



PRIVATE HOME ACCOMMODATION CHECKLIST

Please fill out this checklist to ensure you are submitting all of the supporting documentation required for your Private Home Accommodation Application Submission:

NARRATIVE	
<input type="checkbox"/>	Narrative - Paragraph describing your proposed Private Home Accommodation. Photos of the Private Home Accommodation 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 plain language explanation as well as a visual illustration of your project.
FLOOR PLAN DIMENSIONED (in metres) AND SCALED	
<input type="checkbox"/>	Dwelling Floor Plan – demonstrating the existing floor plan of the entire dwelling and the total dwellings gross floor area (m ²).
<input type="checkbox"/>	PHA Floor Plan – demonstrating the PHA Area and its gross floor area. Note the PHA gross floor area must not exceed 45% of the entire dwellings gross floor area.
<input type="checkbox"/>	Interior Renovations - If interior renovations are planned, including the addition of an exterior door, or the enlarging of a bedroom window, a separate Development Permit for Interior Renovation is to be included in the PHA Discretionary Use Permit Application Package
SITE PLAN DIMENSIONED (in metres) AND SCALED	
<input type="checkbox"/>	Site Plan - demonstrating the dimensioned property lines and all existing structures (buildings and fences on the site) and the landscaping (soft and hard)
<input type="checkbox"/>	Proposed On-site Parking – demonstrating the existing required on-site parking stalls as well as the PHA required parking stalls, labelled as “PHA”, and with 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.
<input type="checkbox"/>	On-site Parking Construction - If additional on-site parking is to be constructed, to accommodate the required PHA on-site parking requirement, a separate Development Permit for Landscaping (including parking) is to be included in the PHA Discretionary Use Permit Application Package
STATUTORY DECLARATION ELIGIBLE RESIDENCY	
<input type="checkbox"/>	Statutory Declaration - A Home Based Business does not grant eligible residency; therefore, you are required to submit a Statutory Declaration (see eligible residency on the Living in the Park webpage) as part of the submission.

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.