

TOWN OF COCHRANE

101 RancheHouse Rd.  
Cochrane, AB T4C 2K8  
P: 403-851-2500 F: 403-932-6032  
www.cochrane.ca



## NOTICE OF DECISION - TIME EXTENSION

**Decision Date:** April 7, 2026

**TO:** 

**FILE NO:** DP2025-039

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|                                |                                   |
|--------------------------------|-----------------------------------|
| MUNICIPAL ADDRESS:             | 404 THIRD STREET WEST             |
| LEGAL ADDRESS:                 | LOTS 6 & 7, BLOCK 8, PLAN 2033R   |
| LAND USE DISTRICT DESIGNATION: | HISTORIC DOWNTOWN (C-HD) DISTRICT |

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A time extension request for DP2025-039, a Change of Use at 404 Third Street West, within the Downtown, was received by the Town of Cochrane on Thursday, April 2, 2026. In accordance with the Town of Cochrane Land Use Bylaw 01/2022 a Development Officer has reviewed the application and has approved a 184-day time extension in accordance with condition #25 and 27 of DP2025-039. The original decision is attached to this letter for your reference.

The applicant/landowner has until **Thursday, October 8, 2026** to complete the prior to release conditions listed in the attached decision.

Pursuant to the *Municipal Government Act*, if the Town of Cochrane does not receive any written notices of appeal from yourself, or from a deemed affected party as established in the Municipal Government Act, within twenty-one (21) days of the advertising date, (Tuesday, April 7, 2026) the time extension comes into effect. An appeal, accompanied by the appeal fee (\$200) as established by Town Council, may be filed through the office of the Secretary of the Subdivision and Development Appeal Board at the Town Office no later than **4:30 p.m. Tuesday, April 28, 2026.**

SINCERELY,

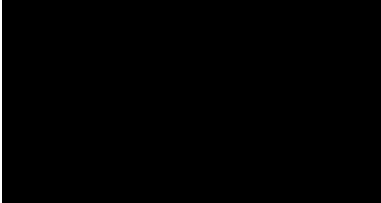


Digitally signed by  
Amanda Legros  
Date: 2026.04.02  
12:33:24-06'00'

AMANDA LEGROS  
ACTING SENIOR PLANNER  
PLANNING SERVICES

## NOTICE OF DECISION

**DECISION DATE:** APRIL 8, 2025

**To:** 

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|                               |                                   |
|-------------------------------|-----------------------------------|
| DEVELOPMENT PERMIT NUMBER:    | <b>DP 2025-039</b>                |
| TYPE OF DEVELOPMENT APPROVED: | CHANGE OF USE – FINANCIAL SERVICE |
| MUNICIPAL ADDRESS:            | 404 THIRD STREET WEST             |
| LEGAL ADDRESS:                | LOTS 6-7, BLOCK 8, PLAN 2033R     |

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This development has been **approved** by the Development Officer and is subject to the conditions contained herein:

1. This development is classified as a Change of Use – Financial Service and is a Permitted Use in the Historic Downtown (C-HD) District, on the lands legally described as Lots 6-7, Block 8, Plan 2033R.
2. Prior to the release of a Development Permit, the applicant shall provide a full electronic (PDF) set of plans, elevations and details with metric dimensions, which shall include any revisions required by the Development Authority as part of the approval at the time of the decision. The development shall be constructed in accordance with the plans, elevations and details approved and stamped by the Development Authority. Any changes to the design, format, location, orientation, capacity or use of any part of the development must receive the approval of the Development Authority before they may be commenced. *The design, format, location, orientation, capacity and use of any part of the development must be in accordance with the approved plans.*
3. Prior to the release of a Development Permit, the applicant/owner shall enter into and comply with a Development Agreement with the municipality, as permitted under Section 650 of the *Municipal Government Act*, to outline construction procedures and timing for this development. Items that may be contained within the Development Agreement, include, but are not limited to:
  - a. Grading and excavation;
  - b. Construction works affecting municipal property;
  - c. Endeavors to assist;
  - d. Insurance and Workers Compensation Board requirements;
  - e. Site servicing;

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- f. Fencing;
  - g. Landscaping;
  - h. Retaining walls;
  - i. Sound attenuation;
  - j. Accesses;
  - k. Site paving;
  - l. Curbs and sidewalks;
  - m. Garbage enclosures; and
  - n. Erosion and sediment control.
4. Prior to the release of a Development Permit, a development cost estimate deemed acceptable to the Development Authority shall be provided for the items contained within the Development Agreement.
  5. Prior to the release of a Development Permit, pursuant to Section 1.18.5 of Bylaw 01/2022, security, in a form deemed acceptable to the municipality shall be provided to the Development Authority for onsite and offsite improvements of the approved development cost estimate to guarantee completion of work on the site.
  6. Prior to the release of a Development Permit, the applicant/owner shall provide proof that the Lot Consolidation application, for the subject property, has been submitted to Land Titles, to the satisfaction of the Development Authority.
  7. The applicant/owner shall be responsible for the consolidation of the legal parcels on the affected Certificate of Title at no cost to the Municipality and in a timely fashion, to the satisfaction of the Development Authority. The lot consolidation shall be completed prior to the release of performance security.
  8. The applicant/owner shall contact the Development Authority prior to construction to coordinate a pre-construction meeting with Civil Land Development Services as well as the Infrastructure Services at the Town of Cochrane to review construction timing and procedures.
  9. Before any construction starts, the applicant shall ensure that the site is fully fenced in order to prevent any damage to Municipal infrastructure and landscaping surrounding the site, to ensure controlled and safe access and egress of the site, and to provide safe pedestrian access on and through any municipal lands adjacent to the site. The fencing is to remain in place and in good working condition until all construction activities have ceased and a Full Development Completion Certificate has been issued.
  10. All erosion and sediment control measures are to be in place according to the Town of Cochrane guidelines before any construction begins.

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11. It shall be the responsibility of the applicant/owner to terminate at the main, all sanitary and water services which will not be utilized in this development to the satisfaction of the Development Authority.
12. All storm water treatment devices/facilities shall be located on private property and shall be maintained by the applicant/owner and any future property owners.
13. Four (4) parking stalls shall be provided for this development in accordance with the requirements of rationale provided as per Section 8.19.5 of Land Use Bylaw 01/2022 and as shown on the approved plans. All parking stalls shall be hard surfaced with asphalt pavement, concrete or other similar paving material to the satisfaction of the Development Authority prior to occupancy.
14. The parking stalls required for this development shall include one (1) parking stall designated as barrier free. All barrier free stalls are to be marked with permanent, all-weather signage to the satisfaction of the Development Authority. Barrier free stalls shall be located as close as possible to a barrier free entrance.
15. The exterior finish, design and colour scheme for this development shall adhere to the Town of Cochrane Western Heritage Design Guidelines. Any changes to any element of exterior finish, design and colour must be first approved in writing by the Development Authority.
16. All forms of waste facilities, including garbage and recycling and organics, shall be contained entirely within a building or within an outdoor weatherproof and animal-proof waste receptacle that is screened, to the satisfaction of the Development Authority.
17. Any existing trees on the subject property to be retained shall be properly protected during the construction period, to the satisfaction of the Development Officer. Any trees, shrubs or landscaping features removed, damaged or disturbed will be replaced at the cost of the applicant/owner.
18. Pursuant to Section 8.11 in Land Use Bylaw 01/2022, no structures, including projections (eaves, signs, etc.) shall encroach into any public utility, utility right-of-way or overland drainage right-of-way unless specifically exempted by the applicable right-of-way agreement.
19. Any temporary or auxiliary buildings/signs placed on site during construction shall be removed prior to occupancy.
20. Construction materials, including garbage, shall be stored securely in weather-proof and animal-proof containers to the satisfaction of the Development Authority so as not to create a nuisance to neighbouring properties.
21. The applicant/owner shall be responsible for the clean-up of any garbage, materials or other items that may be unsightly, or disperse beyond the boundaries of the subject property during the construction of this development.

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22. There shall be no unauthorized use of any adjoining Public Utility Lot or Reserve Land during the course of the approved development construction. However, the developer may apply to the Development Authority to utilize these lands on a temporary basis, if required.
23. It shall be the responsibility of the applicant to submit a complete set of as-built drawings, including a final site grading plan (as-built), to the Development Authority at the time of construction completion and prior to the issuance of a Development Completion Certificate and the occupancy of any buildings.
24. A Development Completion Certificate is required and shall be applied for by the applicant prior to occupancy in order to confirm the completion of the development conditions.
25. Pursuant to Section 1.19.5b of Land Use Bylaw 01/2022, the approval shall be voided if the conditions to be met prior to release of a Development Permit have not been satisfactorily addressed within one year of the Notice of Decision date (April 8, 2025).
26. Pursuant to Section 1.19.5 and 1.19.7 of Land Use Bylaw 01/2022, a Development Permit, if released, is valid only if development commences within one year of the date of Development Permit approval and the development is completed within two years of the date of release. A new Development Permit may be required unless a request for a time extension to the applicable date is received prior to its expiry.
27. Pursuant to Section 1.19.6 of Land Use Bylaw 01/2022, the Development Authority may extend the period of commencement for up to one year, if an applicant makes a written request to the Development Authority before the Development Permit is no longer in effect pursuant to Section 1.19.5.

### **ADVISORY NOTES:**

- a) It is the responsibility of the applicant/owner to comply with all requirements of Land Use Bylaw 01/2022, other municipal regulations, and all provincial and federal legislation.
- b) All permits as required by the applicable Building Code for Alberta shall be obtained and the applicant/owner shall remain compliant with the provisions of this code at all times. All building permit applications must be affixed with the seal of a professional architect.
- c) All buildings are to comply with the fire codes and regulations in place at the time of construction.
- d) All contractors working on this development shall acquire a valid Cochrane Business Licence prior to the commencement of any work and shall maintain the licence for the full duration of the construction period.

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- e) The applicant/owner is advised that the Town of Cochrane may register a caveat against the title of the property or properties subject to this development until such time as the terms of the Development Agreement have been completed to the satisfaction of the Development Authority.
- f) The applicant/owner is responsible for reviewing, understanding, and abiding by the registered documents on the Certificate of Title for the properties involved with the development.
- g) The developer/applicant must determine the exact location of the existing gas service line by arranging for an in-field location with Alberta One-Call at 1-800-242-3447. If any portion of the service line is not located within the parcel that it serves, it will have to be relocated at the developer's expense, or an easement registered to the satisfaction of ATCO Gas.
- h) Natural gas service may be obtained by making a formal application with the ATCO Gas office in Cochrane at (403)-932-9050.
- i) Please contact TELUS Engineering at (403)-530-5671 for Building Industrial Consultant Information about how to provide an entrance for TELUS facilities on this site.
- j) Please contact Shaw Communications for locates prior to construction.
- k) Please contact Fortis Alberta for locates prior to construction.
- l) Winter excavations (October to May) within public right-of-ways and roads require approval by the Roads Department at the Town of Cochrane. Please contact Roads Department at (403)-851-2593 for more information.
- m) Any excess fill must be deposited on a site approved by the Town of Cochrane. Please contact the Roads Department at 403-851-2593 to discuss fill deposit locations.
- n) Weekly erosion and sediment control inspections shall be conducted as per the Town of Cochrane erosion and sediment control guidelines.
- o) Draft guidelines for the management of waste and recycling associated with development or redevelopment are available from the Town of Cochrane. Please contact (403)-851-2294 for more information.
- p) It is the responsibility of the applicant/owner to meet all conditions of approval.

Pursuant to the *Municipal Government Act (MGA)*, if the Town of Cochrane does not receive any written notices of appeal from yourself or from a deemed affected party as established in the MGA within twenty-one (21) days of the above advertising date (April 8, 2025), a Development Permit may be issued, unless there are specific conditions which need to be met prior to issuance. An appeal, accompanied by the appeal fee,

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as established by Town Council, may be filed through the office of the Secretary of the Subdivision and Development Appeal Board at the Town Office **no later than 4:30 p.m. on Tuesday, April 29, 2025.**

Sincerely,

 Digitally signed by  
Amanda Legros  
Date: 2025.04.08  
11:52:15 -06'00'

AMANDA LEGROS  
PLANNER II / DEVELOPMENT OFFICER  
PLANNING SERVICES DEPARTMENT

P: (403)-851-2570  
E: [planning@cochrane.ca](mailto:planning@cochrane.ca)