



OCA / HOSTEL DEVELOPMENT 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 existing and proposed commercial area (m ²), staff accommodation area (m ²) development, on-site parking plan, or accessory buildings. Description of how this project (a) falls within your approved Redevelopment Master Plan, or (b) how it does not trigger the requirement for a Redevelopment Master Plan and meets your Site Specific Guidelines. Photos of the impacted areas / structures / landscaping.				
Real Property Report	<input type="checkbox"/> A Real Property Report of the Site prepared by a Canada Lands Surveyor				
REDEVELOPMENT MASTER PLAN					
Choose applicable:					
<input type="checkbox"/> This project fits within the approved Redevelopment Master Plan for this Site					
<input type="checkbox"/> This project does not trigger the requirement for a Redevelopment Master Plan but is consistent within the Site Specific Guidelines					
FUTURE DEVELOPMENT LIMITS – SITE SPECIFIC GUIDELINES					
Site Specific Guidelines	Future Development Limits Summary (2007)	Developed Since 2007	Remaining Limit Capacity (Limits 2007 – Developed since 2007)	Proposed Addition	Remaining Limit Capacity (Remaining Limit Capacity - Proposed Addition)
<input type="checkbox"/> Total Guest Units					
<input type="checkbox"/> Guest Capacity⁽¹⁾					
<input type="checkbox"/> Commercial Space	m ²	m ²	m ²	m ²	m ²
<input type="checkbox"/> Total Staff Accommodation Units					
<input type="checkbox"/> Total Staff Accommodation Area	m ²	m ²	m ²	m ²	m ²
SITE PLAN (in metric and drawn to a scale of not less than 1:200)					
Site Plan	<input type="checkbox"/> North arrow and Scale <input type="checkbox"/> dimensions and area (m ²) of existing and proposed structures (cabin, shed, fence, retaining walls, etc.) <input type="checkbox"/> floor area of each existing and proposed structure impacted by your proposed development <input type="checkbox"/> all setbacks (rear, front and side) from the property line to proposed and adjacent structures <input type="checkbox"/> proposed required on-site parking spaces and loading bays demonstrated and dimensioned <input type="checkbox"/> Location of utility lines (buried and / or overhead)				



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

	<input type="checkbox"/> existing and finished grades of the impacted areas of the Site (topographical grading map may be required for Sites with excessive slopes) <input type="checkbox"/> describe how the existing vegetation will be retained and protected during construction; <input type="checkbox"/> planting plan with existing plants (to either remain or be removed) and proposed plant species, number and size all in accordance with the "Landscaping outside the Town of Jasper" planting list and general landscaping direction as stated in the Landscaping in Jasper National Park webpage <input type="checkbox"/> hard landscaping (sidewalks, driveways, gravelled areas, bark mulch, retaining walls) and soft landscaping (grass, flower beds, shrubs, trees, and gardens) are to be identified on the Landscape Plan <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 <input type="checkbox"/> existing and proposed fencing
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ARCHITECTURAL PLANS (in metric and drawn to a scale of not less than 1:100)

	<input type="checkbox"/> dimensioned floor plans of all proposed development <input type="checkbox"/> identification of Commercial Area (m ²) and Staff Accommodation Area (m ²) affected by the proposed development <input type="checkbox"/> elevation plans from grade indicating geodetic: roof height, mean roof height, eave heights, main floor height, of all proposed structures <input type="checkbox"/> sections indicating floor heights and relationship with geodetic grade <input type="checkbox"/> existing and proposed grade at the four corners of the buildings <input type="checkbox"/> lot section from the front to rear property line, including adjacent streets and lanes <input type="checkbox"/> roof plan showing slopes and major roof structure.
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EXTERIOR ROOF CLADDING

Provide either a weblink, photos, or provide a physical sample of the proposed roof material and ensure the following is stated.

Material: _____

Colour: _____

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.

Material: _____

Colour: _____

Texture: _____

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.