



Heritage Alteration Permit Guide

HERITAGE ALTERATION PERMIT

When is a Heritage Alteration Permit Required?

1

OR

2

The property has a **Local Heritage Designation**. There are 3 properties in Abbotsford that have this designation:

1. Trethewey House
2. Clayburn Church
3. Clayburn School

The property is located within a **Heritage Conservation Area**. See map below.

There are some instances where a Heritage Alteration Permit would **not be required**:

- Interior renovations, except those that affect structural integrity;
- Maintenance and repairs that do not affect the heritage value of the area or property;
- Activities necessary for the continuation of agricultural operations; or
- Landscaping that does not affect the heritage character of Clayburn Village.



Figure 1: Heritage Conservation Area

DISCLAIMER: This Application Guide is not a legal document and does not outline all applicable regulations. Any contradiction, dispute, or difference between the contents of this FAQ and applicable City bylaws, plans, policies or guidelines will be resolved by reference to the bylaws or other official documents.

MUNICIPAL PROTECTIONS

1. Abbotsford Community Heritage Register

A Community Heritage Register is a tool that allows municipalities to identify historic places that have heritage value. The Register does not provide legal protection, but does enable owners to access grants or incentives. The City of Abbotsford's Community Heritage Register includes the following sites:

- Trethewey House
- Clayburn Church
- Clayburn School
- Gur Sikh Temple
- Old South Poplar School
- Former Great Northern Railroad Bridge and Embankment
- Former Abbotsford Lumber Company Log Dump
- New Westminster – Hope Wagon Road
- Abbotsford Cenotaph

2. Local Heritage Designation

Local Heritage Designation is a legal protection tool for properties of particular value to a municipality. This heritage designation is established by bylaw and a Statement of Significance. In Abbotsford, there are three properties that have heritage designation:

1. Trethewey House
2. Clayburn Church
3. Clayburn School

A **Statement of Significance** is a declaration of value that briefly explains what a historic place is and why it is important. It identifies key aspects that must be protected.

3. Heritage Conservation Area

A Heritage Conservation Area is a legal protection tool for municipalities which provides protection for a distinct area with unique heritage value. Properties within a Heritage Conservation Area must meet specific guidelines outlined in the Official Community Plan to conserve or preserve the unique heritage character.

Clayburn Village Heritage Conservation Area (CVHCA)

In Abbotsford, Clayburn Village is the only identified Heritage Conservation Area. Clayburn Village was the first company town established in British Columbia and is a notable settlement formed around a brick making plant. The overall heritage value of the neighbourhood has been deemed worthy of preservation, with the special historical importance for brick faced housing. The CVHCA is divided into 2 parts; Heritage & Non-heritage Properties, each with different sets of development criteria.



Heritage Properties

Heritage Properties are identified to conserve the significance of Clayburn Village. These properties are classified in accordance with *Figure 1*. Properties identified as heritage are directly related to the function of the brick plant, or exhibit notable character such as; exterior brick walls, foundations, fireplaces, front porches/verandas or elongated double hung wooden windows. In many instances the house size, lot size and finishes were directly related to the status of ones employment. For example, the Plant Manager or Accountant would have a large house. Demolition of Heritage Properties is generally not permitted.



Non-heritage Properties

Non-Heritage Properties are subject to less rigorous guidelines which still support the historical and architectural importance of the Heritage Properties in Clayburn Village.

Please refer to Part V1, Chapter 1 of the Official Community Plan for more information about Clayburn Village and the detailed design guidelines for both Heritage and Non-heritage Properties.

PROVINCIAL PROTECTIONS

1. Provincial Heritage Designation

In British Columbia, the Heritage Conservation Act allows the province to legally protect sites or objects with provincial-level heritage significance. In Abbotsford, the Gur Sikh Temple is designated as a Provincial Heritage Site.

NATIONAL PROTECTIONS

1. National Historic Sites

Places that have a direct association with a nationally significant aspect of the history of Canada may be identified as a National Historic Site by the federal government. National Historic Sites are not legally protected in Canada. It is the responsibility of each provincial and territorial government to protect these sites. Owners must follow provincial and municipal protections, and are encouraged to follow the [Standards and Guidelines for the Conservation of Historic Places in Canada](#) for any alterations or maintenance of their sites. Abbotsford is home to one National Historic Site; the Gur Sikh Temple.



2. The Canadian Register

Much like the Abbotsford Community Register, The Canadian Register is a searchable database containing information about recognized historic places of local, provincial, territorial and national significance. The Canadian Register includes more than just National Historic Sites and does not provide legal protection on it's own, but can provide opportunities for grants of incentives. There is one historical place in Abbotsford that is on the Canadian Register but not recognized at any other level, this is the Fraser Valley Buddhist Temple.



LOOKING TO DEVELOP A HERITAGE PROPERTY?

HERE ARE THE STEPS.

1

Confirm that a Heritage Alteration Permit is required

Read this guide and check the City of Abbotsford [Official Community Plan](#) to see if your property is subject to a Heritage Alteration Permit.

2

Schedule a Development Inquiry Meeting (DIM)

A DIM is a meeting that determines how the City's plans and policies affect your proposal. The City encourages all applicants to schedule a DIM. During this meeting, the Heritage Alteration Permit process will be outlined and any other necessary permits/steps will be identified.

3

Submit a Heritage Alteration Permit Application

Once submitted, staff will review the Heritage Alteration Permit to determine if it is consistent with the Heritage Conservation Area or generally meets the requirements to protect heritage.

4

Permit Review & Issuance

Once the conditions are satisfied, the City will issue the Heritage Alteration Permit. Issuance of a Heritage Alteration Permit does not constitute subdivision approval, a Soil Removal/Deposit Permit, a Building Permit or Sign Permit and does not entitle the Permittee to undertake any work without the necessary approvals or permits.

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Next Steps

Following the issuance of a Heritage Alteration Permit, you may apply to the:

- Building Department for a Building Permit
- Engineering Department for a Soil Removal Permit, and/or
- Parks, Recreation and Culture Department for a Tree Removal Permit



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