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Guidelines

on the Administration of the
*National Parks of Canada Land Use
Planning Regulations*



Cover Images – Left to Right:

A group of people walking in Waterton townsite. Waterton Lakes National Parks, Alberta. Photo: Ryan Bray © Parks Canada. All rights reserved.

People on the Kingsmere Rail Cart Portage with a canoe and dog overlooking Kingsmere River. Prince Albert National Park, Saskatchewan. Photo: Ryan Bray © Parks Canada. All rights reserved.

People playing cards outside the micro-cube accommodations at Wasagaming campground. Riding Mountain National Park, Manitoba. Photo: Scott Munn © Parks Canada. All rights reserved.

Cover Image – Lower:

Aerial image of Field townsite and the Kicking Horse River. Yoho National Park, British Columbia. Photo: Amy Krause © Parks Canada. All rights reserved.

Image on Page 4:

Visitor holding regalia item worn during the Maiomi event at Kouchibouguac National Park. Kouchibouguac National Park, New Brunswick. Photo: Matthew and Chera Yorke © Parks Canada. All rights reserved.

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People on the terrace of the Wickaninnish center in Pacific Rim National Park Reserve, British Columbia. Photo: Josh McCulloch / ©Parks Canada. All rights reserved. / Pacific Rim National Park Reserve

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A group of people take in the view by the Sulphur Mountain Weather Observatory on Sanson Peak, Banff National Park, Alberta. Photo: Scott Munn © Parks Canada. All rights reserved.

Image on Page 34:

The gardens surrounding the visitor centre of Riding Mountain National Park, Manitoba. Photo: Sophie Deschamps / ©Parks Canada. All rights reserved.

NAME: Guidelines on the Administration of the *National Parks of Canada Land Use Planning Regulations*

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APPROVED BY: David Millar, Vice-President, Real Property and Assets Directorate

CONTACT: permis-permits@pc.gc.ca

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Note to readers

These guidelines may be subject to modification from time to time in order to reflect changes in legislation or policy or to improve the practice of land use planning. Users of these guidelines should consult with Parks Canada representatives to ensure that they are using the most up-to-date version.

Commitment to Indigenous Consultation and Cooperation

Indigenous peoples are important partners in the stewardship of heritage places with connections to the lands, waters and ice since time immemorial. The customs, beliefs, values, practices, and traditions of many Indigenous peoples are intrinsically linked to nature, and relate to caring for the land, water, and other natural resources as a sacred responsibility. Many First Nations, Inuit, and Métis communities continue to use Parks Canada administered places to exercise Aboriginal and treaty rights, and for ceremonial or traditional purposes.

As traditional stewards, Indigenous peoples have long used lands, and those practices are understood to be essential to relationships. Collaboration with Indigenous peoples is essential to Parks Canada's work and contributes to the process of reconciliation between Indigenous peoples, the Government of Canada, and all Canadians, based on the recognition of rights, respect, cooperation, and partnership.

Parks Canada is committed to working together with Indigenous partners to facilitate their reconnection to traditional lands and roles as traditional stewards of lands, waters, and ice within the heritage places managed and co-managed by Parks Canada.

Parks Canada recognizes the importance of engaging with Indigenous peoples on land use planning applications and undertakes Indigenous consultation as a separate and distinct process from broad public consultation during the permit application review process.



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Part One:

Introduction

1.0 Preface

When thinking of Canada's national parks and park reserves, it is easy to focus on their natural beauty and cultural importance. The built environment however can also play a critical role in supporting visitor experiences and local economies within these treasured places. With thoughtful design that reflects unique local contexts, the construction of accommodations, utilities, public buildings, and other development can encourage visitors to explore and connect with Parks Canada administered places while ensuring sustainable use and enjoyment for future generations to enjoy.

Over many decades, Canadians have consistently affirmed the importance of limiting construction and development in Parks Canada administered places. Through legislation, regulations, plans, policies and legal agreements, Parks Canada maintains strict limits on what may be built, operated, renovated, or redeveloped to ensure the protection of ecological and commemorative integrity remains the top priority.

This document - the Guidelines on the Administration of National Parks of Canada Land Use Planning Regulations (Guidelines) - establishes how Parks Canada exercises its authority under the *National Parks of Canada Land Use Planning Regulations (LUPR)* to administer its land use planning application review process, which guides Parks Canada's approach to land use management and decision-making on applications for planning permits and approvals.

These Guidelines further articulate Parks Canada's commitment to consultation and engagement with Indigenous peoples to ensure their rights and interests are protected as

traditional stewards of the lands, and to help facilitate the Government of Canada's commitment to reconciliation.

Parks Canada's Mandate

On behalf of the people of Canada, we protect and present nationally significant examples of Canada's natural and cultural heritage, and foster public understanding, appreciation and enjoyment in ways that ensure the ecological and commemorative integrity of these places for present and future generations.

Background

Parks Canada undertook extensive research and policy analysis and Indigenous and public consultation initiatives to inform and develop the *National Parks of Canada Land Use Planning Regulations (LUPR)*. The *LUPR* replace a patchwork of 1960s era regulations with a modernized and transparent land use planning permitting process. The framework established by the *LUPR* provides an updated way of managing land use, construction, and development permits, ensures the process is consistent and transparent across national parks and park reserves, and further strengthens the role of applicable law, plans and policies in the review process.

1.1 Purpose

The Guidelines are intended to inform how Parks Canada administers the *LUPR*. This includes:

- When permits are required for construction, renovation, and other land use planning projects;
- How Parks Canada assesses and makes decisions on permit applications;

- The process for other types of planning authorizations;
- The administration of fees and service standards related to land use planning activities; and
- How Parks Canada enforces and ensures compliance with applicable legislation, regulations, and land use agreements.

It is recommended that applicants familiarize themselves with the content of these Guidelines prior to, and in conjunction with, contacting Parks Canada to discuss a proposed project. Each section is numbered for ease of reference and provides context and steps for applicants to follow.

These Guidelines are meant to be read in conjunction with local land use policy and plans for the purposes of administering the application review and land use authorization processes. These Guidelines establish minimum requirements for the evaluation of permit applications.

1.2 Application of These Guidelines

These Guidelines apply to:

- National Parks, as described in Schedule 1 of the *Canada National Parks Act*
- National Park Reserves, as described in Schedule 2 of the *Canada National Parks Act*
- National Historic Sites located within the boundaries of National Parks and National Park Reserves, as described in Schedule 1 and Schedule 2 of the *Canada National Parks Act*

For further clarity, these Guidelines apply to any lands located in the areas listed above that may be leased, licensed, owned, or held under any other form of land use agreement that is in effect.

1.3 Indigenous Peoples of Canada

Nothing in these Guidelines is to be interpreted as abrogating established or potential Indigenous or Treaty rights protected by section 35 of the Constitution Act, 1982.

These Guidelines do not apply to Indigenous Peoples in carrying out traditional renewable resource harvesting activities or the use of park lands, and the use or removal of flora and other natural objects for traditional spiritual and ceremonial purposes.

Furthermore, nothing in these Guidelines is to be interpreted as contradicting or constraining co-operative management agreements for Parks Canada administered places established through land claims or other agreements.

1.4 Authority

The Canada National Parks Act enables the establishment of the *Land Use Planning Regulations (LUPR)*, through which Parks Canada exercises authority over land use planning and development decisions in those places described in section 1.2.

The term superintendent is used throughout these Guidelines to refer to the official with the legal decision-making authority under the *Land Use Planning Regulations*.

1.5 Transition Provisions

In accordance with section 59 of the *Land Use Planning Regulations*, they come into force on the day in which they are published in the Canada Gazette, Part II. All applications for a permit or other planning approval, including in-progress applications, are evaluated using the legislation, regulations, policies, plans, and guidelines that are in effect on the date that the subject application is submitted to Parks Canada. Additionally, applications under the *LUPR* must be accompanied with any fees payable in accordance with the requirements of the Parks Canada Agency Act including fees listed in Parks Canada's Master List of Fees.

2.0 Land Use Planning Framework

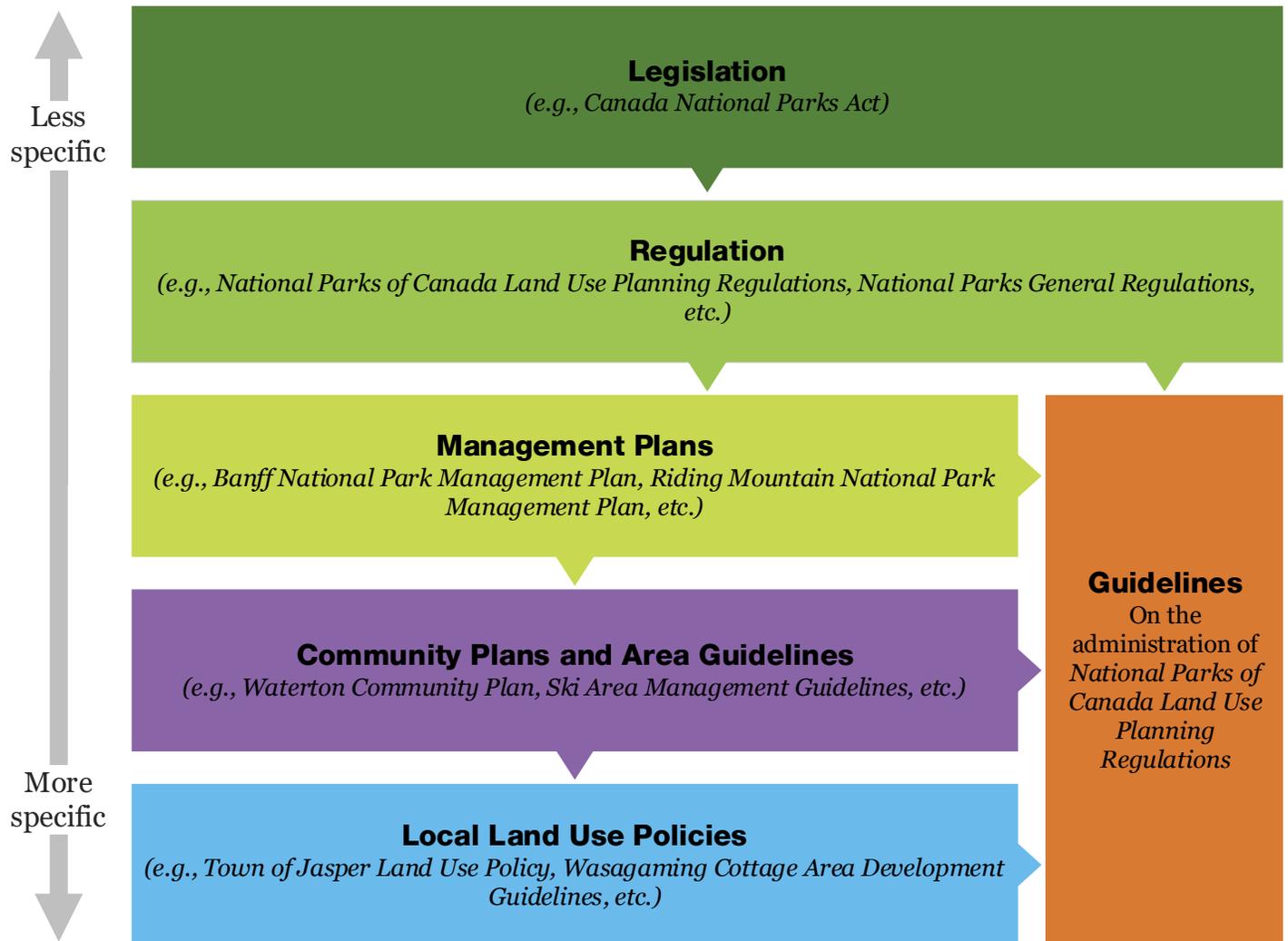
Additional transition provisions are established in sections 43 through 46 of the *LUPR*. Per section 44, every permit issued under the former regulations that is valid immediately before the day the *LUPR* comes into force will continue to be in effect for original period of validity. The exception to this rule is if a permit is suspended or revoked in accordance with the *LUPR*. For further clarity about pre-existing non-conforming structures and uses, refer to section 16.

Parks Canada has established a suite of land use legislation, regulation, plans, and policies that collectively describe the types of land uses that are, and are not, in the interest of Parks Canada administered places.

Every site and every project has unique considerations. Before applying for a permit, applicants should confirm whether their proposed project complies with the limits to development and commercial growth. Such limits are established in land use policy and plans. Any proposed new facility or activity, or any proposed update to an existing facility or activity, must adhere to these limits and demonstrate compatibility. In addition, proposed projects should be appropriate for the land use and in compliance with other local plans and local land use policies.



Figure 1.0– Hierarchy showing Parks Canada’s land use planning framework.



2.1 Legislation and Regulations

The *LUPR* sets out the legal framework to which permits are processed and authorized in national parks and national park reserves. Various other acts, regulations, and policy instruments provide additional cultural resource and environmental protections from development in national parks and other Parks Canada administered places. For example, to mitigate impacts, the *Canada National Parks Act (CNPA)* establishes park community boundaries, limits commercial growth in park communities to certain zones and to a maximum floor area, and limits commercial ski areas.

boundaries, limits commercial growth in park communities to certain zones and to a maximum floor area, and limits commercial ski areas.

2.2 Management Plans

Parks Canada must prepare and review management plans according to legal requirements following the establishment of heritage places administered by Parks Canada. Management plans are strategic in intent and focus on the results that Parks Canada and its partners aim to achieve. Management plans include a 15-to-20-year vision and set clear strategic direction for the management and operation of the heritage place. They vary in length and detail, reflecting the complexity of

the heritage place. Management plans are public documents and are required to be developed through consultation with Indigenous partners, partners, stakeholders and Canadians. National parks and national parks reserves are required by legislation to include zoning in the management plan. Zoning determines where particular land use activities can occur.

Any proposed new facility or activity, or update to an existing facility, must conform to the applicable management plan.

2.3 Community Plans

There are seven park communities located within Canada’s national parks. Community plans have been established for each of these communities. Any land use, construction, renovation, or alteration project proposed to take place in a park community must conform to the applicable community plan. These plans set out long-range strategies for the management of growth and commercial activity within the park community to guide decision-making. These plans support the planning framework by aligning the vision, strategies and policies established in the park management plan.

The seven national park communities are:

- The town of Banff in Banff National Park of Canada (Alberta)
- The town of Jasper in Jasper National Park of Canada (Alberta)

And the visitor centres of:

- Field in Yoho National Park of Canada (British Columbia)
- Lake Louise in Banff National Park of Canada (Alberta)
- Waterton Lakes Park in Waterton Lakes National Park of Canada (Alberta)
- Waskesiu in Prince Albert National Park of Canada (Saskatchewan)
- Wasagaming in Riding Mountain National Park of Canada (Manitoba).

Note: In accordance with the Town of Banff Incorporation Agreement, the Town of Banff administers development applications.



2.4 Redevelopment Guidelines for Outlying Commercial Accommodations and Hostels in the Rocky Mountain National Parks

The *Redevelopment Guidelines for Outlying Commercial Accommodations and Hostels in the Rocky Mountains National Parks (OCA Guidelines)* establish limits to growth, parameters for ongoing operation, and policies on redevelopment of these facilities to ensure that the facilities respect the parks’ ecological integrity, protect the cultural and heritage resources, and enhance the visitor experience. This policy applies only to particular visitor accommodations situated outside of park communities in Banff, Yoho, Kootenay, Jasper, and Waterton Lakes National Parks, collectively known as the Rocky Mountain National Parks.

2.5 Ski Area Management Guidelines

Based on the *Ski Area Management Guidelines* (2006), ski area specific site guidelines outline what development and use may be permitted, growth limits, the broad parameters for the type, nature and location of development and use and the approaches to enhance the character of the ski area's operation to reflect its location in a national park and world heritage site. They provide direction for the preparation of Long-Range Plans.

The ski area site guidelines establish permanent growth limits for the ski areas, and prescriptive measures for managing wildlife, vegetation, water and soils, visitor experience, and public education. The site guidelines provide clarity about the type and nature of potential developments and changes to the use of the land that will be considered, in keeping with the park management plan and development specific articles in the land use agreement. Long range plans are subject to public consultation and related environmental impact analysis.

2.6 Local Land Use Policies

The land use policies appropriate to a Parks Canada administered place should reflect the unique character and context of the community or park setting. Whereas management plans identify zoning to provide broad direction for park activities, local land use policies (e.g., Town of Jasper Land Use Policy, Wasagaming Cottage Area Development Guidelines, etc.) outline more detailed site-specific guidelines that reflect the area. Most often, these detailed land use policies are found in established park communities to help guide and manage development activities. They may include text and/or maps that illustrate the arrangement of districts including, but not limited to, residential, commercial, or institutional districts, amenities, and open spaces throughout the community. They also typically establish restrictions on the size, shape, and appearance of buildings and parcels, list permitted and discretionary uses, and define other development standards to ensure that proposed projects are appropriate for the location. Local land use policies play an important role in evaluating a proposed project to confirm whether it complies with place-specific design standards, permitted uses and beyond .

2.7 Land Use Agreements

Most land in Parks Canada administered places is owned by the federal government. Individuals residing or operating a business in a Parks Canada administered place typically lease land from the federal government or occupy land through another form of land use agreement, such as a licence of occupation. In order to apply for a permit authorization, a person must have a land use agreement or be working as an agent on behalf of someone who has a land use agreement.

Applicants are encouraged to review the terms and conditions of the land use agreement to identify any land use planning considerations prior to applying for a land use permit or other planning authorization.

Parks Canada will not issue a permit for a project unless the application demonstrates that the proposal complies with the land use agreement for the project site.

A **land use agreement** is a general term to refer to any agreement granted by the federal government for the use of land in a Parks Canada administered place. This includes realty instruments such as leases, licences of occupation, grants, letters patent for public lands, or any agreement between a person and His Majesty in right of Canada for the use of land in a park.

Many of these agreements set limitations for how the site may be used, including limits to the growth or redevelopment of the site.

Part Two:

Land Use Planning Permitting and Administration

Parks Canada manages land use in national parks and national park reserves with the intent of protecting and presenting the ecological and commemorative integrity of these treasured places, while providing and enhancing services for visitors and residents alike.

This section outlines how Parks Canada administers the land use planning permitting process in national parks and national park reserves. It includes details on regulated works, exceptions, permit and authorization types, application review and assessment criteria, public notification and consultation requirements, and the review of decision process.

Parks Canada staff can advise on project specific requirements, as each project and location is unique and warrants specific considerations.

Other legislation and regulations may restrict activities beyond those listed in the *LUPR*, including for example, the *Impact Assessment Act* and the *National Parks of Canada General Regulations*.

Contact Parks Canada staff to understand location and project specific permitting requirements.

3.0 Regulated Works, Activities and Land Use

Section 3 of the *Land Use Planning Regulations* requires a permit or other type of authorization issued by the superintendent for the following:

- Change the use of any land or structure, including by changing the intensity;
- Construct, install, alter, move, remove or demolish a structure;
- Excavate the ground or dump fill;

- Alter the grade of the land or surface drainage patterns;
- Landscape an area with non-living materials;
- Plant a non-native or fruit-bearing plant species;
- Fell move or damage a tree that:
 - in the case of a deciduous tree, has a height of at least 4 m and, if measured from a height of 1 m above the ground, a diameter of at least 6 cm;
 - in the case of a coniferous tree, has a height of at least 2.5m
- Install exterior lights, other than temporarily for the purpose of a seasonal tent; or
- Occupy a building, or any part of it without an occupancy authorization.

4.0 Exceptions

There is a limited range of work and activities that, as per Section 4(1) of *LUPR*, may be exempt from the requirement to obtain a permit or authorization:

- maintenance or repair of an existing structure that does not alter the colour or finish of the exterior;
- interior alterations of a structure that are not subject to any applicable building, fire, plumbing, electrical or energy efficiency code;
- construction, installation, maintenance or repair of a public roadway or utility;
- a tent or group of tents that will be installed for less than 10 days and occupies a total floor area of less than 10 m², does not contain any commercial cooking equipment and is located more than 3 m from any structure other than a sign;
- the moving, removal or demolition of a structure, unless it includes a work or activity that, if it were not carried out on public lands, would be subject to the

requirements set out in any building, fire, plumbing, electrical, energy efficiency or other applicable safety code that applies in the province where the park is located; and

- a work or activity that is carried out by the superintendent by a person who is acting on behalf of the superintendent in accordance with any conditions specified by the superintendent.

It is important to note that local land use policies may provide greater detail about more specific exemptions authorized at a particular Parks Canada administered place, in accordance with Section 4(1). Additionally, such work and activities may still require review and authorization from Parks Canada to ensure the continued protection and presentation of cultural and natural resources. For instance, some work may be exempt from the *LUPR* but still subject to the *Impact Assessment Act* and require a different type of Parks Canada authorization, including the issuance of a Restricted Activity Permit or others issued under authority of the *National Parks of Canada General Regulations*.

If you are unsure what is required for a proposed project, please contact local Parks Canada staff.

4.1 Emergency Projects

An emergency project may be considered for the purpose of preventing, controlling, or reducing immediate and/or substantial threats to life, property, or environment. As per section 5 of the *LUPR*, a permit or other planning authorization is not required in advance where, in the opinion of the superintendent, carrying out the project without delay is required to respond to an emergency, or is in the interest of public safety.

Notification to Parks Canada of emergency work is still required, as impact assessment requirements may still apply, and a retroactive permit may be issued at the discretion of the superintendent.

4.2 Temporary Public Use and Occupancy

Under section 4(2) of the *LUPR*, a building may be occupied temporarily by any level of government or be temporarily occupied for the purposes of an election, referendum, or census

without being granted an occupancy authorization.

4.3 Locally Exempt Projects

Under section 6 of the *LUPR*, the superintendent may prescribe or identify certain works or activities that are exempt from the general requirement to obtain a permit. Locally exempt projects are typically specified in local land use policies for a particular Parks Canada administered place but may also be identified on a case-by-case basis at the discretion of the superintendent, provided the exemption is not likely to cause significant adverse effects on ecological integrity, commemorative integrity, cultural resources, human safety, or visitor experience.

For further clarity, local projects may not be exempt if the works or activities are subject to the requirements of a safety code applicable where the project is located, or that involve a change of use of lands or the intensity of use, as per sections 6(a) and (b) of *LUPR*.

4.4 Other Permits or Authorizations Required

These Guidelines are on the administration of the *Land Use Planning Regulations* only. Other legislation and regulations may apply to a proposed project, even if activities are not regulated under the *LUPR*. Projects may also require authorizations from other regulatory bodies such as the Department of Fisheries and Oceans, or Transport Canada, depending on the scope and jurisdiction of the project.

For instance, other Parks Canada issued permits such as a Restricted Activity Permit (RAP) may be required for prohibited or restricted activities, uses, or travel under the *National Parks of Canada General Regulations*. A RAP may be required separately as a pre-requisite, or in conjunction with obtaining other types of permits authorizing more specific use, access, or activities (i.e., research and collection, backcountry travel, occupation of public roads, ground squirrel relocation, etc.) in accordance with other applicable regulations, and at the discretion of the Superintendent.

Applicants are encouraged to contact Parks Canada staff early on to identify requirements.

Part Three:

The Permitting Process

5.0 Overview

For most construction projects, Parks Canada evaluates project proposals using a three-staged process. Individuals must apply for and be issued a permit before the project can proceed to the next stage, as shown in Figure 2.0. Parks Canada reviews applications for three main types of authorizations under the *Land Use Planning Regulations*:

- **Development permits** may be issued once the superintendent has reviewed project plans and is satisfied that the project complies with all applicable regulations, land use policies, plans, and guidelines, with no significant adverse effects on cultural or environmental resources. Generally, development permits grant the permit-holder permission for the land use and to apply for a building permit if one is required.
- **Building permits** may be issued once the superintendent has reviewed detailed project plans, reports, and specifications, and is satisfied that the project complies with safety codes and other applicable law. Generally, building permits grant the permit-holder permission to begin construction activities which may include demolition activities and/or relocation of structures.
- **Certificates of completion** may be issued after construction has been completed, and the superintendent is satisfied that the completed project complies with all terms and conditions of permits and approvals. Generally, a certificate of completion closes out the project and may include an authorization for the occupancy or partial occupancy of any buildings or structure.

The scope of a project determines which permits and/or authorizations are required. Generally, applicants are required to obtain one of each of the three types of authorizations listed above, in the order listed. However:

- Projects that are not regulated by safety codes, like a ground-level patio, are generally not required to obtain a building permit but may be required to obtain a development permit;
- If a project requires a local land use policy amendment, or a subdivision application, these planning authorizations must be sought and obtained before applying for a development permit; and,
- Some projects may be exempt from having to obtain a permit under the *LUPR*, however may still require authorization and review under the *Impact Assessment Act* or other Parks Canada regulations or policy.

The application process for permits and other planning approvals is explained in subsequent sections of these Guidelines, and in sections 7-21, pursuant to section 40 of the *Land Use Planning Regulations*.

Figure 2.0—Diagram showing the various stages in the application review process.



5.1 Pre-Application Meeting

A pre-application meeting is a meeting between a potential applicant and Parks Canada staff to ensure that applicants understand the application process for approval of a specific project, and that applicants can deliver a complete, high-quality application for their proposed project if they choose to proceed. Pre-application meetings provide applicants the opportunity to discuss their proposal with a Parks Canada staff member who in turn will provide direction and clarity on the permitting process and requirements. The intent of pre-application meetings is to provide greater clarity and transparency related to review timelines, application requirements and potential outcomes.

Anyone with general inquiries does not need to engage in a pre-application meeting; potential applicants are encouraged to contact Parks Canada in advance of requesting a pre-application meeting.

5.1.1 When Applicable

Under section 33 of the *LUPR*, applicants are required to partake in a pre-application meeting for preliminary approvals of subdivision. Applicants are encouraged to engage in a pre-application meeting with Parks Canada on all projects that include work involving or related to:

- the construction, installation, alteration, demolition or removal of a structure;
- a change to the use of land or of a structure;
- the installation, alteration or removal of a public utility or other ground disturbance;
- the construction, alteration or removal of a public roadway, railroad, gondola, or ski lift;
- a work, activity or use that has any potential adverse impact on the rights of Indigenous peoples recognized and affirmed by section 35 of the *Constitution Act*, 1982; or
- Activities not defined in Section 8 of the *LUPR* but may otherwise be subject to requirements under the *Impact Assessment Act*.

5.1.2 Meeting Scope

Topics that may be discussed at a pre-application meeting include:

- Which permits or other authorizations might be required for the project;
- General application requirements and process;
- Application fees and service standards;
- Regulations, plans, policies and guidelines that apply to the proposed project and proposed project site;
- Impact assessment requirements and timelines; and,
- Anticipated requirements for consultation with Indigenous peoples and the public.

Pre-application meetings are intended to be an opportunity to share development information between applicants and Parks Canada staff. Meetings will generally involve preliminary review of a concept for Parks Canada's understanding and feedback to an applicant about the associated application review process, the land use planning considerations, and the anticipated requirements for development.

Potential project applicants are expected to provide sufficiently detailed materials to ensure that Parks Canada staff can understand the purpose and scope of the proposed project. This should include preliminary plans, a description of the proposed land uses and intensity of use, and specific questions for Parks Canada. Parks Canada will only formally review and provide a decision about a proposed project when a complete application has been received and formally accepted.

Please be advised that during the review of a complete permit application submission package, Parks Canada may require new information beyond that discussed at a pre-application meeting.

5.2 Stage 1: Development Permit Review

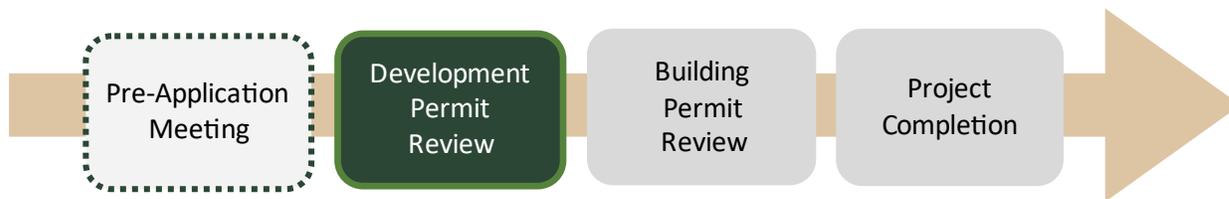


Figure 3.0 — Overview of Permitting Process

Applicants are encouraged to contact Parks Canada for submission requirements, or request a pre-application meeting (if applicable), in advance of submitting an application package for a development permit. It is the applicant’s responsibility to ensure all application requirements and sufficiently detailed information is provided.

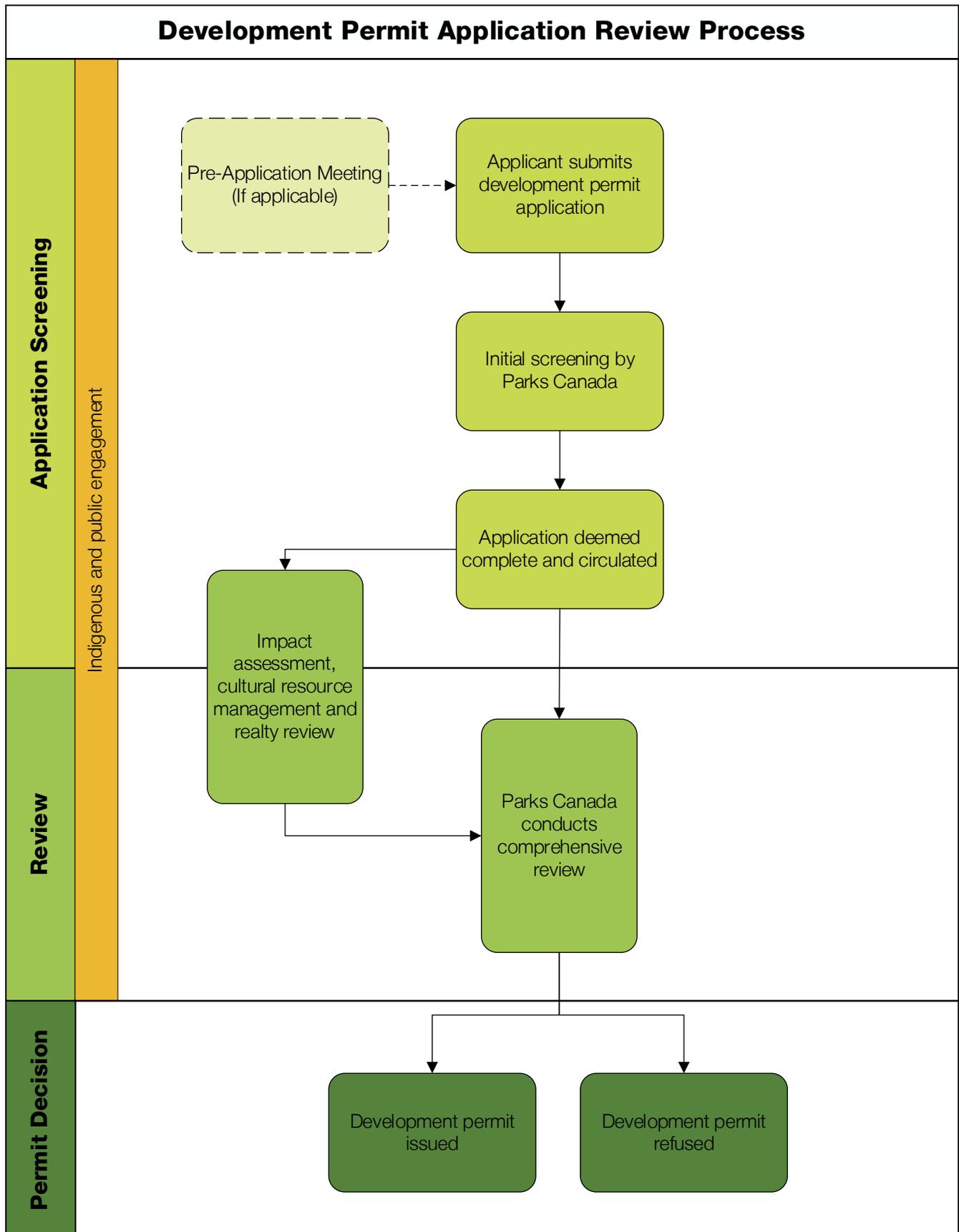
Development permits grant the permit-holder permission for a proposed project on the basis that an application demonstrates compliance with Parks Canada’s design, siting and built form requirements. If the superintendent is satisfied that the project complies with Parks Canada’s restrictions on development, complies with the land use agreement for the project site, and is not likely to have significant adverse effects on the environment or on cultural resources, the superintendent may issue a development permit for the project.

Table 1 — Minimum Criteria for Development Permit Issuance

As per section 11 in the *LUPR*, the superintendent may only issue a development permit if:

- The project is in conformity with the provisions of the *Canada National Parks Act* and any regulations made under it;
- The project is in conformity with any land use agreement in respect of the lands on which the project is to be located;
- The project is in the interest of the park or national park reserve, having regard to:
 - The nature and extent of the proposed project;
 - The park management plan and, in the case of a park community, the community plan;
 - Principles of responsible environmental stewardship and heritage conservation; and
 - The potential impacts to natural and cultural resources in the park, including any proposed mitigation measures.
- In the case where section 35 rights have been identified, adequate and meaningful consultations with Indigenous parties have been carried out and accommodations and mitigation measures have been put in place.
- In the case where the permit concerns a project for which an impact assessment is required under the *Impact Assessment Act* or the *Parks Canada Directive on Impact Assessment (2019)*, a determination has been made that the project is not likely to cause significant adverse environmental effects or that the Governor in Council has determined that such significant adverse environmental effects are justified under the circumstances.
- For further clarity, Parks Canada will evaluate whether a project is in the interest of the Parks Canada administered place based on consistency with the mandate, the *Parks Canada Guiding Principles and Operational Policies*, all other relevant plans, and policies.

Figure 4.0– The following diagram outlines the standard steps involved in development permit application review. It assumes no revisions are required, and a complete application was provided at the beginning of the project. Parks Canada may however, request revisions to an application package prior to beginning comprehensive review or require a re-assessment, should there be significant changes to the scope of a project after it has been accepted.



5.2.1 Application Screening

Once an application has been submitted, Parks Canada staff will conduct an initial screening to verify that all minimum submission requirements have been received and conduct an initial policy scan for consistency with land use policy applicable to that Parks Canada administered place. If the submission package passes the initial screening, the submission package will be deemed complete, Parks Canada will initiate the application review process and collect fee payment. If the submission package does not pass the initial screening, Parks Canada will notify the applicant of outstanding information required.

5.2.2 Review

Once an application has passed the initial screening and is deemed complete by Parks Canada, staff will undertake a comprehensive review to determine if the application meets criteria (see Table 1) for development permit issuance. At any time during the review process, Parks Canada may ask applicants for additional information to satisfy the requirements of the *LUPR*, or other applicable legislation and regulations. This may include revisions and/or re-assessment, if the scope of the work has changed or comprehensive review has identified additional considerations.

5.2.3 Variances

In limited circumstances and at the broad discretion of the superintendent, a variance from a current local land use policy may be requested by an applicant. In addition to the Minimum Criteria for Variance Issuance in Table 3, a superintendent may adopt local land use policies develop to establish additional criteria that are more stringent than those outlined this document.

Variances enable projects that would not otherwise be viable due to site constraints or unusual lot configurations and other circumstances that are particular to the site, not common to the area, and make it difficult to achieve the standard. For instance, variances may involve a deviation from development standards related to parking, building setback, roof height, etc.

A request for a variance may only be considered by the superintendent in conjunction with a development permit application. As such, a variance application would typically follow the three staged permitting process described in section 3, with an additional layer of review and consideration by Parks Canada.

Table 2—Minimum Criteria for Variance Issuance

<p>In the sole opinion of the superintendent, a variance may be granted only if the request:</p> <ol style="list-style-type: none">1. Is in the interest of the Parks Canada administered place;2. Is not contrary to the requirements of the land use agreement(s) for the subject lands;3. Is not a variance to a land use or technical standard of a safety code;4. Is for the prescribed use and permitted intensity of use for the lands;5. Is consistent with the intent of Parks Canada plans and policies;6. Does not substantially hinder the ability of lessees, licensees, or owners of adjacent properties to use, develop, or enjoy their lands ; and7. Does not have a negative impact on the operations, amenities, or use of the Parks Canada place.
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5.2.4 Impact Assessment

Through the impact assessment process, Parks Canada's impact assessment teams determine if the project is likely to cause significant adverse effects on ecological integrity, commemorative integrity, or cultural resources. It is the applicant's responsibility to fulfill requirements identified by Parks Canada.

Parks Canada will not issue a permit for a proposed project unless the superintendent has determined that the project is not likely to have significant adverse effects on the environment or on cultural resources.

The type of impact assessment required depends on the nature of the proposed project. A pathway determination, completed by Parks Canada with information provided by the applicant, will confirm which type of impact assessment the project is subject to. The four potential pathways of impact assessment processes are as follows:

1. **Preapproved Routine Impact Assessment (PRIA)**

Parks Canada has created PRIAs for defined classes of routine, repetitive projects that have well understood and predictable effects. PRIAs consist of a suite of environmental management and mitigation measures. They have been developed for certain projects (e.g., routine development in a townsite) provided the project meets certain base criteria.

2. **Basic Impact Assessment (BIA)**

This process is applied when the potential adverse environmental effects of a project are predictable, will be confined to the project site or immediate surroundings, and mitigation measures are well-established.

3. **Detailed Impact Assessment (DIA)**

This process is applied to complex projects that may require in-depth analysis of project interactions with valued components and may affect a particularly sensitive environmental setting or threaten a particularly sensitive valued component. These types of projects may lead to high levels of interest from Indigenous groups, public and stakeholders in relation to the potential for adverse environmental effects.

4. **Designated Project**

Designated projects are assessed by the Impact Assessment Agency of Canada. The projects requiring an impact assessment led by the Impact Assessment Agency are identified in the *Physical Activities Regulations*.

Impact assessments are conducted in accordance with all relevant direction and requirements of existing legislation, including:

- Assessment in accordance with the requirements of federal authorities under sections 81-91 of the *Impact Assessment Act* (IAA), an impact assessment as defined by the IAA, or to meet Parks Canada mandate requirements;
- The *Guide to the Parks Canada Process under the Impact Assessment Act (2020)*;
- Strategic environmental assessment of a proposed policy, plan, or program and its alternatives conducted in accordance with the *Cabinet Directive on the Environmental Assessment of Policy, Plan, and Program Proposals*, or to meet Parks Canada mandate requirements;
- Preliminary screening, environmental assessment, or environmental impact review under the *Mackenzie Valley Resource Management Act*;
- Screening or review under the *Nunavut Planning and Project Assessment Act*;
- Screening or review under the *Inuvialuit Final Agreement*;
- Evaluations, screening, or review under the *Yukon Environmental and Socio-economic Assessment Act*; and/or
- *Impact assessment* requirements specified in the *Labrador Inuit Land Claim Agreement* and the *Nunavik Inuit Land Claim Agreement*.

While the impact assessment process is initiated in the Development Permit Review stage, it is important to note that the conditions and requirements of a completed impact assessment are essential at all stages, including project completion. Environmental surveillance activities may be required during implementation and after construction has completed to ensure compliance and may otherwise involve corrective action.

In order to develop realistic project timelines, and avoid unnecessary surprises and delays, it is important to gain a clear understanding of Parks Canada’s impact assessment requirements early on in project planning. For more information on the impact assessment process, please consult the [Guide to the Parks Canada Process under the Impact Assessment Act \(2020\)](#), or contact local Parks Canada staff. Impact assessment information may also be shared during a pre-application meeting to help navigate the process.

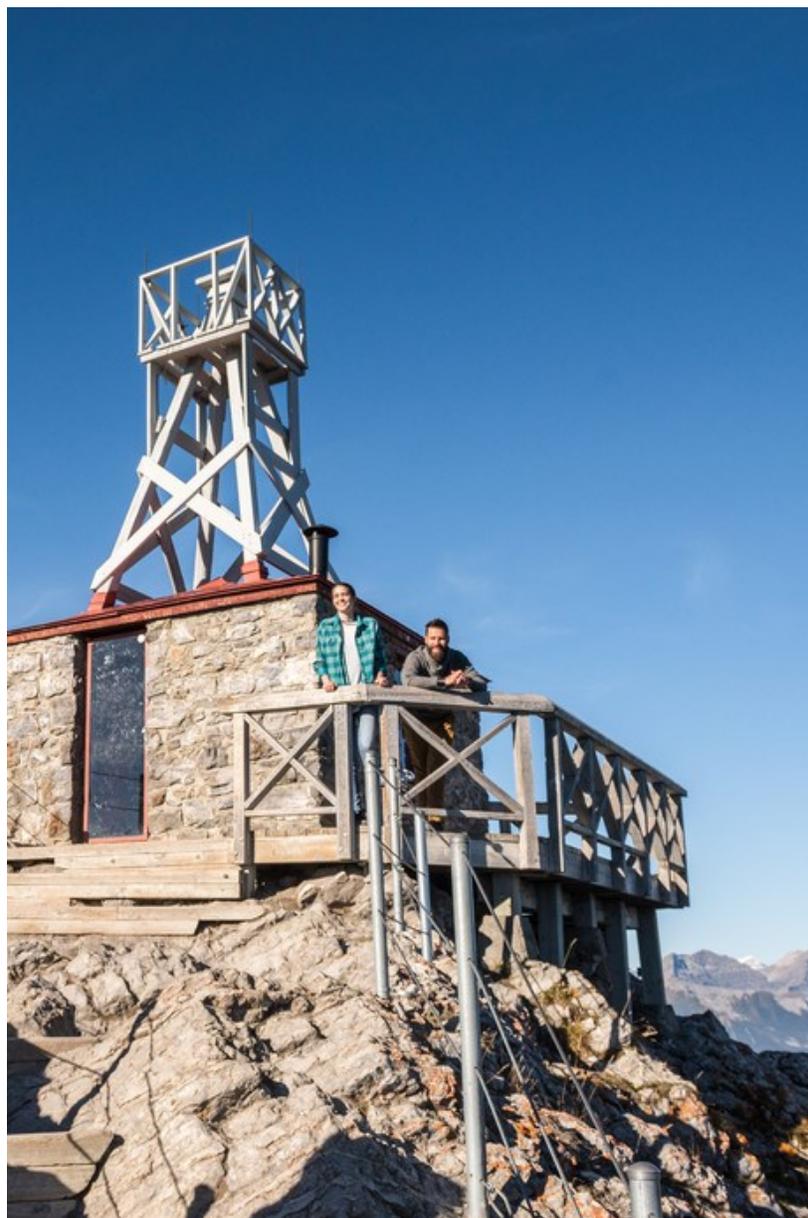
5.2.5 Cultural Heritage Requirements

Protecting and presenting cultural heritage is at the core of Parks Canada’s mandate. Parks Canada administered places are subject to heritage requirements defined in policy instruments including Parks Canada’s Cultural Resource Management Policy, stemming from the Parks Canada Agency Act, and the Treasury Board Directive on the Management of Real Property.

Application requirements and project-level considerations or conditions may differ based on the presence of federal heritage properties (e.g. national historic sites, federal heritage buildings, heritage railway stations, World Heritage Sites); and, cultural resources including archaeological sites, landscapes, buildings, engineering works, archaeological or historical objects identified by Parks Canada as contributing to the heritage value of a place.

As part of the permit review process and/or to identify terms and conditions of the permit that may be required to adequately protect cultural heritage, Parks Canada may request additional studies be completed, such as built heritage, archaeological or visual impact assessment.

Parks Canada is committed to ensuring cultural resources and/or federal heritage properties are identified as early as possible, adequately assessed, protected, and monitored from project initiation to completion and post-construction stages.



5.2.6 Decision

In the next stage of the review process, the superintendent will make one of the following decisions on an application:

5.2.6.1 Option A: Permit Issuance

If the application meets the issuance criteria, the superintendent may issue a development permit for the project. This permit may be issued subject to any terms and conditions the superintendent deems appropriate, to ensure issuance criteria are met, to ensure the protection of the ecological integrity and cultural resources of the Parks Canada administered place, and to ensure the safety, health, and enjoyment of persons using the Parks Canada administered place.

5.2.6.2 Option B: Refusal

If, in the superintendent's opinion, the proposed project does not meet, and cannot be amended to meet, the criteria for permit issuance, the superintendent will refuse the application, and notify the applicant in writing with the reason for the refusal.

5.2.6.2.1 Development Permit Re-assessment Required

If the superintendent finds that the proposed project does not meet the criteria for development permit issuance, but that the application could be revised to demonstrate conformance with the development criteria, then the superintendent may direct the applicant to make specific revisions to the submission package and request application reassessment. Parks Canada will prepare a list of outstanding information required in the revised submission package before the superintendent will reassess the application and provide a deadline for resubmission in consideration of

the associated service standard. The application will be refused if the changes are not made and submitted before the deadline.

5.2.6.2.2 Review of Decision

Under section 21 of the *LUPR*, an applicant for a development permit that has been refused by the superintendent may request a review of the decision. For further clarity, refer to section 7.0.

5.3 Stage 2: Building Permit Review

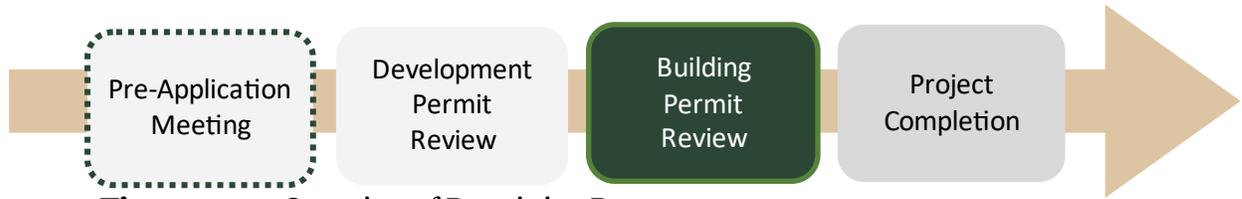


Figure 3.2— Overview of Permitting Process

Building permit applications are reviewed in the second stage of the application review process. Most projects require a development permit prior to applying for a building permit. Building permits are required for any project that includes elements regulated under an applicable safety code. If Parks Canada identifies that a building permit is not required, an applicant may proceed to the completion stage in section 5.4.

All projects must demonstrate how they meet the requirements set out in any building, fire, plumbing, electrical or energy efficiency codes that apply in the province where the project is located or that are published by the National Research Council of Canada or by the Canadian Standards Association.

To apply for a building permit, applicants must prepare detailed construction plans, technical specifications / reports and submit them to Parks Canada for review. Parks Canada may request that certain plans or drawings be completed by a person holding a particular professional qualification depending on the proposed scope, use or location of a project.

Parks Canada may require, as part of the building permit application submission package, a building code review to be undertaken by a qualified professional, certified to practise in the province/territory where the project is located. This professional may be required to provide building code inspections at foundation, framing and project completion.

Table 3—Minimum Criteria for Building Permit Issuance

The superintendent may not issue a building permit unless the applicant demonstrates to the superintendent's satisfaction that the project:

1. Is consistent with a valid development permit for the project

Plans submitted for building permits must demonstrate consistency with those approved by the valid development permit for the project, unless otherwise approved by the superintendent, including required servicing connections to Parks Canada's standards.

The application submission package should also demonstrate compliance with the valid development permit including all the imposed and/or outstanding conditions for approval.

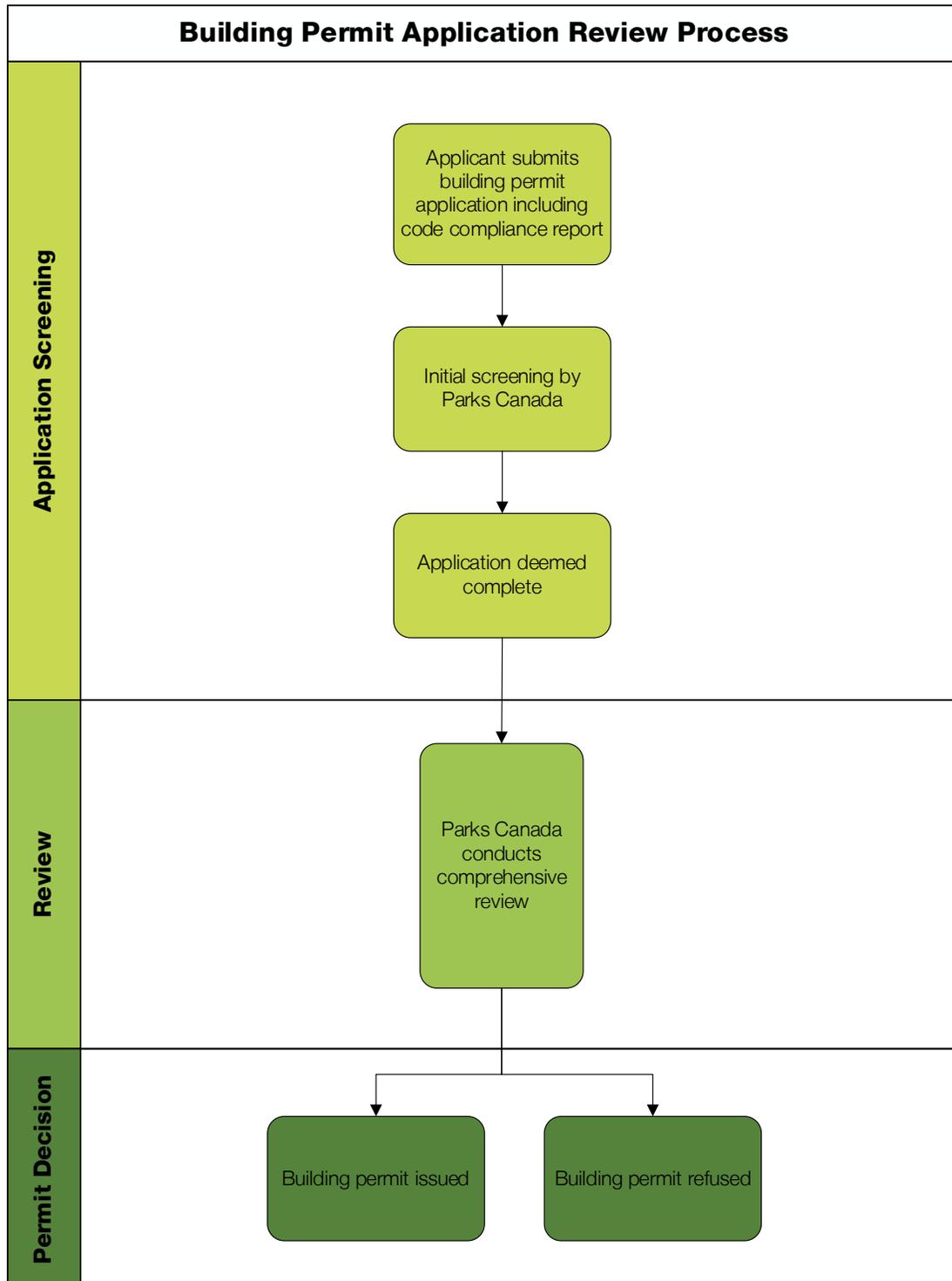
2. Conforms to the applicable safety codes

All projects must adhere to the requirements set out in any building, fire, plumbing, electrical or energy efficiency codes that apply in the province or territory where the project is located, which may include those published by the National Research Council of Canada or by the Canadian Standards Association.

At any point during construction, Parks Canada may conduct inspections or require environmental surveillance to ensure activities are in compliance with all terms and conditions of previously issued permits and land use agreements, including following any requirements for environmental mitigation measures.

If the superintendent is satisfied that the project complies with safety code requirements and any applicable legislation, the superintendent may issue a building permit for the project. Generally speaking, project activities may not be initiated on the parcel until the superintendent has formally issued the building permit.

Figure 5.0– Diagram showing the typical process that occurs during the review of a building permit application.



5.3.1 Application Screening

Once a building permit application submission package has been accepted by staff, it must undergo an initial screening to ensure that all requested documentation and any applicable fee (s) have been provided.

Once Parks Canada has deemed the application ready for technical review, it may proceed to the second stage of the building permit assessment process.

5.3.2 Review

Once an application has passed the initial screening, Parks Canada will undertake a comprehensive review to determine if it meets the criteria for building permit issuance. Staff may request revisions or additional information be provided to comply with national or provincial safety and building code(s) or other Parks Canada requirements.

5.3.3 Decision

Once the review is complete, the superintendent will either issue the applicable permit(s) or refuse the application.

A copy of the building permit shall be posted in a visible location on the site and the approved plans and specifications must be readily available for inspection during any construction activities.

Parks Canada may conduct inspections or require environmental surveillance at any point during project implementation to ensure conformity with all terms and conditions, and may otherwise identify corrective actions, including those listed in section 8 of these Guidelines.

5.4 Stage 3: Project Completion

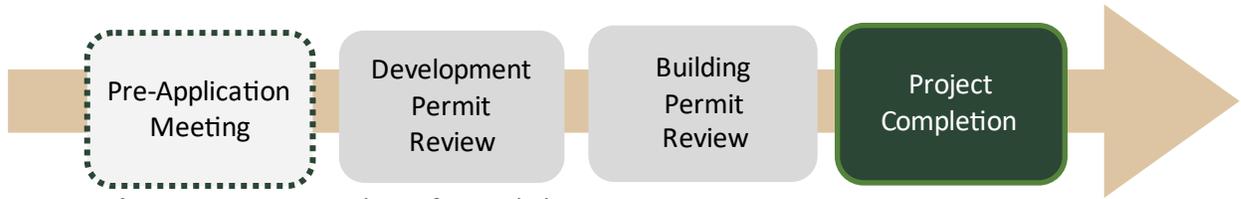


Figure 3.3— Overview of Permitting Process

Requesting a certificate of completion is the last stage in the permit review process. The issuance of a certificate of completion results in closure of a project file and, where applicable, may result in the granting of an occupancy authorization in accordance with sections 16 and 17 of the *LUPR*.

Once an applicant completes project activities, it is the responsibility of the applicant to request a certificate of completion from Parks Canada and provide inspection reports. If the superintendent is satisfied that the project has been completed in compliance with the terms and conditions of the development permit, building permits, and any other planning authorizations for the project, the superintendent will issue a certificate of completion.

Under section 3(2) of the *LUPR*, no individual or organization may occupy a newly erected or installed building until an occupancy authorization has been issued by the superintendent.

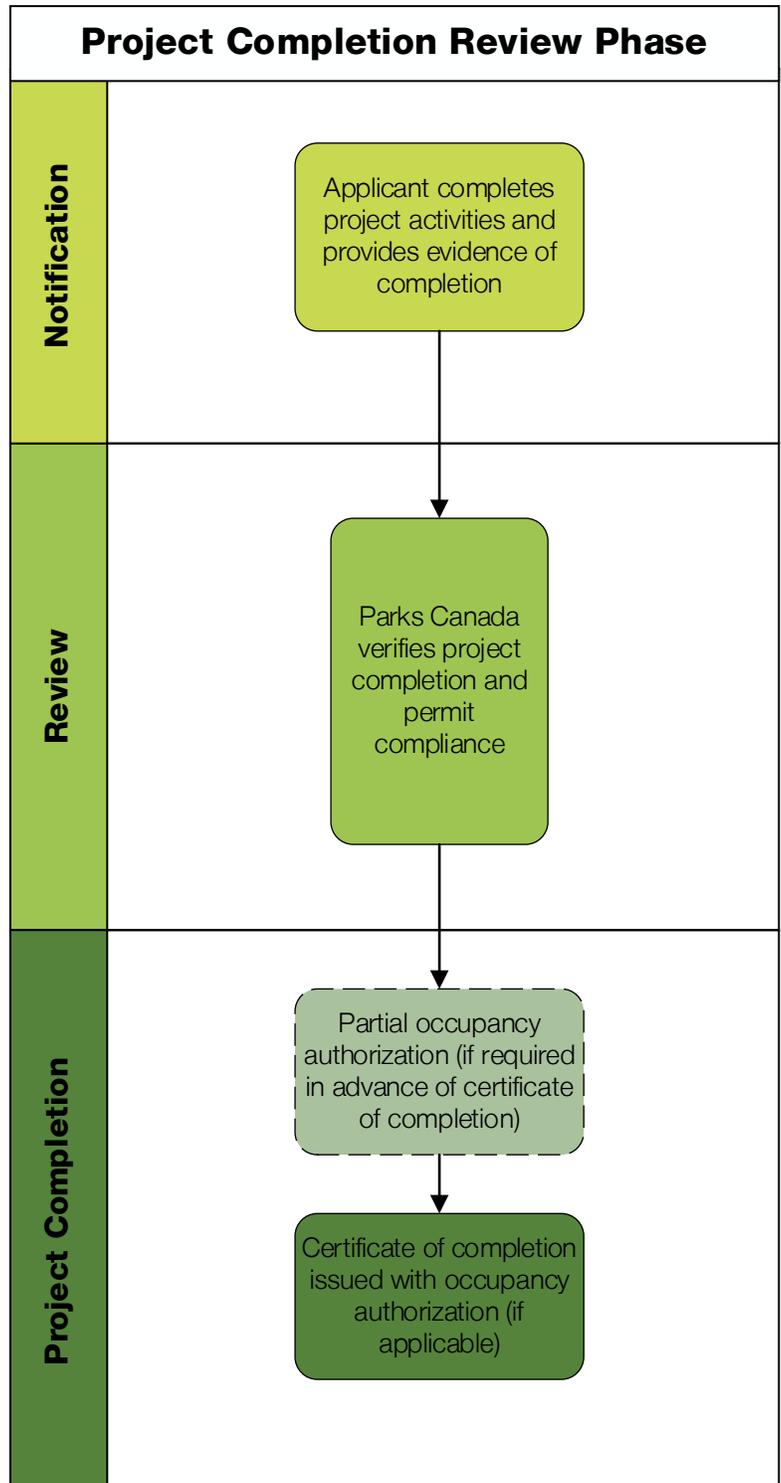


Figure 6.0— Diagram showing the typical process in the final stage of a project.

5.4.1 Review

Once applicants have notified Parks Canada that construction has completed, Parks Canada will evaluate the project.

This evaluation may involve the following components:

Building permit compliance review

Applicants must provide proof of project completion. Applicants may be requested to provide any of the following, including but not limited to:

- Approved building permits and corresponding plans
- Inspection reports for the project that demonstrates compliance with regards to any applicable health, fire and/or safety codes

Development permit compliance review

Assessment at the project completion stage may involve an evaluation of the previously issued development permit, and any other agreements or authorizations, including associated conditions and approved plans or other inspection or compliance reports.

On-site inspections

Parks Canada may conduct on-site inspections during the project completion stage, or prior, to verify that all activities have been carried out in accordance with all previously approved permits and plans.

Through the assessment activities, Parks Canada may identify additional works or inspections required, including identifying any corrective action required.

5.4.2 Occupancy Authorization

A permit holder may request an occupancy authorization for a building, or any part of a building, prior to project completion, in accordance with section 17 of LUPR. The superintendent may issue the occupancy

authorization, and may make that authorization subject to conditions, if the permit holder provides safety code inspection reports prepared by a qualified professional indicating that the project meets the requirements set out in any building, fire, plumbing, electrical or energy efficiency code that applies where the project is being carried out.

For projects with multiple commercial or residential dwelling units, the superintendent may consider issuing occupancy authorization for individual units on a case-by-case or phased basis if the permit holder provides the safety code inspection reports required to demonstrate that the project does not present life safety concerns.

5.4.3 Certificate of Completion

A superintendent must issue a certificate of completion and grant occupancy authorization (when applicable), in accordance with section 16 of LUPR, if the permit holder has completed the project and demonstrated to the satisfaction of the superintendent that the project complies with the regulations and the conditions of permits issued or any other planning authorization(s).

6.0 Other Types of Permits and Land Use Planning Authorizations

The following section addresses other types of permits and land use planning authorizations that may not be a part of the typical process described above. Within these sections, you will find further information on these additional types of permits and authorizations including their application process and review considerations.

6.1 Temporary Use

Temporary use permits may be issued at the sole discretion of a superintendent to allow for a use of lands or a building on a trial or short-term basis, where the proposed temporary use is not listed as a permitted or discretionary use in a local land use policy. Temporary uses do not include special events as administered and defined by Parks Canada.

Table 4—Minimum Criteria for Temporary Use Permit Issuance

In addition to the criteria provided in section 5.2.2 for the issuance of a development permit, the superintendent may only issue a temporary use permit if the application:

1. Is for a use and intensity of use appropriate for the site

Temporary uses may be allowed, even if they are not explicitly permitted by land use policies if it can be demonstrated that the proposed use and the intensity of use are appropriate for the size and configuration of the proposed site. Conditions regarding the proposed use, including intensity and length of such use, will be specified in the permit.

2. Will not affect the site in such a way that the site cannot be returned to its previous condition or be improved following the termination of the use

Conditions may be included in the permit outlining requirements for returning the site to its original condition or better, following the termination of the temporary use.

The following policies apply to temporary use permits:

- Permits will be issued for a maximum of two years from the date of permit issuance.
- Temporary use permits cannot be extended.
- Permits may be reissued one time.
- A condition of all temporary use permits is that the site subject must be returned to a previous or better condition following the cessation of the temporary use.

6.2 Tree Removal

If tree removal is included as part of a proposed development project, the superintendent may include authorization for the removal of a tree in conjunction with issuance of a development or building permit.

For the removal of trees that are associated with a proposed development project, the superintendent may issue an authorization in accordance with section 3(1) of *LUPR* for any tree that:

- In the case of a deciduous tree, has a height of at least 4 m and, if measured from a height of 1 m above the ground, a diameter of at least 6 cm or;
- In the case of a coniferous tree, has a height of at least 2.5 m.

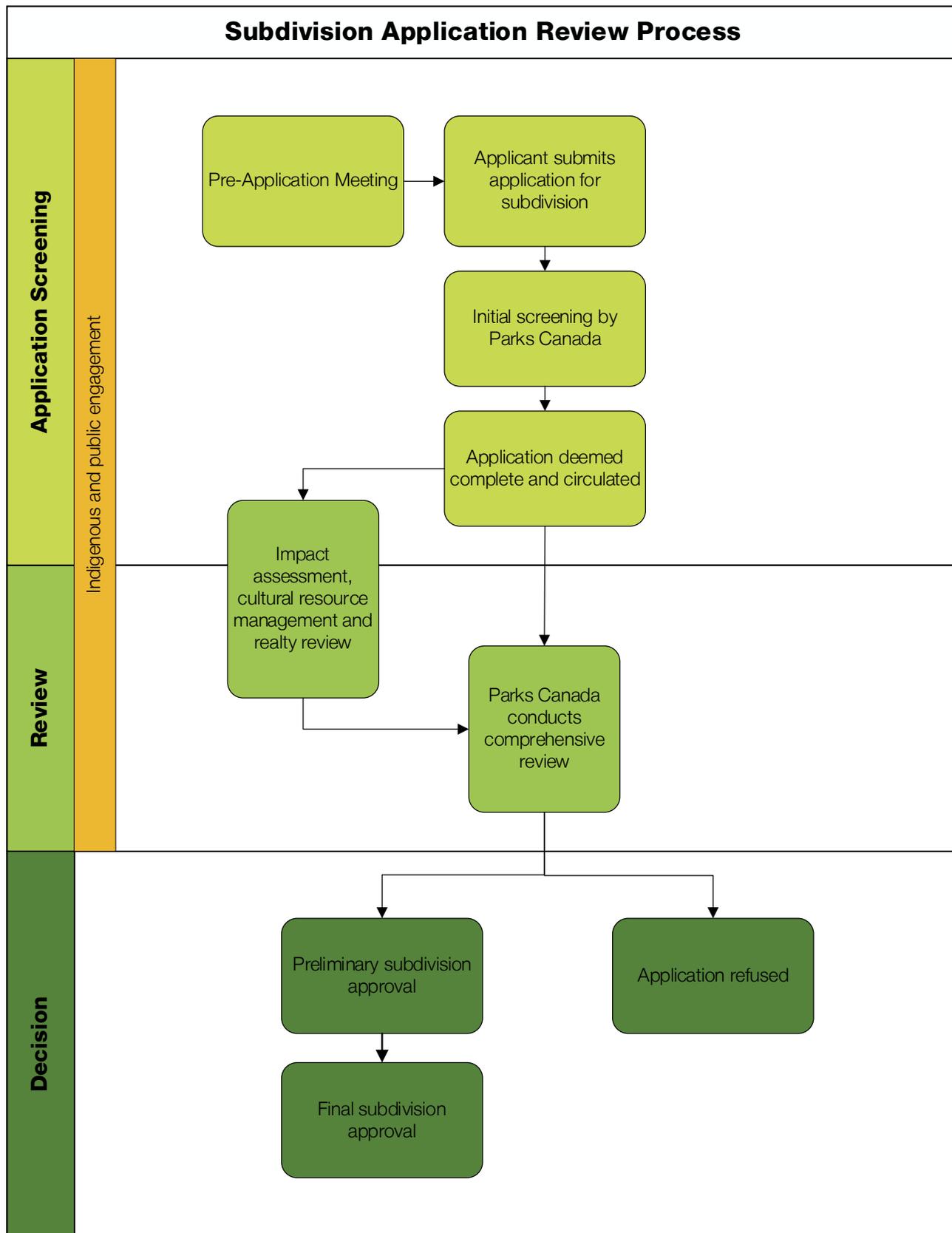
For clarity, any trees with height less than indicated in section 3(1) of *LUPR* do not require the issuance of a permit under the *LUPR* but may require local authorization from the superintendent (e.g., through the issuance of a restricted activity permit or another authorization type).

6.3 Subdivisions

Sections 31 through 40 of the *LUPR* establish the process for subdivision approvals. The subdivision process is a land use planning authorization that permits the division of a parcel into two or more parcels, the consolidation of parcels or the alteration of a boundary on adjoining parcels.

As per section 33 of the *LUPR*, a land use agreement holder may only submit an application for a subdivision after consulting the superintendent in a pre-application meeting with respect to the land use planning process.

Figure 7.0– Diagram showing the typical process for a subdivision application.



6.3.1 Screening

Once a subdivision application submission package has been submitted, Parks Canada staff will conduct an initial screening to verify that all minimum submission requirements have been received and conduct an initial policy scan for consistency with land use policy applicable to that Parks Canada administered place. If the submission package passes the initial screening, the submission package will be deemed complete, Parks Canada will initiate the application review process and collect fee payment. If the submission package does not pass the initial screening, Parks Canada will notify the applicant of outstanding information required.

6.3.2 Review

Once an application has gone through initial screening and is deemed complete, the application will be comprehensively reviewed. First, Parks Canada staff will undertake a detailed evaluation of the application to determine if the proposal meets the criteria for a subdivision approval listed in Table 5.

Table 5—Minimum Criteria for Subdivision Approval

<p>The superintendent may only approve of an application to subdivide lands if:</p> <ul style="list-style-type: none"> • The lands to be subdivided are suitable for the purposes for which the subdivision is intended; • The subdivision is consistent with the applicable land use policies, community plan and/or management plan; • The subdivision is in the interest of the Parks Canada administered place; • The proposed subdivision does not have the potential for significant adverse effects on ecological integrity or cultural resources; and • Each lot or parcel to be created has direct access to a public right-of-way, or appropriate alternative access.
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Similar to other authorizations, Parks Canada may require Indigenous and/or public notification and consultation occur prior to a decision being made. Details on consultation requirements may be shared during the mandatory pre-application meeting.

6.3.3 Decision

Option A: Authorization

Step 1: Preliminary Subdivision Approval

If the application meets the criteria in Table 5, the superintendent may issue a preliminary subdivision approval, subject to any terms and conditions they deem appropriate to ensure the criteria for subdivision approval are maintained, to ensure the protection of the ecological integrity and cultural resources of the Parks Canada administered place, and to ensure the safety, health, and enjoyment of persons using the Parks Canada administered place.

A preliminary subdivision approval indicates that the superintendent will approve the subdivision request and register the new plan of subdivision if conditions of the approval are met.

Preliminary subdivision approval will lapse after two years. After a preliminary subdivision approval lapses, a new application will be required.

Conditions for subdivision approval may require the applicant (at their own cost) to:

- Obtain permits for the development, use, or redevelopment of the site within a specified timeframe;
- Obtain and submit a survey plan of the subdivision compliant with the *Canada Land Surveys Act*;
- Obtain an impact assessment determination from Parks Canada that confirms the proposed subdivision does not have the potential for significant adverse effects on environmental or cultural resources;
- Surrender or amend any existing leases or licences for the subject lands, and accept new leases or licences for the parcel(s) of land being created; and
- Establish services to the site and/or pay for such services to be established.

Step 2: Final Subdivision Approval

If the conditions of the preliminary subdivision approval have been fulfilled, the superintendent will grant final approval of the subdivision; otherwise, final approval and plan registration will lapse and not be executed.

The superintendent may require that any existing land use agreements be surrendered or amended when final subdivision approval is granted for a minor subdivision. For a major subdivision, any existing land use agreements must be surrendered at the time of final subdivision approval, otherwise Parks Canada will not allow the subdivision to be executed.

Option B: Refusal

If, in the superintendent's opinion, the proposed project does not meet, and cannot be amended to meet, the criteria for subdivision approval, the superintendent will refuse the application, and notify the applicant in writing with the reason for refusal.

7.0 Public Notification and Consultation

Under section 9 of the LUPR, Parks Canada may consult with the public before making a decision on permit applications, particularly where the superintendent determines that, due to the nature of the proposed project, consultation is in the public interest.

For most permit applications and land use authorization requests that conform with existing local land use policies, there is no requirement to provide public notification. However, a superintendent may identify circumstances, on a case-by-case basis, where it is appropriate to notify the public and seek feedback from any stakeholders, based on the unique aspects of a proposed project and site.

The superintendent may decide, based on the potential public interest of a proposed project, to pursue public engagement activities beyond issuing notice.

The minimum standards outlined in this section are intended to provide consistency across national parks and national park reserves.

Certain parks may establish place-specific approaches that go beyond these requirements, and reflect the unique scope and nature of the proposed project. Other permit and authorization types not listed may be subject to public notification and engagement at the discretion of the superintendent.

7.1 Notice of Application

A notice of application informs the public that an application has been accepted for review and that Parks Canada may provide the opportunity for the public to provide comments or feedback on the proposed application prior to the superintendent making their decision. If the superintendent determines that an application is of interest to the public, a notice of application will be issued by Parks Canada once the proposed project has passed the initial screening stage of application assessment.

Public notification is required for variance, temporary use, and discretionary use applications. Parks Canada requires public notification for these applications as they deviate from established development standards. These requirements are separate from those established under section 35 of the *Constitution Act*. Indigenous consultation is a separate process and may be required.

Parks Canada uses two primary methods to issue notices of application:

- 1) Public Notice of Application Sign Posted on Subject Property
- 2) Public Notice of Application Posted by Parks Canada

Public notification and engagement requirements may differ depending on the nature and scope of a project.

Indigenous consultation and notification requirements under the *Impact Assessment Act* are separate to those requirements listed here. Confirm with local Parks Canada staff what may be required for a particular project.

1) Public Notice of Application Sign Posted on Subject Property

Applicants may be required to post a physical sign on the project site. Signs must be placed in a location easily visible from a public road or right-of-way to the satisfaction of the superintendent.

The following policies apply to on-site signs:

- The sign will contain the information and meet the specifications as set out in a template provided by Parks Canada, including a description of the location and nature of the proposed development.
- The applicant is responsible for notifying the superintendent of the date of sign installation, confirming public visibility of the sign, and the removal of the subject sign after the minimum posting period.
- A decision on an application for a permit or other planning approval authorization may be withheld until the sign has been posted for the minimum consultation engagement period and in compliance with the above requirements.
- Signs must be posted in a publicly visible location until the date that a decision is made.

The requirement for a public notice can be waived, at the discretion of the superintendent, examples include but are not limited to seasonally occupied or remote properties.

2) Public Notice of Application Posted by Parks Canada

Parks Canada may send written notice or post notice in a public location including on a public facing website of an application which may include a description of the proposed project, applicable *LUPR* standards, and relevant local land use policies for the purpose of informing the public and/or neighbouring properties of the proposed work.

7.2 Public Meeting

As per Section 9 of the *LUPR*, the superintendent may consult with the public on a proposed project prior to the issuance of a permit. A public meeting may be required for development permit applications and other land use authorizations with identified public interests. Public meetings provide an opportunity for the public to provide feedback on a proposal.

Where a public meeting is deemed required by the superintendent, it may be held in combination with any other public meeting provided the superintendent is satisfied that the public has had adequate opportunity to share feedback. The format for conducting a public meeting is at the discretion of the superintendent to reflect the nature of the project, and place specific considerations.

7.3 Additional Engagement Requirements

The public notification and engagement requirements listed in this section are minimum measures only. Where there is significant public interest or identified potential impacts, the superintendent may require that the applicant engage in any public notification and engagement measures deemed appropriate.

Applicants may also be legally required to undertake additional notification and consultation activities before the superintendent may issue a permit allowing construction to begin on the project or other planning authorization.

This includes conducting any Indigenous consultation and notification requirements under the *Impact Assessment Act*.

8.0 Consultation with Indigenous People

Indigenous peoples play a critical role in the protection, presentation, and preservation of natural and cultural resources. Acknowledging, honouring, and incorporating Indigenous knowledge and ways of stewarding heritage places will result in improved management of these places, and contribute to the process of reconciliation between the Government of Canada, Indigenous peoples, and other Canadians.

As a federal agency, Parks Canada has specific policy and statutory obligations with respect to Indigenous peoples' involvement in projects in Parks Canada administered places, including decision-making on land use planning projects. Parks Canada is committed to consulting and cooperating with Indigenous peoples on all land use projects that have the potential to adversely affect Aboriginal and Treaty rights or interests.

Parks Canada, as a Crown agency, holds the overall responsibility for consultation and engagement on specific land use projects in heritage places. However, Parks Canada may require that applicants assist Parks Canada in meeting its commitments and responsibilities by carrying out particular aspects of rights-based consultation on a project.

If an individual approaches Parks Canada about a project that has the potential to affect the rights or interests of Indigenous peoples, Parks Canada will work with the applicant to develop an Indigenous Consultation and Engagement Strategy prior to accepting any applications for the project. In this strategy, Parks Canada will outline the rights-based consultation requirements for the project, what consultation aspects must be carried out by the applicant, and how Indigenous peoples will be notified and consulted on the project, both prior to application submission and during the permit process.

Under section 10 of the *LUPR*, rights-based consultations must be carried out with Indigenous peoples on any application that has the potential to affect their rights, prior to the superintendent making a decision on the application. The superintendent will generally require that applicants consult with Indigenous peoples and submit a consultation report detailing the results of these conversations, before accepting any applications for project permits.

Execution of the Indigenous Consultation and Engagement Strategy enables all parties to fully understand the potential adverse impacts of the project on Indigenous interests and rights and allows parties to seek approaches to avoid or reduce negative impacts.

Parks Canada will refuse to accept an application for a permit or planning authorization that may affect the rights or interests of Indigenous peoples until the potentially affected peoples have been adequately consulted.

Parks Canada will carry out consultations with Indigenous peoples on land use planning projects in accordance with:

- The Government of Canada's common law duty-to-consult, when the Crown is contemplating actions that may affect the rights of Indigenous peoples under section 35 of the *Constitution Act*;
- Requirements specified in treaties or land claim agreements;
- Obligations detailed in park establishment, cooperative management agreements, or management plans; and,
- Parks Canada policies on consultation with Indigenous peoples.

If a potential applicant seeks to undertake a project that may affect the rights or interests of Indigenous peoples, they are encouraged to contact Parks Canada as early as possible.



9.0 Review of Decision

The Review of Decision by Chief Executive Officer (CEO) process aims to ensure decisions are made in accordance with the requirements and matters established under the *LUPR*.

In certain circumstances, an applicant may initiate a Review of Decision by the CEO of Parks Canada where they believe a decision was not made in accordance with:

- i. in the case of a refusal to issue, amend or renew a permit, the requirements and matters under section 11 of the *LUPR*; or,
- ii. in the case of a suspension or revocation of a permit, the reasons set out in section 18 or 19 of the *LUPR*.

Prior to requesting a formal CEO review of decision, applicants should ensure that all other options to rectify the issue have been explored, including submitting a request for superintendent reassessment. For further clarity, refer to section 5.2.6.2.1.

9.1 Limitations

Only the applicant of the subject project may submit a request for review of the superintendent's decision.

Decisions on building permits, subdivision applications, and occupancy authorizations are not eligible for review, as these decisions are technical in nature. Further, a decision is non-reviewable if it is with respect to the conformity of a structure with any applicable safety code, per section 21(3) of the *LUPR*. Only decisions related to development permits and other land use planning authorizations are reviewable.

9.2 Application Requirements

In accordance with *LUPR* section 21(1), a request from a person whose application has been refused, suspended, or revoked must be submitted no later than the 30th day after the day on which they receive the notice.

Applications for a review of decision must include, in writing, the reason for requesting the review, provide any supporting evidence available and any fees payable. Upon receipt of the request, Parks Canada may request additional information to inform the CEO's review.

9.3 Review Outcome and Notice of Decision

Following the review of the superintendent's decision, the CEO must direct the superintendent, in accordance with section 21 (2) of *LUPR*, to either:

- Uphold the same decision made by the superintendent;
- Direct the superintendent to issue, amend, or renew the permit; or
- In the case of a suspension or revocation of a permit, reinstate the permit.

A notice of decision will be sent in writing to the applicant with the decision and the rationale for the decision once made.

Part Four:

Compliance and Enforcement

Parks Canada may pursue compliance and enforcement activities to ensure conformance with the *LUPR*, which might include regulated activities conducted without authorization or non-compliance with the conditions of a permit. Compliance efforts related to the *LUPR* consist of three related components: education, monitoring, and enforcement. Parks Canada will seek a balanced approach to compliance, combining efforts to educate on the requirements of the *LUPR*, assist through monitoring and environmental surveillance activities, and pursue enforcement proceedings to uphold the *LUPR*.

10.0 Entry and Inspections

An important factor of Parks Canada's land use management role is the ability to enter and inspect buildings and properties to identify and investigate potential non-compliance and risks related to health and safety. Under Section 28(1) of the *LUPR*, the superintendent may, at any reasonable time, enter any place in the park:

- i. in order to inspect a project carried out in accordance with an authorization or permit;
- ii. if the superintendent believes on reasonable grounds that a project has been, is being or is likely to be carried out in that place without an authorization or permit;

10.1 Exception – Dwelling Place

For any place that is intended to be used and is being used as a permanent or temporary dwelling place, the superintendent must provide 24-hour notice to the occupant and obtain their consent to enter, in accordance with section 30 of the *LUPR*.

11.0 Superintendent's Orders

A superintendent may issue an order to take any action to counter a threat to public health or to remedy the consequences of a contravention of the *LUPR*, including a contravention to the terms and conditions of a permit, or where work has been carried out without authorization.

An order will include, but is not limited to the following information: identifies the violation; identifies the measures that must be taken to rectify the violation; and provides a timeline in which the measures must be taken.

The superintendent may issue any of the following enforcement orders and pursue further enforcement actions for the purpose of bringing the subject property into compliance with the land use development standards of the day. Under section 29(1) of the *LUPR*, a superintendent may order the following:

- A **Stop Work Order** to halt work taking place without the required permit, or to halt work that violates the terms and conditions of an issued permit;
- A **Stop Use Order** to halt land uses or occupations of a structure, in whole or part, taking place without the required permit or approval, or to halt land uses or occupations of a structure, in whole or part, that violate the terms and conditions of an issued permit, planning authorization or land use agreement;
- A **Demolish, Remove, Repair or Replace Order** that requires the offender to demolish, remove, repair, or replace a structure that violates the terms and conditions of an issued permit or approval.

As a result of the superintendent's order, an applicant may be required to restore lands to their original condition, modify existing structures to bring them into compliance, obtain retroactive permits or authorizations and other measures.

Parks Canada may also apply monetary penalties in accordance with *Environmental Violation Administrative Penalties Regulations (EVAMPR)*. For further information, refer to section 12.3.

11.1 Superintendent's Action

As per section 29(2) of the *LUPR*, if the actions detailed in a Superintendent's Order are not taken within the stated timeframes, the superintendent may enter a place or structure, under the requirements of entry as noted above, to take those stated actions.

12.0 Land Use Infractions and Penalties

Comprehensive implementation of the authorities established in the *LUPR* is crucial to the management of development, construction and land use permit activities at Parks Canada administered places. The following section describes the superintendent's authority to suspend or revoke permits and issue monetary penalties tools to facilitate compliance with Parks Canada's land use policy and development standards.

12.1 Permit Suspension

A permit or occupancy authorization that has been suspended must be re-instated by the superintendent if it meets the following criteria established in Section 18(3) of the *LUPR*:

- The contravention that led to the suspension has been corrected;
- After 30 days from the date of the suspension, unless proceedings have been instituted before the end of that period in respect of the alleged contravention; or
- If proceedings have been instituted, after the person who holds the permit or authorization has been found not guilty of an offence in respect of the alleged contravention or after the proceedings against them have been discontinued.

A permit or occupancy authorization is suspended until the day that the superintendent notifies the agreement holder that it is reinstated.

12.2 Permit Revocation

Under section 19 of the *LUPR*, the superintendent may revoke a permit or other planning approval after it is issued, if:

- It was issued based on false or misleading information;
- The holder of the permit or other planning approval contravenes any provision of the

LUPR or any term or condition of the permit or other planning approval authorization or;

- The permit or authorization has been suspended twice during the period it was issued.

The superintendent will provide written reasons and an opportunity to be heard, by written representation, in respect to the revocation of a permit or occupancy authorization.

12.3 Administrative Monetary Penalties

The superintendent may also enforce violations of the *LUPR* through the issuance of monetary penalties. Monetary penalties are established for carrying out any construction, land uses, or occupancy without a permit, violating the terms and conditions of a permit or other planning approval, failing to adhere to minimum property maintenance standards, or failing to comply with an enforcement order – amongst other potential land use infractions. A superintendent may issue administrative monetary penalties as a supplement to existing enforcement measures and as a financial disincentive to non-compliance with Parks Canada development standards. For further clarity, no realty transactions associated with land use agreements, such as a mortgage, assignment, or sale, will be permitted until any outstanding debts are paid to the Crown.

Different types of violations have different baseline penalty amounts that take into consideration the nature and seriousness of the violation. If aggravating factors like a history of non-compliance and economic gain apply to a violation, the total amount of a fine may be increased above the baseline. Each day that a violation took place or is ongoing, is considered as a separate violation for which a separate fine can be issued. The maximum fine per day, per violation, is \$5,000 for an individual and \$25,000 for any other person.

Monetary penalties are issued under the authority of the *Environmental Violations Administrative Monetary Penalties Regulations (EVAMPR)*, which should be referred to for the most current and up to date information.

Part Five:

Fees and Service Standards

Parks Canada charges fees when services provide personal or commercial benefits to users, conveys a right or privilege to a land use agreement holder, or grants the use of a publicly owned resource administered by Parks Canada for benefit. Under the LUPR, these services or rights and privileges include evaluating applications for permits or other planning authorizations, assessing the potential impacts of a proposed project, and pre-application meetings.

13.0 Application and Administration Fees

Application and administration fees are categorized by the type of permit being issued or service being provided. Parks Canada is responsible for calculating the fees and the applicant is responsible in providing payment prior to the issuance of any land use planning permit or authorization. Application fees are typically requested by Parks Canada at the time an applicant submits an application package for comprehensive review.

Fees are project specific and dependent on the type and scale of development. Fees are charged to recover administrative costs, processing and review by the individuals who benefit directly from land use planning services and are reflective of the rights and privileges granted.

For information on fees or service standards, please contact the local park where your project is located.

14.0 Service Standards

Under the *Service Fees Act*, federal entities that charge fees are also subject to a requirement to establish a service standard. Service standards represent time limits within which Parks Canada aims to make a decision on an application or to provide the service requested.

If Parks Canada does not make a decision on an application or does not provide a given service within the listed timeframe, the application will be subject to Parks Canada's remissions policy.

15.0 Cost Recovery Agreements

Occasionally, there may be a proposed project that is so complex that the range of types of fees and service standards are insufficient to cover Parks Canada's staff time and costs to review the project and require a custom process and timeline for application processing.

In these cases, the superintendent has the discretion to recover costs of the project through a cost-recovery agreement, rather than the permit application fees listed above, to ensure that the applicant bears the full cost of Parks Canada's assessment of the project.

If the superintendent chooses to require a cost-recovery agreement for a proposed project, the applicant will be required to sign an agreement with Parks Canada. This will include at minimum:

- The applicant's commitment to paying all costs incurred by Parks Canada in the evaluation of the project from the time the applicant signs the agreement to the time a final certificate of completion is issued;
- Timelines for reaching a decision on each application for a permit or planning approval;
- Minimum Indigenous engagement and public notification and consultation requirements for Parks Canada to issue the required permits and planning approvals; and
- Requirements for security deposits and/or performance bonds, if applicable.

Part Six:

Administrative Policies

The following section lists Parks Canada’s administrative policies on permits and other planning approvals.

16.0 General

16.1 Projects Taking Place in Multiple Parks Canada Administered Places

If a project is proposed to take place in multiple Parks Canada administered places, applicants must obtain the required permit or planning approval to do so from the applicable superintendent in each of the proposed locations, unless otherwise determined by each applicable superintendent.

16.2 General Permit Application Requirements

To ensure consistency, section 7(2) of the *LUPR* establishes the minimum information that a Superintendent must consider prior to issuing a permit. When submitting an application for a permit or other planning authorization, the following must be included in the application submission package at minimum:

- Completed and signed application form;
- Project narrative (i.e., purpose and scope);
- Impact assessment project description form (if applicable);
- Other supporting documents (e.g., plans, studies, reports, etc.) required by the Superintendent; and
- Application fee(s)

Appendix A contains more details about the information required per permit type, in accordance with section 7(2) of the *LUPR*. Applicants are encouraged to confirm with local Parks Canada staff what is required for a complete application package based on the proposed project and location.

16.2.1 Eligibility to Apply

Only a current land use agreement holder with Parks Canada or a person with written authorization of the agreement holder may apply for and obtain a permit or other planning authorization to undertake work or activities on the subject lands, or seek an amendment, cancellation, or extension of a permit or other

planning approval authorization.

For lands, structures, or condominium units held through joint tenancy, an application for a permit or planning authorization may be submitted by one of the joint tenants, or by a person with the written permission of one of the joint tenants.

For lands, structures, or condominium units held through a tenancy in common arrangement, applications for a permit or planning authorization must be submitted with the written permission of all tenants in common.

If an agreement holder is a corporation, written permission of the corporation must be issued from a person with proof of signing authority on behalf of the corporation.

If the subject property is a condominium, written permission for any proposed works or activities on common property must be obtained from the condominium board.

17.0 Issuance

17.1 General

In accordance with section 11 of *LUPR*, Parks Canada may issue a permit or authorization for otherwise prohibited land use, works or activities, after the review of a complete application package that satisfies all Parks Canada requirements. A permit or other form of planning authorization may not be transferred, sold, or otherwise assigned to another party or property. All permits or other planning authorizations will be issued to the applicant.

It is the applicant’s responsibility to comply with the terms and conditions of a permit or planning authorization. The applicant is responsible for any costs associated with fulfilling the terms and conditions, including any corrective actions required by the superintendent in the case of

non-compliance.

When a permit or other planning approval is issued, Parks Canada will retain the original signed permit or other planning approval on file and send a copy to the applicant. Copies will be sent digitally; paper copies will only be sent upon request.

If a lease is assigned, a land use agreement is surrendered, a licence is relinquished, or a property is sold, any permits or other planning authorizations that are in progress on the subject lands will be automatically cancelled.

17.2 Expiration

Unless otherwise specified by the superintendent, permits are valid for 2 years and may be extended for up to 1 additional year. The work or activity authorized by the permit must be completed by this date.

17.3 Permit Expiry and Renewal

In accordance with section 15 of *LUPR*, the superintendent may, prior to its expiry, renew (i.e., extend) a valid permit for up to 12 months. The following policies apply to any proposed amendment to a permit:

- Applications must be made in writing and clearly state the reasons for permit renewal
- Applications must be accompanied by the applicable fee.
- A request for a permit renewal may be subject to new or modified terms and conditions, at the discretion of the superintendent.
- A request for a permit renewal must be submitted to the superintendent prior to the expiration date of the permit.
- The superintendent will only approve a permit renewal if the proposed project, as amended, still complies with the criteria for permit issuance. To verify that the renewal request meets the original conditions of approval, the superintendent may require that the proposal be reviewed and endorsed by internal or external parties, such as Parks Canada's impact assessment team.

17.4 Revocation of Permits

It is the applicant's responsibility to exercise due diligence and ensure their proposed project complies with all applicable legislation and regulations, the applicable land use agreement,

and plans and policies applicable to the subject lands.

A permit or other planning approval does not confer rights in contravention of law, land use agreements, or policy. If it becomes apparent that a permit or other planning authorization was issued on the basis of substantial incorrect information or misrepresentation by the applicant in accordance with section 19 of the *LUPR*, it may be revoked by the superintendent.

18.0 Pre-Existing Non-conforming Structures and Occupancy

The following requirements on pre-existing non-conforming occupancy and pre-existing non-conforming structures are founded in section 45 and 46 of the *LUPR*.

18.1 Alteration of Pre-Existing Non-Conforming Structures

As per section 45 of the *LUPR*, a non-conforming structure is a structure that was constructed in accordance with a previous regulation, policy, or guidelines but does not comply with the current regulation, policy or guidelines currently in effect. When Parks Canada changes its land use policies or plans, resulting in built structures becoming non-conforming, these structures will be considered to be authorized as pre-existing and will not be required to be brought into compliance with the new land use policy standards.

Parks Canada does not generally encourage the expansion or enlargement of any non-conforming structures unless such work brings the structure closer into conformity with the current land use policy. Parks Canada may consider alterations to a non-conforming structure that involves:

- Routine repair and maintenance;
- Replacement of roofing or cladding materials;
- Installation of new insulation;
- Replacement, modification, or addition of windows;
- Exceptional circumstances at the discretion of the superintendent.

18.2 Non-conforming Occupancy

Land use policies evolve and change over time. A land use policy may change such that a use and occupancy that was once authorized under a previous policy is no longer permitted under the new policy. If this happens, the use is considered to be non-conforming and may lawfully continue so long as this use continues.

Under section 46 of the *LUPR*, previously authorized uses that are now considered non-conforming under the *LUPR* and any local land use policy thereunder may be continued provided that there is no change to the intensity, scale, or nature of the use.

18.3 Acts of Destruction

If a non-conforming structure is damaged or destroyed due to acts beyond the lessee, licensee, or owner's control, to the extent that more than 75 % of the value of the structure above its foundation is determined to have been lost, then the structure may not be repaired or rebuilt except in accordance with the applicable land use policy.

The valuation of the damaged structure must be prepared, to the satisfaction of the superintendent, by a professional qualified to determine the amount of floor area, construction value, or a combination of the two. The land use agreement holder is responsible for any valuation costs associated with acts of destruction.

19.0 Advisory Committees

Under section 42 of the *LUPR*, the superintendent of a park may establish an advisory committee. The purpose of an advisory committee is to provide formal opportunity for residents and stakeholders to consider and advise the superintendent on land use planning matters. This may include but is not necessarily limited to making recommendations on various types of applications for development, particularly, where involving the exercise of discretion by a superintendent, variances, and/or the establishment of a new local land use policy.

Membership composition and the scope of advisory committees may be tailored to the specific local context in which they will be

established depending on the demand, availability of expertise, interest and Parks Canada resources.

20.0 Compliance Report

Under section 27 of the *Land Use Planning Regulations*, individuals or organizations may request a compliance report from Parks Canada. A compliance report identifies whether the use of the property and/or location of structures on the subject site is in conformity with the *LUPR*, plans and local land use policies. It is typically requested to provide assurances to financial providers at the time of sale, assignment, or refinancing of a property.

This report is a service provided by Parks Canada upon request by the holder of the land use agreement for the subject property, or a person with their written authorization. Parks Canada will rely on the applicant to provide accurate and sufficient information to draft the report.

A compliance report will include a statement that Parks Canada finds, or does not find, on the basis of the information provided, any compliance issues on the site. All applicable fee (s) must be received prior to the issuance of a report.

21.0 Summary of Records

A summary of records provides all the permits and planning authorizations, past and present, on file for a parcel.

A summary of records may only be requested by the holder of the land use agreement for the property, or a person with the written authorization of the agreement holder.

A summary of records will include a list of any past and current permits or other planning authorizations issued for the lands, including the file number for each, the date of issuance, and a brief summary of the work or activity which was authorized. A summary of records is based solely on available Parks Canada records.

All applicable fee(s) must be received prior to Parks Canada releasing a summary of records.

No Guarantee of Content

Requirements for application submission packages and record-keeping have varied over time. Parks Canada cannot guarantee the content of records and will not issue a refund if the requested information is not found in a file search.

22.0 Revisions to the Guidelines

Parks Canada is committed to regularly updating these Guidelines over time, to ensure they continue to meet the needs of all Canadians evolving needs and contexts. Parks Canada will notify and consult with Indigenous Peoples and the public prior to making any major revisions to these Guidelines.

Amendments to the Guideline will be approved in the following manner:

- a) administrative amendments or adjustments (e.g., updating hyperlinks, rewording for clarity) will be approved by the Director, Realty Services;
- b) revisions resulting from amendments to legislation, regulations or other policies will be approved by the Vice-President, Real Property and Assets Directorate; and
- c) amendments that result in a substantial policy change will be approved in accordance with Parks Canada's governance structure and approval by Parks Canada's President and Chief Executive Officer.

Appendix A: Application Requirements

The applicant may be required to provide any or all of the following in application for a permit or planning authorization:

Development Permits

Parks Canada may require the following in application for a Development Permit:

1. A completed application form, with:
 - Written authorization from the eligible applicant(s), if not the eligible applicant; and
 - Location description, including legal description and/or civic address(es) as applicable.
2. The following site information:
 - A) Project summary of the proposed design concept including:
 - The use and number of all existing and proposed structure(s); and
 - Any structures to be demolished and their current use.
 -
 - B) Basic site statistics, provided in metric units and as a percentage, including:
 - Total existing and proposed site coverage;
 - Existing and proposed building footprints;
 - Driveways and parking lots dimensions and area;
 - Landscaped areas;
 - Gross floor area of all existing and proposed structures; and
 - Total site gross floor area.
 - C) A brief description of any anticipated changes to vehicular or pedestrian traffic, and any proposed mitigation measures.
3. Site Survey completed by a Canada Land Surveyor.

4. Project Description for an Environmental Impact Assessment form.

5. Photographs of the site and surrounding areas.

6. Site Plan(s) indicating:

- Site boundaries;
- Structure setbacks from site boundaries;
- Dimensions of existing and proposed building footprints; and
- Dimensions of existing and proposed hard landscaping, driveways, and parking areas.

7. Plans, as applicable, including but not limited to:

- Landscape Plan(s);
- Floor Plan(s) of existing and proposed layouts, including existing and proposed use(s) and the gross floor area occupied by each use;
- Elevation Plans of all sides of proposed structures;
- Roof Plans;
- Site Servicing Plans;
- Environmental Protection Plan;
- Fence Details;
- Street view rendering;
- Sign Plans; and
- Site section(s) from the front to the rear property line, indicating existing and proposed structures and finished grades, as applicable.

8. For a proposal with staff accommodations: Details regarding the provision for and types of staff accommodation.

9. If a phased project, the Site Plan must show the complete build out, the areas proposed for

each phase, and which phase is subject to the application.

10. If the project has potential to affect Indigenous rights or interests, a record of consultation activities indicating:

- Any concerns expressed by Indigenous peoples and how they will be addressed,
- A record of all the consultation activities undertaken and
- Key outcomes of consultation activities.

11. An Impact Assessment Pathway Determination Report approved by Parks Canada.

- A completed Impact Assessment, if applicable, may be required prior to issuance of a Development Permit.

Variances

In addition to the requirements for Development Permits, the superintendent may require:

- A description of the proposal explaining how the proposed variance (s) meet the criteria for variance approval; and
- Proposed variances indicated on Site Plan(s) with detailed notations.

Building Permits

The superintendent may require the following items to be attached to an application for Building Permits:

- A completed Application Form;
- Colour photographs of the existing site or structure subject to the application;
- A Site Plan, complying with the approved and issued Development Permit;
- Other Plans complying with the approved and issued Development Permit, as applicable, including:
- Landscape Plans;

- Architectural and Structural Plans, including all relevant drawings, such as:

- Foundation Plans;
- Floor Plans;
- Mechanical Plans;
- Electrical Plans;
- Fire Plans;
- Plumbing Plans;
- Roof Plan;
- The size and location of crawl space access and/attic access;
- Materials, finishes, and assembly specifications, and

- Any other plans required by the superintendent.

- Plans Assessment Reports from qualified professionals confirming, as applicable:
 - Compliance with the applicable safety codes;
 - Compliance with the applicable regulations, local land use policies, and standards for water, sanitary sewer, utilities, and other service connections;
 - Serviceability by local emergency services; and
 - Compliance with the applicable public health legislation and regulation.

Certificate of Completion

The superintendent may require the following in application for a Certificate of Completion:

- Completed Application Form;
- All Inspection Reports required as a condition of Development Permit or Building Permit; and,
- Survey completed by a Canada Land Surveyor.

Other Planning Approvals (Subdivision, Local Land Use Policy Amendment or Temporary Uses)

The superintendent may require the following in application for other planning approvals:

- A completed Application Form, including:
 - Written permission from the eligible

- applicant, if not the applicant; and
 - Location description, including legal description and/or civic address(es) as applicable.
- A Site Survey completed by a Canada Land Surveyor.
- Colour photographs of the site and surrounding area.
- A Planning Justification Report, describing:
 - The existing land use district(s);
 - The proposed land use district(s);
 - The existing and proposed uses for the lands, if applicable; and
 - How the change meets the criteria under which the superintendent may consider the proposed change in designation.
- For subdivisions: A Draft Plan of Subdivision or Condominium or Survey showing the proposed change of parcel boundaries completed by a Canada Land Surveyor.
- If the project has potential to affect Indigenous rights or interests, a record of consultation activities, indicating:
 - Any concerns expressed by Indigenous peoples, and how they will be addressed;
 - A record of all the consultation activities undertaken; and
 - Key outcomes of consultation activities.
- Infrastructure Reports:
 - Functional Servicing Report
 - Traffic Impact Study
 - Stormwater Management Reports
- Environmental Reports:
 - Hydrogeological Report
 - Tree Preservation Report & Plan
 - Watershed or sub-watershed Study
 - Flood Hazard Risk Report
 - Environmental Site Assessment
 - Geotechnical Study
 - Slope Stability Study
 - Erosion and Sediment Control Plans
 - Contaminant Management Plan
- Wind Study
- Noise Study
- Vibration Study
- Health Impact Assessment
- Market/Retail Impact Analysis

Additional Application Requirements

Any of the following studies may be required as part of a complete application, to be determined by the superintendent and communicated to the applicant at the earliest opportunity:

- Planning Justification Report
- As Built Drawings
- Architectural Design Study
- Cultural Resources Report, such as:
 - Archaeological Overview Assessment
 - Built Heritage Overview Assessment
 - Visual Impact Assessment
 - Heritage Impact Assessment