

DEVELOPMENT PERMIT APPLICATION PACKAGE

Home Occupations & Bed and Breakfast

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.

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

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. APPLICANT INFORMATION	
Applicant Name(s):	
Mailing Address:	
City/Prov/Postal Code:	
Phone Number:	
Email:	
2. 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:	
3. PROPOSED DEVELOPMENT	
Property Address:	
Proposed Business:	
Days of Operation:	☐ M ☐ T ☐ W ☐ T ☐ F ☐ S ☐ S
Hours of Operation:	
Number of clients per day:	

Number of Non-Resident Employees:	
What is the total floor area of your home? (including basement area)	
4. BED AND BREAKFAST ONLY	
Number of Guest Rooms:	
Will there be any cooking facilities in the bedrooms for the guests:	
Has a Development Permit for any of the following Uses been issued on the site:	Type:
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) ☐ Showing the client or guest entrance ☐ Showing proposed Home Occupation or Bed and Breakfast parking ☐ Showing home occupation area	
☐ 5. Site Plan – See example provided ☐ 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 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 ☐ <u>Easements, Utility Rights-of-Way, etc.</u> ☐ 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.

- ☐ **6. 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 (e.g. Windows, doors)
 - ☐ Label the existing or proposed purpose of the spaces (e.g. 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

- ☐ **7. Elevation Drawings**
 - ☐ Include the municipal address (e.g. 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

- ☐ **8. Signage**
 - ☐ Provide copy of proposed signage with dimensions, if applicable

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

☐ **9. 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.

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?

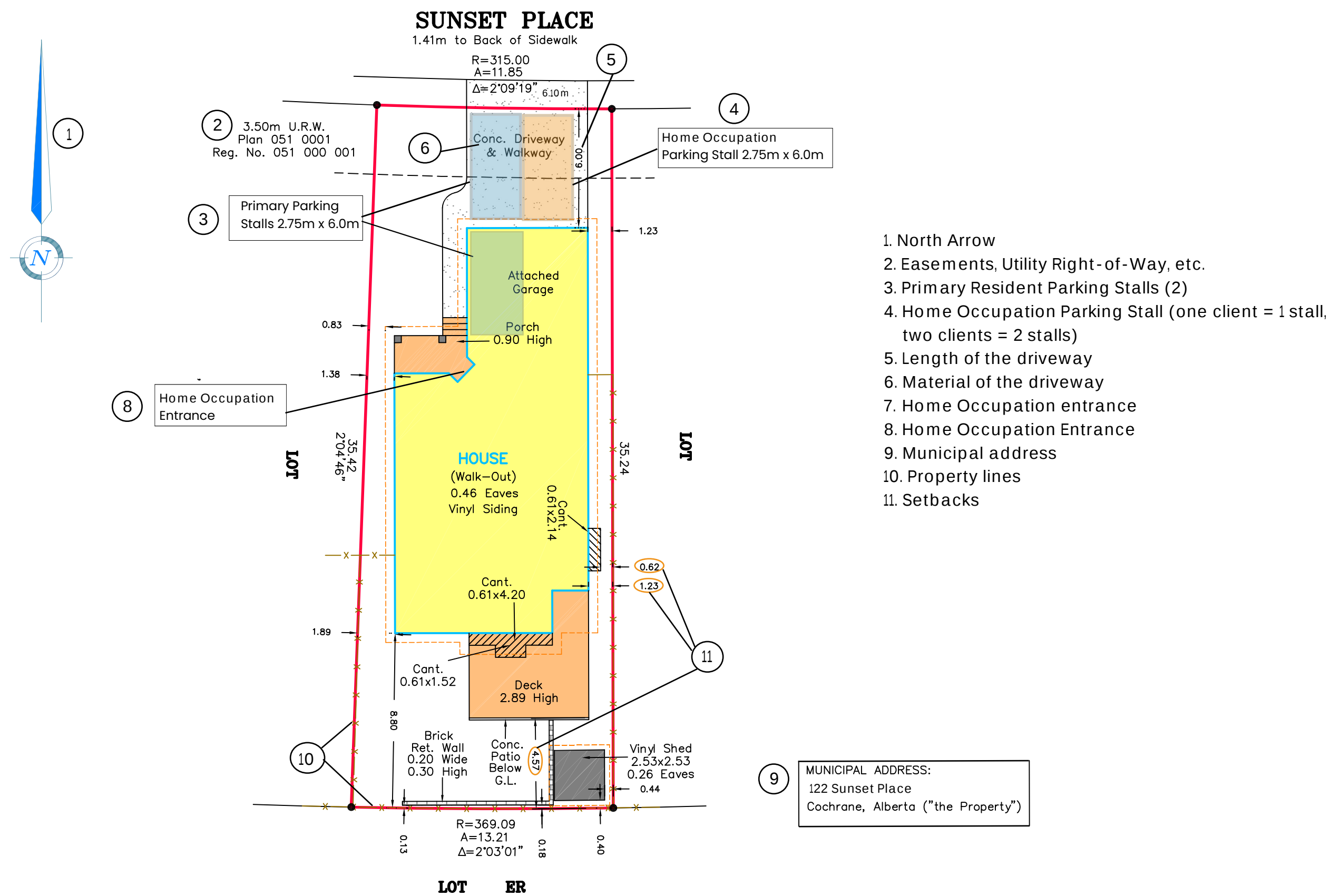
Phone: 403-851-2570

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

Submit complete applications to:

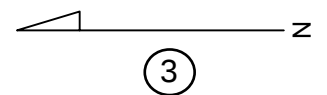
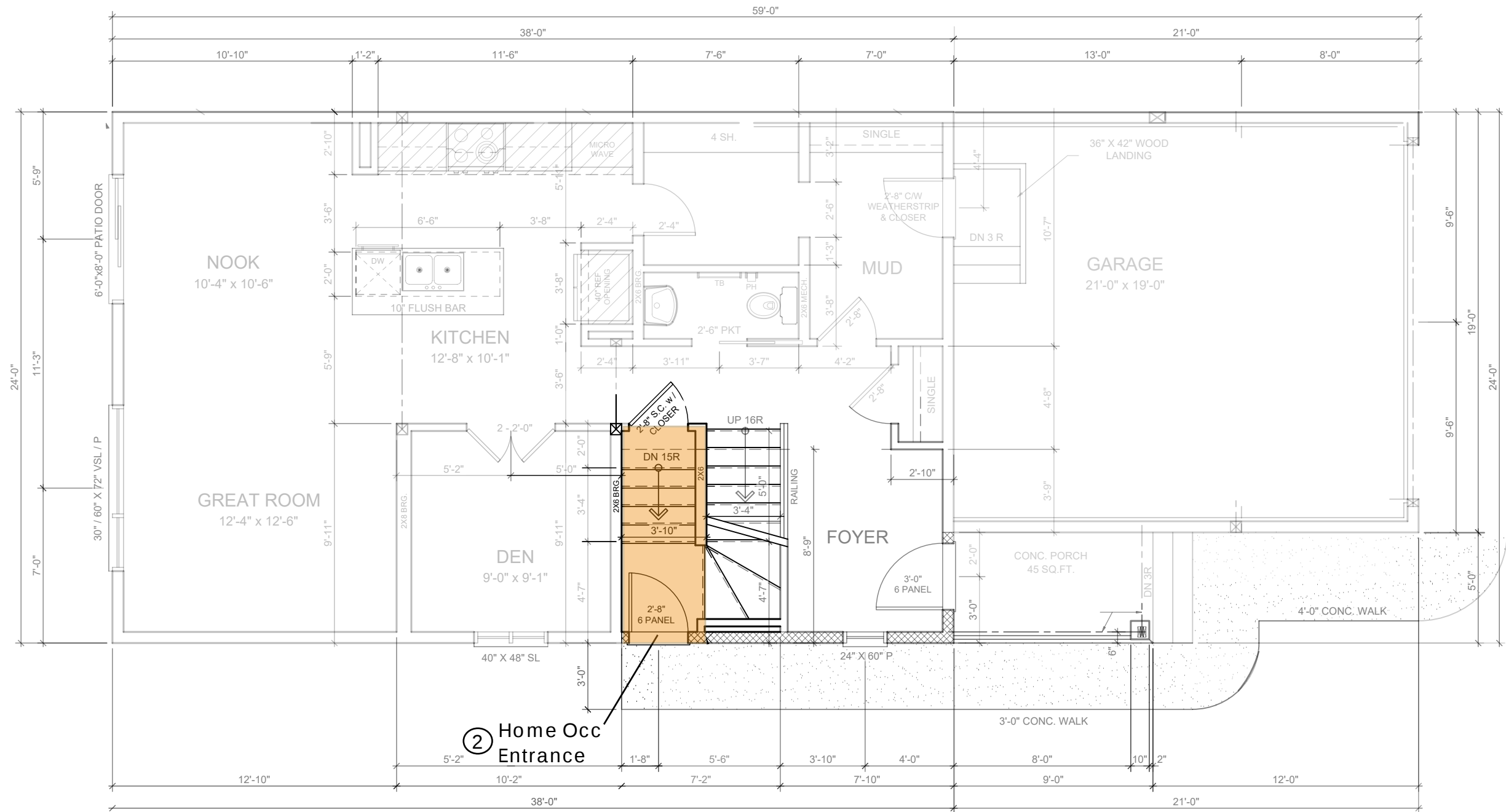
Email: planning@cochrane.ca

EXAMPLE SITE PLAN



EXAMPLE FLOOR PLAN

- 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

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)

