



Sustainable Planning and Community Development  
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# Heritage Conservation Area Nomination Form

## Background- What is a Heritage Conservation Area?

A Heritage Conservation Area is a special district with *heritage value* and *heritage character*, which is identified for conservation in the City's Official Community Plan (OCP). The buildings in these areas have historical, cultural, aesthetic, scientific or educational significance and have distinct traits in common that give them special character and are worthy of preservation. The conservation of these areas is important to the image and identity of the City. The City of Victoria has identified some of these areas in the OCP, and encourages further identification of such areas that require protection. In addition to the above, the City of Victoria requires that a nominated area also meet the following criteria:

- A proposed heritage conservation area should consist of multiple contiguous properties, preferably including properties on both sides of a public street
- A large proportion of properties within the proposed HCA should share recognizable characteristics (character-defining elements) that relate to their historical, cultural, aesthetic, scientific or educational significance and its defined period of significance
- Contributing properties in the district should demonstrate integrity through intactness and legibility of their original forms or physical components when they are identified as character defining elements
- The City will assess the level of support for the new HCA through a survey administered to all property owners, which will be submitted to City Council for their consideration

If the City proceeds to designate an HCA, it must describe the special features of the area that are to be protected and specify guidelines on how to achieve that protection. Designating an area as an HCA means that new construction, additions and some types of alterations to existing buildings are required to follow the guidelines, and must receive a heritage alteration permit from the City before proceeding.

## Process Steps

1. HCA Nomination from community member
2. Heritage staff review & site visit to confirm boundaries and review with local Community Association Land Use Committee (CALUC)
3. Citizen-led community consultation meeting with affected homeowners & survey to determine support
4. Staff prepare report requesting authorization from City Council to study the area
5. Community research & verification using a heritage integrity checklist
6. Preparation of draft HCA bylaw, including description of special features and characteristics, objectives and guidelines
7. Consultation meeting with affected homeowners on draft bylaw contents and posting of bylaw to City website
8. Review and comment by the Heritage Advisory Panel
9. Bylaw considered by Council and public hearing held



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## Submission Requirements:

- Completed nomination form
- A brief summary of any preliminary outreach to residents
- A map with an outline of the proposed boundaries of the HCA
- Typical photographs of area properties
- Any letters of support, petitions or other materials

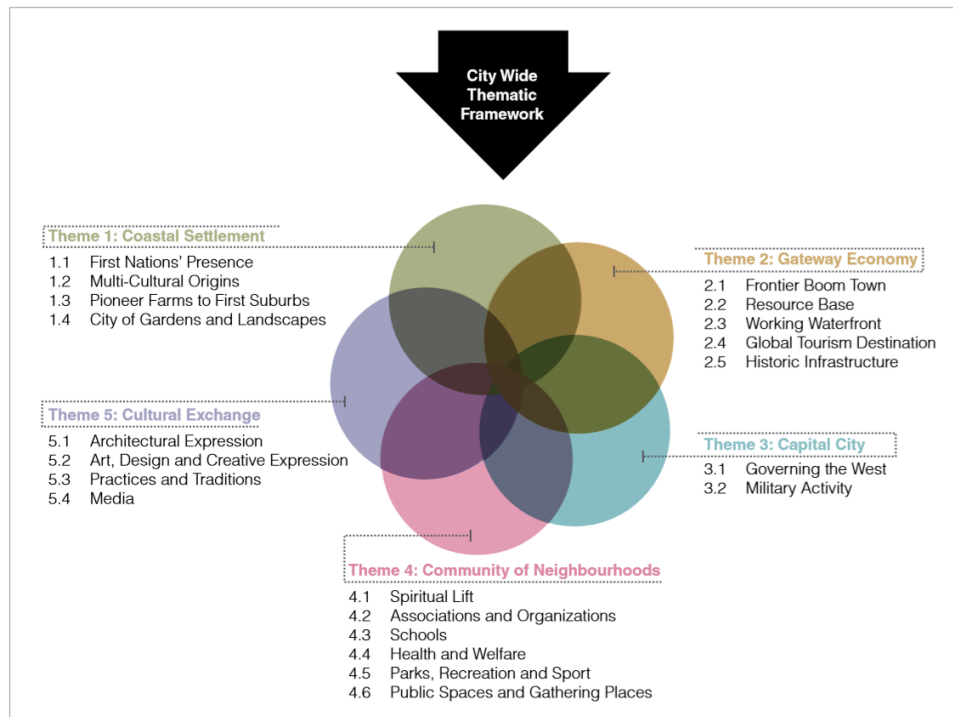
## Please fill out the following:

1. In the field below, explain why the area you are nominating as a heritage conservation area has heritage value, defined as social, cultural, aesthetic, scientific or educational importance. What traits or features of the properties that comprise the area give it heritage character, defined as a distinctive quality or appearance? During what time period did key features of the neighbours appear or get built?

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2. In the field below, describe the heritage value of the area in terms of the Victoria Heritage Thematic Framework, taken from the Official Community Plan. Which themes does the area embody?

### The Victoria Heritage Thematic Framework:





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3. Nominators are strongly encouraged to speak to their neighbours about the proposed HCA directly prior to submitting their nomination. In the field below, please describe your engagement with neighbours so far?

**Name of Nominator** \_\_\_\_\_  
**Address** \_\_\_\_\_  
**Phone Number** \_\_\_\_\_  
**Email** \_\_\_\_\_

Signature of Nominator	Date
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**Name of Sponsor (Required if nominator does not live in HCA)** \_\_\_\_\_  
**Address in HCA** \_\_\_\_\_  
**Phone Number** \_\_\_\_\_  
**Email** \_\_\_\_\_

Signature of Sponsor	Date
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