



IN TOWN LANDSCAPING CHECKLIST

Block ____ Lot ____ Civic Address _____

Leaseholder/Applicant: _____

DEVELOPMENT PERMIT APPLICATION	
☐	Development Permit Application Form - filled out, signed, and dated
LEASEHOLDER AUTHORIZATION LETTER (if applicable)	
☐	Form required only if applicant is not the leaseholder
PROJECT COST	
☐	\$ _____
SAFTY CODE INSPECTION AGENCY	
☐	The Inspections Group - https://www.inspectionsgroup.com/
☐	Superior Safety Codes - https://superiorsafetycodes.com
☐	Other (include email):
☐	Unknown
☐	No Building Permit Required
TIMELINE	
☐	Proposed Start Date: _____ Proposed Completion Date: _____
NARRATIVE	
☐	Narrative - Paragraph describing what currently exists and what is being proposed on the site including all soft landscaping, hard landscaping (brick, flagstones or pavers, concrete, tile, and gravel, monolithic concrete and asphalt used for parking), and structures. You may also include photos if you think it will help explain what currently exists.
SITE PLAN (in metres)	
☐	Site Plan Dimensioned and Scaled - Include: ☐ Lot dimensions and Total Site Area (m²) ☐ Dimensions and area (m²) of any existing and proposed structures (primary building, garage, accessory buildings, decks, stairs, porches, patios, pergolas, etc.) ☐ Proposed required on-site parking spaces (minimum 2.7m width by 6.0m length) ☐ Fencing - existing and proposed, including height, design, and material (material within 1.5m of building must be non-combustible) ☐ Retaining walls - any existing or proposed retaining walls ☐ Storm water drainage - flow to be demonstrated with arrows ensuring drainage does not flow onto neighboring or municipal properties



	Soft landscaping - vegetation such as trees, shrubs, hedges, grass and ground cover; mulch; or stone, gravel or rocks interspersed with plantings. Include: ☐ proposed soft landscaping area of total site (m²) ☐ proposed soft landscaping area in front yard if that is a requirement in your land use district ☐ proposed vegetation species (<u>provide Latin/Scientific name</u>), numbers, and locations (ensure that these are approved species from the Planting Guidelines for the Town of Jasper) ☐ proposed vegetation sizing (Minimum height of deciduous and coniferous trees is 2.0m at time of planting) ☐ Distances of trees and shrubs to buildings Hard landscaping - non-vegetative materials such as brick, flagstones or pavers, concrete, tile, and gravel, monolithic concrete and asphalt used for parking. Include: ☐ proposed hard landscaping area of total site (m²) ☐ proposed hard landscaping area in front yard if that is a requirement in your land use district ☐ proposed hard landscaping type and location Combustible landscaping - Combustible landscaping materials (grass, shrubs, bark mulch etc.) must be setback a minimum of 1.5 m from a building, excluding accessory buildings of less than 9 m². This 1.5 m setback should be maintained when plantings reach full maturity. For greater clarity, flowers are permitted in this zone. Include: ☐ proposed non-combustible landscaping area (m²) ☐ proposed hard landscaping type and location ☐ immediate zone (0-1.5m from building), intermediate zone (1.5-10m), extended zone (>10m) from buildings larger than 9m²
ARCHITECTURAL PLAN (in metres) (if applicable)	
☐	Sketch of proposed structures including heights (include rails, steps, supporting structures, skirting, etc.)
TREE REMOVAL	
Does your project require any tree removal?	
☐ Yes – if yes, show on site plan or provide tree removal plan ☐ No	
EXTERIOR LIGHTING (if applicable)	
☐ Exterior lighting plan showing number, location and specific fixtures that are consistent with Dark Sky Requirements. Follow the guidance in Better Lights for Better Nights .	
DECK MATERIAL (if applicable)	
Materials within 1.5m of a structure must meet fire-resistant Class A standards (CAN/ULC S102, ASTM E84 or equivalent) ☐ Material: _____ ☐ Colour: _____ ☐ Weblink from the manufacturer: _____	
DECK STEP MATERIAL (if applicable)	



Materials within 1.5m of a structure must meet fire-resistant Class A standards (CAN/ULC S102, ASTM E84 or equivalent)

- ☐ Material: _____
- ☐ Colour: _____
- ☐ Weblink from the manufacturer: _____

DECK RAILINGS (if applicable)

Materials within 1.5m of a structure must meet fire-resistant Class A standards (CAN/ULC S102, ASTM E84 or equivalent)

- ☐ Material: _____
- ☐ Colour: _____
- ☐ Weblink from the manufacturer: _____

RETAINING WALL MATERIAL (if applicable)

Materials within 1.5m of a structure must be non-combustible

- ☐ Material: _____
- ☐ Colour: _____
- ☐ Weblink from the manufacturer: _____

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.