

DEVELOPMENT PERMIT APPLICATION PACKAGE

Excavation, Stripping and Grading Stockpiling

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.

Proposed Development	
Property Address:	-----

Required Documents and Drawings
<p><input type="checkbox"/> 1. Application Form</p> <ul style="list-style-type: none"> <input type="checkbox"/> 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 <input type="checkbox"/> If the landowner is unable to sign the form, they can submit a Letter of Authorization as outlined below <p>*The Application Form is attached</p>
<p><input type="checkbox"/> 2. Letter of Authorization*</p> <ul style="list-style-type: none"> <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. <input type="checkbox"/> Landowner authorization is required for all adjacent properties where back sloping is proposed <p>*You can use this Letter of Authorization Template or you can provide your own letter but it must contain all information indicated on the sample letter</p>
<p><input type="checkbox"/> 3. Certificate of Title</p> <ul style="list-style-type: none"> <input type="checkbox"/> Must have been pulled within 30 days of submission <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 https://alta.registries.gov.ab.ca/spinii/logon.aspx or by visiting an Alberta Registry Office.</p>

- 4. Restrictive Covenants, Utility Rights-of-Way, Easements, or Town Caveats**
 - We do not require financial documents registered on Title (i.e mortgages, rent or lease interest, and builder’s liens, etc)

5. Development Permit Fee ([Fee Schedule](#))

- An invoice will be sent to the Applicant once Planning Services reviews the submission

- 6. Colour Photographs** (Label and identify each photograph)
 - Of the site from the front and rear property lines, or adjacent streets/lanes
 - Any unique features or aspects of significance to the development
 - Any existing sidewalks, curbs, driveways, parking pads, garbage enclosures, overhead poles and utility boxes

7. Site Plan(s)

- Include a north arrow
- Include the municipal address (ie. Street address) and legal address (ie. Plan/block/lot)
- All measurements shall be in metric
- Plot and dimension all property lines
- Label and include when adjacent to parcel
 - Town streets
 - Sidewalks and public pathways
 - Curb cuts, medians, and breaks in medians
 - Existing and proposed pedestrian crosswalks
 - Light standards, utility poles, street signage, and street furniture
 - Hydrants, utility boxes or fixtures
- Easements, Utility Rights-of-Way, etc
 - Identify all easement and right-of-way areas
 - Label easement width, type, and plan registration number
 - Crossing agreements will be required and must be provided for all existing rights-of-ways
- Existing and proposed Utilities
 - Include location of all existing shallow and deep utilities (ie. Water, sewers, gas, electrical, cable) underground and overhead
- Gas well or abandoned well
 - Indicate the necessary setback of each well, if applicable
- Floodway, flood fringe, and overland flow (as identified by AB Environment and Protected Areas)
 - Identify location
- Identify area to be excavated, stripped and graded

- Stockpiles
 - Plot and dimension proposed stockpiles, include height, width, length and volume
 - Vegetation
 - Plot and label existing trees and vegetation on the parcel and identify if they are to remain or be removed
 - Wetlands
 - Plot and label existing wetlands on the parcel and identify if they are to remain or be removed
 - Back sloping
 - Identify any proposed stripping and grading on adjacent lands, including details of edge conditions, back sloping requirements and areas to be re-loamed or seeded and maintained until natural conditions are restored
 - A Back Slopping Agreement with the affected landowners will be required before a decision can be made
 - Identify any unique or unusual parcel conditions
 - Fencing
 - Required at the boundary of any environmental reserve land
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- 8. Cut and Fill Plan(s)**
 - Include a north arrow
 - Include the municipal address (i.e. street address)
 - Required for all applications even if no cut and fill is proposed
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- 9. Deep Fills and Geotechnical Report**
 - Required when fill is proposed with depths greater than two meters (2m)
 - Must be signed and stamped by a qualified engineer
 - Report must include lag time requirements
 - Geotechnical Report is required and must be signed and stamped by a qualified engineer (P.ENG, P.L, P.Tech)
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- 10. Phasing Plan**
 - Indicate area expected to be development during the current year
 - Identify type and timing of soil stabilization proposed for area to be developed in following years
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- 11. Grading and Drainage Plan**
 - Identify existing and proposed grades
 - Indicate how all storm water in and from the subject property will be controlled and disposed of
 - Include how drainage from its natural route will be controlled
 - As per the Surface Drainage Bylaw, all grades shall be less than a 3:1 slope
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- 12. Cross Sections**
 - To illustrate the impact of the proposed application on adjacent properties
 - Should show the existing grade of the parcel, proposed grade for the parcel, grade of

adjacent parcels, and grade of adjacent streets

- Datum points are required to ensure accuracy.

13. Erosion and Sediment Control (ESC) Drawings and Report

- All applications must include a full set of ESC drawings
- All applications larger than 2 hectares require an ESC Report
- Must comply with the Town of Cochrane [Erosion and Sediment Control Drawings and Report Guidelines](#)
- Must be signed and stamped by a qualified engineer (P.ENG, P.L, P.Tech)

14. Supporting Information:

The Development Authority may require additional material considered necessary to properly evaluate the proposed development. Please note every application is unique and may require different supporting information from the Development Authority. Supporting information may include:

- a) Written rationale supporting any deficiencies to Council-approved policies, bylaw regulations, or technical guidelines (ex. Variance to the Land Use Bylaw)
- b) Slope Stability Report
 - o The requirements within the [Town of Cochrane Requirements for Development](#) must be adhered to.
 - o The report must be signed and stamped by a qualified engineer (P.ENG, P.L, P.Tech)
- c) Haul Route Plan
 - o If soil is being hauled off site as part of the development a proposed haul route and plan must be submitted
 - o If hauling is proposed on Town roads, a Road Use Agreement will be required during the approval process
- d) Environmental Site Assessment
 - o Copy of the Environmental Site Assessment stating that development is safe to occur on-site.
- e) Stormwater Plan/Report
 - o All stormwater management reports and plans must comply with requirements set out in the latest version of the [City of Calgary's Stormwater Management & Design Manual](#)
 - o Must be signed and stamped by a qualified engineer (P.ENG, P.L, P.Tech)
- f) Water Act Approval
 - o A copy of the provincial approval must be submitted

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.

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 / **Email:** planning@cochrane.ca

Submit complete applications to:

Email: planning@cochrane.ca



DEVELOPMENT PERMIT APPLICATION FOR GENERAL DEVELOPMENT AND ACCESSORY SUITES

TOWN OF COCHRANE PLANNING SERVICES

101 RANCHEHOUSE ROAD, COCHRANE, AB T4C 2K8

TEL: 403-851-2570

Email: 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:			
Proposed Use of Site:			

5. Elevations, Floor Plans, Parking:				
Total Floor Area (m ²):	Basement Floor Area (m ²):	Ground Floor Area (m ²):	Upper Floor Area (m ²):	Building Height (m):

Accessory Suites Only:

Suite Area (m²):	Number of Parking Stalls:
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6. Building Setbacks:

Front (m):	Side (m):	Side (m):	Rear (m):
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7. Other Information:

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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
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10. Consent to Release Drawings:

I/We, the landowner or agency acting on the landowner's behalf, consent to the release of the proposed drawings, excluding the floor plans, to interested members of the public during the application process. Drawings will be released electronically.	Yes No
Please note if consent is not given, the public can only view the drawings, during the period between the notice of decision and the appeal stage, at the Town office. Alternatively, they can submit a FOIP request, which results in the Town notifying owners of the request.	

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 or 403-851-2570