HERITAGE MATTERS IN SURREY

Making

heritage applications

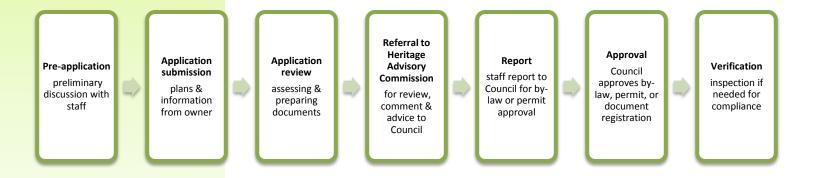
How to initiate a heritage application

A heritage application is needed if the owner of a heritage property is seeking any of the following:

- The voluntary protection of a heritage site already listed on Surrey's community heritage register;
- An amendment to the requirements for an existing protected heritage site; or
- An approval to alter a protected building or feature.

Heritage applications are received and processed by the Planning and Development Department.

The general stages to process heritage applications are outlined below and described in more detail in the sections that follow.



How much does it cost?

There is no processing fee for heritage applications with the exception of applications for major amendments to approved heritage revitalization agreements.

Do you have additional questions about heritage applications?

Please contact us at heritage@surrey.ca





Processing Heritage Revitalization Agreement (HRA) Applications

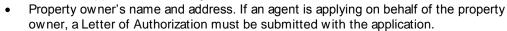
Submission of application, including:

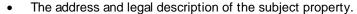
An application for an HRA can be initiated by a property owner with or without a related development application. When it is associated with a development application like a rezoning, the HRA by-law is processed in conjunction with the zoning amendment by-law. The stages of the HRA process are explained below:

Pre-application

Before submitting your application, you are encouraged to consult with staff in the City's Planning & Development Department to determine whether the property is eligible for an HRA.

Application submission





A detailed description of the proposal accompanied by drawings, photographs, and materials boards as required.

The application will be reviewed by City staff. Your qualified heritage professional will prepare a conservation plan which will form part of the HRA by-law. Following this initial review, you will be contacted regarding the status of your application, and for clarification if necessary.

Application review

Referral to Heritage Advisory Commission



Report

Staff will write a report to City Council recommending that the HRA either be approved or denied. This will be contained in a corporate report or be included in the planning report for approval of the development proposal.

By-law introduced

Council considers granting First and Second Reading to the HRA by-law.



Where an HRA proposes to vary or supplement zoning provisions for use or density, a Public Hearing is required. A new spaper notice and notification of surrounding property owners is done. The public will have an opportunity to submit written comments or address Council with their concerns over the proposed variances.



After the Public Hearing, Council can make a decision whether to approve or not approve an HRA by-law. The decision of Council is final.



notice

Within 30 days of adoption, a notice is placed **Registration of** on title, and the Provincial Heritage Branch is notified of the heritage protection (HRA).



A site visit and inspection by staff may be necessary to ensure that the alteration or restoration was completed as specified in the Conservation Plan.





Processing Heritage Conservation Covenant Applications

A heritage application for a conservation covenant can be initiated by a property owner with or without a related development application. When it is associated with a development application, like a rezoning, the conservation covenant is processed in parallel with the zoning amendment by-law.

The stages of the heritage conservation covenant process are explained below:

Pre-application

Before submitting your written application, you are encouraged to consult with staff in the City's Planning and Development Department to determine whether your property is eligible for a heritage conservation covenant and whether a covenant is the appropriate tool to apply heritage protection to your property.

Application submission

Submission of application, including:

- Property owner's name and address. If an agent is applying on behalf of the property owner, a Letter of Authorization must be submitted with the application.
- The address and legal description of the subject property.
- A detailed description of the proposal accompanied by drawings, photographs, and materials boards as required.

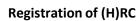
Application review

The application will be reviewed by City staff. The City or your consulting architect will prepare the conservation plan which will form part of the heritage conservation covenant. Following this initial review, you will be contacted regarding the status of your application, and for clarification if necessary.

Referral to Heritage Advisory Commission The application will be forwarded to the Heritage Advisory Commission (HAC) for comment. The referral will include plans and supporting documentation. The HAC provides comments to the General Manager, Planning and Development to be included in a staff report to Council.

Report

Staff will write a report to City Council recommending that the heritage conservation covenant be a condition of final approval.



Within 30 days of Council's Final Approval, a notice of the heritage conservation covenant is placed on title, and Provincial Heritage Branch is notified of the property becoming protected.



Verification

A site visit and inspection by staff may be necessary to ensure that the alteration was completed as specified in the Conservation Plan.



Processing Heritage Alteration Permit (HAP) Applications

For properties protected by heritage designation by-law, heritage revitalization agreement by-law, heritage conservation covenant, or located in heritage conservation area, changes and alterations to buildings or features may need to be authorized by the City through a heritage alteration permit (HAP). The stages of the HAP process are explained below:

Pre-application

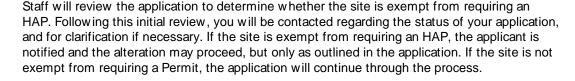
Before submitting your written application, you are encouraged to consult with staff in the City's Planning and Development Department to determine whether an HAP is required.

Application submission

The application must include:

- The property owner's name and address. If an agent is applying on behalf of the property owner, a Letter of Authorization must be signed by the property owner(s), and submitted with the application.
- The address and legal description of the property.
- A detailed description of the proposed alteration. It may be necessary to attach items such as colour plates, drawings or photographs depending on the details of the proposal.

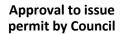
Application review



Referral to Heritage Advisory Commission If necessary, the application will be forwarded to the Heritage Advisory Commission for their consideration and input.



Staff will write a report to City Council recommending that an HAP either be issued or denied. Minor HAPs may be issued by the General Manager, Planning and Development.



Council has the final decision regarding approval of an HAP and will take into consideration the comments of both staff and the Heritage Advisory Commission. Minor HAPs may be issued by the General Manager, Planning and Development.



A site visit and inspection by staff will be necessary to ensure that the alteration was completed as specified in the Permit.



