

## MORE HELP . . .

Further assistance is available from:

**Town of Cochrane  
Planning and Engineering Services**

Cochrane RancheHouse  
101 RancheHouse Road  
Cochrane, AB T4C 2K8

Phone: 403-851-2570  
Fax: 403-932-2935  
Email: [planning@cochrane.ca](mailto:planning@cochrane.ca)  
Website: [www.cochrane.ca](http://www.cochrane.ca)

This brochure is intended to assist applicants. It is neither an authoritative nor complete statement of law. Further reference to the Cochrane Land Use Bylaw No. 01/2004 is necessary to ensure compliance with its provisions. Planning and Engineering Services and the Town of Cochrane accept no responsibility for those relying on this brochure.

Revised July 2013

# GENERAL DEVELOPMENT PERMIT



### What is a 'Development'?

Development means:

- a) an excavation or stockpile and the creation of either of them; or
- b) a building or an addition to, or replacement or repair of a building and the construction or placing in, on, over or under land of any of them; or
- c) change of use of land or a building or an act done in relation to land or a building that results in or is likely to result in a change in the use of the land or building; or
- d) a change in the intensity of use of land or a building or an act done in relation to land or a building that results in or is likely to result in a change in the intensity of use of the land or building.

## **BACKGROUND:**

Every property in the Town of Cochrane has a land use designation (or zoning). Examples include Residential Single-Detached Dwelling, Central Business, General Industrial, Public Service. For each designation/district, the Land Use Bylaw sets out the specifications that must be followed for a proposed development to proceed. Included in each district are lists of permitted and discretionary uses.

## **EXEMPTION FROM DEVELOPMENT PERMIT**

### **APPLICATION:**

A Development Permit is required for most new construction or change of use. However, some types of development are exempt from requiring a Development Permit, provided they comply with the rules set out in the Land Use Bylaw. A full list is contained in Sections 1.2.1 and 34.2.2 of the Land Use Bylaw.

### **THE APPLICATION:**

The application form must be completed in full and submitted along with the supporting information and a processing fee as established by Town Council. We may require more detailed information and studies, at your cost, depending upon the size, complexity and potential impacts of your proposed development. For example, a proposed shopping center development will probably require more detailed information than a proposed restaurant development.

## **WHAT HAPPENS NEXT?**

Once your application is submitted, the Town staff will review the application and supporting documents and determine if there is sufficient information to make a decision. If the information is insufficient, Town staff will request the necessary documents to make the application complete.

In some cases, the completed application will be circulated to various Town departments and outside agencies for comment. The Development Authority (Development Officer or the Cochrane Planning Commission) will render a decision on the application as soon as possible but within 40 days of receipt of the completed application or such time extension as granted by you. The Commission meets on the third Wednesdays of each month, at which time it will consider applications Planning Staff has placed on the meeting agenda.

After reviewing the development proposal, comments and recommendations, the Development Authority may approve the application with or without conditions. The Development Authority may, on the other hand, refuse the application for stated reasons.

### **APPEALS:**

Any decision of the Development Authority is subject to appeal to the Subdivision and Development Appeal Board. A "Notice of Appeal" form must be completed and filed, along with a processing fee, with the Secretary of the Board within 14 days of the applicant being notified or 14 days of the notice of decision appearing in the *Cochrane Times*. You can obtain an appeal form at the Planning and Engineering Services counter.

### **BUILDING PERMITS:**

In addition to your Development Permit, you may be required to apply for a Building Permit, prior to any work commencing. For further information on these permits, please contact a Safety Codes Officer.

### **APPLICATION FEES:**

Fees vary according to the type of development being proposed. Please contact us for the fee that is applicable to your proposal.

### **ADVICE:**

We strongly advise you to discuss your proposal with Planning Staff as soon as possible. We can provide early guidance, describe the process, and ensure that you are heading in the right direction.