

DEVELOPMENT PERMIT APPLICATION PACKAGE

PORTABLE (TEMPORARY) SIGNS

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.

1. PROPOSED DEVELOPMENT		
Property Address:		
Type of Sign:		
Dates Required:	Start:	End:
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		
<input type="checkbox"/> 1. Certificate of Title*		
<input type="checkbox"/> Must have been pulled within 30 days of submission		
<small>* 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.</small>		
<input type="checkbox"/> 2. Development Permit Fee (Fee Schedule)		
<input type="checkbox"/> An invoice will be sent to the Applicant once Planning Services reviews the submission.		
<input type="checkbox"/> 3. Colour Photographs		
<input type="checkbox"/> Showing the location of the sign		

- 4. Site Plan**
 - Include a north arrow
 - Include the municipal address (e.g. street address)
 - Metric dimensions are required
- Location of Sign
 - Setback from property line
 - Setback from driveways/entrances
 - Setback from any other signs on the property

- 5. Sign Copy & Elevation Drawings**
 - Must include sign dimensions, including height and area (including toppers)
 - Include the type of material
 - Include details on the method of support

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