

DEVELOPMENT PERMIT APPLICATION PACKAGE

Home Occupations & Bed and Breakfast

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: | |
| Proposed Use: | |

| Required Documents and Drawings |
|---|
| <input type="checkbox"/> 1. Application Form* <ul style="list-style-type: none"> <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. <input type="checkbox"/> If the landowner is unable to sign the form, they can submit a Letter of Authorization as outlined below. <p>*The Application Form is attached.</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>*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</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>* 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.</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](#))

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

6. Colour Photographs (Label each photograph)

- Showing the client or guest entrance
- Showing proposed parking area for the Home Occupation or Bed and Breakfast
- Showing home occupation area

7. Site Plan – See example provided

- Include a north arrow
- Include the municipal address (i.e. street address)
- Metric dimensions are required

Plot and dimension all property lines

Plot and dimension buildings, structures and projections

- Plot and label all buildings and structures used by the proposed business
- Include setbacks of all buildings and structures from the closest property line
- Identify the entrance for Home Occupation clients or Bed and Breakfast guests

Easements, Utility Rights-of-Way, etc

- Identify easement or right-of-way area(s)
- Label easement width, type, and registration number

Driveways & parking areas (Section 8.18, 8.19, 9.1 & 9.5 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 Home Occupation or Bed and Breakfast
- Dimension each individual parking stall provided on
- Label surface material of driveway or parking pad
- Dimension length of parking area from back of curb, sidewalk or lane
- Dimension width of driveway or parking pad at the property line

NOTE: Minimum parking stall dimensions are 2.75m wide X 6.0m deep. See Land Use Bylaw Section 8.19 Table 39 for more details.

8. Floor Plans – See example provided

- Include the municipal address (i.e. street address)
- Include a north arrow
- Must include the area of each floor

Plot and dimension walls and openings

- Dimension Interior and exterior walls
- Label the location of interior and exterior openings (ie. Windows, doors)
- Label the existing or proposed purpose of the spaces (i.e. bathroom, mechanical rooms, home occupation area, storage for business, bed and breakfast room etc.)
- Identify and dimension all areas being used for the Home Occupation or Bed and Breakfast
- Label entrance for the Home Occupation or Bed and Breakfast
- Include the proposed size of the Home Occupation area

9. Elevation Drawings

- Include the municipal address (i.e. street address)
- Outline, label and dimension proposed changes to the exterior
- Identify entrance to the Home Occupation or Bed and Breakfast

NOTE: Only provide if alterations are proposed to the building exterior

10. Signage

- Provide copy of proposed signage with dimensions, if applicable

NOTE: Signage can only be located in a window of the building/home

11. Supporting Information:

The Development Authority may require additional material considered necessary to properly evaluate the proposed development, and it may include:

- a) Written rationale to support the required/proposed variance(s)
- b) Additional information of the business and how it will operate

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?

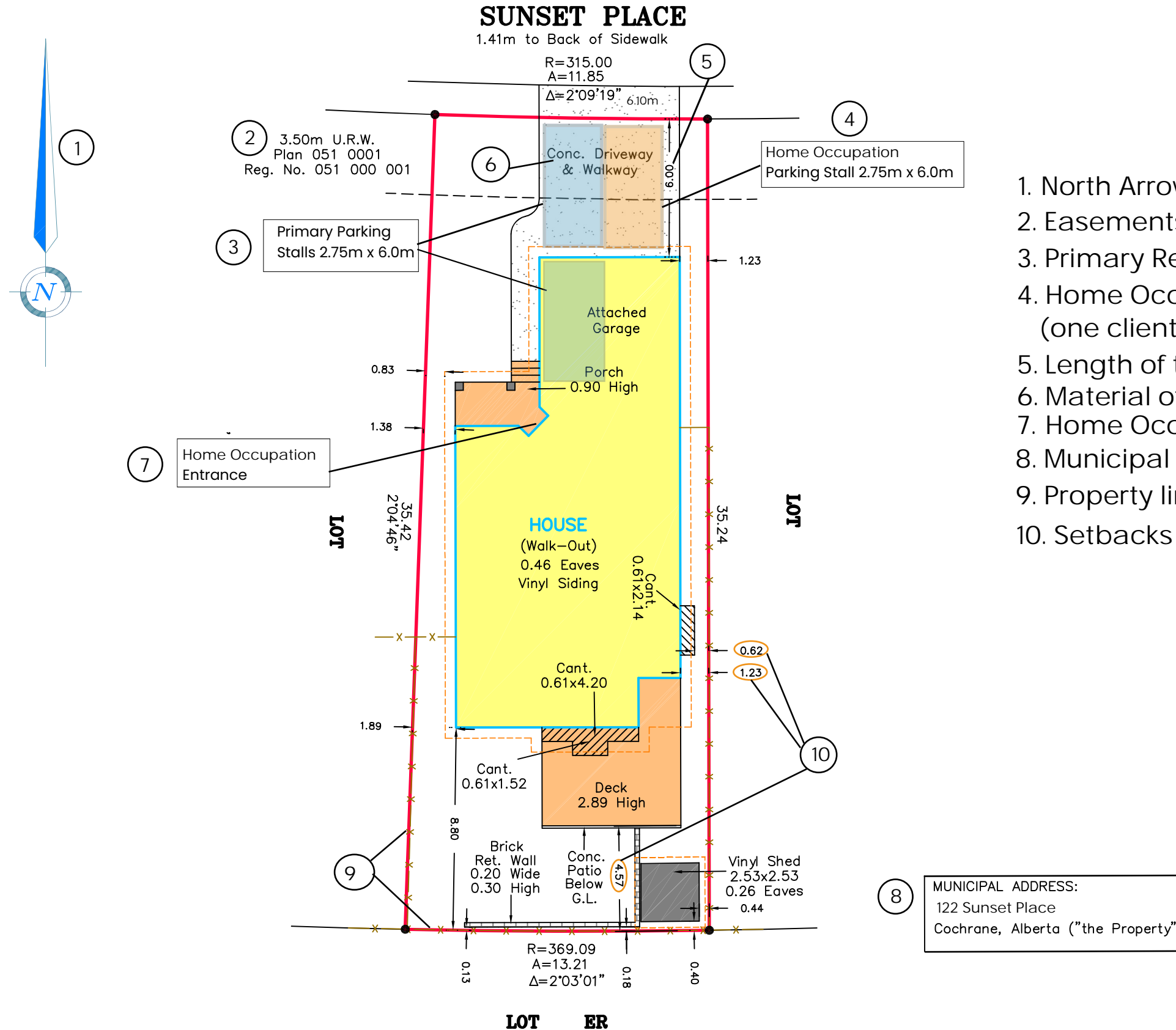
Phone: 403-851-2570

Web: cochrane.ca / **Email:** planning@cochrane.ca

Submit complete applications to:

Email: planning@cochrane.ca

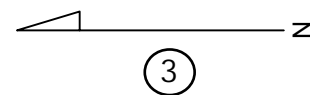
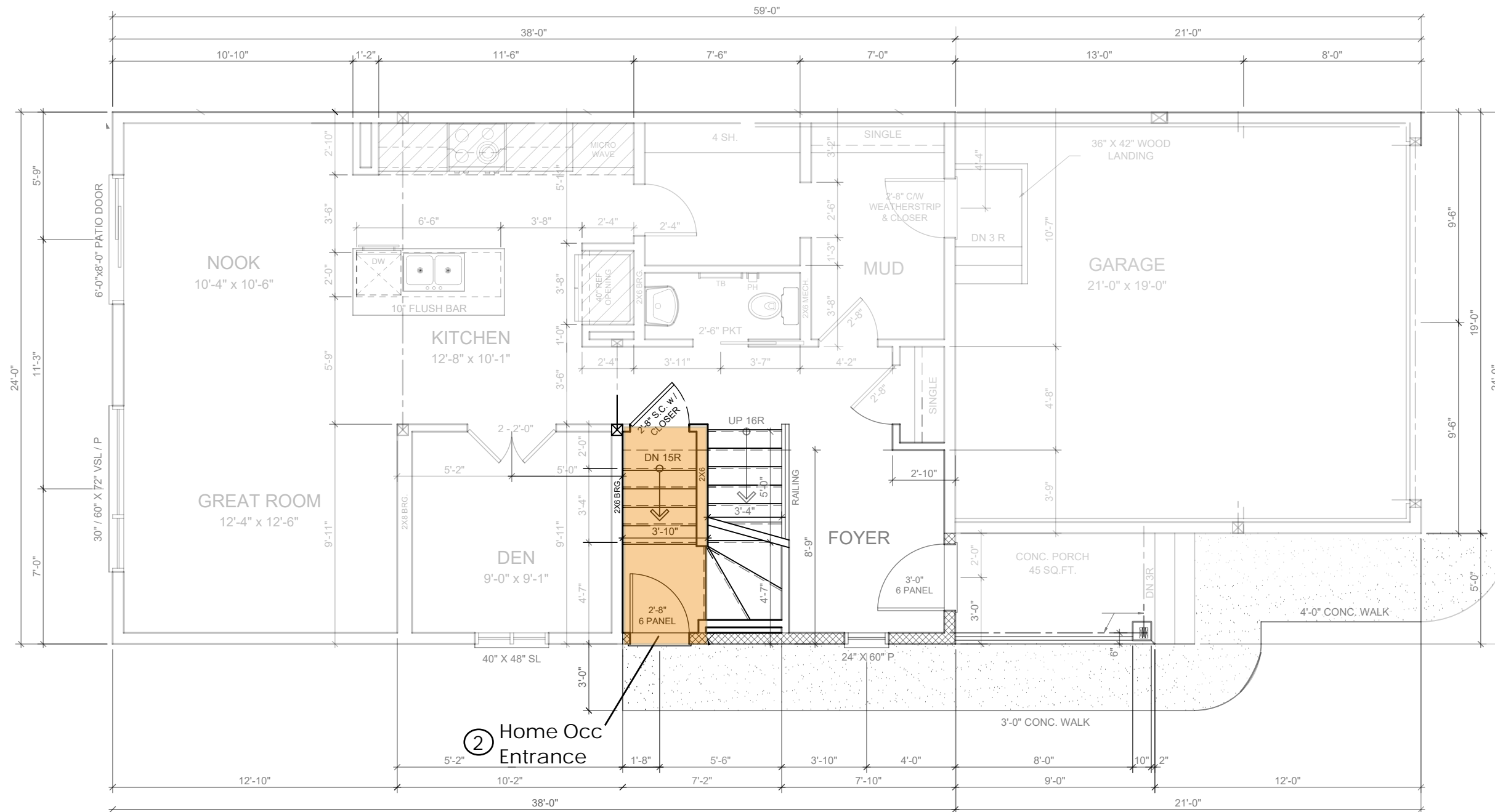
EXAMPLE SITE PLAN



EXAMPLE FLOOR PLAN

HOME OCCUPATION

1. Municipal address
2. Label the Home Occupation entrance
3. North Arrow
4. Identify all areas used for the Home Occupation (Orange)

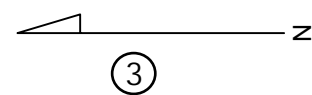
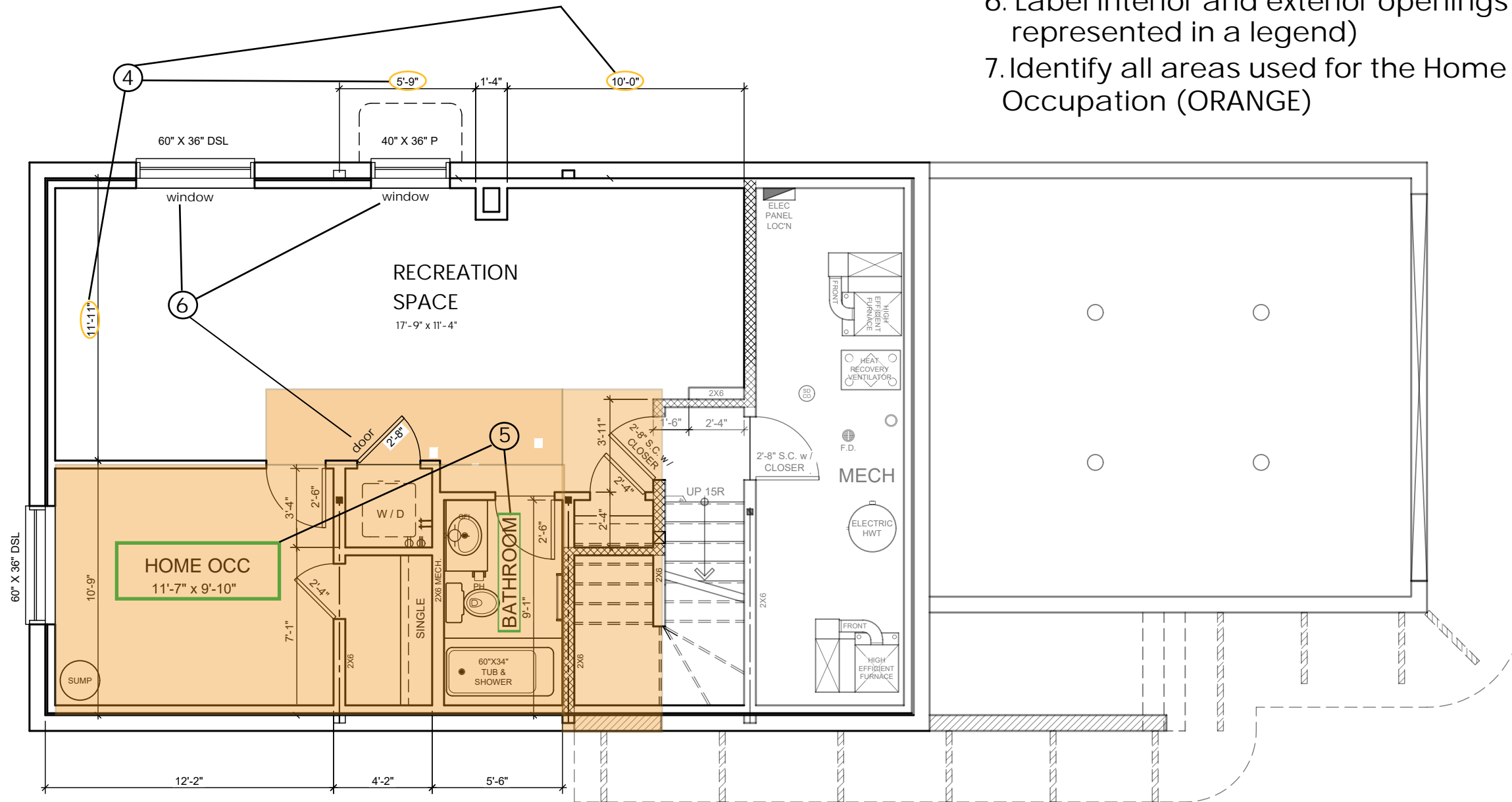


MAIN FLOOR PLAN
122 Sunset Place ①

EXAMPLE FLOOR PLAN

HOME OCCUPATION

1. Municipal address
2. Size of Home Occupation space
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)
7. Identify all areas used for the Home Occupation (ORANGE)



HOME OCCUPATION - 122 Sunset Place ①
 100 SQ.FT. - Home Occupation (ORANGE)

②



DEVELOPMENT PERMIT APPLICATION FOR HOME OCCUPATIONS AND BED AND BREAKFASTS

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 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. Site Information: | | | |
|--------------------------|--------------------------|---------|-------------------|
| Municipal Address: | | | |
| Legal Description: | Lot: | Block: | Plan: |
| Land Use Zoning: | | | |
| Existing Use(s) on Site: | | | |
| Type of Business: | Home Occupation- Class 1 | Class 2 | Bed and Breakfast |

| 5. For Home Occupations Only: |
|--|
| Briefly describe the type of business and any equipment that will be used: |

| | | | | |
|--|--------------------------------------|--------------------------------------|--------------------------------|---|
| If equipment is used, where will it be stored: | | | | |
| Hours of operation: | | | | |
| Are there any other Home Occupations (Class 1 or 2) approved or operating on the site: | | | Yes | No |
| Are there any other Bed and Breakfasts approved or operating on the site: | | | Yes | No |
| If yes, what is the business: | | | | |
| Floor Area of Residence: | | | | |
| Main Floor (m²): | Second Floor (m²): | Basement (m²): | Garage (m²): | Home Occupation (m²): |
| | | | | |
| Parking Requirements: | | | | |
| Number of on-site employees that do not reside in the home: | | | | |
| Number of client visits per day: | | Number of client visits at one time: | | |
| Number of on-site parking stalls: | | | | |
| How many service/delivery vehicles will be coming to the residence, per day: | | | per week: | |

| | | |
|---|----------|--------------------|
| 6. For Bed and Breakfast only: | | |
| Number of guest rooms: | | |
| Will there be any cooking facilities in bedrooms or suites for guests: | | Yes No |
| Has a Development Permit for any of the following uses been issued on the site: | | |
| Home Occupation- Class 2 | Day Home | Supportive Housing |

Please Note: if your proposed business is located within a condominium property, *Condominium Bylaws may apply

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 |
|---|-----|----|

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