

DEVELOPMENT PERMIT APPLICATION PACKAGE

Change of Use

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:	
Proposed Use:	
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
 - ☐ Any unique features and aspects of significance
 - ☐ Any unique features and aspects of significance
 - ☐ Any existing driveways, parking pads, garbage enclosures, overhead poles and utility boxes
- ☐ **5. Site Plan**
 - ☐ Include a north arrow
 - ☐ Include the municipal address (e.g. street address)
 - ☐ Metric dimensions are required
- ☐ Plot and dimension all property lines
 - ☐ Include distance from front property line to back of sidewalk or curb
- ☐ Label and include when adjacent to parcel
 - ☐ Town streets
 - ☐ Sidewalk and public pathways
 - ☐ Curb cuts, medians, and breaks in medians
 - ☐ Existing and proposed pedestrian crosswalks
 - ☐ Light standards, utility poles, street signage and street furniture
- ☐ 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
- ☐ Plot and dimension all buildings, structures and setbacks
 - ☐ Identify, label and provide dimensions of all buildings (principal and accessory), structures (decks, patios), and projections (cantilevers, window wells)
 - ☐ Include front, side and rear yard setbacks from the closest property line and any other required setbacks in accordance with Land Use Bylaw 01/2022
- ☐ Parking (*Section 8.19 in LUB 01/2022*)
 - ☐ Identify and label location of all customer/employee parking stalls
 - ☐ Identify and label location of loading stalls
 - ☐ Identify any barrier-free parking stalls
 - ☐ Dimension all parking stalls and driving aisles(s)
 - ☐ Identify if the stalls are to include wheel stops and/or painted lines
 - ☐ Dimension angle of parking stall if less than 90 degrees

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.

- ☐ **Fencing**
 - ☐ Identify location of proposed or existing fencing
 - ☐ Label height and fence type (e.g. chain link, wood)
- ☐ **Signage**
 - ☐ Outline and label the location and type of all existing and proposed signage
- ☐ **Retaining walls** (proposed only)
 - ☐ Identify location and height
 - ☐ Provide height of fencing on top of wall
 - ☐ Cross reference to an elevation drawing for each retaining wall over 1.2m in height
- ☐ **6. Landscaping Plans**
 - ☐ Include a north arrow
 - ☐ Include municipal address (e.g. street address)
 - ☐ All measurements shall be in metric
 - ☐ Landscaping and Site Plans may be combined provided all elements of the plan are clear and legible
 - ☐ Must be in accordance with Section 8.13 of Land Use Bylaw 01/2022.
- ☐ **Plot and dimension all property lines and buildings**
 - ☐ Outline and label existing and proposed buildings
- ☐ **Plot and dimension corner visibility triangle** (*Section 11.1 in LUB 01/2022*)
 - ☐ Only applicable to corner lots
- ☐ **Easements, Utility Rights-of-Way, etc.**
 - ☐ Identify all easement and right-of-way areas
 - ☐ Label easement width, type, and plan registration number
- ☐ **Plot and label**
 - ☐ Landscaped areas, trees and shrubs to be added, removed, or retained (including on adjacent public land)
 - ☐ Surface treatment of all soft landscaped areas (e.g. grass, mulch, plant cover)
 - ☐ Surface treatment of all hard surfaced landscape areas (e.g. decorative pavers, brick, stamped concrete)
 - ☐ For proposed landscaping include the type and size of trees or shrubs
- ☐ **7. Floor Plans**
 - ☐ Include a north arrow
 - ☐ Include the municipal address (e.g. street address)
- ☐ **Plot and dimension walls and openings**
 - ☐ 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
- ☐ **8. Elevation Drawings**
 - ☐ Include the municipal address (e.g. street address)

☐ <u>Include the following on elevation drawings for buildings</u> ☐ Location of doors and windows ☐ Projections and decorative elements ☐ Exterior colours and materials (brick, stucco, vinyl siding, metal siding) ☐ Roof materials (asphalt, cedar shakes, concrete tile, metal)
☐ 9. Parking Rationale <i>(In accordance with Section 8.19.5.a.)</i> ☐ Provide a written explanation of the number of stalls required to operate your business as well as how many are provided on-site ☐ Include number of employees
☐ 10. Signage Plan ☐ Provide the proposed sign area and copy ☐ Must include all dimensions of the sign, including height and projection if attached to a building ☐ Include the type of construction and finishing material ☐ Include details on the method of support or how the sign will be attached to a building or structure ☐ Details on how the sign will be illuminated; if back-lit must include the proposed lumens as per Section 10.10 of LUB 01/2022.
☐ 11. Drainage/Grading Plan ☐ Must include geodetic points and/or proposed grades and drainage direction ☐ Must adhere to the Town Surface Drainage Bylaw ☐ The grading and drainage information may be included in the Site Plan, rather than submitting a separate plan, provided it is clear and legible ☐ Must be signed and stamped by a qualified engineer (P. Eng, P.L., P. Tech)
☐ 12. 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) <u>Written rationale</u> supporting any deficiencies to Council-approved policies, bylaw regulations, or technical guidelines (e.g. Variance to the Land Use Bylaw) b) <u>Retaining wall information</u> • Including but not limited to cross sections, elevation drawings, and grading information c) <u>Erosion and Sediment Control (ESC) Drawings</u> • Must comply with the Town of Cochrane Erosion and Sediment Control Drawings and Report Guidelines • Must be stamped and signed by a qualified engineer (P. Eng, P.L., P. Tech) d) <u>Detailed Site Servicing Plans (DSSP)</u> • Must be signed and stamped by a qualified engineer (P. Eng, P.L., P. Tech) • Must comply with Cochrane's DSSP Checklist

e) Fire Underwriter Survey

- As per the [Water Supply for Public Fire protection Guidelines](#)
- Must be stamped by a Professional Engineer
- To provide Maximum Day Demand (MDD) and Peak Hour Demand (PHD) of the proposed development
- To include hydrant flow test results of a hydrant in proximity to proposed development.

f) Traffic Impact Assessment

- Contact the Civil Land Development Department to determine the scope and report requirements
- Must be signed and stamped by a qualified engineer (P. Eng, P.L., P. Tech)

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