



## SECONDARY SUITE CHECKLIST

Please fill out this checklist to ensure you are submitting all the supporting documentation required for your Secondary Suite Application Submission:

<b>DEVELOPMENT PERMIT APPLICATION</b>	
<input type="checkbox"/>	<b>Development Permit Application Form</b> - filled out, signed, and dated
<b>NARRATIVE</b>	
<input type="checkbox"/>	<p><b>Narrative</b> - Paragraph describing your proposed Secondary Suite. Photos of the Secondary Suite area and required on-site parking area as well as any other relevant photos for your proposal are encouraged. This will give the development office both a</p> <div style="border: 1px solid black; height: 150px; margin: 10px 0;"></div> <p>plain language explanation as well as a visual illustration of your project.</p>
<b>FLOOR PLAN DIMENSIONED (in metres) AND SCALED</b>	
<input type="checkbox"/>	<b>Dwelling Floor Plan</b> – demonstrating the existing floor plan of the primary dwelling and the total gross floor area (m <sup>2</sup> ). A secondary suite is a dwelling located within a primary dwelling.
<input type="checkbox"/>	<b>Secondary Suite Floor Plan</b> – demonstrating the Secondary Suite area identifying all existing and proposed construction. New construction could include new exterior doors, interior walls, windows. The secondary suite floor plan must also demonstrate its gross floor area (m <sup>2</sup> ) which must not exceed 45% of the entire dwellings (primary dwelling + secondary suite) gross floor area.
<b>SITE PLAN DIMENSIONED (in metres) AND SCALED</b>	
<input type="checkbox"/>	<b>Site Plan</b> - demonstrating the dimensioned property lines and all existing structures (buildings and fences on the site) and the landscaping (soft and hard)
<input type="checkbox"/>	<b>On-site Parking</b> – demonstrating the existing required on-site parking stalls, as well as any proposed on-site parking stalls. All on-site parking stalls shall demonstrate a width of 2.7 m and a length of 6 m for each stall. Parking stalls that abut a public roadway / alley must be setback an additional 0.6 m from the roadway / alleyway.

Electronic copies of the above information should be submitted to the Development Office at [jasperdevelopment@pc.gc.ca](mailto:jasperdevelopment@pc.gc.ca). Hard copies may be submitted at the Parks Canada Administration Office in the Jasper Heritage Railway Station at 607 Connaught Street. Office hours are Monday to Friday, 8:30 am to 4 pm.