

TOWN OF COCHRANE

101 RancheHouse Rd.  
Cochrane, AB T4C 2K8  
P: 403-851-2500 F: 403-932-6032  
www.cochrane.ca



## NOTICE OF DECISION

**DECISION DATE:** MARCH 26, 2026

**To:** [Redacted]

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DEVELOPMENT PERMIT NUMBER:	<b>DP2026-026</b>
TYPE OF DEVELOPMENT APPROVED:	SECONDARY SUITE DWELLING (BASEMENT – TWO BEDROOM)
MUNICIPAL MAIN ADDRESS:	42 SOUTHBOROUGH CRESCENT
MUNICIPAL ACCESSORY SUITE ADDRESS:	42A SOUTHBOROUGH CRESCENT
LEGAL ADDRESS:	LOT 11, BLOCK 2, PLAN 231 2479

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This development has been **approved** by the Development Officer, and is subject to the conditions contained herein:

1. This development is classified as a Secondary Suite Dwelling (Basement – Two Bedroom) and is a Discretionary Use in the Residential Mix District (R-MX), on the lands legally described as Lot 11, Block 2, Plan 231 2479.
2. A Secondary Suite Dwelling (Basement – Two Bedroom) is approved in accordance with the approved plans. Any changes to the design, format, location, orientation, capacity or use of any part of the development must receive the approval of the Development Authority before they may commence.
3. In addition to the parking required for the principal dwelling, the applicant shall provide and maintain two (2) off-street parking stalls at all times for the use of the secondary suite.
4. The material used for the parking area must be a hard surface treatment to the satisfaction of the Development Authority.
5. The applicant shall ensure that the construction of the parking area does not negatively impact the drainage of adjacent properties or the drainage pattern of the subject property and conforms to the Town’s Surface Drainage Bylaw.
6. The area leading to the parking stall from the entrance of the secondary suite shall consist of hard-surfacing material, including: asphalt, concrete, brick, interlocking block or similar material

to the satisfaction of the Development Authority. The pathway to the parking stall shall be graded and surfaced to ensure conformance with the Surface Drainage Bylaw, as may be amended from time to time.

7. Construction materials, including garbage, shall be stored securely in weather-proof and animal-proof containers to the satisfaction of the Development Authority so as not to create a nuisance to neighbouring properties.
8. The applicant/owner shall be responsible for the clean-up of any garbage, materials or other items that may be unsightly, or disperse beyond the boundaries of the subject property during the construction of this development.
9. In accordance with Section 1.19.5 and 1.19.7 of Land Use Bylaw 01/2022, a Development Permit, if issued, is valid only if development commences within one year of the date of Development Permit issuance and the development is completed within two years of the date of issuance. A new Development Permit may be required unless a request for a time extension to the applicable date is received prior to its expiry.

**ADVISORY NOTES:**

- a) It is the responsibility of the applicant/owner to comply with all requirements of Land Use Bylaw 01/2022, other municipal regulations, and all provincial and federal legislation.
- b) All permits as required by the applicable Building Code for Alberta shall be obtained and the applicant/owner shall remain compliant with the provisions of this code at all times.
- c) Inspections are conducted by the Town of Cochrane Safety Codes Officer.
- d) There shall be no use or occupancy of the secondary suite unless verification is obtained, by means of a Final Inspection, from the Town of Cochrane Safety Codes Officer that the secondary suite meets the requirements of the applicable Building Code for Alberta.
- e) All buildings are to comply with the fire codes and regulations in place at the time of construction.
- f) The address for the secondary suite dwelling is 42A Southborough Crescent; the landowner must contact Canada Post to register the new address.
- g) All contractors working on this development shall acquire a valid Cochrane Business Licence prior to the commencement of any work and shall maintain the licence for the full duration of the construction period.
- h) The Town of Cochrane encourages the establishment of an additional waste account with the Utilities Service Department at the Town of Cochrane for waste collection at the time of the accessory suite development.
- i) Access around and to the shut off valve and water meter must be maintained and unobstructed

as per the Water Utility Bylaw 04/2013.

j) It is the responsibility of the applicant to meet all conditions of approval.

Pursuant to the *Municipal Government Act* (MGA), if the Town of Cochrane does not receive any written notices of appeal from yourself or from a deemed affected party as established in the MGA within twenty-one (21) days of the above advertising date **Thursday, March 26, 2026**, a Development Permit may be issued, unless there are specific conditions which need to be met prior to release. An appeal, accompanied by the appeal fee, as established by Town Council, may be filed through the office of the Secretary of the Subdivision and Development Appeal Board at the Town Office **no later than 4:30 p.m. on Thursday, April 16, 2026**.

Sincerely,



Digitally signed by Colin Lees  
Date: 2026.03.25  
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-06'00'

COLIN LEES  
PLANNER II / DEVELOPMENT OFFICER  
PLANNING SERVICES DEPARTMENT

P: (403)-851-2570

E: [planning@cochrane.ca](mailto:planning@cochrane.ca)



Digitally signed by  
Kristin Siltala  
Date: 2026.03.25  
11:25:05-06'00'

KRISTIN SILTALA  
PLANNER I