TOWN OF COCHRANE
101 RancheHouse Rd.
Cochrane, AB T4C 2K8
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www.cochrane.ca

NOTICE OF DECISION

DECISION DATE: OCTOBER 22, 2026

TO: [redacted]

DEVELOPMENT PERMIT NUMBER:	**DP 2026-118**
TYPE OF DEVELOPMENT APPROVED:	SECONDARY SUITE DWELLING (BASEMENT – ONE BEDROOM)
MUNICIPAL MAIN ADDRESS:	19 SUNDOWN CRESCENT
MUNICIPAL SECONDARY SUITE ADDRESS:	19A SUNDOWN CRESCENT
LEGAL ADDRESS:	PLAN 181 2037, BLOCK 23, LOT 106

This development has been **approved** by the Development Officer, and is subject to the conditions contained herein:

1. This development is classified as a Secondary Suite Dwelling (Basement – One Bedroom) and is a Discretionary Use in the Residential Low Density District (R-LD), on the lands legally described as Plan 181 2037, Block 23, Lot 106.
2. This development shall be constructed in accordance with the plans, elevations and details approved and stamped by the Town of Cochrane. Any changes to the design, format, location, orientation, capacity or use of any part of the development must receive the approval of the Town of Cochrane before it commences.
3. In addition to the parking required for the principal dwelling, the applicant/owner shall provide and maintain one (1) off-street parking stall at all times for the use of the Secondary Suite Dwelling.
4. The material used for the parking area must be a hard surface treatment to the satisfaction of the Town of Cochrane.
5. The unimpeded access from the entrance of the Secondary Suite Dwelling to the assigned parking stall shall consist of a hard surface material, including: concrete, asphalt, paving stone, or other material to the satisfaction of the Development Authority. The unimpeded access to the parking stall shall be graded and surfaced to ensure conformance with the Surface Drainage Bylaw, as may be amended from time to time.

6. Construction materials, including garbage, shall be stored securely in weatherproof and animal-proof containers to the satisfaction of the Town of Cochrane so as not to create a nuisance to neighbouring properties.
7. The applicant/owner shall be responsible for the clean-up of any garbage, materials or other items that may be unsightly, or dispersed beyond the boundaries of the subject property during the construction of this development.
8. The conditions of the development permit shall be completed prior to use or occupancy of the Secondary Suite Dwelling.
9. In accordance with Section 1.19.5 and 1.19.7 of Land Use Bylaw 01/2022, a Development Permit, if issued, is valid only if development commences within one year of the date of Development Permit issuance and the development is completed within two years of the date of issuance. A new Development Permit may be required unless a request for a time extension to the applicable date is received prior to its expiry.

ADVISORY NOTES:

a) It is the responsibility of the applicant/owner to comply with all requirements of Land Use Bylaw 01/2022, other municipal regulations and bylaws, and all provincial and federal legislation.

b) It is the responsibility of the applicant/owner to meet all conditions of approval.

c) The address for the Secondary Suite Dwelling is **19A Sundown Crescent**. Should the tenant wish to set up mail delivery, it is the responsibility of the tenant to visit a Canada Post office with a copy of the approved Development Permit.

d) This is not a Building Permit.

e) This development permit has not been reviewed for potential issues with the National Building Code - Alberta Edition. You may require a Building Permit in addition to this development permit in which compliance with the Code will be assessed through a Building Permit application. Should a Building Permit review require changes to the approved development permit, the changes must be to the satisfaction of the Development Authority and are potentially subject to a new development permit.

f) There shall be no use or occupancy of the Secondary Suite Dwelling unless verification is obtained, by means of a Final Inspection, from the Town of Cochrane Safety Codes Officer that the Secondary Suite Dwelling meets the requirements of the applicable Building Code for Alberta.

g) All permits as required by the *Alberta Safety Codes Act* shall be obtained and the applicant/owner shall remain compliant with the provisions of this Act at all times.

h) New construction or existing buildings under renovation shall comply with the most current National Fire Code (Alberta Edition).

i) It shall be the responsibility of the applicant/owner to meet all provisions for firefighting outlined in the National Building Code – Alberta Edition.

j) All contractors working on this development shall acquire a valid Cochrane Business Licence prior to the commencement of any work and shall maintain the licence for the full duration of the construction period.

k) The applicant/owner is responsible for reviewing, understanding, and abiding by the registered documents on the Certificate of Title for the properties involved with the development. The Town of Cochrane has not reviewed or considered all instruments registered on the title to this property. Property owners must evaluate whether this development adheres to documents registered on title.

l) The developer/applicant must determine the exact location of the existing gas service line, power line service, and other shallow utilities by arranging for an in-field location with Utility Safety Partners online or at 1-800-242-3447 and contact all applicable utility companies directly for locates prior to construction.

m) It is the responsibility of the applicant/owner to contact all applicable utility companies (ATCO Gas, Fortis Alberta, Telus Communications, and Rogers Communications) to ensure that all requirements are met prior to construction and that all circulation comments are adhered to.

n) The Town of Cochrane encourages the establishment of an additional waste account with the Utilities Service Department at the Town of Cochrane for waste collection at the time of the secondary suite development.

o) Access around and to the shut off valve and water meter must be maintained and unobstructed as per the Water Utility Bylaw.

Pursuant to the *Municipal Government Act* (MGA), if the Town of Cochrane does not receive any written notices of appeal from yourself or from a deemed affected party as established in the MGA within twenty-one (21) days of the above decision date **October 22, 2026**, a Development Permit may be issued, unless there are specific conditions which need to be met prior to release. An appeal, accompanied by the appeal fee, as established by Town Council, may be filed through the office of the Secretary of the Subdivision and Development Appeal Board at the Town Office no later than **4:30 p.m. on Thursday**, **November 12, 2026.**

Sincerely,

Digitally signed by Kristin Siltala
Date: 2026.10.21 09:01:21-06'00'

KRISTIN SILTALA
PLANNER I / DEVELOPMENT OFFICER
PLANNING SERVICES DEPARTMENT
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