



# Heritage Alteration Permit Guidelines

Guidelines for the heritage alteration  
permit application process in the City  
of Abbotsford

**November 2016**



## PLANNING SERVICES

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## What are Heritage Alteration Permits and why are they required?

Heritage Conservation Areas are a tool that enables the City to preserve notable heritage assets. A Heritage Alteration Permit is a type of development approval given by the City to alter, or develop, property in a Heritage Conservation Area or properties with Heritage Designation. The City can approve and issue the permit if satisfied the project is consistent with the Official Community Plan (OCP) guidelines for heritage protection (see Part IV of the OCP Plan). Where an area is designated as a Heritage Conservation Area, land development and construction can only take place after a Heritage Alteration Permit has been issued.

## When is it necessary to apply for a Heritage Alteration Permit?

A Heritage Alteration Permit is required to alter a building or structure with Heritage Designation or to develop property located in a Heritage Conservation Area. In Abbotsford, at the present time, there is one Heritage Conservation Area, historic Clayburn Village (for the location and boundaries of the Clayburn Village Heritage Conservation Area see **Figure 1**).

A Heritage Alteration Permit is also required when a property has a Heritage Designation under the Heritage Conservation Act of the Local Government Act. The City of Abbotsford's Community Heritage Register, established in 2005, lists sites with both a Heritage Designation and those of historic importance including:

- Trethewey House (Heritage Designation),
- Clayburn School (Heritage Designation),
- Clayburn Church (Heritage Designation),
- Gur Sikh Temple (National Historic Site),
- Old South Poplar School (listed 2006),
- Former Great Northern Railway Bridge and Embankment, (adopted 2014), and
- Former Abbotsford Lumber Company Log Dump (adopted 2014).

## Looking to Develop?

Working together for the benefit of our community is our goal. That's why we'll take the time to work with you to ensure you get the information and resources you need to help you get your project in motion. First, check out some of these important resources and then call us and let's work together on the next steps. Visit our website at [www.abbotsford.ca](http://www.abbotsford.ca) to view the following plans and bylaws:

- OCP: Determine whether your property is located in a Heritage Alteration Permit Area (see **Figure 1**). This plan also sets out objectives for land use, servicing and the forms and character of development.
- Zoning Bylaw: Contains information on the zones that permit your proposal.

## DIM (Development Inquiry Meeting)

We encourage all applicants to start with a DIM. This is a meeting that determines how the City's plans and policies affect your proposal. We'll outline and review the Heritage Alteration Permit process and give you an understanding of any other potential applications and/or permits that may be required. Following the meeting you will know what applications are required and have a general idea of the timeline.

To request a DIM complete the information fields in the on-line request form at [www.abbotsford.ca/dim](http://www.abbotsford.ca/dim). Meetings are booked about two weeks in advance and are generally a half hour in length.

## Review of Application

The Director, Development Planning reviews the application. If the application is consistent with the purpose of heritage protection and the Heritage Conservation Area guidelines, or if the application will have a minor effect on the area, then the Director may issue a Heritage Alteration Permit. If the Director determines the application does not meet the guidelines for the Heritage Conservation Area or the proposed development may have more than a minor effect on the area, then the application is forwarded to the Clayburn Village Community Heritage Commission (CVCHC) for comment. The CVCHC will evaluate the proposal and make a recommendation for the Director, Development Planning.

## Issuance of Permit

Prior to issuance of the Heritage Alteration Permit, the applicant will be required to satisfy any conditions. Once the conditions are satisfied, the City will issue the Heritage Alteration permit.

An applicant may also be required to provide security. This is either in the form of an irrevocable letter of credit or other security, acceptable to the City, to complete the work to be undertaken by the applicant and an inspection fee of 5% to cover the costs of periodic municipal inspections. The security may be reduced as work is completed and accepted by the Director, Development Planning.

## How long will the application process take?

Every project is unique, so no definite time line can be provided. Factors that influence the speed of application processing are:

- The type, size and complexity of the project,
- The number of applications in progress, and
- Your ability to provide complete information.

Approvals required from outside agencies also tend to extend the process. Generally speaking, you can expedite your proposal by discussing it with Planning & Development Services staff, by providing information in a timely manner, and by employing consultants like planners, architects, engineers, landscape architects and surveyors.



Clayburn Schoolhouse (circa 1908) is a federally designated heritage site.

## How much will it cost to apply?

Fees for your application vary, depending on the type and complexity. A schedule of fees is posted on the City's website, or a hardcopy may be obtained in person at City Hall (2nd Floor). There may be other costs that you could be responsible for, including:

- Consulting fees, such as architects, engineers and surveyors,
- Landscaping costs and securities,
- Environmental protection securities, and
- Engineering and landscape inspection fees.

In your Development Inquiry Meeting, we will help identify applicable costs associated with your project.

## What's the next step?

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

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

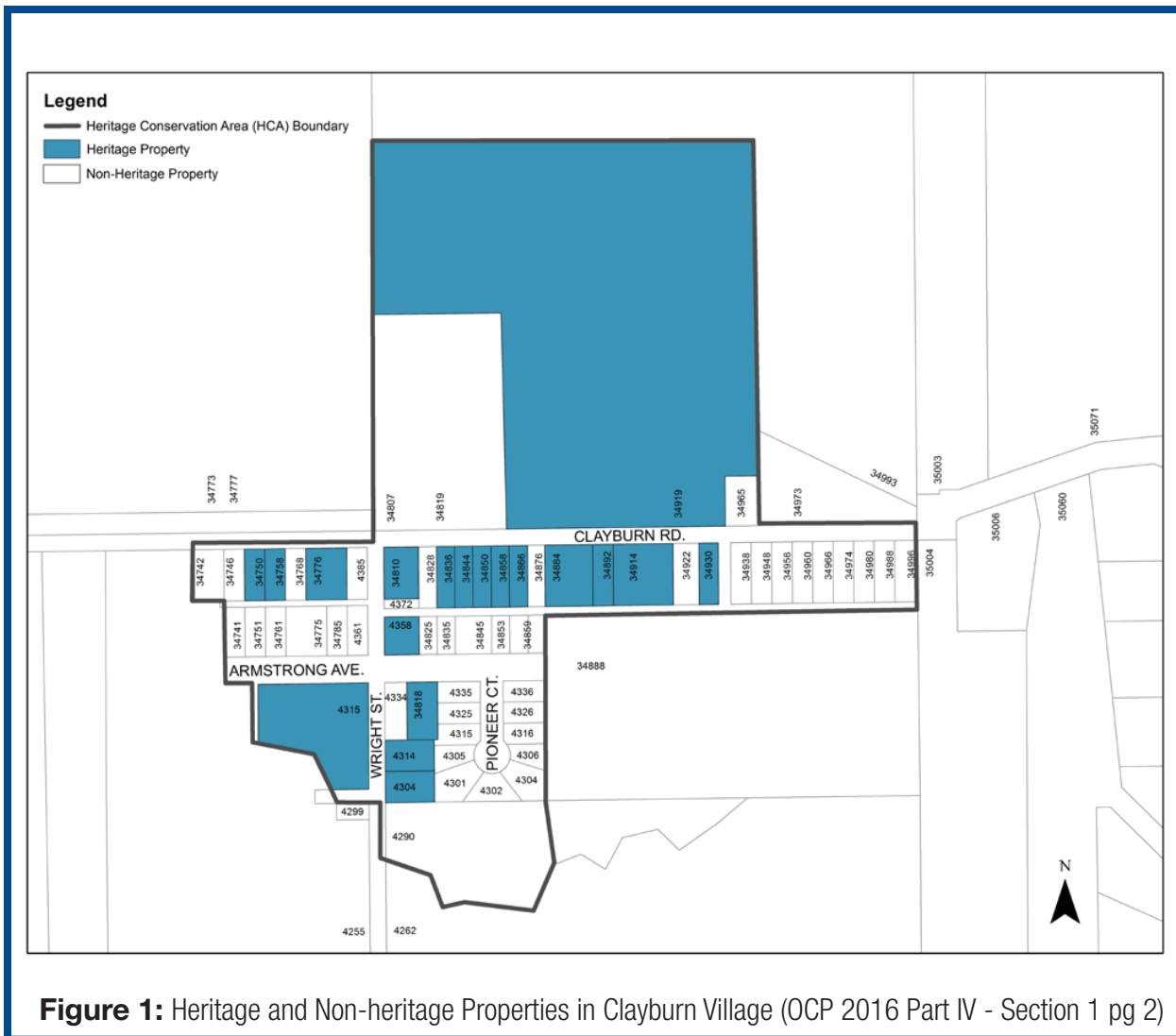
In addition to Building Code requirements, the specific conditions of the Heritage Alteration Permit must also be satisfied prior to issuance of a Building Permit.

# Questions?

We are here to help make the Heritage Alteration Permit application process as smooth as possible. If you have questions, please contact us.

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*This brochure is not a legal document. Any contradiction, dispute or difference between the contents of this brochure and applicable City bylaws, plans, policies or guidelines will be resolved by reference to the bylaws or other official documents.*



**Figure 1:** Heritage and Non-heritage Properties in Clayburn Village (OCP 2016 Part IV - Section 1 pg 2)