Parks Canada Parcs Canada

PRELIMINARY APPROVAL SUBDIVISION CHECKLIST

Block ___ Lot __ Civic Address_____

Leaseholder/Applicant: _____

SUBDIVISION APPLICATON
☐ Subdivision Application Form - filled out, signed, and dated
LEASEHOLDER AUTHORIZATION LETTER
☐ Required only if applicant is not the leaseholder
PRE-APPLICATION MEETING
☐ Meeting Date _____ ☐ Requested with Review ** Contact the Development Office at jasperdevelopment@pc.gc.ca to arrange a Pre-Application meeting.*
SUBDIVISION FEE
☐ Invoice Information Form – Completed
NARRATIVE (SITE SUITABILITY)
Paragraph describing what currently exists on the site (buildings and land features) and the proposed rationale or purpose of the subdivision. Photos are recommended to help illustrate the existing situation.
Paragraph describing the future proposed uses or buildings, including a description of how any future lot can be developed in accordance with the Land Use Policy setbacks and site coverage requirements. Development plans, drawings, or references to approved permit numbers, are recommended to illustrate conformance of the proposed lots.

SITE PLAN / TENTATIVE PLAN OF SUBDIVISION

Site Plan (Existing)

- ☐ Scale of 1:200 metric (minimum)
- ☐ North arrow and scale
- ☐ Legal description and civic address
- ☐ Dimensioned boundaries and site area
- ☐ Road rights-of-way, curb line, utility lines, and easements. Please label existing streets with names.
- ☐ Spot elevations and 0.5 m contours showing slopes of 30%
- ☐ Existing landscaping and natural features (treestands, water bodies, geologic features)
- ☐ Footprints of all existing buildings and structures within or abutting the site (specify whether structures will be demolished or retained)

Tentative Plan of Subdivision (*prepared by a qualified Canadian Land Surveyor*)

- ☐ Scale of 1:200 metric (minimum)
- ☐ North arrow and scale
- ☐ Location, dimensions, boundaries, and gross area of the land being subdivided
- ☐ Location, dimensions, boundaries, and lot area of the proposed new parcels
- ☐ Proposed utility lines and connections
- ☐ Proposed easements
- ☐ Location, dimensions, and area of proposed road rights-of-way, public utility lots or reserve lots
- ☐ (Condo only) Building outline and setbacks
- ☐ (Condo only) Proposed units and addressing
- ☐ (Condo only) Proposed common property
- ☐ Not Required: Boundary Adjustments (leasehold) subdivision

CERTIFICATE OF TITLE – Current within 30 Days

- ☐ Certificate of Title (note: copies of relevant covenants or easements may be requested through the review process)

OTHER REQUIREMENTS*

Additional submission materials identified through the pre-application meeting (check any that apply).

- ☐ A Real Property Report (*required for Leasehold-only Subdivisions*)
- ☐ Municipality of Jasper Approval Letter
- ☐ Parks Canada Impact Assessment report
- ☐ Servicing Report prepared by a professional engineer
- ☐ Traffic Impact Analysis prepared by a professional engineer
- ☐ Stormwater Analysis Report prepared by a professional engineer
- ☐ Geotechnical Report or Slope Stability Analysis prepared by a professional engineer
- ☐ Other _____

** Additional information may be required through the review process to process the application in accordance with the Canada National Parks Act and the Jasper National Park Management Plan.*

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.

Parks Canada Parcs Canada

Subdivision Fee Invoice Information

Project Details

Subdivision Application Number (if known): _____

Block/Parcel: _____ Lot: _____ Civic Address: _____

Invoice Details

Invoice to:

Name: _____

Business Name (if applicable): _____

Mailing Address: _____

Civic Address: _____

Phone Number: _____

Email: _____