

## DEVELOPMENT PERMIT APPLICATION PACKAGE

# Addition to Residential Buildings

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.

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

Proposed Development	
<b>Property Address:</b>	-----
<b>Addition to:</b>	<input type="checkbox"/> Principal Building (ie. House) <input type="checkbox"/> Accessory Building (ie. Garage, shed, etc.) <input type="checkbox"/> Other: -----

Required Documents and Drawings
<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"/> <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> <li><input type="checkbox"/> A Purchase Agreement will be accepted if the property is in the process of changing ownership</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>
<input type="checkbox"/> <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"/> <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>
<b>5. Development Permit Fee</b> ( <a href="#">Fee Schedule</a> ) <ul style="list-style-type: none"> <li>▪ An invoice will be sent to the Applicant once Planning Services reviews the submission.</li> </ul>
<input type="checkbox"/> <b>6. Colour Photographs</b> (Label each photograph) <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"/> Proposed location of the Addition</li> <li><input type="checkbox"/> Any unique features and aspects of significance</li> </ul>
<input type="checkbox"/> <b>7. Site Plan</b> ( <i>1:100 metric scale recommended or you can amend a 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 (i.e. street address)</li> <li><input type="checkbox"/> Metric dimensions are required</li> </ul> <input type="checkbox"/> <u>Plot and dimension all property lines</u> <input type="checkbox"/> <u>Plot and dimension buildings, structures and projections</u> <ul style="list-style-type: none"> <li><input type="checkbox"/> Plot, label, dimensions and provide setbacks of all existing buildings and structures</li> <li><input type="checkbox"/> Plot and dimension the proposed Addition</li> <li><input type="checkbox"/> Include the setback distance from the Addition to all property lines and any other buildings or structures on-site</li> </ul> <input type="checkbox"/> <u>Easements, Utility Rights-of-Way, etc</u> <ul style="list-style-type: none"> <li><input type="checkbox"/> Identify easement or right-of-way area(s)</li> <li><input type="checkbox"/> Label easement width, type, and plan registration number</li> </ul> <input type="checkbox"/> <u>Plot and dimension corner visibility triangle</u> ( <i>Section 11.1 in LUB 01/2022</i> ) <ul style="list-style-type: none"> <li><input type="checkbox"/> Only applicable to corner lots where a new building or structure is proposed</li> </ul> <input type="checkbox"/> <u>Driveways &amp; parking areas</u> ( <i>Section 8.18, 8.19 &amp; 9.7 in LUB 01/2022</i> ) <ul style="list-style-type: none"> <li><input type="checkbox"/> Identify and label location of parking stalls on-site</li> <li><input type="checkbox"/> Label surface material of driveway, parking pad or garage apron</li> <li><input type="checkbox"/> Dimension length of parking area from back of curb, sidewalk or lane</li> <li><input type="checkbox"/> Dimension width of driveway or parking pad at the property line (residential properties only)</li> </ul> <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> <input type="checkbox"/> <u>Retaining walls</u> <ul style="list-style-type: none"> <li><input type="checkbox"/> Identify the location and height of proposed or existing retaining wall(s)</li> </ul>
<input type="checkbox"/> <b>8. Floor Plans</b> <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> <li><input type="checkbox"/> Include an existing floor plan and a proposed floor plan with the addition identified</li> </ul> <input type="checkbox"/> <u>Plot and dimension walls and openings</u> <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 (ie. windows, doors)</li> <li><input type="checkbox"/> Dimension and provide details of the proposed addition</li> </ul>

**9. Elevation Drawings**

- Include the municipal address (i.e. street address)

Include the following information

- Label the exterior materials (eg. brick, stucco, vinyl siding)
- Label the roof materials (eg. asphalt, cedar shakes)
- Provide proposed colours of all major exterior materials
- Identify how the proposed exterior is complementary to the principal dwelling
- Provide proposed building height from grade to the roof peak
- Plot existing and proposed grade along building footprint

**10. Drainage/Grading Plan**

- Required when the addition is proposed at grade and impacting/changing lot drainage
- Illustrate site grading and drainage around the Accessory Building
- Information can be added to the Site Plan as long as it is clear and legible

**11. 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) Additional retaining wall information including but not limited to cross sections, elevation drawings, and grading information

c) Landscaping Plan

- If proposed addition is removing existing landscaping on-site
- Plan to indicate what is being removed and if they are being replaced
- Indicate plant type if replacing or replanting

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

**Submit complete applications to:**

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

<b>Suite Area (m<sup>2</sup>):</b>	<b>Number of Parking Stalls:</b>
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**6. Building Setbacks:**

<b>Front (m):</b>	<b>Side (m):</b>	<b>Side (m):</b>	<b>Rear (m):</b>
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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](mailto:planning@cochrane.ca) or 403-851-2570