

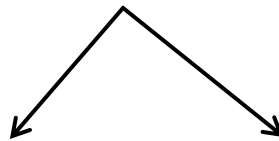


Development and Building Permit Process

Lake Louise, Yoho and Kootenay (LLYK) Field Unit, Parks Canada

Determine permit type

This is the first step for all projects. Reach out to Parks Canada Townsites team with a brief description of the project. Based on the description, the team will determine if a Development and Building Permit are required or just a Building Permit. The appropriate form(s) will be sent back to you.



Development Permit Process

Step 1:

Send the completed Project Description form to the Townsites team. Parks Canada will setup a pre-application meeting to discuss project specifics further.



Step 2:

Attend the pre-application meeting. The purpose of this meeting is to help you align your project with the Land Use Planning Regulations and local guiding documents. Topics covered at this meeting will include requirements of the permit (site plan, civil, landscaping, staff housing, strategy), what plans will be reviewed in relation to your application (management plans, community plans, etc), as well as environmental expectations. There will also be a preliminary discussion around timelines, potential consultation requirements and fees.

Note: there is no charge for the first pre-application meeting. If additional meetings are required or requested, the pre-application meeting fee may be charged.



Step 3:

Submit all components of the application to Parks Canada.



Step 4:

The Townsites team will conduct a preliminary scan to look for anything that would be non-compliant in relation

Building Permit Process

Step 1:

Send the completed Building Permit Application form to Townsites team.



Step 2:

If you have an approved Development Permit, this step is already complete. Continue to Step 4.

If this is a stand-alone Building Permit (in other words, a Development Permit was not required), Parks Canada's Impact Assessment team will determine the level of impact assessment required. This may be a Pre-Approved Impact Assessment (PRIA) or a Basic Impact Assessment (BIA). If required, a Terms of Reference will be shared with you to allow you to complete the requirements.



Step 3:

Complete the Impact Assessment requirements. You are required to complete this prior to the Townsites team moving to the next step.



Step 4:

Building permit fees are invoiced. Once paid, Parks Canada will begin the comprehensive review, and the

to regulations and local guidelines. The team will only reach out to you if there are major red flags.

At the same time, Parks Canada's Impact Assessment team will determine the level of impact assessment required. This may be a Pre-Approved Impact Assessment (PRIA), a Basic Impact Assessment (BIA) or Detailed Impact Assessment (DIA). If required, a Terms of Reference will be shared with you to allow you to complete the requirements.



Step 5:

Complete the Impact Assessment requirements. You are required to complete this prior to the Townsites team moving to the next step.



Step 6:

Development permit fees are invoiced. Once paid, Parks Canada will begin the comprehensive review, and the applicable service standards apply (210 business days, or approximately 10 months for development review).



Step 7:

Townsites conducts a comprehensive review of the application package and arrives at a decision. Decisions can range from the need for more information (which will be communicated through a detailed letter outlining the deficiencies), approval or refusal. Once a decision is communicated, the service standard period ends.



Step 8:

If the application is approved, the Development Permit will be issued, and you move onto the Building Permit stage.

If more information required, a permit will not be issued. A discussion will be scheduled to determine a fair timeline for submitting an updated application. A resubmission fee may apply.

applicable service standards apply (45 business days, or approximately 9 weeks for building permit review).



Step 5:

The Townsites team conducts a comprehensive review of the application package and arrives at a decision.

Decisions can range from the need for more information (which will be communicated through a detailed letter outlining the deficiencies), approval or refusal. Once a decision is communicated, the service standard period ends.



Step 6:

If the application is approved, the Building Permit will be issued. Work can begin.

If more information is required, a permit will not be issued. A discussion will be scheduled to determine a fair timeline for submitting an updated application. A resubmission fee may apply.



Step 7:

Once the project is finished and all conditions of the Building Permit are met, apply for a certificate of completion. Parks Canada considers the project is complete when the certificate of completion is issued.