Heritage Alteration Permit
Application Process

The following outlines the sequence of events that can be expected during the heritage alteration permit process.

CALUC refers to the Community Association Land Use Committee
COTW refers to the Committee of the Whole (composed of all City Council members)

WHO is responsible	WHAT needs to be done
▶ **Applicant**	☐ Review your ideas with the Heritage Planner for initial comments and suggestions. Consider a **Pre-Application Meeting** to help identify technical requirements. ☐ Prior to creating a site and landscaping plan, contact Engineering and Parks to discuss the required City standard for the public right of way. ☐ If the land will be subdivided, apply for **preliminary subdivision approval** from the Approving Officer. ☐ Verify with Permits and Inspections that all work done on the existing building has been completed with the appropriate permits. ☐ Obtain the services of an engineer, architect or other building professional who is knowledgeable of the BC Building Code that an existing building can be used for the proposed occupancy. ☐ If your application has variances, a meeting with adjacent neighbours and the neighbourhood Community Association Land Use Committee (CALUC) is recommended. ☐ Submit your application and supporting materials through **eApply**.
City	☐ If the proposal includes variances, staff sends application to CALUC electronically.
CALUC	☐ If sent to the CALUC, the CALUC has 30 days to provide comments if it decides to review the application. CALUC sends comments to Mayor and Council (copy Development Services).
City	☐ Review of application by City staff. Applicant will receive an Application Review Summary. ☐ Application may require Heritage Advisory Panel review depending on compliance with guidelines, size of project and request for variances. Applicant must be available to make a presentation to the Heritage Advisory Panel. ☐ Staff recommendations and Heritage Advisory Panel recommendations are presented to COTW. Any CALUC comments will be attached to the report.
▶ **Applicant**	☐ Changes to the application may be required as a result of staff review or Heritage Advisory Panel comments. If changes occur, submit revised plans in accordance with the directions provided in the Application Review Summary. ☐ Attend the COTW meeting to answer any questions. Applicants may not make presentations at COTW unless requested by Council.

WHO is responsible	WHAT needs to be done
City	☐ COTW reviews the application and may recommend changes, rejection, or advancing to a Council meeting to consider approval.
► **Applicant**	☐ If changes are made to the plans, submit revised plans to Development Services. ☐ If the application has variances, pay the fee for public notice. ☐ If the application involves landscaping, provide staff with a landscape cost estimate.
City	☐ If there are variances, adjacent property owners and occupiers are notified of the Council meeting date. Staff prepare signage notifying of the Council meeting.
► **Applicant**	☐ If there are variances, signage must be posted on the site at least 10 days prior to the Council meeting date. Contact Development Services support staff at 250.361.0382 for sign information.
City	☐ At its meeting, Council considers feedback submitted by the public. ☐ Council may approve or decline the application.Council's motion is shared with the applicant and CALUC. ☐ If approved, the Heritage Alteration Permit is issued. A notice is filed on the property's title.
► **Applicant**	☐ Provide landscape security deposit prior to issuance of Building Permit.