

DEVELOPMENT PERMIT APPLICATION PACKAGE

Secondary Suites & Backyard Suites

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:	
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 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

☐ 5. Site Plan – See example provided

- ☐ Include a north arrow
 - ☐ Include the municipal address (e.g. street address)
 - ☐ 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
 - ☐ Plot, label and provide dimensions and setbacks of all buildings and structures.
 - ☐ Plot and dimension the proposed Backyard Suite and outline the proposed lot coverage – Backyard suites ONLY
 - ☐ 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 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)

☐ 6. Floor Plans – See example provided

- ☐ North Arrow
- ☐ Include the municipal address (i.e. street address)
- ☐ Floor plans only required for the floors impacted by the proposed suite

Plot and dimension walls and openings

- ☐ Dimension interior and exterior walls
- ☐ Label the purpose of each space (e.g. kitchen, living room, bathroom, interior/exterior stairways, mechanical room, meter room, corridors, washrooms, and laundry facilities)
- ☐ Label access point/entrance for the suite
- ☐ Include the proposed area (size) of the Secondary or Backyard Suite, excluding any common space

☐ **7. Elevation Drawings**

- ☐ Include the municipal address (e.g. street address)
- ☐ Secondary Suites – only required to illustrate location of the suite entrance and any proposed alterations to the existing building facades
- ☐ Backyard Suites – elevations of all proposed building facades required

☐ 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

☐ **8. 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

☐ **9. 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.

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?

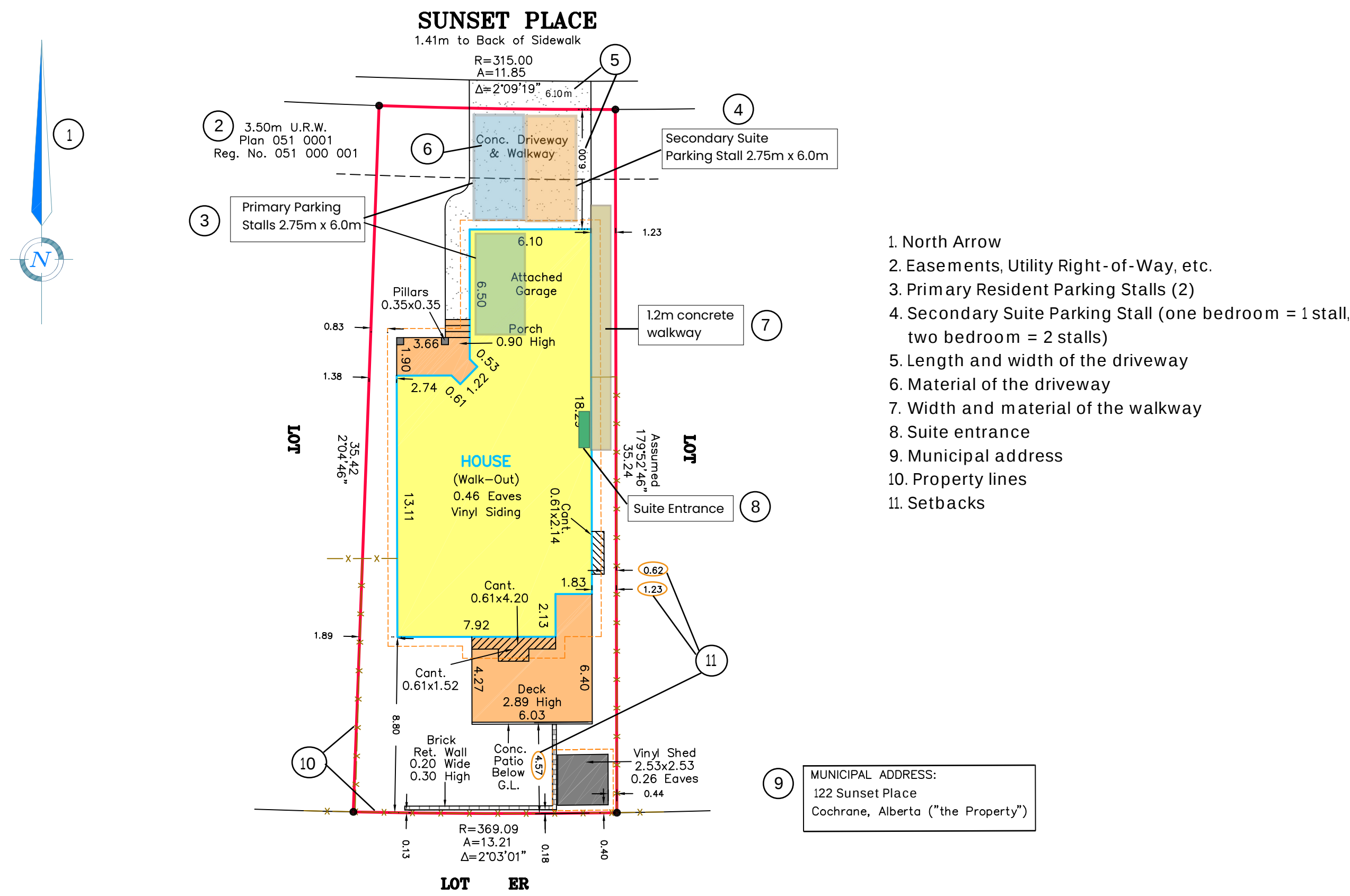
Phone: 403-851-2570

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

Submit complete applications to:

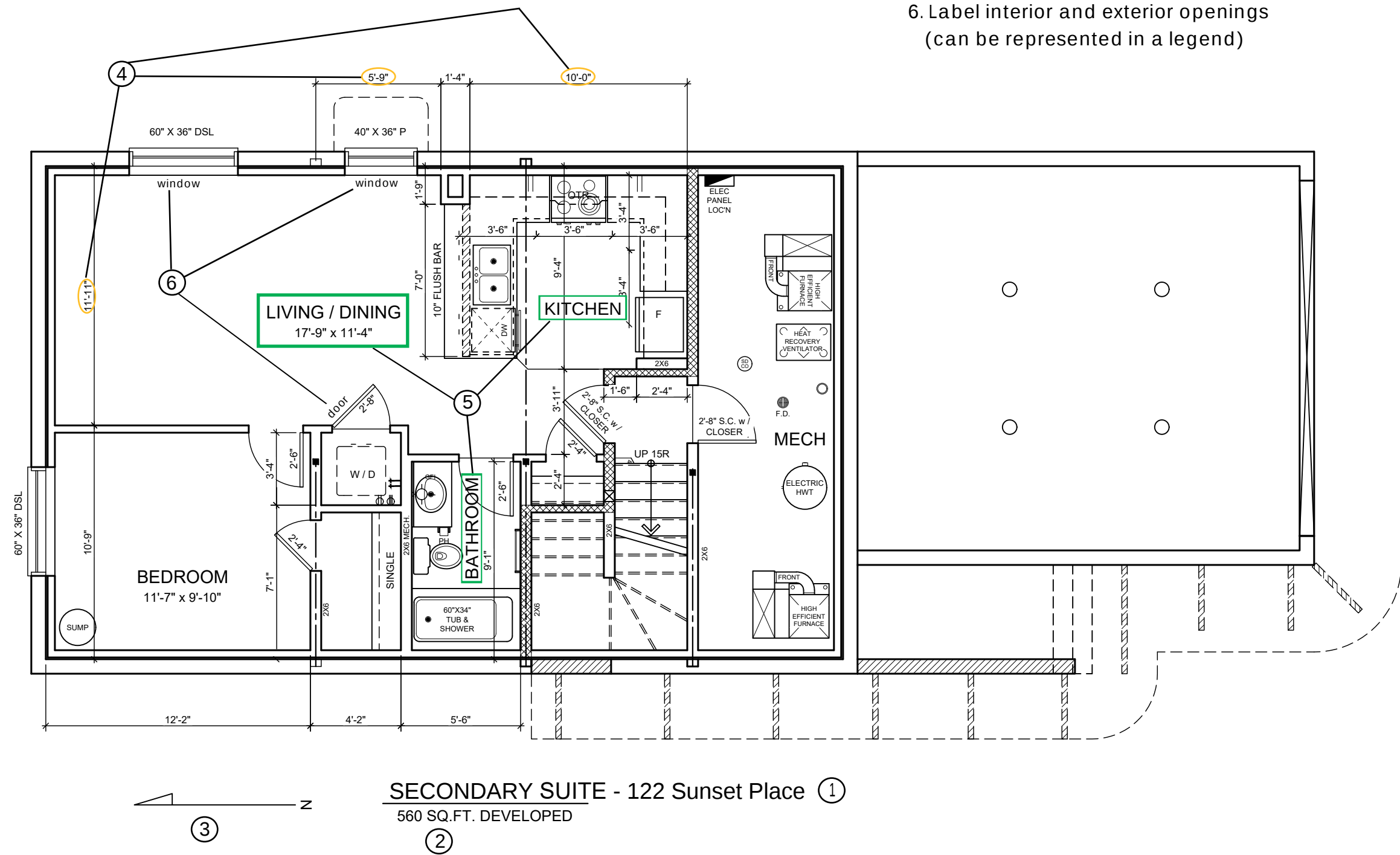
Email: planning@cochrane.ca

EXAMPLE SITE PLAN



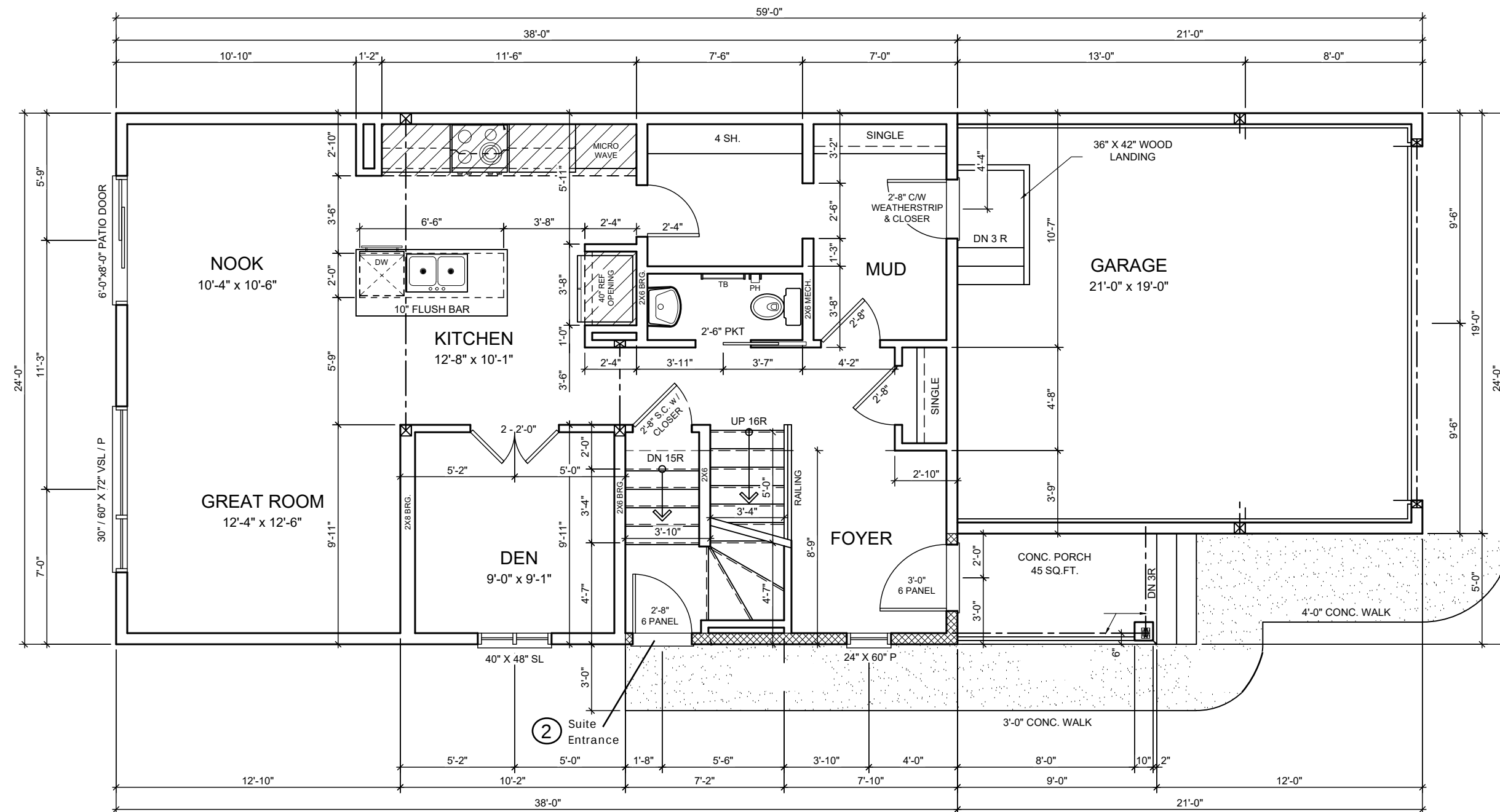
EXAMPLE FLOOR PLAN

- 1. Municipal address
- 2. 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)



EXAMPLE FLOOR PLAN

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



MAIN FLOOR PLAN

122 Sunset Place ①

