



CHANGE OF TENANCY APPLICATION

TOWN OF COCHRANE PLANNING SERVICES

101 RANCHEHOUSE ROAD, COCHRANE, AB T4C 2K8

TEL: 403-851-2570 Email: planning@cochrane.ca

FOR OFFICE USE:

Date Received: _____

Land Use District: _____

Applicant Information

Applicant Name:	
Applicant Phone:	
Applicant Email:	

Business Information

Business Name:	
Business Address: (Where is the business located)	
Legal Address:	Lot: Block: Plan:
Expected Move-In Date:	
Will you be doing renovations?	<input type="checkbox"/> Yes <input type="checkbox"/> No (If yes, please provide floor plans and details regarding the renovation)
Will you be adding signage or changing the size of existing signage?	<input type="checkbox"/> Yes <input type="checkbox"/> No (If yes, please provide sign information and drawings)

Development Proposal

Please provide an explanation of your business and attach a site plan of the property if you are moving into a unit within a building.

Previous business at this location: _____

Brief description of your business:

*Please attach additional pages if more space is required

Terms and Conditions (Please initial or check box)**I understand and certify that:**

	There will be no expansion to the gross floor area of the building and/or any accessory buildings used for the business, and no alterations to the site
	Building or Occupancy Permit(s) may be required due to renovations or a change in Building Classification. Additional information may be required by Safety Codes Services to evaluate the building or part thereof.
	This approval does not exempt any other required approval for this business including without limitation a Business License or any other Municipal or Provincial requirements.
	The landowner of the property is aware of the proposed business and has given consent for the business owner to apply for a Change of Tenancy / Zoning Review.
	Additional information may be required by the Development Authority to properly evaluate the development.
	The proposed Change of Tenancy has been discussed with the Town of Cochrane Utility Departments (403-851-2521).
	A fire inspection will be required prior to operating the business

Applicant Signature

Name:	Signature:
Date:	

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.	<input type="checkbox"/> Yes <input type="checkbox"/> No
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This Change of Tenancy/Zoning Review form is used by the Town of Cochrane solely for keeping track of the current Permitted Use being carried out on the property. The Town of Cochrane does not represent or warrant whatsoever, expressly, or impliedly, that the physical or environmental state or condition of the property is fit for the Applicant's intended use. The Applicant is responsible for ensuring that the property is fit for the Applicant's intended use.

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