

LETTER OF COMPLIANCE

A letter of compliance or letter of non-compliance confirms whether buildings and structures on a property meet Land Use Bylaw (01/2022) requirements and have the required development permits. This is a service Cochrane provides to support real estate transactions and other property-related needs.

The review is based on a Real Property Report (RPR) submitted to Cochrane and includes checks of setbacks and encroachments on municipal land or rights-of-way.

A Real Property Report should be an accurate reflection of the current state of the site, showing **all structures** (e.g. houses, decks, garages, sheds, fences, retaining walls, patios, steps, etc.) located on the property. Please review the [Alberta Land Surveyors Association](#) Information pamphlet for the minimum requirements.

In addition to the setback requirements in the Land Use Bylaw, Cochrane requires various other items to be shown on an RPR. These additional items do not determine zoning compliance; rather, they are reviewed specifically to identify any encroachments onto municipal land and rights-of-way. The following **are required** if located within municipal land or right-of-way.

- Fences
- Retaining walls
- Patios (an uncovered horizontal structure with a surface height, at any point, no greater than 0.6 m above grade, intended for use as an outdoor amenity space)
- Accessory Residential Buildings/Structures (sheds, pergolas, hot tubs, etc.) less than 10m²
- Garden boxes and similar structures

1. APPLICANT INFORMATION	
Business Name (if applicable):	
Contact Name:	
Phone Number:	
Email Address:	
Mailing Address (City/Prov/Postal Code):	

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.

2. SITE INFORMATION	
Municipal Address:	
Legal Description:	

DOCUMENTATION – the following must accompany this application:

- The original PDF of the Real Property Reports (RPR) that is current within one (1) year. Surveys that are older than 365 days, photocopies or scans will not be accepted.
- Cochrane may request additional information be included on a RPR that are considered necessary to properly evaluate the property.

SITE PHOTOS – May be requested to verify property details

SUBMISSION – Applications and Documentation is to be emailed to planning@cochrane.ca. Paper submissions are not accepted.

FEE – [Fee Schedule](#):

- Residential Compliance Request - \$150.00 (R-LD, R-MX, R-MD, R-HD).
- Commercial/Industrial/Residential >4 units Compliance Request - \$300.00.
- Re - application (within 6 months of initial submission) – 50% of the application fee.

Forms are updated periodically. Please ensure you have the most recent edition.
<p>Inquiries? Phone: 403-851-2570 Web: cochrane.ca Email: planning@cochrane.ca</p>

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.