



NEW COTTAGE DEVELOPMENT CHECKLIST

DEVELOPMENT PERMIT APPLICATION	
<input type="checkbox"/>	Development Permit Application Form (Out of Town) - filled out, signed, and dated
<input type="checkbox"/>	<p>Narrative - Describe your development proposal including reference to the Heritage Defining Characteristics of both your block and individual lot (and state how your proposed development respects these heritage characteristics) and photos of: the existing structures, areas of ground disturbance, existing trees within 10 m of the ground disturbance, as well as any other relevant photos for your proposal are encouraged. This will give the development office both a plain language explanation as well as a visual illustration of your project.</p> <div style="border: 1px solid black; height: 100px; width: 100%; margin-top: 10px;"></div>
<input type="checkbox"/>	Real Property Report - Prepared by a Canada lands surveyor, including the existing geodetic elevation of the four corners of the lot and existing cottage.
EXTERIOR ROOF CLADDING	
<p>Provide either a weblink, photos, or provide a physical sample of the proposed roof material and ensure the following is stated.</p> <p><input type="checkbox"/> Material: _____</p> <p><input type="checkbox"/> Colour: _____</p> <p><input type="checkbox"/> Texture: _____</p> <p>Weblink from the manufacturer: _____</p>	
EXTERIOR WALL CLADDING	
<p>Provide either a weblink, photos, or provide a physical sample of the proposed siding material and ensure the following is stated.</p> <p><input type="checkbox"/> Material: _____</p> <p><input type="checkbox"/> Colour: _____</p> <p><input type="checkbox"/> Texture: _____</p> <p>Weblink from the manufacturer: _____</p>	
SITE PLAN (in metric and drawn to a scale of not less than 1:200)	
<ul style="list-style-type: none"> <input type="checkbox"/> North arrow and Scale; <input type="checkbox"/> Lot dimensions and Total Lot Area (m²); <input type="checkbox"/> Geodetic elevations of the four corners of the lot; <input type="checkbox"/> Dimensions and area (m²) of existing and proposed structures (cottage, garage, shed, fence, retaining walls, etc.); <input type="checkbox"/> Floor Area of each structure and total Floor Area for the Lot; <input type="checkbox"/> All setbacks (rear, front and side) from the property line to the Primary Building and the proposed structures; <input type="checkbox"/> Proposed required on-lot parking space demonstrated and dimensioned (minimum 3 m width by 6.0 m length with no obstructions); and <input type="checkbox"/> location of any utility lines (buried and / or overhead) including water well. 	



ARCHITECTURAL PLANS (in metric and drawn to a scale of not less than 1:100)	
<input type="checkbox"/> Dimensioned floor plans of all proposed development; <input type="checkbox"/> Elevation plans from grade indicating geodetic: roof height, mean roof height, eave heights, main floor height, of all structures; <input type="checkbox"/> Sections indicating floor heights and relationship with geodetic grade; <input type="checkbox"/> Existing and proposed grade at the four corners of the buildings; <input type="checkbox"/> Lot section from the front to rear property line, including adjacent streets and lanes; and <input type="checkbox"/> Roof plan showing slopes and major roof structure.	
LANDSCAPE PLAN (in metric and drawn to a scale of not less than 1:200)	
<input type="checkbox"/> Existing and finished geodetic grades at four corners of the lot and of the cottage; <input type="checkbox"/> Describe how the existing vegetation will be retained and protected during construction; <input type="checkbox"/> Planting plan with existing plants (to either remain or be removed) and proposed plant species, number and size all in accordance with the "Landscaping outside the Town of Jasper" planting list and general landscaping direction as stated in the Landscaping in Jasper National Park webpage; <input type="checkbox"/> Hard Landscaping (sidewalks, driveways, gravelled areas, bark mulch, retaining walls) and Soft Landscaping (grass, flower beds, shrubs, trees, and gardens) are to be identified on the Site Plan; <input type="checkbox"/> Mature tree removal should be avoided when possible. Any trees (including their species) that are proposed to be removed must be clearly demonstrated on the landscape plan and noted as to why they cannot be retained; and <input type="checkbox"/> Existing and proposed fencing and lot lighting.	
SEPTIC TANK (if applicable)	
<input type="checkbox"/>	Development Permit Application Form (Out of Town) - filled out, signed, and dated
<input type="checkbox"/>	Site Plan (in metric and drawn to a scale of not less than 1:200) which shall demonstrate: <ul style="list-style-type: none"> <input type="checkbox"/> North arrow and Scale; <input type="checkbox"/> Lot dimensions; <input type="checkbox"/> Dimensions and area (m²) of existing and proposed septic tank, and proposed ground disturbance area; <input type="checkbox"/> Distances from the proposed septic tank to property lines, adjacent structures (cottage, garage, or shed) on the Lot, well, trees within 10 m of the ground disturbance area, and; high water mark of Lake Edith; and <input type="checkbox"/> Mature tree removal should be avoided when possible. Any trees (including their species) that are proposed to be removed, must be clearly demonstrated on the landscape plan, with photos included, and noted as to why they cannot be retained; <input type="checkbox"/> location of any adjacent utility lines (buried and / or overhead)

Electronic copies of the above information should be submitted to the Development Office at 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.