.g. new parking pad, walkway, etc.). May be included on Site Plan.

FLOOR PLAN

Floor plans in PDF format of the existing residence and the proposed suite (including accesses and windows). All plans must be legible, accurate, and dimensioned in metric.

SUPPORTING INFORMATION

The Development Officer may request additional information about the site, including photos of the parking space and photos of the interior and exterior of the residence/suite.

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.