

DEVELOPMENT PERMIT APPLICATION PACKAGE

Multi-Unit Dwellings (on individual parcels/fee simple)

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	
<input type="checkbox"/> 1. Application Form*	<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. *The Application Form is attached
<input type="checkbox"/> 2. Letter of Authorization*	<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. *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
<input type="checkbox"/> 3. Certificate of Title	<input type="checkbox"/> Must have been pulled within 30 days of submission *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.
<input type="checkbox"/> 4. Restrictive Covenants, Utility Rights-of-Way, Easements, or Town Caveats	<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)
<input type="checkbox"/> 5. Development Permit Fee (Fee Schedule)	<input type="checkbox"/> An invoice will be sent to the Applicant once Planning Services reviews the submission

- 6. Colour Photographs** (Label and identify each photograph)
 - 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 driveways, parking pads, garbage enclosures, overhead poles and utility boxes
- 7. Site Plan**
 - 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
 - Include distance from front property line to back of sidewalk or curb
 - 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
 - Plot and dimension corner visibility triangle (*Section 11.1 in LUB 01/2022*)
 - Only applicable to corner lots
 - 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 and setback to buildings and structures
 - Plot and dimension all buildings, structures and setbacks
 - Identify, label and provide dimensions of all buildings (principal and accessory), structures (decks, patios), and projections (cantilevers, window wells)
 - Include front, side, and rear yard setbacks from the closest property line and any other required setbacks in accordance with LUB 01/2022.
 - Lot coverage and gross floor area
 - Include lot and building areas in square meters
 - Include the lot coverage per lot
 - Parking (*Sections 8.18 and 8.19.8 and 8.19.12 in LUB 01/2022*)
 - Label and identify location of parking stalls for the development
 - Label surface material of driveway or parking pad
 - Dimension length of parking area from back of curb, sidewalk or lane to the door of the garage or opposite end of the parking pad

- Dimension width of driveway or parking pad
- Dimension the width and length of the garage

NOTE: Minimum standard parking stall dimensions are 2.75m wide X 6.0m in length. See Land Use Bylaw Section 8.19.12 Table 39 for more details

- Fencing
 - Identify location of proposed or existing fencing
 - Label height and fence type (ie, chain link, wood)
- Retaining walls (if proposed)
 - Identify location and height of any existing or proposed retaining wall(s)
 - Provide height of fencing on top of wall, if proposed
 - Cross reference to an elevation drawing for each retaining wall over 1.2m in height

8. Landscaping Plans

- Submission must include a coloured Landscaping Plan
- Include a north arrow
- Include municipal address (i.e. street address)
- All measurements shall be in metric
- Landscaping and Site Plans may be combined provided all elements of the plan are clear and legible
- Must be in accordance with Section 8.13 of Land Use Bylaw 01/2022.
- Plot and dimension all property lines and buildings
 - Outline and label existing and proposed buildings
- Plot and dimension corner visibility triangle (Section 11.1 in LUB 01/2022)
 - Only applicable to corner lots
- Easements, Utility Rights-of-Way, etc.
 - Identify all easement and right-of-way areas
 - Label easement width, type, and plan registration number
- Plot and label
 - Landscaped areas, trees and shrubs to be added, removed, or retained (including on adjacent public land)
 - Location of trees by symbol, each symbol should be unique to size and type of tree
 - Location and the number of shrubs (only include shrubs greater than 0.6m in height or spread)
 - Surface treatment of all soft landscaped areas (e.g. grass, mulch, plant cover)
 - Surface treatment of all hard surfaced landscape areas (e.g. decorative pavers, brick, stamped concrete)
- Provide a landscape legend
 - Identify and list all symbols used on the plan
 - Include surface materials being used
 - Include the number of each tree and shrub proposed
 - Include species of trees, shrubs, grasses etc.
 - Include caliper of deciduous trees and height of coniferous trees

<ul style="list-style-type: none"> <input type="checkbox"/> Include height and spread of shrubs <input type="checkbox"/> <u>Irrigation</u> <ul style="list-style-type: none"> <input type="checkbox"/> State whether irrigation is being provided (Water Utility Bylaw 04/2013) <input type="checkbox"/> Include method of irrigation; specify if using Low Water Irrigation System <input type="checkbox"/> Label all soft surface landscaping to be irrigated or plot specific areas (zones) <input type="checkbox"/> <u>If trees are existing on public lands adjacent to site</u> <ul style="list-style-type: none"> <input type="checkbox"/> Specify the species of each tree <input type="checkbox"/> Include the diameter of each tree, measured at a height of 1.4 metres above the ground <input type="checkbox"/> Include estimated mature height of each tree (e.g. less than 3 metres, 3-6 metres, 6-9 metres, etc.) <input type="checkbox"/> Identify location of the centre point of the trunk of each tree <input type="checkbox"/> Outline of the 'drip line' of each tree (i.e. the outline of the outer reach of the branches of the tree)
<ul style="list-style-type: none"> <input type="checkbox"/> 9. Floor Plans <ul style="list-style-type: none"> <input type="checkbox"/> Include a north arrow <input type="checkbox"/> Include the municipal address (i.e. street address) <input type="checkbox"/> <u>Outline, dimension and label on each floor plan</u> <ul style="list-style-type: none"> <input type="checkbox"/> Interior and exterior walls (dimension to centre line of common walls) <input type="checkbox"/> Location of interior and exterior openings (windows and doors) <input type="checkbox"/> Label the purpose of each space (e.g. kitchen, living room, mechanical rooms, bedroom, bathroom, laundry)
<ul style="list-style-type: none"> <input type="checkbox"/> 10. Elevation Drawings <ul style="list-style-type: none"> <input type="checkbox"/> A set of coloured elevations must be submitted <input type="checkbox"/> Include municipal address (i.e. street address) <input type="checkbox"/> Cross reference with other plans, where applicable <input type="checkbox"/> <u>Include elevations drawings and dimensions for</u> <ul style="list-style-type: none"> <input type="checkbox"/> All building facades <input type="checkbox"/> Structures such as fencing, screening and retaining walls <input type="checkbox"/> <u>Include the following on elevation drawings for buildings</u> <ul style="list-style-type: none"> <input type="checkbox"/> Location of doors and windows <input type="checkbox"/> Projections and decorative elements <input type="checkbox"/> Exterior colours and materials (brick, stucco, vinyl siding, metal siding) <input type="checkbox"/> Roof materials (asphalt, cedar shakes, concrete tile, metal) <input type="checkbox"/> Height of building from grade to roof peak <input type="checkbox"/> Plot line for main floor <input type="checkbox"/> <u>Include the following on elevation drawings for structures</u> <ul style="list-style-type: none"> <input type="checkbox"/> Detailed drawing of the structure <input type="checkbox"/> Dimension height from grade to tallest point of structure <input type="checkbox"/> <u>Grading Information</u> <ul style="list-style-type: none"> <input type="checkbox"/> Plot grades along the building footprint

- Include geodetic points for the basement, main floor, second floor and roof peak

11. Cross-Sections

- Include cross-sectional outline of the building(s) and retaining walls
- A Reference Map may be required to indicate where the cross sections are located on-site

Retaining walls

- Include existing and proposed grade of parcel
- Include grade of adjacent parcels and city streets
- Include proposed retaining wall height

12. Drainage and Grading Plan

- Must include geodetic points and/or proposed grades and drainage direction
- Include details of the proposed or approved Overland Drainage Right-of-Way
- Must adhere to the [Town Surface Drainage Bylaw](#)
- The grading and drainage information may be included in the Site Plan, rather than submitting a separate plan, provided it is clear and legible
- Must be signed and stamped by a qualified engineer (P.ENG, P.L, P.Tech)

Retaining Walls

- Provide geodetic datum points at top and bottom of wall
- Provide geodetic datum points of grade on each side of the wall
- Include proposed material

13. Tree Protection Plan

- Must be submitted when there are existing trees within the road right-of-way
- Plans must detail how the existing trees will be protected during construction

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) Erosion and Sediment Control (ESC) Drawings
 - Must comply with the Town of Cochrane [Erosion and Sediment Control Drawings and Report Guidelines](#)
 - Must be stamped and signed by a qualified engineer (P.ENG, P.L, P.Tech)
- c) Detailed Site Servicing Plans (DSSP)
 - Must be signed and stamped by a qualified engineer (P.ENG, P.L, P.Tech)
 - Must comply with [Cochrane's DSSP Checklist](#)
- d) Fire Underwriter Survey
 - As per the [Water Supply for Public Fire protection Guidelines](#)
 - Must be stamped by a Professional Engineer

- To provide Maximum Day Demand (MDD) and Peak Hour Demand (PHD) of the proposed development
 - To include hydrant flow test results of a hydrant in proximity to proposed development.
- e) Sound Attenuation Study
- May be required when adjacent to highways, arterial and collector roadways, railway, or when residential properties are adjacent to industrial properties
 - Must be signed and stamped by a qualified engineer (P.ENG, P.L, P.Tech)
- f) Haul Route Plan
- If soil is being hauled off site as part of the development a proposed haul route and plan must be submitted
- g) Stormwater Management Report
- 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](#)
 - Must be signed and stamped by a qualified engineer (P.ENG, P.L, P.Tech)
- h) Traffic Impact Assessment
- Contact the Civil Land Development Department to determine the scope and report requirements
 - Must be signed and stamped by a qualified engineer (P.ENG, P.L, P.Tech)
- i) Slope Stability Report
- The requirements within the [Town of Cochrane Requirements for Development](#) must be adhered to.
 - The report must be signed and stamped by a qualified engineer (P.ENG, P.L, P.Tech)
- j) Environmental Site Assessment
- Copy of the Environmental Site Assessment stating that development is safe to occur on-site must be submitted, if applicable
- k) Water Act Approval
- A copy of the provincial approval must be submitted when applicable

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 COMMERCIAL/INDUSTRIAL/MULTI-RESIDENTIAL**

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 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:

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 in regard to this land development application. I acknowledge that this means all communication will be directed through the applicant.

Name (print): Signature of Owner:	Date:
Name (print): Signature of Owner:	Date:

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

Site Area (m ²):	Total Floor Area (m ²):	Ground Floor Area (m ²):	Upper Floor Areas (m ²):

*Please Note: All applications for non-residential development must provide rationale for the number of parking stalls proposed in Section 5 of this application, in accordance with Section 1.13.1(f)(vi) of Land Use Bylaw 01/2022.

Building Height (m):	Proposed Number of Parking Stalls:	Proposed Number of Loading Spaces:
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6. Building Setbacks:			
Front (m):	Side (m):	Side (m):	Rear (m):

7. Other Information:

8. Right of Entry:				
<p>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.</p>				
<table border="1"> <tr> <td>Name (print):</td> <td>Date:</td> </tr> <tr> <td>Signature of Owner:</td> <td> </td> </tr> </table>	Name (print):	Date:	Signature of Owner:	
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Signature of Owner:				

9. Consent to Electronic Process:			
<table border="1"> <tr> <td>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.</td> <td>Yes</td> <td>No</td> </tr> </table>	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
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	

10. Consent to Electronic Release:			
<table border="1"> <tr> <td> <p>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.</p> <p>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.</p> </td> <td>Yes</td> <td>No</td> </tr> </table>	<p>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.</p> <p>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.</p>	Yes	No
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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