



NEW HOME DEVELOPMENT CHECKLIST

Block ____ Lot ____ Civic Address _____

Leaseholder/Applicant: _____

DEVELOPMENT PERMIT APPLICATION

- ☐ Development Permit Application Form - filled out, signed, and dated

LEASEHOLDER AUTHORIZATION LETTER

- ☐ Required only if applicant is not the leaseholder

PROJECT COST

- ☐ \$ _____

SAFETY CODE INSPECTION AGENCY

- ☐ The Inspections Group - <https://www.inspectionsgroup.com/>

- ☐ Superior Safety Codes - <https://superiorsafetycodes.com/>

NARRATIVE

- ☐ Paragraph describing what currently exists on the site on the site (if anything) and what development you are proposing to undertake. Details such as number of dwelling units, secondary suite(s), garden or garage suite. Photos are recommended to help explain the existing situation on site as well as describing what is being proposed.

Type of development (Check all that apply)

- | | |
|---|---|
| <input type="checkbox"/> One-unit dwelling | <input type="checkbox"/> Secondary suite |
| <input type="checkbox"/> Two-unit dwelling | <input type="checkbox"/> Garage suite |
| <input type="checkbox"/> Row house | <input type="checkbox"/> Garden suite |
| <input type="checkbox"/> Manufactured home | <input type="checkbox"/> Home based business |
| <input type="checkbox"/> Garage | <input type="checkbox"/> Private home accommodation |
| <input type="checkbox"/> Carport | <input type="checkbox"/> Special needs housing |
| <input type="checkbox"/> Accessory building | <input type="checkbox"/> Other: _____ |

- ☐ A Real Property Report or site survey, prepared by a Canada Lands Surveyor, including the existing geodetic elevation of the four corners of the lot.

ROOFING MATERIAL

Materials must meet the non-combustible rating of CAN/ULC S107

- ☐ Material: _____
- ☐ Colour: _____
- ☐ Weblink from the manufacturer: _____
- ☐ If asphalt shingles, provide non-combustibility rating: _____

EXTERIOR WALL MATERIAL**Materials must meet the non-combustible rating of CAN/ULC S114**

- ☐ Material: _____
- ☐ Colour: _____
- ☐ Texture **Fibre cement board to emulate wood**: _____
- ☐ Weblink from the manufacturer: _____

EXTERIOR TRIM MATERIAL**Materials must meet the non-combustible rating of CAN/ULC S114**

- ☐ Material: _____
- ☐ Colour: _____
- ☐ Texture **Fibre cement board to emulate wood**: _____
- ☐ Weblink from the manufacturer: _____

SKIRTING MATERIAL – MANUFACTURED HOMES ONLY**Materials must meet the non-combustible rating of CAN/ULC S107 or CAN/ULC S114**

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

WINDOW FRAME MATERIAL**Window frame material:**

- | | | |
|--|--|--------------------------------------|
| <input type="checkbox"/> Metal clad wood | <input type="checkbox"/> Metal clad fibreglass | <input type="checkbox"/> Aluminum |
| <input type="checkbox"/> Steel | <input type="checkbox"/> uPVC | <input type="checkbox"/> Other _____ |

Colour: _____

EXTERIOR LIGHTING

- ☐ Exterior lighting plan showing number, location and types of fixtures that are consistent with Dark Sky Requirements. Follow the guidance in [Better Lights for Better Nights](#).

SITE PLAN (in metric and drawn to a scale of not less than 1:200)

- ☐ **North arrow and Scale**
- ☐ **Lot dimensions and Total Site Area (m²)**
- ☐ **Geodetic elevations** of the four corners of the site
- ☐ **Dimensions and area (m²)** of any existing and proposed structures (primary building, garage, accessory building, fence, retaining walls, etc.)
- ☐ **Site Coverage** of each structure and total Site Coverage Calculation ("site coverage" means that percentage of the site covered by or beneath all buildings or structures on a site which are 1.0 m or more in height, including accessory buildings or structures.)
- ☐ **All setbacks** (rear, front and side) from the property line to the Primary Building and proposed structures. Include all projections (eaves, balconies, porches, canopies, decks, fire escapes, stairs, etc.) into setbacks.
- ☐ **Proposed required on-site parking spaces** (minimum 2.7m width by 6.0m length)
- ☐ **Location of utility lines** buried and/or overhead (if unknown contact Municipality of Jasper or the utility service provider)
- ☐ **Fencing** – existing and proposed, including height, transparency and material (material within 1.5m of building must be non-combustible)
- ☐ **Non-combustible buffer of 1.5m** from structures to be illustrated
- ☐ **Soft landscaping** – demonstrate trees, shrubs, hedges, grass and ground cover, mulch, or stone or rocks interspersed with plantings with the total noted soft landscaping area (m²)

<input type="checkbox"/> Hard landscaping – demonstrate on-site or proposed non-vegetative materials such as brick, flagstones or pavers, concrete, tile, and gravel, excluding monolithic concrete and asphalt used for parking with total noted hard landscaping area (m2) <input type="checkbox"/> Soft landscaping ratio – Area (m2) / Site Area (m2) equal to the minimum requirement of your zoning district. Include ratio of front yard if required in your district. <input type="checkbox"/> Storm water drainage – flow to be demonstrated with arrows ensuring drainage does not flow onto neighboring or municipal properties <input type="checkbox"/> Mature tree retention or removal – existing mature trees should be retained, unless they are a significant FireSmart hazard or wildlife attractant. Trees that are proposed to be removed must be clearly demonstrated on the site plan and notes as to why they cannot be retained.	
MANUFACTURED HOMES	
<input type="checkbox"/> Provide foundation plans (basement, crawlspace, pilings, blocking, slab, etc.) <input type="checkbox"/> Provide of proof of CSA or AMA label OR full Engineers report required to certify the structure <input type="checkbox"/> Model: _____ <input type="checkbox"/> Year: _____	
<input type="checkbox"/> Proposed and approximate heights of decks, stairs, attached carport, etc.	
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	<p>“grade” means with reference to the determination of building height, the <u>average elevation of the corners of the front property line</u></p> <input type="checkbox"/> average elevation of the corners of the front property line (grade) <input type="checkbox"/> roof height from grade to ridgeline of all proposed structures <input type="checkbox"/> eave heights from grade to eave line (intersection of wall and roof) 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
STREETSCAPE PLANS (in metric and drawn to a scale of not less than 1:100)	
<input type="checkbox"/> Elevation drawings showing the relationship of the proposed development to existing structures along the street (if existing). <input type="checkbox"/> Photos of property and adjacent buildings	
FIRE SAFETY PLAN – Projects over \$5000.00	
<input type="checkbox"/> Approved Fire Safety Plan – More information can be found on the Municipality of Jasper website as well as the Municipality of Jasper Fire Safety Plan Template	

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.