



BUILDING ADDITION CHECKLIST

DEVELOPMENT PERMIT APPLICATION	
Application Form	<input type="checkbox"/> Development Permit Application Form - 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 number of dwelling units, secondary suite(s) or garage suite. Photos are recommended to help explain the existing situation on site as well as describing what is being proposed.
EXTERIOR ROOF CLADDING	
Provide either a weblink, photos, or provide a physical sample of the proposed roof material and ensure the following is stated.	
<input type="checkbox"/> Material: _____ <input type="checkbox"/> Colour: _____ <input type="checkbox"/> 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.	
<input type="checkbox"/> Material: _____ <input type="checkbox"/> Colour: _____ <input type="checkbox"/> Texture: _____	
Weblink from the manufacturer: _____	
SITE PLAN (in metric and drawn to a scale of not less than 1:200)	
Site Plans	<input type="checkbox"/> North arrow and Scale <input type="checkbox"/> Lot dimensions and Total Site Area (m ²), <input type="checkbox"/> Dimensions and area (m ²) 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"/> Existing and proposed required on-site parking spaces demonstrated and dimensioned (minimum 2.7m width by 6.0m length each with no obstructions) <input type="checkbox"/> location of utility lines (buried and / or overhead)
LANDSCAPE PLAN (only required if building addition removes existing landscaping) in metric and drawn to a scale of not less than 1:200	
Soft Landscaping Area	<input type="checkbox"/> demonstrate grass, flower beds, shrubs, trees, and gardens) with a total noted soft landscaping area (m ²)



Hard Landscaping Area	<input type="checkbox"/> demonstrate sidewalks (on the property), driveways, patios, graveled areas, bark mulch, retaining walls with a total noted hard landscaping area (m2)
Soft Landscaping Ratio	<input type="checkbox"/> Soft Landscaping Area m2 / Site Area m2 equal to the minimum requirement of your zoning district
Storm water Drainage	<input type="checkbox"/> Storm water drainage flow to be demonstrated with arrows ensuring drainage does not flow onto neighbouring or municipal properties
Mature tree retention or removal	<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
Fence	<input type="checkbox"/> Existing and proposed fencing and lot lighting
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, to include labeled kitchen, bedrooms, bathrooms, and dimensioned unobstructed garage parking stalls.
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"/> elevation of grade at four corners of all proposed structures
Section Plans	<input type="checkbox"/> Sections indicating floor heights and relationship with grade
Roof Plans	<input type="checkbox"/> Roof plan showing slopes (min 6:12 of primary roof) and major roof structure

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.