

## DEVELOPMENT PERMIT APPLICATION REQUIREMENT LIST

# Secondary Suite & Backyard Suite

The following Development Permit Application 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 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.

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

**Phone:** 403-851-2570

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

**In Person:**

2nd floor, 101 RancheHouse Road

Cochrane, Alberta

Monday–Friday: 8:30 a.m. to 4:30 p.m

**Mail:**

Town of Cochrane

ATTN: Planning Services

101 RancheHouse Road

Cochrane, Alberta T4C 2K8

Completed by Applicant	For Office Use	Required Documents and Drawings
<input type="checkbox"/>	<input type="checkbox"/>	<p><b>1. Application Form*</b></p> <p>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. If the landowner is unable to sign the form, they can submit a Letter of Authorization as outlined below.</p> <p>*The Application Form is attached.</p>
<input type="checkbox"/>	<input type="checkbox"/>	<p><b>2. Letter of Authorization*</b></p> <p>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.</p> <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>
<input type="checkbox"/>	<input type="checkbox"/>	<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"/>	<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>
<input type="checkbox"/>	<input type="checkbox"/>	<p><b>6. Colour Photographs</b> (Label each photograph)</p> <ul style="list-style-type: none"> <li>- Of the dwelling/home 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>
<input type="checkbox"/>	<input type="checkbox"/>	<p><b>7. Site Plan</b> (1:100 metric scale recommended)</p> <ul style="list-style-type: none"> <li>- Include a north arrow</li> <li>- Include the municipal address (ie. Street address) and legal address (ie. Plan/block/lot)</li> <li>- All elements of plan labelled as existing or proposed</li> </ul>

<input type="checkbox"/>	<input type="checkbox"/>	<p><u>Plot and dimension all property lines</u></p> <ul style="list-style-type: none"> <li>- Include distance from front property line to back of walk or curb if parking is in the front yard</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<p><u>Plot and dimension buildings, structures and projections</u></p> <ul style="list-style-type: none"> <li>- Identify, label and provide dimensions of all buildings (house, garage, shed), structures (deck, patio), projections (cantilevers, window wells) and mechanical equipment (air conditioners)</li> <li>- Identify the location of all openings (windows and doors) on the building exterior</li> <li>- Plot and dimension the proposed Backyard Suite and outline the proposed lot coverage</li> <li>- Include setbacks of all buildings and structures from the closest property line and nearby buildings/structures</li> <li>- Identify the location of the suite entrance</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<p><u>Easements, Utility Rights-of-Way, etc</u></p> <ul style="list-style-type: none"> <li>- Identify easement or right-of-way area(s)</li> <li>- Label easement width, type, and plan registration number</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<p><u>Plot and dimension corner visibility triangle Section 11.1 in LUB 01/2022</u></p> <ul style="list-style-type: none"> <li>- Only applicable to corner lots where a new building or structure is proposed</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<p><u>Driveways &amp; parking areas: Section 8.18, 8.19 &amp; 9.7 in LUB 01/2022</u></p> <ul style="list-style-type: none"> <li>- Identify and label location of the parking stalls for the primary resident</li> <li>- Identify and label location of the parking stall(s) for the proposed suite</li> <li>- Label surface material of driveway or parking pad</li> <li>- Dimension length of parking area from back of curb, sidewalk or lane</li> <li>- Dimension width of driveway or parking pad at the property line</li> </ul> <p><i>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.</i></p>
<input type="checkbox"/>	<input type="checkbox"/>	<p><u>Walkway Section 9.7.3(d) in LUB 01/2022</u></p> <ul style="list-style-type: none"> <li>- Identify location of the walkway leading from the suite entrance to the parking area</li> <li>- Label if the walkway is existing or proposed</li> <li>- Label the hard-surface material of the walkway</li> <li>- Identify the width of the walkway</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<p><u>Retaining walls</u></p> <ul style="list-style-type: none"> <li>- Identify the location and height of any existing or proposed retaining wall(s)</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<p><b>8. Floor Plans</b> (recommended: 1:100 metric scale or 8"=1' imperial scale)</p> <ul style="list-style-type: none"> <li>- Include the municipal address (i.e. street address) and legal address (i.e. plan/block/lot)</li> <li>- All elements of plan must be labelled as existing or proposed</li> <li>- Floor plans only required for the floors impacted by the proposed suite</li> </ul>

<input type="checkbox"/>	<input type="checkbox"/>	<p><u>Plot and dimension walls and openings</u></p> <ul style="list-style-type: none"> <li>- Dimension interior and exterior walls (measure to centre line of common walls)</li> <li>- Label the location of interior and exterior openings (i.e. windows, doors, overhead doors)</li> <li>- Label the purpose of each space (i.e. kitchen, living room, bathroom, interior/exterior stairways, mechanical room, meter room, corridors, washrooms, laundry facilities)</li> <li>- Label access point/entrance for the suite</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<p><b>9. Elevation Drawings</b> (recommended: 1:100 metric scale or 8"=1' imperial scale)</p> <ul style="list-style-type: none"> <li>- Include the municipal address (i.e. street address) and legal address (i.e. plan/block/lot)</li> <li>- All elements of plan must be labelled as existing or proposed</li> </ul> <p><u>Plot and dimension</u></p> <ul style="list-style-type: none"> <li>- Doors, windows, overhead doors</li> <li>- Projections and decorative elements</li> <li>- Any proposed screening</li> <li>- The proposed suite entrance</li> </ul> <p><u>Backyard suites only</u></p> <ul style="list-style-type: none"> <li>- Label the exterior materials (brick, stucco, vinyl siding, metal siding)</li> <li>- Label the roof materials (asphalt, cedar shakes, concrete tile, metal)</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>
<input type="checkbox"/>	<input type="checkbox"/>	<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> <li>- Drainage and grading information can be added to the Site Plan as long as it is clear and legible</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<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>a) Written rationale to support the requested variance(s)</li> <li>b) Additional retaining wall information             <ul style="list-style-type: none"> <li>o If retaining wall is 1.2m in height or more engineered stamped structural design drawings including cross sections are required</li> <li>o If under 1.2m in height, elevation drawings and grading information may be required</li> </ul> </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**

**Screened by**

Development Technician

**Date**



**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:**

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.

Name (print): Signature of Owner:	Date:
Name (print): Signature of Owner:	Date:

**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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<b>6. Building Setbacks:</b>			
<b>Front (m):</b>	<b>Side (m):</b>	<b>Side (m):</b>	<b>Rear (m):</b>

<b>7. Other Information:</b>
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<b>8. Right of Entry:</b>	
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:

<b>9. Consent to Electronic Process:</b>	
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

<b>10. Consent to Release Drawings:</b>	
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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