

## DEVELOPMENT PERMIT APPLICATION PACKAGE

# Permanent Signs

The following development permit application package includes the Application Requirement List and the Application Form. The requirement list outlines all the information necessary to evaluate and provide a timely decision on your application.

Applications and materials submitted must be clear, legible and precise. All plans must be clear of any previous approval stamps and/or notations. Drawings must be contained on each page and must be to a professional drafting standard.

Only complete applications will be accepted.

**NOTE:** If you are the landowner you can request a copy of the Building Permit drawings and/or Real Property Report on file to assist in your application. Please submit your request via the Town of Cochrane website [here](#).

Proposed Development	
<b>Property Address:</b>	-----
<b>Proposed Sign Type</b>	-----

Required Documents and Drawings
<input type="checkbox"/> <b>1. Application Form*</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> 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.</li> <li><input type="checkbox"/> If the landowner is unable to sign the form, they can submit a Letter of Authorization as outlined below.</li> </ul> <p>*The Application Form is attached.</p>
<input type="checkbox"/> <b>2. Letter of Authorization*</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> To be completed by the registered owner of the land, their agent, or other persons having legal or equitable interest in the parcel, if they cannot sign the Application Form.</li> </ul> <p>*You can use this <a href="#">Letter of Authorization Template</a> or you can provide your own letter but it must contain all information indicated on the sample letter</p>
<input type="checkbox"/> <b>3. Certificate of Title*</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Must have been pulled within 30 days of submission</li> </ul> <p>* Certificate(s) of Title and any Restrictive Covenants, Utility Rights-of-Way, Easements, or Town Caveats registered on the Title can be obtained through SPIN2 <a href="https://alta.registries.gov.ab.ca/spinii/logon.aspx">https://alta.registries.gov.ab.ca/spinii/logon.aspx</a> or by visiting an Alberta Registry Office.</p>
<input type="checkbox"/> <b>4. Restrictive Covenants, Utility Rights-of-Way, Easements, or Town Caveats</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Not required for Fascia Sign applications</li> <li><input type="checkbox"/> We do not require any financial documents registered on Title (i.e mortgages, rent or lease interest, and builder's liens, etc)</li> </ul>

<p><b>5. Development Permit Fee (<a href="#">Fee Schedule</a>)</b></p> <ul style="list-style-type: none"> <li>▪ An invoice will be sent to the Applicant once Planning Services reviews the submission.</li> </ul>
<p><input type="checkbox"/> <b>6. Colour Photographs</b> (Label each photograph/rendering)</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Showing the building façade(s) or area(s) where signage is proposed</li> </ul>
<p><input type="checkbox"/> <b>7. Site Plan</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Include a north arrow</li> <li><input type="checkbox"/> Include the municipal address (i.e. street address)</li> <li><input type="checkbox"/> Metric dimensions are required</li> </ul> <p><input type="checkbox"/> <u>Plot all property lines</u></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Include setback from freestanding sign to the closest property line and any other freestanding signs on site</li> </ul> <p><input type="checkbox"/> <u>Plot buildings and signs</u></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Identify and label all buildings</li> <li><input type="checkbox"/> Identify location of any existing signs for the applicable business</li> <li><input type="checkbox"/> Identify existing freestanding sign(s)</li> <li><input type="checkbox"/> Identify location and sign type of the proposed sign(s)</li> </ul> <p><input type="checkbox"/> <u>Easements and Utility Rights-of-Way</u> (when sign is not attached to building/structure)</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Identify easement or right-of-way area(s)</li> <li><input type="checkbox"/> Label easement type, width, and registration number</li> </ul>
<p><input type="checkbox"/> <b>8. Sign Copy &amp; Elevation Drawings</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Must include sign dimensions, including height and projection</li> <li><input type="checkbox"/> Include the type of construction and finishing material</li> <li><input type="checkbox"/> Include details on the method of support</li> <li><input type="checkbox"/> Include how the sign will be illuminated; if back-lit must include the proposed lumens as per Section 10.10 of LUB 01/2022.</li> </ul>
<p><input type="checkbox"/> <b>9. Western Heritage Design Framework</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> All non-residential and mixed use developments must adhere to the <a href="#">Western Heritage Design Framework</a></li> <li><input type="checkbox"/> If the subject property is located within a Character Area, a Design Brief must be submitted which demonstrates how the proposed development meets the Design Objections applicable to the site</li> </ul>
<p><input type="checkbox"/> <b>10. Supporting Information</b></p> <p>The Development Authority may require additional material considered necessary to properly evaluate the proposed development which may include:</p> <ul style="list-style-type: none"> <li>a) Written rationale to support requested variance(s)</li> </ul>

Compliance with the requirements of Land Use Bylaw 01/2022 does not afford relief from compliance with the *Municipal Government Act* or any other federal, provincial, or municipal legislation, or the conditions of any easement, covenant, building scheme, or agreement affecting the lands or buildings.

**Processing Times and Deemed Refusals**

Applicants are advised of their option under the *Municipal Government Act* to treat their application as being refused if the Development Authority fails to make a decision within 40 days of the application being deemed complete by the Development Authority, or at the expiry of an extended review timeframe specified by a time extension agreement between the Development Authority and Applicant. The Time Extension Agreement must be initiated by the Applicant and can be found [here](#).

To exercise the “deemed refusal” option, an appeal to the Subdivision and Development Appeal Board must be filed within 21 days of the latest specified date for the review, or the right to an appeal is lost until such time as a decision is rendered on the application by the Development Authority.

**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).

**Applicant’s Signature**

**Date**

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

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

**Inquiries?**

**Phone:** 403-851-2570

**Web:** [cochrane.ca](http://cochrane.ca) / **Email:** [planning@cochrane.ca](mailto:planning@cochrane.ca)

**Submit complete applications to:**

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



# DEVELOPMENT PERMIT APPLICATION FOR PERMANENT AND TEMPORARY SIGNS

## TOWN OF COCHRANE PLANNING SERVICES

101 RANCHEHOUSE ROAD, COCHRANE, AB T4C 2K8

TEL: 403-851-2570

Email: [planning@cochrane.ca](mailto:planning@cochrane.ca)

### FOR OFFICE USE:

DP No. \_\_\_\_\_

Fee: \_\_\_\_\_

Date Paid: \_\_\_\_\_

Receipt No. \_\_\_\_\_

1. Applicant Information		2. Owner Information (if not the applicant)	
Applicant Name(s):		Owner Name(s):	
Mailing Address:		Mailing Address:	
City/Prov/Postal Code:		City/Prov/Postal Code:	
Phone:		Phone:	
Email:		Email:	
3. Owner Authorization:			
<p>If the registered owner(s) of the subject property elects to have someone act on their behalf in the submission of this application this section must be completed:            As owner(s) of the land described in this application, I/we hereby authorize _____ to act as the applicant regarding this land development application. I acknowledge that this means all communication will be directed through the applicant.</p>			
Name (print):		Date:	
Signature of Owner:			
Name (print):		Date:	
Signature of Owner:			

4. Development Proposal:			
Municipal Address:			
Legal Description:	Lot:	Block:	Plan:
Land Use Zoning:			
Existing Use(s) on Site:			
Is the sign:	Temporary	Permanent	
Type of Sign Proposed:			

5. For Temporary Signs Only: (30 days or less)	
Start Date:	
End Date:	

**6. Sign Lighting:**

Is the proposed sign illuminated?      Yes      No

Is the sign externally illuminated or backlit?

**7. Other Information:**

**8. Right of Entry:**

I / We (please print), \_\_\_\_\_  
being the registered owner(s) or person(s) authorized to act on behalf of the registered owner(s) of the land that is the subject of this application, 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. If any other person is in possession of the subject land, I/we consent to such access by the Town on behalf of that occupant and have full authority to grant this consent on the occupant's behalf.

Name (print):

Signature of Owner:

Date:

Name (print):

Signature of Owner:

Date:

**9. Consent to Electronic Process:**

I/We, the landowner or agency acting on the landowner's behalf, consent to the use of the Town's electronic process, which includes electronic documents, stamps, and signatures.

Yes      No

Compliance with the requirements of Land Use Bylaw 01/2022 does not afford relief from compliance with the *Municipal Government Act* or any other federal, provincial, or municipal legislation, or the conditions of any easement, covenant, building scheme, or agreement affecting the lands or buildings.

FOIP Notification: The personal information requested on this form is collected under the authority of the *Municipal Government Act*, Section 640, and the *Alberta Freedom of Information and Protection of Privacy (FOIP) Act*, Section 33(c) and is protected under Part 2 of that Act. Information collected by public bodies forms part of a file that may be available to the public. Please be advised that the information collected is used for processing this application, ensuring compliance with planning policies, and may be used to conduct ongoing evaluations of services received by the Town of Cochrane. Questions about this collection can be submitted to: FOIP Coordinator, 2nd Floor, 101 Ranchehouse Road, T4C 2K8, 403-932-2674 or FOIP@cochrane.ca

Questions?

Please do not hesitate to contact planning staff at [planning@cochrane.ca](mailto:planning@cochrane.ca) or 403-851-2570