

DEVELOPMENT PERMIT APPLICATION PACKAGE

Multi-Unit Dwellings (on a Single Parcel) & Mixed Use 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.

Proposed Development	
Property Address:	-----

Required Documents and Drawings
<input type="checkbox"/> 1. Application Form* <ul style="list-style-type: none"> <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. <p><small>*The Application Form is attached</small></p>
<input type="checkbox"/> 2. Letter of Authorization* <ul style="list-style-type: none"> <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. <p><small>*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</small></p>
<input type="checkbox"/> 3. Certificate of Title <ul style="list-style-type: none"> <input type="checkbox"/> Must have been pulled within 30 days of submission <p><small>*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.</small></p>
<input type="checkbox"/> 4. Restrictive Covenants, Utility Rights-of-Way, Easements, or Town Caveats <ul style="list-style-type: none"> <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)
5. Development Permit Fee (Fee Schedule) <ul style="list-style-type: none"> ▪ 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. 3D Colour Rendering** of the proposed development
- 8. Site Plan(s)**
 - 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
 - Density
 - Include calculation of the proposed density

- Parking and vehicular circulation (Sections 8.18 and 8.19.8 and 8.19.12 in LUB 01/2022)
 - Label each type of parking stall by use (ie. Visitor, barrier-free, loading)
 - Label surface material
 - Dimension driving aisle(s), parking stalls, garages, and road width(s)
 - Dimension angle of parking stall (if less than 90 degrees)
 - Include location and size of wheel stop
 - Provide details on vehicle circulation (direction of travel, fire lanes, waste management)
 - Include location of crosswalks and provide details if raised
 - Include location and details of speed bumps
 - Label curb cuts to be removed and rehabilitated, if applicable
 - Include distance between site access points

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

- Bicycle parking
 - Provide details on proposed bicycle parking
- Waste collection and loading area
 - Location and dimensions of proposed waste collection
 - Must include garbage, recycling and organics
- Fencing
 - Identify location of proposed or existing fencing
 - Label height and fence type (ie, chain link, wood)
 - Cross reference to an elevation drawing for each type of proposed fence
- 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
- Signage
 - Identify the location and sign type of all existing and proposed signage
 - Include distance from property line(s) to proposed freestanding signage

- 9. 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 of shrubbed areas and the number of shrubs in each area
 - Fencing, retaining walls, pathways, and sidewalks with width and height
 - Garbage and recycling facilities and how they will be screened
 - Surface treatment of all soft surface landscaped areas (e.g. grass, plant cover)
 - Surface treatment of all hard surfaced landscaped 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
 - Include height and spread of shrubs
- Landscape statistics
 - Include calculation of the required landscaped area
 - Include calculation of the provided landscaped area
 - Include calculation of the required number of trees
 - Include the proposed number of trees
 - Include calculation of the required number of shrubs
 - Include the proposed number of shrubs
 - Mention requested variance, if applicable
- Outline and dimension amenity spaces (For Multi-Unit Developments)
 - Label amenity spaces as private or communal
 - Indicate access point(s) to amenity spaces
 - Indicate surface treatment
 - Indicate how the common amenity spaces will be used (seating, dining areas, play areas, urban agriculture, gym, etc.)
- Irrigation
 - State whether irrigation is being provided (Water Utility Bylaw 04/2013)
 - Include method of irrigation; specify if using Low Water Irrigation System
 - Label all soft surface landscaping to be irrigated or plot specific areas (zones)

- If trees are existing on public lands adjacent to site
 - Specify the species of each tree
 - Include the diameter of each tree, measured at a height of 1.4 metres above the ground
 - Include estimated mature height of each tree (e.g. less than 3 metres, 3-6 metres, 6-9 metres, etc.)
 - Identify location of the centre point of the trunk of each tree
 - Outline of the 'drip line' of each tree (i.e. the outline of the outer reach of the branches of the tree)
- 10. Floor Plans**
 - Include a north arrow
 - Include the municipal address (i.e. street address)
- Outline, dimension and label on each floor plan
 - Interior and exterior walls (dimension to centre line of common walls)
 - Location of interior and exterior openings (windows and doors)
 - Label the purpose of each space (e.g. kitchen, living room, mechanical rooms, bedroom, bathroom, laundry)
- 11. Elevation Drawings**
 - Submission must include coloured elevation drawings
 - Include municipal address (i.e. street address)
 - Cross reference with other plans, where applicable
- Include elevations drawings and dimensions for
 - All building facades
 - Structures such as fencing, screening and retaining walls
 - Waste collection facilities
- Include the following on elevation drawings for buildings
 - Location of doors and windows
 - Projections and decorative elements
 - Exterior colours and materials (brick, stucco, vinyl siding, metal siding)
 - Roof materials (asphalt, cedar shakes, concrete tile, metal)
 - Height of building from grade to roof peak
 - Plot line for main floor
 - Plot location of light fixtures
- Include the following on elevation drawings for structures
 - Height of structures from grade to tallest point of structure
 - Detailed drawing of the proposed structure
- Grading Information
 - Plot existing and proposed grades along the building footprint
 - Include geodetic points for the basement, main floor, second floor and roof peak

- 12. Cross-Sections**
 - A Reference Map may be required to indicate where the cross sections are located on-site
 - Landscaped areas with building/structure below (e.g. parkade)
 - Detail location or underlying slabs and abutting walls
 - Dimension depth of the growing medium for each planting area
 - Cross-section of sloping driveways and parkade ramps
 - Indicate slope and transition lengths
 - Provide geodetic datum points at transition points in ramp (including top and bottom)
 - Dimension overhead clearance
 - Retaining walls
 - Cross sections may be required if there are retaining walls on the parcel, or to provide more information on the impact of the proposed building on the adjacent properties, showing:
 - existing and proposed grade of parcel
 - grade of adjacent parcels and city streets
 - cross-sectional outline of the building
 - geodetic datum points
- 13. Addressing Plan**
 - Provide Addressing Plan in accordance with the Town of Cochrane [Addressing Guidelines](#)
 - Addressing to also be provided in tabular format (PDF or Excel) including corresponding legal address (plan, block, lot) and whether each address is residential or non-residential.
- 14. Lighting Plan**
 - Plot locations of proposed and existing light fixtures and light standards
 - Provide details of light fixtures including drawings and specifications
 - Provide details for site and building lighting
 - Provide photometric plan
- 15. Phasing Plan**, if applicable
 - Outline areas encompassed by each phase
 - Label the sequence of phasing
 - Provide information detailing how the site will function throughout the phasing (ie. Vehicle access, access to waste facilities)
- 16. Signage Plan**
 - Indicate internal traffic circulation signage location and sign details
 - Include all dimensions of the sign structure
 - Include area of the sign and copy face
 - Indicate if/how the sign will be illuminated
 - Provide lumen information for proposed back-lit signs
 - Include type of construction and finishing to be utilized
 - Provide method of supporting or attaching the sign

- 17. Western Heritage Design Framework** (Mixed Use Building Only)
 - All non-residential and mixed use developments must adhere to the [Western Heritage Design Framework](#)
 - If the subject property is located within a Character Area, a Design Brief must be submitted which demonstrates how the proposed development meets the Design Objections applicable to the site

- 18. Detailed Site Servicing Plans (DSSP drawings)**
 - Follow the Town of Cochrane [Requirements for Development](#) and the Town of [Cochrane DSSP Checklist](#)
 - Fire flow requirements must be included
 - Must include a Fire Underwriter Survey
 - Must be signed and stamped by a qualified engineer (P.ENG, P.L, P.Tech)

- 19. Erosion and Sediment Control (ESC) Plan**
 - All applications must include a full set of ESC drawings regardless of size
 - If property is larger than 2ha than an ESC Report is also required
 - Must comply with the Town of Cochrane [Erosion and Sediment Control Drawings and Report Guidelines](#)
 - Must be signed and stamped by a qualified engineer (P.ENG, P.L, P.Tech)

- 20. Traffic Impact Assessment**
 - Will be required prior to a decision
 - Contact Civil Land (civillanddevelopment@cochrane.ca) to determine the scope and report requirements
 - Must be signed and stamped by a qualified engineer (P.ENG, P.L, P.Tech)

- 21. Stormwater Plan/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)

- 22. 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

- 23. Fire Access Plan**
 - Must follow the Town of Cochrane Fire Access Plan Guide

- 24. Swept Path Analysis**
 - Must follow the Town of Cochrane Swept Path Analysis Guide

25. 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) 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)
- c) 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)
- d) Haul Route Plan
 - If soil is being hauled off site as part of the development a proposed haul route and plan must be submitted
- e) Environmental Site Assessment
 - Copy of the Environmental Site Assessment stating that development is safe to occur on-site.
- f) Geotechnical Report
 - Must be signed and stamped by a qualified engineer (P.ENG, P.L, P.Tech)
- g) Water Act Approval
 - A copy of the provincial approval must be submitted

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):	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

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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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
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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