

## REQUIREMENT LIST

# Detailed Site Servicing Plan

The following detailed site servicing plan requirement list outlines all of the information necessary to evaluate and provide a timely decision on your submission. Only submissions that are complete will be accepted. All drawings and materials submitted must be:

- clear, legible and precise
- clear of any previous approval stamps and/or notations
- must be contained on each page
- must be to a professional drafting standard, and
- in the following order: Site Servicing Plan(s), Grading Plan(s), Stormwater Management Plan(s), Details, Erosion and Sediment Control plan(s)

For design guidelines and standards please refer to the Town of Cochrane [Requirements for Development](#) and the [City of Calgary Design Guidelines for Development Site Servicing Plans](#).

Please submit a Detailed Site Servicing Plan, in accordance with this checklist, as part of your Development Permit application for Multi-Unit Dwellings on a single parcel, commercial development and/or industrial development.

**ATIA (Formerly FOIP) Notification:** *The personal information collected through this form and the submitted drawings will be used to process your application. It will form part of a file that may be available to the public. The information collected is also used to ensure compliance with planning policies. The information relates directly to and is necessary for the operation of the program or activity applied for and may be input into an automated system to generate content or make decisions, recommendations, or predictions. This information is collected and used under the authority of Section 640 of the Municipal Government Act and Section 4(c) of the Protection of Privacy Act, it is managed in accordance with the Act. For questions about the collection of personal information, please contact [ATI@cochrane.ca](mailto:ATI@cochrane.ca).*

**Checklists are updated periodically. Please ensure you have the most recent edition.**

### Inquiries?

**Web:** [www.cochrane.ca](http://www.cochrane.ca)

**Email:** [civillanddevelopment@cochrane.ca](mailto:civillanddevelopment@cochrane.ca)

### In Person:

2nd floor, 101 RancheHouse Road  
Cochrane, Alberta

Monday–Friday: 8:30 a.m. to  
4:30 p.m

Completed by Applicant	For Office Use	Required Items
<input type="checkbox"/>	<input type="checkbox"/>	<u>Drafting Requirements</u> <ul style="list-style-type: none"> <li>North arrow</li> <li>Municipal address (i.e. street address) and legal address (i.e. plan/block/lot)</li> <li>Size of parcel (ha)</li> <li>All elements of plan labelled as existing or proposed</li> <li>All measurements shall be in metric</li> <li>All plans must be stamped and signed by a professional engineer or equivalent</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<u>Legal Information</u> <ul style="list-style-type: none"> <li>Plot and dimension all property lines, buildings and setbacks</li> <li>Indicate elevations at back of sidewalk – at property line corners and VPIs</li> <li>Indicate lane grade design elevations – at property line corners and VPIs</li> <li>Provide tentative legal plan where applicable (consolidation, subdivision, or strata)</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<u>Adjacent to parcel</u> <ul style="list-style-type: none"> <li>Label street names</li> <li>Sidewalks and pathways</li> <li>Curb cuts, medians and breaks in medians</li> <li>Road widening setbacks and corner cuts, dimensioned and labelled</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<u>Easements, Utility Rights-of-Way, etc.</u> <ul style="list-style-type: none"> <li>Include location and dimensions</li> <li>Label type of easement and registration number</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<u>Site details</u> <ul style="list-style-type: none"> <li>Outline of all detached buildings and structures (sheds, garages)</li> <li>Label main floor elevations</li> <li>Label principal entrance to building</li> <li>Indicate existing and proposed surface materials</li> <li>Proposed and existing retaining walls and fences</li> <li>Landscaping, berms, swales, slopes and other physical features which could affect utility servicing both on the site and adjoining boulevards</li> <li>Label curb cuts to be removed and rehabilitated</li> <li>Label all proposed signage</li> <li>Confirm the number of site accesses meets <a href="#">Design Guidelines for Subdivision Servicing</a></li> <li>Fire truck access is provided and is supported by swept path analysis</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<u>Water, storm and sanitary sewer (on and adjoining the parcel)</u> <ul style="list-style-type: none"> <li>Locations and full dimensions for existing and proposed mains, services, manholes, hydrants and valves to property lines, buildings, and other utilities (existing and proposed)</li> <li>Show pipe size, type, class material, length, slope, and bedding material</li> </ul>



		<ul style="list-style-type: none"> <li>o Location of all manholes and catch basins complete with pipe inverts and rim elevations</li> <li>o Proposed sanitary/storm inverts at property lines and buildings</li> <li>o Horizontal and vertical clearances at all utility crossings</li> <li>o Locations of sanitary test manholes with details of easement if located on private property, if applicable</li> <li>o Water, sanitary and storm capacity confirmation for all developments</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<p><u>Shallow utilities (existing and proposed, on and adjoining the parcel)</u></p> <ul style="list-style-type: none"> <li>o Gas</li> <li>o Electrical (poles, fixtures, guy wires/pole anchors, transformer boxes, etc.)</li> <li>o Cable and telephone</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<p><u>Water</u></p> <ul style="list-style-type: none"> <li>o Location of on-site water meter (indicated by M)</li> <li>o Architectural floor plan showing water meter room location that matches most recent development permit application plans</li> <li>o Total residential unit count</li> <li>o Pipe support details where applicable: required where foundation wall less than 4 metres from property line</li> <li>o Fire Hydrant Coverage meets the <a href="#">Design Guidelines for Development Site Servicing Plans</a></li> <li>o Applicant to provide Fire Underwriters Survey (FUS) Fire Flow Calculations for the proposed development as per the <a href="#">Water Supply for Public Fire protection Guidelines</a> <ul style="list-style-type: none"> <li>o Analysis to be stamped by a Professional Engineer</li> <li>o Applicant to provide Maximum Day Demand (MDD) and Peak Hour Demand (PHD) of proposed development</li> <li>o Applicant to provide hydrant flow test results of a hydrant in proximity to proposed development</li> </ul> </li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<p><u>Surface Drainage</u></p> <ul style="list-style-type: none"> <li>o Plot existing and proposed surface grades along property lines and onsite</li> <li>o Grade changes &amp; ramps within all driveways and parking areas</li> <li>o Drainage pattern indicated by boundary lines and arrows</li> <li>o Stormwater release rate is being controlled to the rate provided</li> <li>o Surface drainage contained on side and spills to a public roadway (spill elevation and location provided)</li> <li>o Inlet Control Devices and HYDROVEX details (include all HYDROVEX details with application)</li> <li>o Stormwater features such as storm ponds, trap lows, ICDs, oil/grit separators, BMPs, or Low Impact Development Practices</li> <li>o Stormwater calculations are provided</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<p><u>Floodway, Flood Fringe, and Overflow</u></p> <ul style="list-style-type: none"> <li>o Floodway/flood fringe/overland flow lines on the plans complete with all step elevations and labels</li> <li>o Dimension distance to buildings and structures</li> </ul>

<input type="checkbox"/>	<input type="checkbox"/>	<p><u>Erosion and Sediment Control Drawings</u></p> <ul style="list-style-type: none"> <li>Must be in alignment with the <a href="#">Erosion and Sediment Control Drawings and Report Guidelines</a>, available on the Town website</li> </ul>
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**Applicant's Signature**

**Date**

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(confirming that all required information has been provided and is correct)