

## DEVELOPMENT PERMIT APPLICATION PACKAGE

# Secondary Suites & Backyard Suites

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	
Property Address:	-----

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><small>*The Application Form is attached.</small></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><small>*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</small></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><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 <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.</small></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>

**5. Development Permit Fee** ([Fee Schedule](#))

- An invoice will be sent to the Applicant once Planning Services reviews the submission.

**6. Colour Photographs** (Label each photograph)

- Of the dwelling/home from the front and rear yards, including parking areas, utility boxes/poles, etc.
- Of the entrance and walkway to the suite, or the proposed areas
- Any unique features and aspects of significance

**7. Site Plan – See example provided**

*(1:100 metric scale recommended or you can amend a Real Property Report)*

- Include a north arrow
- Include the municipal address (i.e. street address) and legal address (i.e. plan/block/lot)
- All elements of plan must be labelled as existing or proposed
- Plot and dimension all property lines
  - Include distance from front property line to back of walk or curb if parking is in the front yard
- Plot and dimension buildings, structures and projections
  - Identify, label and provide dimensions of all buildings (house, garage, shed), structures (deck, patio), projections (cantilevers, window wells) and mechanical equipment (air conditioners)
  - Identify the location of all openings (windows and doors) on the building exterior
  - Plot and dimension the proposed Backyard Suite and outline the proposed lot coverage
  - Include setbacks of all buildings and structures from the closest property line and nearby buildings/structures
  - Identify the location of the suite entrance
- Easements, Utility Rights-of-Way, etc
  - Identify easement or right-of-way area(s)
  - 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 where a new building or structure is proposed
- Driveways and parking areas (*Section 8.18, 8.19 and 9.7 in LUB 01/2022*)
  - Identify and label location of the parking stalls for the primary resident
  - Identify and label location of the parking stall(s) for the proposed suite
  - Label surface material of driveway or parking pad
  - Dimension length of parking area from back of curb, sidewalk or lane

**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.

- Walkway (*Section 9.7.3(d) in LUB 01/2022*)
  - Identify location of the walkway leading from the suite entrance to the parking area
  - Label if the walkway is existing or proposed
  - Label the hard-surface material of the walkway
  - Identify the width of the walkway
- Retaining walls
  - Identify the location and height of any existing or proposed retaining wall(s)

- 8. Floor Plans** (*recommended: 1:100 metric scale or 8" = 1' imperial scale*)
  - Include the municipal address (i.e. street address) and legal address (i.e. plan/block/lot)
  - All elements of plan must be labelled as existing or proposed
  - Floor plans only required for the floors impacted by the proposed suite
- Plot and dimension walls and openings
  - Dimension interior and exterior walls (measure to centre line of common walls)
  - Label the location of interior and exterior openings (ie. windows, doors, overhead doors)
  - Label the purpose of each space (i.e. kitchen, living room, bathroom, interior/exterior stairways, mechanical room, meter room, corridors, washrooms, laundry facilities)
  - Label access point/entrance for the suite
- 9. Elevation Drawings** (*recommended: 1:100 metric scale or 8"=1' imperial scale*)
  - Include the municipal address (i.e. street address) and legal address (i.e. plan/block/lot)
  - All elements of plan must be labelled as existing or proposed
- Plot and dimension
  - Doors, windows, overhead doors
  - Projections and decorative elements
  - Any proposed screening
  - The proposed suite entrance
- Backyard suites only
  - Label the exterior materials (brick, stucco, vinyl siding, metal siding)
  - Label the roof materials (asphalt, cedar shakes, concrete tile, metal)
  - Provide proposed colours of all major exterior materials
  - Identify how the proposed exterior is complementary to the principal dwelling
  - Provide proposed building height from existing/proposed grade to the roof peak as well as height of the principal dwelling
  - Plot existing and proposed grade along building footprint

- 10. Drainage/Grading Plan**
  - Required when a new parking area or building is proposed on-site

NOTE: Drainage and grading 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, it may include:

- a) Written rationale to support the requested variance(s)
- b) Additional retaining wall information including but not limited to cross sections, elevation drawings, and grading information.

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?**

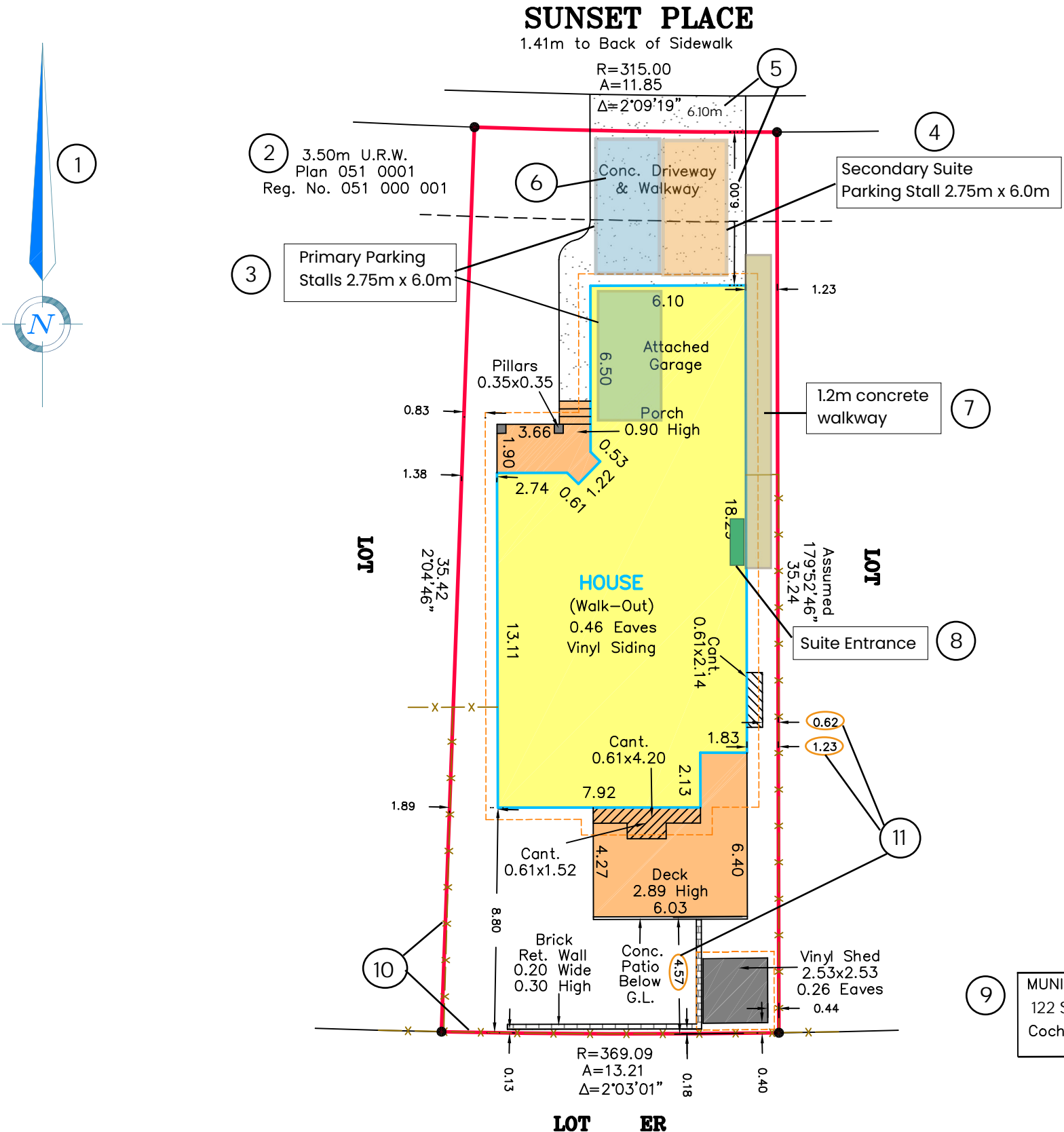
**Phone:** 403-851-2570

**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)

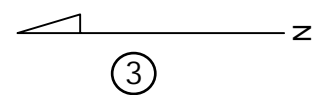
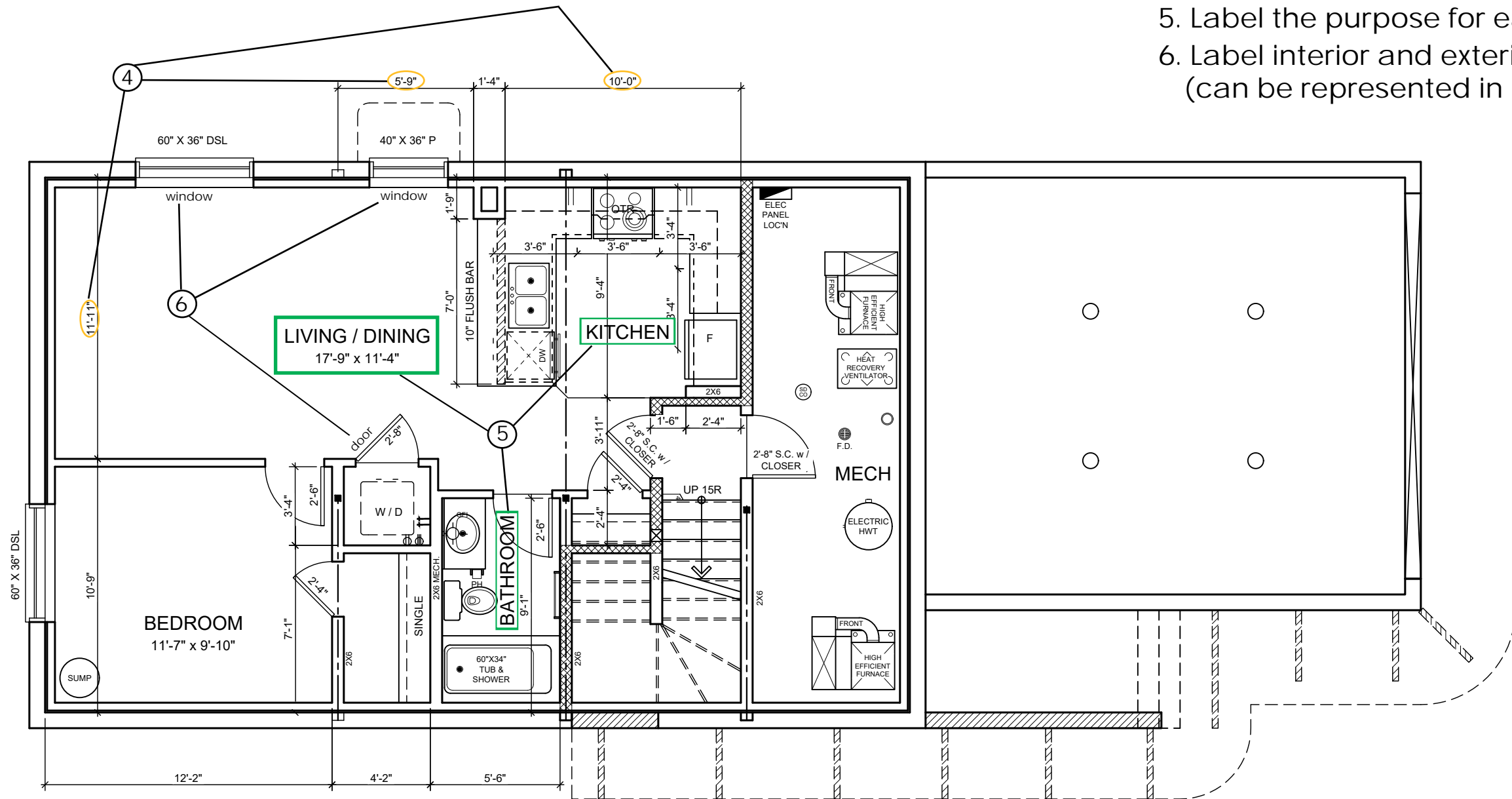
# EXAMPLE SITE PLAN - SECONDARY SUITE



1. North Arrow
2. Easements, Utility Right-of-Way, etc.
3. Primary Resident Parking Stalls (2)
4. Secondary Suite Parking Stall  
(one bedroom = 1 stall, two bedroom = 2 stalls)
5. Length and width of the driveway
6. Material of the driveway
7. Width and material of the walkway
8. Suite entrance
9. Municipal address
10. Property lines
11. Setbacks

# EXAMPLE FLOOR PLAN - SECONDARY SUITE

1. Municipal address
2. Size of suite
3. North arrow
4. Dimension the interior and exterior walls
5. Label the purpose for each space
6. Label interior and exterior openings (can be represented in a legend)



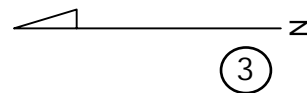
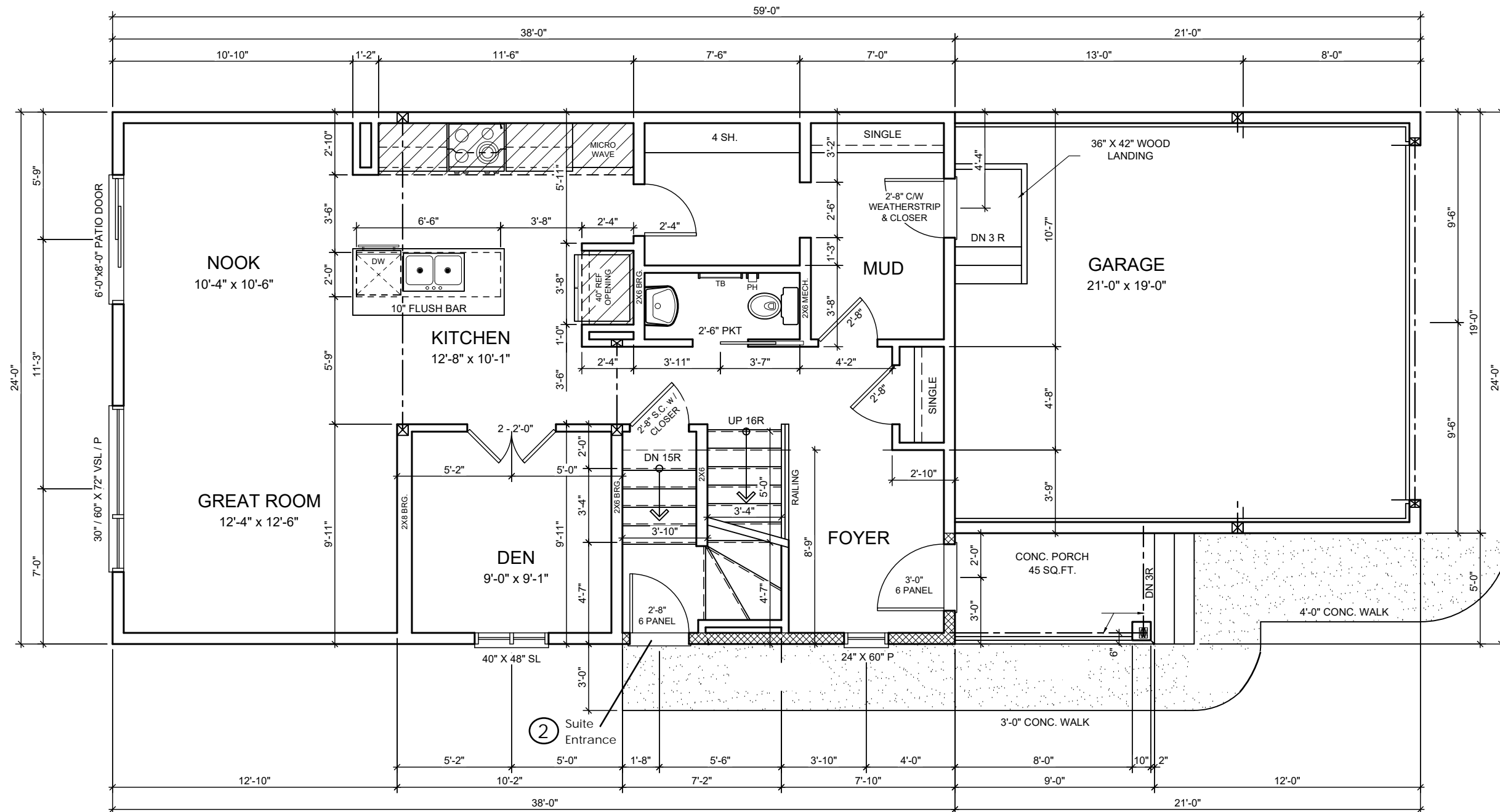
SECONDARY SUITE - 122 Sunset Place ①  
560 SQ.FT. DEVELOPED

②

# EXAMPLE FLOOR PLAN

1. Municipal address
2. Label the Suite entrance
3. North Arrow

\*Main floor plans not required for suite entrance through a walkout basement



## MAIN FLOOR PLAN

122 Sunset Place ①



# 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