

CLEAR LAKE CABIN AREA BUILDING GUIDELINES

2001 Development Guidelines for the Clear Lake Cabin Area Riding Mountain National Park of Canada

PURPOSE

This document is intended to detail the procedures to initiate the Development Review Process in order to construct or modify a portable cabin; to outline the design criteria to be used when preparing building plans for approval; and to provide procedural requirements for issuance of a camping permit to new owners of portable cabins.

INTRODUCTION

It is recognized that the Clear Lake Cabin Area is in a period of transition, and that building improvement is an ongoing process. These guidelines can further serve to improve the quality and character of the Clear Lake Cabin Area.

ADMINISTRATION

The Development Office will respond to appropriate inquiries regarding these guidelines, but will not act in the capacity of an engineering or architectural consultant. Building permits and related permits are required prior to the commencement of construction in a national park. Failure to obtain the requisite building permit or related permits required by these regulations **prior** to construction is an offence under the *National Parks Act*. **The maximum fine under the Act for conviction of a violation of the regulations is \$2,000.00.**

NATIONAL BUILDING CODE

All references to the National Building Code of Canada shall be taken as The National Building Code of Canada as amended from time to time.

REVISIONS

Any revisions to these guidelines will be made jointly by Parks Canada and the Clear Lake Cabin Owners Association.

PROCEDURE

1. To build a new cabin or modify an existing cabin

While minor works (eg. decks) will only require that you submit a Building Permit Application, all new construction or major renovation projects in Wasagaming are subject the Development Review process. The review is a process with up to seven steps as follows:

- Narrative Letter
- Development Permit Application
- Building Permit Application
- Environmental Assessment
- Issuance of permits
- Appeal Process and Minor Variances
- Follow-up Inspection Process

Effective August 1,1997 construction in the Clear Lake Campground will be confined to 1100 - 1700 (11:00 a.m. to 5:00 p.m.) for the months of July and August. The Field Unit Superintendent may approve special exemptions upon application in writing

Development means

- the repair or renovation of an existing building, including exterior painting and finishes
- the construction, relocation or demolition of a building or other structures
- excavation, trenching or landscaping
- change of use or changes to the intensity of use of land or building
- tree removal
- the placement, alteration or removal of water, sewer or electrical lines.

Step#1: Narrative Letter

To initiate the review process the applicant must first provide a narrative letter and sketch explaining the nature of the work planned. From this the Development Officer will determine whether a Building Permit is required or if a Development Permit Review process is required.

Step #2: Development Permit Application

The purpose of this review is to evaluate the proposed development for compliance and acceptability with National Parks policy, assess the probable impact of the development on the park itself, and determine the acceptability and appropriateness of the development within the Park. All applications shall contain the following information:

- a preliminary site plan;
- photographs showing the site and its adjacent area;
- a narrative and graphic report describing the development concept, indicating:
 - i) the relationship of the proposed development to existing site conditions, to adjacent developments and surrounding area
 - ii) the type of building(s) to be constructed, on-site parking, site access to be provided, and anticipated traffic flows;
 - iii) proposed utility services;
 - iv) proposed contribution to environmental stewardship; and
- such other information as the Park administration feels is necessary to adequately explain the proposal.

Step#3 Building Permit Application

A building permit review will be undertaken to finalize all the necessary details for all construction guided by the National Building and Fire Code of Canada prior to commencing development. All applications shall contain the following information:

- a site plan/floor plan drawn to scale illustrating setbacks;
- scaled working drawings;
- elevation(s) drawn to scale;
- schedule of materials and colours.

All applications for new cabin facilities must be prepared by the appropriate professionals, such as landscape architects, geotechnical, mechanical, electrical, structural and or civil engineers depending upon the complexity of the proposal. **Buildings having a value of \$25,000 or greater require architect created and approved drawings.** All development proposals will be reviewed as required against the latest editions of codes,

regulations, Parks Canada Policy documents and guidelines identified below.

Step#4: Environmental Assessment

All development plans and proposals, including those proposed by Parks Canada, shall undergo an environmental assessment in accordance with the Canadian Environmental Assessment Act. Under the act, project proponents are responsible for environmental assessments and are to submit the assessment to Riding Mountain National Park for approval. A Building permit cannot be issued until the environmental assessment has been completed and approved. An environmental assessment will;

- describe the project
- determine the potential effects that a project may have on the environment including cultural resources; and
- identify mitigating measures to minimize or eliminate negative environmental impacts. The assessment ensures that the full range of possible adverse effects of any action within Riding Mountain National Park are identified, measured and evaluated and that measures are taken to reduce foreseen adverse impacts or to proceed to alternative actions. Many activities related to building maintenance are not required to undergo an environmental assessment.

A form has been developed to streamline the environmental assessment process for small scale development.

Detailed information can be obtained by contacting the Environmental Officer at (204) 848-7213.

Step#5: Issuance of Permits

A Development Permit, which is valid for 12 months, will be issued if the proposals and drawings conform to the above regulations and policies as required. Failure to submit an application for a Building Permit within the time period will require a new Development Permit application. A Building Permit will be issued if the working drawings conform to the conditions of the Development Permit: National Building Code and or other applicable statutory requirements, health and safety standards, infrastructure, environmental assessment and to Provincial standards where not in conflict with Federal regulations.

Step#6: Appeal Process and Minor Variances

No mechanism exists at present, however, this is to be developed by Riding Mountain National Park in conjunction with the Wasagaming Tenants' Association.

Step#7: Follow-Up Inspection Process

Building inspections are required at different stages of the construction process, such as siting, framing, electrical, plumbing, insulation, etc. It is the responsibility of the applicant to contact and schedule inspections with the Development Officer or other qualified inspectors as dictated on the Building Permit. For work governed by codes other than the National Building Code, arrangements must be made by the proponent for the necessary inspections.

2. All applications can be submitted by mail to:
Riding Mountain National Park Wasagaming,
Manitoba
ROJ 2HO

Or in person to the Development Officer at the Park Office Tuesday to Friday inclusive 10:00 A.M. to 12:00 Noon and 1:00 to 3:00 P.M. Pre-booking an appointment will ensure that the Development Officer is available. Please call (204) 848-7214. Acceptance of an application does not in anyway constitute a guarantee of approval. Issuance of a Development Permit constitutes "approval in principle" and does not constitute permission to proceed to development or implementation. No development may take place until a Development Permit, and in most instances a Building Permit, has been issued.

3. A current fee is \$5.00 for each \$1,000,00 of construction cost or value.
4. The cabin owner is responsible for all electrical and telephone hookups and inspections.
5. The National Camping Regulations **do not permit** the transfer of seasonal camping permits. In order for you to sell your cabin and retain it on your lot in the seasonal campground, the following requirements are to be made:
- i) A building and site inspection must be done by our building inspector. It will be necessary for you to arrange for this inspection (phone 848-7214). While existing buildings are not strictly required to meet all National Building Code requirements, safety hazards and aesthetic and siting deficiencies must be corrected. Refer to NBC, A-1.1.2.1. Typically and inspection will include, but is not limited to, the following general areas:
 - Safety:**
 - structural soundness of the building(s), deck, etc.
Note: 2 in x 2in framed cabins may remain providing the building is in good condition with no major structural deformation.
 - fire safety such as smoke alarms, fire extinguishers, etc.
 - other safety items such as railings, etc.
 - Aesthetics & Environment:**
 - exterior building condition and appearance.
 - condition of decks, sheds, and other appurtenances.
 - yard care.
 - proper greywater disposal.
 - Siting:**
 - adequate parking on lot.
 - all setbacks and siting guidelines are to be met.
 - ii) The onus is on you to arrange with Manitoba Hydro (204)867-2288 and be responsible for the cost of a Manitoba Hydro electrical inspection.

- iii) If any deficiencies are found in the above inspections, they must be corrected prior to our issuing a camping permit on this lot.
- iv) Parks Canada has a "Bill of Sale" form which must be completed and signed by seller and purchaser OR the seller may write a letter relinquishing their right to the lot. The purchaser must purchase a seasonal camping permit (2007 fee is \$488.65 including GST) payable to Receiver General for Canada/ This fee is subject to change each year.
- v) The Clear Lake Cabin Owners Association will be consulted before any decision is made to have a cabin removed from the seasonal cabin area.

NOTE: THERE ARE NO EXCEPTIONS TO A PURCHASER PAYING THE FEE TO ACQUIRE A CAMPING PERMIT IN CLEAR LAKE CAMPGROUND.

6.

Trailers, which have been deemed a legal non-conforming structure, will be permitted to exist and be replaced provided that trailers are no wider than 16 feet; no longer than 32 feet including the trailer hitch; and must remain on the lot for the entire season.

NON-CONFORMING STRUCTURE AND USE:

- Any structure or use that was present prior to a change in building guidelines and regulations and was permitted under the old rules or received documented approval (i.e., a Building Permit) shall be deemed a "legal non-conforming building or use" and be permitted to exist notwithstanding health, safety and fire standards.
- When an existing structure does not conform and sustains damage (such as caused by fire) and or renovated to an amount of more than 50% of its value, any subsequent redevelopment or reconstruction must conform to existing guidelines. The burden of proof, regarding the value of the reconstruction or renovation, rests with the lessee.
- A change of ownership or inheritance does not require a "legal non-conforming use" to come into conformation.
- Any development or portion of that development which does not conform to these guidelines and did not receive documented approval (i.e., Building Permit) shall be deemed an "illegal non-conforming structure" and is subject to removal or to be brought in to conformance. A change of ownership or inheritance requires an "illegal non-conforming use" to be brought in to conformance.

SITING GUIDELINES

1. LOT SIZE:

- lots are approximately 25ft by 40ft (1000s sq. ft.)

2. FRONT YARD:

- a front yard shall be provided of not less than 2.44m (8 ft) in depth
- no cabin, deck, ground level patio, shed, or other construction shall be permitted within the front yard setback unless it is:

- a.) bay window at ,4m (1ft 3 in) above average grade of the floor level of the first level, b.) roof overhang of not more than .6m (2ft) and will be within the lot line,
- c.) 1.2m x 1.2m (4ft x 4ft) landing at an entrance door provided it is at ground level only.

3. SIDE YARD

- a side yard of not less than .9m (3 ft.) shall be provided on each side of a lot.
- no portable cabin, deck, shed, steps or other structure will be constructed within the side yards with the exception of the following:
 - a.) in one side yard only, a ground level patio constructed of non-combustible materials such as concrete patio blocks or interlocking pavers laid on a grade up to the side lot line.
 - b.) footings or pads which project into the side yard to a maximum of 4.6m (1ft 6in). - rainwater must be collected and discharged to follow natural runoff patterns and not be allowed to discharge directly onto adjacent properties.
- windows are not to be installed on the side wall of the cabin adjacent to the side yard unless they contain fire rated glass. NBC Section 9.10.15 Spatial Separation Between Buildings.

Spatial Separation

- all buildings must conform to Subsection 9.10.15 NBC

BUILDING HEIGHT & AREA GUIDELINES:

4. SITE COVERAGE AREA

Cabin 47.6 square meters maximum	(512 sq. ft.) Shed 4.45
square meters maximum	(48 sq. ft.) Parking
Area 18.6 square meters minimum	(200 sq. ft.)

5. PORTABLE CABIN HEIGHT:

- the height of a cabin will not exceed 1.5 stories or 5.03m (16 ft 6 in) to the peak, or highest point of the roof.
- loft space may be provided within the cabin so long as they are in compliance with the NBC. Loft means an indeterminate floor between floor and ceiling, located above the eaveline within the pitch of the roof of the building with a floor area no more than 40% of the floor below it.
- the exterior wall height of a cabin will not exceed 2.47m (97 1/8 in) from the top of the main floor to the top plate of the wall.
- the maximum wall height of a dormer will be 1.71m (5ft 6in).
- the maximum height of external storage shed, if one exists, will not exceed 2.1m (7ft) in height from the top of the floor to the top of the wall plate.

6. MAXIMUM GROSS FLOOR AREA:

- the maximum gross floor area will not exceed 71.3 sq.m. (768 sq.ft.). All living areas, loft spaces, roofed and screened-in structures, storage areas, sun decks, portable toilets, landings and additional parking areas must be accommodated within this space.

7. MAXIMUM FOOTPRINT OF CABIN:

- the maximum footprint of the cabin will not exceed 4.8m x 9.7m (16 ft x 32 ft) or 47.6 sq.m (512 sq ft). In the situation of steep grading or placement of trees, a variance shall be permitted by the Development Officer to allow the 47 sq.m (512 sq ft) area to be applied in a suitable dimension so long as it does not exceed the setbacks.

8. LOFT AREA:

- loft area not to exceed 40% of the main floor area
- stairs to lofts shall meet the requirements of Article 9.9.1.1. & Section 9.8 NBC - Ladders are NOT to be used to gain access to lofts.
- loft railings (guards) shall meet the requirements of subsection 9.8.8.
- lofts shall have at least one operable window meeting the requirements of Article 9.7.1.2.

9. MAIN FLOOR HEIGHT:

- the maximum main floor height shall be .60m (2 ft.) from the lowest existing grade level to the top of the main floor joist at:
 - (a) either corner of the front elevation where the lot slopes from side to side,

or

 - (b) mid point of either side elevation of portable cabin length where the lot slopes from front to back.

10. DECKS:

- deck areas should be constructed to avoid damage to the root zone of adjacent trees (i.e. to the extent of branch spread of the tree) Avoid excavation, filling, or compaction directly within the root zone; cantilevered construction from beyond the root zone to within the branch spread/root zone is acceptable.
- combustible decks shall not be constructed in the side yard area at each side of the lot. Non-combustible patios are permitted (See Section 3 - "Side Yards".)
- the maximum deck height shall be .60m (2 ft.) from the lowest existing grade level to the top of the main floor joist at mid point of either side elevation of deck length.
- deck height on lots with extreme slopes shall be evaluated on an individual basis.
- National Building Code of Canada Subsection 9.8.8 requires that all decks .60m above grade and more must have a guard installed. For decks less than .60m above grade a guard is optional
- guards shall comply with current National Building Code requirements.
- decks shall have no solid walls, roof or other means of enclosure other than guards.
- deck guards shall have openings at regular intervals: openings shall meet National Building Code requirements.

11. EXTERNAL STORAGE SHED:

- **only one (1) storage shed is allowed on a lot.**
- maximum gross area for the storage shed shall be 4.45 square meters (48 sq. ft.) And the maximum gross floor area for the cabin will be adjusted accordingly..
- maximum dimensions for the storage shed shall be 1.83m (6 ft) wide x 2.44m (8 ft) long.
- shed walls shall not exceed 2.1m (7 ft) in height from the top of the floor to the top wall plate.
- shed roof slope should be compatible with cabin roofs.
- shed location is flexible in relation to the portable cabin and the deck except for the following:
 - i) the shed shall be no closer than .60m (2 ft.) from the portable cabin;
 - ii) the shed shall not compromise setbacks;
 - iii) the shed shall be located in the rear half of the lot
- an ABC multi-purpose fire extinguisher shall be located in the portable cabin adjacent the door closest to the shed location.

MISCELLANEOUS GUIDELINES

12. REQUIRED PARKING AREAS:

- cabin occupants are to park on their lots.
- the 2.44m (8.0 ft.) front yard provides parking space for at least one vehicle.

- where access to the rear portion of the lot is possible, a parking stall behind the cabin, on the lot, may be established.
- **under no circumstances is natural vegetation in green space areas to be removed or disturbed to provide parking or recreational areas.**
- the parking lots to the east and west of Clear Lake Campground are to be used

whenever possible for visitor and boat parking, etc.

13. ROOF LINES:

- only gable or similar types of roofs will be permitted, the ends to face the main street and back lanes.
- roof slopes must meet the NBC standards.
- roof overhangs shall be a maximum of .60m (2 ft.). And shall not extend over the rear property line.
- dormers are permitted within the roof line on either side of a cabin, and i) will comply with the NBC,
 - ii) will not be within .9m (3ft) of the front or rear wall of a cabin,
 - iii) will have a maximum wall height of 1.7m (5ft 6in),
 - iv) will have a roof pitch of no less than 3:12.

14. FOUNDATIONS:

- continuous poured concrete footing or grade beam and piles are not permitted.
- individual cast in place concrete footing pads, .90m x .90m (36 in x36in) maximum are permitted.

15. CABIN SKIRTING:

- skirting may be installed around full cabin perimeter except on wall where deck and cabin are joined.
- skirting shall be of a material that is compatible with the cabin siding.
- skirting must extend to within .20m (8 in) of the existing grade.
- venting of the place enclosed by the skirting shall comply with the National Building Code of Canada (as it may be amended from time to time) Subsection 9.18.3 Ventilation.

16. DECK SKIRTING:

- for front yards or decks facing adjacent street on corner lots, skirting may be installed around full deck perimeter except on the side where the deck joins to the cabin wall.
- for decks in the rear yard, skirting is optional.
- skirting shall be of the same type material as the deck construction.
- skirting must extend to within .20m (8 in.) of the existing grade.
- venting of the place enclosed by the skirting shall comply with the National Building Code of Canada (as it may be amended from time to time) Subsection 9.18.3 Ventilation.

17. SMOKE ALARMS:

- U.L.C. approved smoke alarms must be installed in all portable cabins in accordance with Article 2.1.3.3. of the National Fire Code of Canada.
- smoke alarms installed in existing cabins may be battery operated but upon renovation they will have to hard wired in..
- installation of smoke alarms in new cabins shall conform to the National Building Code of Canada Article 9.10.19.3 quoted as follows:
 - i) "Smoke alarms shall be installed by permanent connections to an electrical circuit and shall have no disconnect switch between the over current device and the smoke alarm"

18. NOISECONSIDERATION

- Electric powered toilets should be situated in a location that minimizes the noise for adjacent neighbours.
- Air conditioners, if desired, will be located on the front or back walls.

18A. Effective August 1, 1997 construction in the Clear Lake Campground will be confined to 1100 - 1700 (11:00 a.m. to 5:00 p.m.) for the months of July and August. Field Unit Superintendent may approve special exemptions upon application in writing.

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19. WATER, SEWER & GREY WATER

- water, sewer and grey water hook-ups are not permitted.
- internal water pressure system and internal grey water collection systems are acceptable but must not connect to external sources.
- outdoor grey water discharge (sullage pits) are not permitted.
- portable toilets (porta-potties) are acceptable, but contents **MUST** be disposed of properly at the R.V. dump station located at the south end of the big parking lot, or in the new sewage dump stations in the portable cabin area.;
- under **NO** circumstances are portable toilets to be emptied in the storm sewer catch basins, as the storm sewer discharges directly into Clear Lake.
- humus or composting toilets are acceptable and are recognized as posing the least amount of risk to the environment.

20. PARKING (Wasagaming Community Plan)

- cabin occupants will park vehicles on their own lots. The front yard setback will serve as the designated parking area for at least one vehicle and will be no smaller than 18.6 sq. m. The front yard will remain as natural as possible, for example, avoiding concrete blocks, gravel, or pavement. Hard surfacing, such as paving stones or wood chips, may be permitted by the approval of the Development Officer where natural ground cover does not survive.
- where access to the rear portion of the lot is possible and space is available on the lot, a vehicle may be parked in that space provided that it is parked within the confines of the cabin lot.
- under no circumstances is natural vegetation in green space areas or adjacent lots to be removed or disturbed to provide additional parking or recreational areas.
- extra parking for vehicles and water craft will be provided in the parking lots to the east and west of the Clear Lake Cabin Area and will be used whenever possible for visitor vehicle and boat parking.

MATERIAL FINISHES GUIDELINES

23. SIDING FINISHES:

- the portable cabin construction shall comply with the National Building Code of Canada Section 9.27 Siding.

24. INTERIOR WALL AND CEILING FINISHES:

- the portable cabin construction shall comply with the National Building Code of Canada Section 9.29 and 9.29.1 Interior Wall and Ceiling Finishes and shall comply in particular to the following subsections:

Subsection 9.29.5 Gypsum Board Finish (Taped Joints)

Subsection 9.29.6 Plywood Finish

Subsection 9.29.7 Hardboard Finish

Subsection 9.29.8 Insulating Fibreboard Finish

Subsection 9.29.9 Particleboard or Waferboard Finish

- the use of wood strip siding as a decorative finish for interior walls and ceiling shall be applied over 13mm (1/2") drywall.
- open stud construction is not permitted in cabins (interior wall finishes are required).
- interior wall and ceiling finishes may be used if they comply with flame-spread rating of not more than 150 and shall comply to the National Building Code of Canada Subsection 9.10.3 Flame Spread Limits.
- open stud construction is acceptable in sheds.

25. ACCEPTABLE EXTERIOR FINISHES & COLOURS

- Facility Appearance Guidelines for Riding Mountain National Park shall be referenced for acceptable exterior finishes and colours. Proposed finishes will be reviewed as part of the Development Permit Review process.
- exterior finishes and roof colours should be in harmony with the natural surroundings and the adjacent buildings. Generally, earth tone colours will be used.
- exterior materials must be in keeping with the landscape of the Park and with the intent of the Facility Appearance Guidelines.
- any preservative treated lumber used is to be of the C.C.A. chromated copper arsenate type only. Creosote and phenol wood preservatives are not permitted. Disposal of
- treated wood scraps is to conform to Riding Mountain National Park Directive #89-01.

-Plants (trees, shrubs, grasses or flowers) that are native to this part of Manitoba are well adapted to the local climate and soils. They are hardy perennials, and they require little maintenance once established. **Recommended Species:** White birch Green ash Bur oak White spruce Jack pine Tamarak Mountain maple Showy mountain-ash Choke cherry Pin cherry Nanny berry High-bush cranberry Red osier dogwood Alternate-leaved dogwood

Planting Near Hydro Lines

Trees should not be planted within 3 meters of a hydro line or pole. Trees growing up into wires increase the risk of fire as well as maintenance costs. When trees are heavily pruned, because they have grown up into the wires, they can become unsightly. The following shrubs may be suitable for planting under hydro lines, depending on the height of the wires:

Saskatoon
Pin cherry
Choke cherry
Mountain maple
Nanny berry
High bush cranberry
Green alder
Speckled alder
Scrub birch
Water birch
Prickly wild rose
Long spined hawthorn
Round leaved hawthorn
and many species of willow

Sustainable wild varieties should be considered in locations where maintenance of plant material is difficult due to site topography.

For more detailed information, contact the Riding Mountain National Park's Vegetation Management Officer, Wybo Vanderschuit - Ph. (204) 848-7246

(1) Lot plan showing existing structures (if applicable); Position of all new structures; Front, side & rear year setbacks; Location of parking area; • Deck, shed & cabin dimensions.

(2) Complete Floor Plan showing all dimensions.

(3) Four (4) elevational drawings showing:

(4) Complete list of materials & colours for:

Floor height;

- Deck height; •Wall height;
- Roof height;
- Roof profile;
- Window dimensions;
- Foundation type & dimensions
- Exterior finishes: (sample may be requested)
- Interior finishes;

(5) Landscape plan showing drainage,

(6) Number & type of trees to be removed (if applicable).

(7) Estimate of Cost.

SUMBIT TO:

DEVELOPMENT OFFICER
RIDING MOUNTAIN NATIONAL PARK
WASAGAMING, MANITOBA
ROJ2HO

NOTE: FURTHER TECHNICAL DETAILS MAY BE REQUESTED.

APPENDIX A

**APPLICATION FOR A BUILDING PERMIT
CLEAR LAKE CAMPGROUND RIDING MOUNTAIN
NATIONAL PARK OF CANADA**

NAME _____ TYPE OF CONSTRUCTION:
_____ NEW CABIN _____
_____ RENOVATION _____

SHED _____
TELEPHONE: (____) _____ DECK _____

EMAIL ADDRESS: _____

LOT # _____

TREE REMOVAL REQ'D _____

**** All contractors working in Riding Mountain National Park must apply for and obtain a current National Parks Business License. Please contact 204-848-7133 to make arrangements for your Business License.**

CONTRACTOR _____ YES _____ NO _____

ADDRESS _____

ESTIMATED COST OF PROJECT _____

DATE: _____ SIGNATURE OF APPLICANT _____