

## DEVELOPMENT PERMIT APPLICATION PACKAGE

# Secondary Suites & Backyard Suites

The following development permit application package includes the Application Requirement List and the Application Form. The Requirement List outlines all of the information necessary to evaluate and provide a timely decision on your application. Only applications that are complete will be accepted. Applications and materials submitted must be clear, legible and precise. All plans must be clear of any previous approval stamps and/or notations. Plans submitted must be to a professional drafting standard.

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 through the Town of Cochrane website [here](#).

### **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 14 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.

**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 the FOIP Office at 2nd Floor, 101 Ranchehouse Road, T4C 2K8, 403-932-2674 or [FOIP@cochrane.ca](mailto:FOIP@cochrane.ca).

**Checklists are updated periodically. Please ensure you have the most recent edition.**

#### **Inquiries?**

**Phone:** 403-851-2570

**Web:** [www.cochrane.ca](http://www.cochrane.ca)

**Email:** [planning@cochrane.ca](mailto:planning@cochrane.ca)

#### **Submit complete application to:**

**Email:** [planning@cochrane.ca](mailto:planning@cochrane.ca)

Proposed Development	
Property Address:	
Proposed Use:	Secondary Suite                      Backyard Suite

Completed by Applicant	For Office Use	Required Documents and Drawings
<input type="checkbox"/>	<input type="checkbox"/>	<p><b>1. Application Form*</b></p> <ul style="list-style-type: none"> <li>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.</li> <li>If the landowner is unable to sign the form, they can submit a Letter of Authorization as outlined below.</li> </ul> <p>*The Application Form is attached</p>
<input type="checkbox"/>	<input type="checkbox"/>	<p><b>2. Letter of Authorization* or Purchase Agreement</b></p> <ul style="list-style-type: none"> <li>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</li> <li>A Purchase Agreement will be accepted if the property is in the process of changing ownership</li> </ul> <p>*You can use this <a href="#">Letter of Authorization Template</a> or you can provide your own letter but it must contain all information indicated on the sample letter</p>
		<p><b>3. Certificate of Title*</b></p> <ul style="list-style-type: none"> <li>Must have been pulled within 30 days of submission</li> </ul> <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 <a href="https://alta.registries.gov.ab.ca/spinii/logon.aspx">https://alta.registries.gov.ab.ca/spinii/logon.aspx</a> or by visiting an Alberta Registry Office.</p>
<input type="checkbox"/>	<input type="checkbox"/>	<p><b>4. Restrictive Covenants, Utility Rights-of-Way, Easements, or Town Caveats</b></p> <ul style="list-style-type: none"> <li>We do not require any financial documents registered on Title (i.e mortgages, rent or lease interest, and builder's liens, etc)</li> </ul>
	<input type="checkbox"/>	<p><b>5. Development Permit Fee (<a href="#">Fee Schedule</a>)</b></p> <ul style="list-style-type: none"> <li>An invoice will be sent to the Applicant once Planning Services reviews the submission.</li> </ul>
		<p><b>6. Colour Photographs</b> (Label each photograph)</p> <ul style="list-style-type: none"> <li>Of the lot from the front and rear yards, including parking areas, utility boxes/poles, etc.</li> <li>Of the entrance and walkway to the suite, or the proposed areas</li> <li>Any unique features and aspects of significance</li> </ul>

**7. Site Plan**

*(you can amend a previous Real Property Report)*

- Include a north arrow
- Include the municipal address (ie. Street address)
- Metric dimensions are required

Plot and dimension all property lines

Plot and dimension buildings, structures and projections

- Plot, label and provide dimensions and setbacks of all buildings and structures
- Identify the location of the suite entrance
- Plot and dimension the proposed Backyard Suite and outline the proposed lot coverage – Backyard suites only

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 & parking areas: Section 8.18, 8.19 & 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
- Dimension width of driveway or parking pad at the property line
- Dimension each individual parking stall provided

*NOTE: the minimum parking stall dimensions are 2.75m wide X 6.0m deep. See Land*

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

Retaining walls

- Identify the location and height of proposed retaining wall(s)

**8. Floor Plans**

- Include a north arrow
- Include the municipal address (i.e. street address)
- Floor plans only required for the floors affected by the proposed suite

Plot and dimension walls and openings

- Dimension interior and exterior walls
- Label the location of interior and exterior openings (eg.. windows, doors,)
- Label the purpose of each space (i.e. kitchen, living room, stairways etc.)
- Label access point/entrance for the suite

		<ul style="list-style-type: none"> <li>○ Include the proposed area (size) of the Secondary or Backyard Suite, excluding any common space</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<p><b>9. Elevation Drawings</b></p> <ul style="list-style-type: none"> <li>○ Include the municipal address (i.e. street address)</li> <li>○ Secondary Suites – only required to illustrate location of the suite entrance and any proposed alterations to the existing building facades</li> <li>○ Backyard Suites – elevations of all proposed building facades required</li> </ul> <p><u>Plot and dimension</u></p> <ul style="list-style-type: none"> <li>○ Doors and windows</li> <li>○ Projections and decorative elements</li> <li>○ Any proposed screening</li> <li>○ The proposed suite entrance location</li> </ul> <p><u>Backyard suites only</u></p> <ul style="list-style-type: none"> <li>○ Label the exterior materials (eg. brick, stucco, vinyl siding)</li> <li>○ Label the roof materials (eg. asphalt, cedar shakes)</li> <li>○ Provide proposed colours of all major exterior materials</li> <li>○ Identify how the proposed exterior is complementary to the principal dwelling</li> <li>○ Provide proposed building height from existing/proposed grade to the roof peak as well as height of the principal dwelling</li> <li>○ Plot existing and proposed grade along building footprint</li> </ul>
		<p><b>10. Drainage/Grading Plan</b></p> <ul style="list-style-type: none"> <li>○ Required when a new parking area or building is proposed on-site</li> </ul> <p>NOTE: information can be added to the Site Plan as long as it is clear and legible</p>
		<p><b>11. Supporting Information:</b></p> <p>The Development Authority may require additional material considered necessary to properly evaluate the proposed development, it may include:</p> <ol style="list-style-type: none"> <li>Written rationale to support the requested variance(s)</li> <li>Additional retaining wall information including but not limited to cross sections, elevation drawings, and grading information</li> </ol>

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.

**Applicant's  
Signature**

**Date**

(confirming that all required information has been provided and is correct)

**Office Use Only**



# DEVELOPMENT PERMIT APPLICATION FOR GENERAL DEVELOPMENT AND ACCESSORY SUITES

## TOWN OF COCHRANE PLANNING SERVICES

101 RANCHEHOUSE ROAD, COCHRANE, AB T4C 2K8

TEL: 403-851-2570

Email: [planning@cochrane.ca](mailto: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. Development Proposal:			
Municipal Address:			
Legal Description:	Lot:	Block:	Plan:
Land Use Zoning:			
Existing Use(s) on Site:			
Proposed Use of Site:			

5. Elevations, Floor Plans, Parking:				
Total Floor Area (m <sup>2</sup> ):	Basement Floor Area (m <sup>2</sup> ):	Ground Floor Area (m <sup>2</sup> ):	Upper Floor Area (m <sup>2</sup> ):	Building Height (m):

**Accessory Suites Only:**

<b>Suite Area (m<sup>2</sup>):</b>	<b>Number of Parking Stalls:</b>
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**6. Building Setbacks:**

<b>Front (m):</b>	<b>Side (m):</b>	<b>Side (m):</b>	<b>Rear (m):</b>
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**7. Other Information:**

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**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
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**10. Consent to Release Drawings:**

I/We, the landowner or agency acting on the landowner's behalf, consent to the release of the proposed drawings, excluding the floor plans, to interested members of the public during the application process. Drawings will be released electronically.	Yes      No
Please note if consent is not given, the public can only view the drawings, during the period between the notice of decision and the appeal stage, at the Town office. Alternatively, they can submit a FOIP request, which results in the Town notifying owners of the request.	

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### Questions?

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