TOWN OF COCHRANE
Planning Services

DEVELOPMENT PERMIT ~ SIGN
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 and number of sign/s 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. The Certificate of Title must be current within 30 days of the application date.

❑ **REGISTERED INSTRUMENTS**

Relevant registered instruments, such as caveats, restrictive covenants and/or utility rights-of-way/easements will need to be provided.

❑ **SITE PLAN**

A Site Plan in PDF format showing location and dimensions (in metric) of the sign in relation to Property Lines and Buildings.

❑ **DRAWINGS**

A coloured scale drawing in PDF format of the proposed sign showing all dimensions of the sign structure, the area of the sign and copy face, details of sign illumination and/or digital media, the type of construction and finishing to be utilized, and the method of supporting or attaching the sign. All plans must be legible, accurate, and dimensioned in metric. Please refer to Section 10 of the Land Use Bylaw for more information.

❑ **OTHER SUPPORTING INFORMATION**

The Development Officer may request additional information, including but not limited to colour photos of the property/site and, if applicable, a Western Heritage Design Brief.