

DEVELOPMENT PERMIT APPLICATION PACKAGE

Addition to Residential Buildings

The following development permit application package 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](#).

1. PROPOSED DEVELOPMENT	
Property Address:	
Addition to:	☐ Principal Building (e.g. House) ☐ Accessory Building (e.g. Garage, shed, etc.) ☐ Other:
2. APPLICANT INFORMATION	
Applicant Name(s):	
Mailing Address:	
City/Prov/Postal Code:	
Phone Number:	
Email:	
3. OWNER INFORMATION (IF NOT THE APPLICANT) – ALL INDIVIDUALS ON TITLE NEED TO BE LISTED	
Applicant Name(s):	
Mailing Address:	
City/Prov/Postal Code:	
Phone Number:	
Email:	
4. REQUIRED DOCUMENTS AND DRAWINGS	
☐ 1. Certificate of Title* ☐ Must have been pulled within 30 days of submission	
* 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.	

☐ 2. Restrictive Covenants, Utility Rights-of-Way, Easements, or Town Caveats ☐ We do not require any financial documents registered on Title (e.g. mortgages, rent or lease interest, and builder's liens, etc)
3. Development Permit Fee (Fee Schedule) ☐ An invoice will be sent to the Applicant once Planning Services reviews the submission.
☐ 4. Colour Photographs (Label each photograph) ☐ Of the property from the front and rear yards, including parking areas ☐ Proposed location of the Addition ☐ Any unique features and aspects of significance
☐ 5. Site Plan ☐ Include a north arrow ☐ Include the municipal address (e.g. street address) ☐ Metric dimensions are required ☐ <u>Plot and dimension all property lines</u> ☐ <u>Plot and dimension buildings, structures and projections</u> ☐ Plot, label, dimensions and provide setbacks of all existing buildings and structures ☐ Plot and dimension the proposed Addition ☐ Include the setback distance from the Addition to all property lines and any other buildings or structures on-site ☐ <u>Easements, Utility Rights-of-Way, etc</u> ☐ Identify easement or right-of-way area(s) ☐ Label easement width, type, and plan registration number ☐ <u>Plot and dimension corner visibility triangle</u> (Section 11.1 in LUB 01/2022) ☐ Only applicable to corner lots where a new building or structure is proposed ☐ <u>Driveways & parking areas</u> (Section 8.18, 8.19 & 9.7 in LUB 01/2022) ☐ Identify and label location of parking stalls on-site ☐ Label surface material of driveway, parking pad or garage apron ☐ Dimension length of parking area from back of curb, sidewalk or lane ☐ Dimension width of driveway or parking pad at the property line (residential properties only) <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> ☐ <u>Retaining walls</u> ☐ Identify the location and height of proposed or existing retaining wall(s)
☐ 6. Floor Plans ☐ Include a north arrow ☐ Include the municipal address (e.g. street address) ☐ Include an existing floor plan and a proposed floor plan with the addition identified ☐ <u>Plot and dimension walls and openings</u> ☐ Dimension interior and exterior walls ☐ Label the location of interior and exterior openings (e.g. windows, doors) ☐ Dimension and provide details of the proposed addition

☐ **7. Elevation Drawings**

- ☐ Include the municipal address (e.g. street address)

☐ Include the following information

- ☐ Label the exterior materials (e.g. brick, stucco, vinyl siding)
- ☐ Label the roof materials (e.g. 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

☐ **8. 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

☐ **9. 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.

5. APPLICANT'S DECLARATION

In relation to the submission of this application:

- ☐ If the registered owner(s) of the subject property elects to have someone act on their behalf in the submission of this application the following **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.
- ☐ 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 authorize a person designated by Cochrane to enter 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 municipality on behalf of that occupant and have full authority to grant this consent on the occupant's behalf.

- ☐ I certify that all information submitted with this application, including information shown on plans and documents, to be true and correct. Incomplete or inactive applications may be cancelled or refused at the discretion of the proper authority in accordance with their respective bylaw.

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

Owner Signature

Date

Owner Signature

Date

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.

Forms 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