



## COMMERCIAL DEVELOPMENT CHECKLIST

DEVELOPMENT PERMIT APPLICATION	
Application Form	<input type="checkbox"/> <b>Development Permit Application Form</b> - filled out, signed, and dated
NARRATIVE	
Narrative	<input type="checkbox"/> Paragraph describing what currently exists on the site and what development you are proposing to undertake. Details such as proposed staff accommodation development, on-site parking plan, or accessory buildings. Photos are recommended to help explain the existing situation on Site as well as describing what is being proposed.
Real Property Report	<input type="checkbox"/> A Real Property Report of the Site prepared by a Canada Lands Surveyor, including the existing geodetic elevation of the four corners of the lot.
COMMERCIAL FLOOR AREA	
Choose applicable:	
<input type="checkbox"/> No Commercial Floor Area increase proposed <input type="checkbox"/> Commercial Floor Area increase proposed – Commercial Floor Area Request form attached	
STAFF ACCOMMODATION	
Choose applicable:	
<input type="checkbox"/> No increase in Commercial Floor Area <input type="checkbox"/> Increase in Commercial Floor Area – Staff Accommodation Calculation: _____ bedrooms  <input type="checkbox"/> No increase in intensification of Use <input type="checkbox"/> Increase in use intensification – Staff Accommodation Calculation: _____ bedrooms	
SITE PLAN (in metric and drawn to a scale of not less than 1:200)	
Site Plan	<input type="checkbox"/> North arrow and Scale <input type="checkbox"/> Lot dimensions and Total Site Area (m <sup>2</sup> ), <input type="checkbox"/> Geodetic elevations of the four corners of the site <input type="checkbox"/> Dimensions and area (m <sup>2</sup> ) of existing and proposed structures (primary building, garage, shed, fence, retaining walls, etc.) <input type="checkbox"/> Site Coverage of each structure and total Site Coverage Calculation <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-site parking spaces demonstrated and dimensioned (minimum 2.7m width by 6.0m length each with no obstructions) <input type="checkbox"/> Loading bay <input type="checkbox"/> Location of utility lines (buried and / or overhead)
ARCHITECTURAL PLANS (in metric and drawn to a scale of not less than 1:100)	
Floor Plans	<input type="checkbox"/> dimensioned floor plans of all proposed development.
Elevation Plans	<input type="checkbox"/> roof height from grade to ridgeline of all proposed structures (use the table on the website for your Zoning Districts maximum heights)



	<input type="checkbox"/> eave heights from grade of all proposed structures (use the table on the website for your Zoning Districts maximum heights) <input type="checkbox"/> <u>geodetic</u> main floor height of primary building (geodetic height will be used to verify sitting at foundation completion) <input type="checkbox"/> elevation of grade at four corners of all proposed structures
Section Plans	<input type="checkbox"/> Sections indicating floor heights and relationship with geodetic grade
Roof Plans	<input type="checkbox"/> Roof plan showing slopes (min 6:12 of primary roof) and major roof structure

#### EXTERIOR ROOF CLADDING

Provide either a weblink, photos, or provide a physical sample of the proposed roof material and ensure the following is stated.

- ☐ Material: \_\_\_\_\_  
☐ Colour: \_\_\_\_\_  
☐ Texture: \_\_\_\_\_

Weblink from the manufacturer: \_\_\_\_\_

#### EXTERIOR WALL CLADDING

Provide either a weblink, photos, or provide a physical sample of the proposed siding material and ensure the following is stated.

- ☐ Material: \_\_\_\_\_  
☐ Colour: \_\_\_\_\_  
☐ Texture: \_\_\_\_\_

Weblink from the manufacturer: \_\_\_\_\_

#### VARIANCE APPLICATION (if applicable)

- ☐ On-Site Commercial Parking Variance Request Form

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.