



Heritage Alteration Permit Process Checklist

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
<p>► Applicant</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Review your ideas with the Heritage Planner for initial comments and suggestions. Consider a Pre-Application Meeting to help identify technical requirements. <input type="checkbox"/> Prior to creating a site and landscaping plan, contact Engineering and Parks to discuss the required City standard for the public right of way. <input type="checkbox"/> If the land will be subdivided, apply for preliminary subdivision approval from the Approving Officer. <input type="checkbox"/> Verify with Permits and Inspections that all work done on the existing building has been completed with the appropriate permits. <input type="checkbox"/> 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. <input type="checkbox"/> If your application has variances, a meeting with adjacent neighbours and the neighbourhood Community Association Land Use Committee (CALUC) is recommended. <input type="checkbox"/> Submit your application and supporting materials through eApply.
City	<ul style="list-style-type: none"> <input type="checkbox"/> If the proposal includes variances, staff sends application to CALUC electronically.
CALUC	<ul style="list-style-type: none"> <input type="checkbox"/> 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	<ul style="list-style-type: none"> <input type="checkbox"/> Review of application by City staff. Applicant will receive an Application Review Summary. <input type="checkbox"/> 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. <input type="checkbox"/> Staff recommendations and Heritage Advisory Panel recommendations are presented to COTW. Any CALUC comments will be attached to the report.
<p>► Applicant</p>	<ul style="list-style-type: none"> <input type="checkbox"/> 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. <input type="checkbox"/> 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	<ul style="list-style-type: none"> <input type="checkbox"/> COTW reviews the application and may recommend changes, rejection, or advancing to a Council meeting to consider approval.
► Applicant	<ul style="list-style-type: none"> <input type="checkbox"/> If changes are made to the plans, submit revised plans to Development Services. <input type="checkbox"/> If the application has variances, pay the fee for public notice. <input type="checkbox"/> If the application involves landscaping, provide staff with a landscape cost estimate.
City	<ul style="list-style-type: none"> <input type="checkbox"/> 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	<ul style="list-style-type: none"> <input type="checkbox"/> 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	<ul style="list-style-type: none"> <input type="checkbox"/> At its meeting, Council considers feedback submitted by the public. <input type="checkbox"/> Council may approve or decline the application. Council's motion is shared with the applicant and CALUC. <input type="checkbox"/> If approved, the Heritage Alteration Permit is issued. A notice is filed on the property's title.
► Applicant	<ul style="list-style-type: none"> <input type="checkbox"/> Provide landscape security deposit prior to issuance of Building Permit.