

## DEVELOPMENT PERMIT APPLICATION PACKAGE

### Change of Use

The following development permit application package includes the Application Requirement List and the Application Form. The Requirement List outlines all of the information necessary to evaluate and provide a timely decision on your application. Only applications that are complete will be accepted. Applications and materials submitted must be clear, legible and precise. All plans must be clear of any previous approval stamps and/or notations. Plans submitted must be to a professional drafting standard.

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 through the Town of Cochrane website [here](#).

#### **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 14 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).*

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

#### **Inquiries?**

**Phone:** 403-851-2570

**Web:** [www.cochrane.ca](http://www.cochrane.ca)

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

#### **Submit complete application to:**

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

Proposed Development	
Property Address:	
Proposed Use:	

Completed by Applicant	For Office Use	Required Documents and Drawings
<input type="checkbox"/>	<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"/>	<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>
		<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"/>	<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"/> We do not require any financial documents registered on Title (i.e. mortgages, rent or lease interest, and builder's liens, etc)</li> </ul>
	<input type="checkbox"/>	<b>5. Development Permit Fee (<a href="#">Fee Schedule</a>)</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> An invoice will be sent to the Applicant once Planning Services reviews the submission.</li> </ul>
		<b>6. Colour Photographs</b> <i>(Label each photograph)</i> <ul style="list-style-type: none"> <li><input type="checkbox"/> Of the property from the front and rear yards, including parking areas</li> <li><input type="checkbox"/> Any unique features and aspects of significance</li> <li><input type="checkbox"/> Any existing driveways, parking pads, garbage enclosures, overhead poles and utility boxes</li> </ul>
		<b>7. Site Plan</b> <i>(you can amend a previous Real Property Report)</i> <ul style="list-style-type: none"> <li><input type="checkbox"/> Include a north arrow</li> <li><input type="checkbox"/> Include the municipal address (ie. Street address)</li> </ul>

		<p><input type="checkbox"/> All measurements shall be in metric</p> <p><u>Plot and dimension all property lines</u></p> <p><input type="checkbox"/> Include distance from front property line to back of sidewalk or curb</p> <p><u>Label and include when adjacent to parcel</u></p> <p><input type="checkbox"/> Town streets</p> <p><input type="checkbox"/> Sidewalk and public pathways</p> <p><input type="checkbox"/> Curb cuts, medians, and breaks in medians</p> <p><input type="checkbox"/> Existing and proposed pedestrian crosswalks</p> <p><input type="checkbox"/> Light standards, utility poles, street signage and street furniture</p> <p><u>Easements, Utility Rights-of-Way, etc</u></p> <p><input type="checkbox"/> Identify easement or right-of-way area(s)</p> <p><input type="checkbox"/> Label easement width, type, and plan registration number</p> <p><u>Plot and dimension corner visibility triangle. Section 11.1 in LUB 01/2022</u></p> <p><input type="checkbox"/> Only applicable to corner lots where a new building or structure is proposed</p> <p><u>Plot and dimension all buildings, structures and setbacks</u></p> <p><input type="checkbox"/> Identify, label and provide dimensions of all buildings (principal and accessory), structures (decks, patios), and projections (cantilevers, window wells)</p> <p><input type="checkbox"/> Include front, side and rear yard setbacks from the closest property line and any other required setbacks in accordance with Land Use Bylaw 01/2022</p> <p><u>Parking. Section 8.19 in LUB 01/2022</u></p> <p><input type="checkbox"/> Identify and label location of all customer/employee parking stalls</p> <p><input type="checkbox"/> Identify and label location of loading stalls</p> <p><input type="checkbox"/> Identify any barrier-free parking stalls</p> <p><input type="checkbox"/> Dimension all parking stalls and driving aisles(s)</p> <p><input type="checkbox"/> Identify if the stalls are to include wheel stops and/or painted lines</p> <p><input type="checkbox"/> Dimension angle of parking stall if less than 90 degrees</p> <p><i>NOTE: the minimum parking stall dimensions are 2.75m wide X 6.0m deep. See Land Use Bylaw Section 8.19 Table 39 for more details.</i></p> <p><u>Fencing</u></p> <p><input type="checkbox"/> Identify location of proposed or existing fencing</p> <p><input type="checkbox"/> Label height and fence type (ie, chain link, wood)</p> <p><u>Signage</u></p> <p>- Outline and label the location and type of all existing and proposed signage</p> <p><u>Retaining walls (proposed only)</u></p> <p><input type="checkbox"/> Identify location and height</p> <p><input type="checkbox"/> Provide height of fencing on top of wall</p> <p><input type="checkbox"/> Cross reference to an elevation drawing for each retaining wall over 1.2m in height</p>
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		<p><b>8. Landscaping Plans</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Include a north arrow</li> <li><input type="checkbox"/> Include municipal address (i.e. street address)</li> <li><input type="checkbox"/> All measurements shall be in metric</li> <li><input type="checkbox"/> Landscaping and Site Plans may be combined provided all elements of the plan are clear and legible</li> <li><input type="checkbox"/> Must be in accordance with Section 8.13 of Land Use Bylaw 01/2022.</li> </ul> <p><u>Plot and dimension all property lines and buildings</u></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Outline and label existing and proposed buildings</li> </ul> <p><u>Plot and dimension corner visibility triangle – Section 11.1 in LUB 01/2022</u></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Only applicable to corner lots</li> </ul> <p><u>Easements, Utility Rights-of-Way, etc.</u></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Identify all easement and right-of-way areas</li> <li><input type="checkbox"/> Label easement width, type, and plan registration number</li> </ul> <p><u>Plot and label</u></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Landscaped areas, trees and shrubs to be added, removed, or retained (including on adjacent public land)</li> <li><input type="checkbox"/> Surface treatment of all soft landscaped areas (e.g. grass, mulch, plant cover)</li> <li><input type="checkbox"/> Surface treatment of all hard surfaced landscape areas (e.g. decorative pavers, brick, stamped concrete)</li> <li><input type="checkbox"/> For proposed landscaping include the type and size of trees or shrubs</li> </ul>
		<p><b>9. Floor Plans</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> </ul> <p><u>Plot and dimension walls and openings</u></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Dimension interior and exterior walls</li> <li><input type="checkbox"/> Label the location of interior and exterior openings (eg.. windows, doors)</li> <li><input type="checkbox"/> Label the purpose of each space (e.g. boardroom, office, bathroom)</li> </ul>
		<p><b>10. Elevation Drawings</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Include the municipal address (i.e. street address)</li> </ul> <p><u>Include the following on elevation drawings for buildings</u></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Location of doors and windows</li> <li><input type="checkbox"/> Projections and decorative elements</li> <li><input type="checkbox"/> Exterior colours and materials (brick, stucco, vinyl siding, metal siding)</li> <li><input type="checkbox"/> Roof materials (asphalt, cedar shakes, concrete tile, metal)</li> </ul>

		<p><b>11. Parking Rationale</b> <i>In accordance with Section 8.19.5.a.</i></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Provide a written explanation of the number of stalls required to operate your business as well as how many are provided on-site</li> <li><input type="checkbox"/> Include number of employees</li> </ul>
		<p><b>12. Signage Plan</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Provide the proposed sign area and copy</li> <li><input type="checkbox"/> Must include all dimensions of the sign, including height and projection if attached to a building</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 or how the sign will be attached to a building or structure</li> <li><input type="checkbox"/> Details on 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><b>11. Drainage/Grading Plan</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Must include geodetic points and/or proposed grades and drainage direction</li> <li><input type="checkbox"/> Must adhere to the <a href="#">Town Surface Drainage Bylaw</a></li> <li><input type="checkbox"/> The grading and drainage information may be included in the Site Plan, rather than submitting a separate plan, provided it is clear and legible</li> <li><input type="checkbox"/> Must be signed and stamped by a qualified engineer (P.ENG, P.L, P.Tech)</li> </ul>
		<p><b>12. Tree Protection Plan</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Must be submitted when there are existing trees within the road right-of-way</li> <li><input type="checkbox"/> Plans must detail how the existing trees will be protected during construction</li> </ul>
		<p><b>13. Supporting Information:</b></p> <p>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:</p> <ul style="list-style-type: none"> <li>a) <u>Written rationale</u> supporting any deficiencies to Council-approved policies, bylaw regulations, or technical guidelines (ex. Variance to the Land Use Bylaw)</li> <li>b) <u>Retaining wall information</u> <ul style="list-style-type: none"> <li><input type="checkbox"/> Including but not limited to cross sections, elevation drawings, and grading information</li> </ul> </li> <li>c) <u>Erosion and Sediment Control (ESC) Drawings</u> <ul style="list-style-type: none"> <li><input type="checkbox"/> Must comply with the Town of Cochrane <a href="#">Erosion and Sediment Control Drawings and Report Guidelines</a></li> <li><input type="checkbox"/> Must be stamped and signed by a qualified engineer (P.ENG, P.L, P.Tech)</li> </ul> </li> </ul>

		<p>d) <u>Detailed Site Servicing Plans (DSSP)</u></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Must be signed and stamped by a qualified engineer (P.ENG, P.L, P.Tech)</li> <li><input type="checkbox"/> Must comply with <a href="#">Cochrane's DSSP Checklist</a></li> </ul> <p>e) <u>Fire Underwriter Survey</u></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> As per the <a href="#">Water Supply for Public Fire protection Guidelines</a></li> <li><input type="checkbox"/> Must be stamped by a Professional Engineer</li> <li><input type="checkbox"/> To provide Maximum Day Demand (MDD) and Peak Hour Demand (PHD) of the proposed development</li> <li><input type="checkbox"/> To include hydrant flow test results of a hydrant in proximity to proposed development.</li> </ul> <p>f) <u>Traffic Impact Assessment</u></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Contact the Civil Land Development Department to determine the scope and report requirements</li> <li><input type="checkbox"/> Must be signed and stamped by a qualified engineer (P.ENG, P.L, P.Tech)</li> </ul>
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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.

**Applicant's  
Signature**

**Date**

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

**Office Use Only**



# 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](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:

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.

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 <sup>2</sup> ):	Basement Floor Area (m <sup>2</sup> ):	Ground Floor Area (m <sup>2</sup> ):	Upper Floor Area (m <sup>2</sup> ):	Building Height (m):

**Accessory Suites Only:****Suite Area (m<sup>2</sup>):****Number of Parking Stalls:****6. Building Setbacks:****Front (m):****Side (m):****Side (m):****Rear (m):****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

**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.

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.

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