



CITY OF COURTENAY  
Development Services Department  
830 Cliffe Avenue  
Courtenay, BC V9N 2J7  
Tel: 250-334-4441 Fax: 250-334-4241  
Email: [planning@courtenay.ca](mailto:planning@courtenay.ca)

# HERITAGE ALTERATION PERMIT APPLICATION INFORMATION

## WHY DO I NEED A HERITAGE ALTERATION PERMIT?

The intent of a Heritage Alteration Permit is to ensure that any work being done on a protected heritage property preserves the heritage value and characteristics. A Heritage Alteration Permit is required prior to renovating or altering a building, structure or land that is protected under:

- a Heritage Designation Bylaw;
- a Heritage Revitalization Agreement; or
- a Heritage Covenant.

Council authorizes the issuance of a Heritage Alteration Permit once they are satisfied that the project is consistent with the applicable heritage protection.

## APPLICATION PROCESS

Heritage Alteration Permits are reviewed by planning staff but Council is the approving authority. The length of time it takes to consider an application depends on the complexity of the proposed project. The time frames noted below provide an estimate only, the actual length of time require to process an application may vary.

1. Applicant is encouraged to arrange a pre-application meeting with Planning Staff to discuss the project proposal and specific application requirements.
2. After receiving a complete application, the application is reviewed by the Planning Department and referred to external agencies (*3-4 weeks*).
3. The application is also referred to the Heritage Advisory Commission for their recommendation and comment. Applicants may be required to attend this meeting to present their proposal and address any questions.
4. The applicant may also be required to conduct a Public Information Meeting if the application includes a variance (*2 weeks*).
5. Referrals are returned to the applicant for outstanding issues to be addressed (*2-4 weeks*)
6. The Planning Department prepares a report to Council and may issue notices to surrounding property owners if the application includes a variance (*2 weeks*).
7. Council considers the application and may issue, table or refuse the permit or direct that a public meeting be held.
8. If the application is approved a notice will be placed on the property Title referencing the permit.

**If the permit is issued, it is valid for 24 months. If it is refused, no substantially similar application will be considered by Council for 12 months.**



**PROPOSED VARIANCES (IF REQUIRED)**

*Zoning*    *Sign*    *Other*

| BYLAW & SECTION | REQUIREMENT | PROPOSED | DIFFERENCE |
|-----------------|-------------|----------|------------|
|                 |             |          |            |
|                 |             |          |            |
|                 |             |          |            |
|                 |             |          |            |
|                 |             |          |            |

**APPLICANT/AGENT AUTHORIZATION**

*Complete ONE of the following:*

**IF THE OWNER IS APPLYING PERSONALLY:** Please note that all registered property owners are required to sign the application form. We have provided space for two signatures, if additional space is needed, please attach a separate letter.

- a. I am the owner of the real property, legally described as: \_\_\_\_\_ and that I am registered as such in the Land Registry Office in Victoria, BC; and that
- b. I hereby agree to indemnify and save harmless the City of Courtenay and its employees against all claims, liabilities, judgements, costs and expenses of whatsoever which may in any way occur against the said City and its employees in consequence and of incidental to, the consideration of the application.

|                                       |              |
|---------------------------------------|--------------|
| <b>Signature of Registered Owner:</b> | <b>Date:</b> |
|---------------------------------------|--------------|

**Name of Registered Owner (please print):**

|                                       |              |
|---------------------------------------|--------------|
| <b>Signature of Registered Owner:</b> | <b>Date:</b> |
|---------------------------------------|--------------|

**Name of Registered Owner (please print):**

**IF AN AGENT IS APPLYING ON BEHALF OF THE OWNER:**

- a. I am the authorized agent of \_\_\_\_\_ who is the registered owner of the real property, legally described as:  
\_\_\_\_\_

- b. I hereby agree to indemnify and keep harmless the City of Courtenay and its employees against all claims, liabilities, judgements, costs and expenses of whatsoever which may in any way occur against the said City and its employees in consequence and of incidental to, the consideration of the application;

It is understood that until the City of Courtenay is advised in writing that I am no longer acting on behalf of the undersigned registered owner, the City of Courtenay shall deal exclusively with me with respect to all matters pertaining to the proposed application;

I hereby declare that the foregoing information is true and proper and I make this declaration knowing that it is of the same force and effect as if made under oath and by virtue of the Canada Evidence Act.

|                            |              |
|----------------------------|--------------|
| <b>Signature of Agent:</b> | <b>Date:</b> |
|----------------------------|--------------|

**Name of Agent (please print):**

|                                       |              |
|---------------------------------------|--------------|
| <b>Signature of Registered Owner:</b> | <b>Date:</b> |
|---------------------------------------|--------------|

|                                       |              |
|---------------------------------------|--------------|
| <b>Signature of Registered Owner:</b> | <b>Date:</b> |
|---------------------------------------|--------------|

*The following is a list of submissions that may be required as part of your application. Please ensure that you have included all required documents or your application will not be processed. If you have any questions on which documents are required for your application, please contact planning staff in the Development Services Department.*

### SUPPORTING DOCUMENTS

|                          |  |
|--------------------------|--|
| <input type="checkbox"/> | Completed Application signed by the registered owners, or written authority for an agent to act on behalf of the owner and written Strata Council approval (if applicable)   |
| <input type="checkbox"/> | Certificate of Title dated no more than 5 business days prior to the date of the application. Certificate of Title must include copies of any easements, rights-of-way and covenants listed on the title (this information is available from the Land Title Office).   |
| <input type="checkbox"/> | BC Land Surveyors sketch plan in <b>metric</b> including dimensions of all existing buildings and structures on the property and the relation of these structures to the legal property boundaries (building setbacks). Any proposed variances must be clearly indicated on the sketch plan. The survey sketch plan must also include the location of any trees with a trunk diameter 20 cm or greater measured 1.4 m above the natural grade which are located on the property or within 2 m of the property line on adjacent properties or City road allowance.  |
| <input type="checkbox"/> | Site Profile for Contaminated Sites (if soil is being disturbed)   |
| <input type="checkbox"/> | Statement of Significance for Heritage Property  |
| <input type="checkbox"/> | Written summary, including a description of the proposed development and reasons/rationale for the proposal. The written summary must explain how the proposal maintains the heritage character and value of the site.   |
| <input type="checkbox"/> | Electronic submissions of all drawings (must be in PDF format)   |
| <input type="checkbox"/> | <p>Site Plan with dimensions shown in metric. The site plan should include the following information:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Parking areas, loading areas, pedestrian and vehicle access</li> <li><input type="checkbox"/> Landscaped areas</li> <li><input type="checkbox"/> Garbage and recycling enclosures</li> <li><input type="checkbox"/> Utility corridors</li> <li><input type="checkbox"/> Location and dimensions of all buildings &amp; structures including balconies, porches, outdoor living areas and open space</li> <li><input type="checkbox"/> Required building and landscaping setbacks and any structures located within required setbacks including kiosks, mailboxes, utility boxes</li> <li><input type="checkbox"/> North arrow and drawing scales</li> <li><input type="checkbox"/> Project summary detailing zoning compliance including calculations for parking, floor area ratio, lot coverage, and clearly specifying any variances required</li> <li><input type="checkbox"/> All watercourses and riparian areas, trees to be retained and any other sensitive environmental features including required setback areas</li> <li><input type="checkbox"/> For applications within a Tree Management and Protection area, location of all existing trees greater than 20cm DBH shall also be included</li> </ul> |
| <input type="checkbox"/> | <p>Elevations/Building Sections (3 copies are required: one large copy, one reduced color 11 x 17 copy and one electronic/pdf copy). Elevations must be provided for <u>each building face of all buildings</u> and should include the following information:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Building height</li> <li><input type="checkbox"/> Geodetic elevation</li> <li><input type="checkbox"/> Details for all exterior finishes and colours must be clearly specified on plan</li> <li><input type="checkbox"/> Scale</li> </ul>  |

|                          |   |
|--------------------------|---|
| <input type="checkbox"/> | Floor Plan with dimensions shown in metric if changes to the interior are proposed (3 copies are required: one large copy, one reduced color 11 x 17 copy and one electronic/pdf copy). The floor plan should include the following information:  |
|                          | <input type="checkbox"/> Interior layout including entrances, openings, porches & balconies, amenity areas<br><input type="checkbox"/> Interior fixtures and finishes that are to be preserved. For example, flooring, panelling, molding, windows, grating, staircases, decorative wall finishes etc.<br><input type="checkbox"/> Scale  |
| <input type="checkbox"/> | Landscape Plan with dimensions shown in metric (3 copies are required: one large copy, one reduced color 11 x 17 copy and one electronic/pdf copy). The landscape plan should include the following information:  |
|                          | <input type="checkbox"/> Property lines, surrounding streets, sidewalks and boulevards, setbacks, easements<br><input type="checkbox"/> Proposed landscape beds, lawn areas, trees, screening, fencing, retaining walls<br><input type="checkbox"/> Specify site surfaces for hard surfaced areas to indicate the character (ie. gravel, interlocking brick, chip, asphalt etc)<br><input type="checkbox"/> Landscape of adjacent boulevard<br><input type="checkbox"/> Location of existing trees 20 cm calliper and greater and proposed methods of preservation for trees to be retained<br><input type="checkbox"/> Indication of all plant material and landscaping features at installed sizes, accurate location and spacing<br><input type="checkbox"/> Underground irrigation system plan showing water source, type and details of the irrigation system<br><input type="checkbox"/> Location of all engineering services (overhead, underground, light standards, etc) which may affect landscaping<br><input type="checkbox"/> All watercourses, riparian areas and all sensitive environmental features including required setback areas<br><input type="checkbox"/> North Arrow and scale<br><input type="checkbox"/> Planting and maintenance specifications<br><input type="checkbox"/> In addition to a landscaping plan, a detailed landscaping cost estimate must be provided which itemizes quantities, areas, sizes, equipment and labour costs, including supervision, monitoring and approvals, required for the total cost of the construction of the plan, including plant material, fencing, sidewalks, decorative paving areas, retaining walls, recreation equipment, and irrigation system where applicable. For phased projects, a detailed landscape cost estimate which indicates the area and work to be undertaken for each phase must be provided. |

**ADDITIONAL STUDIES**

*The following studies may be required to support your application. Please contact Planning and or Engineering staff prior to submission to see which, if any, additional studies may be required.*

|   |  |
|---|--|
| <input type="checkbox"/> Construction and Environmental Management Plan                               | <input type="checkbox"/> Transportation and Traffic Impact Study |
| <input type="checkbox"/> Environmental Impact Assessment including Environmentally Sensitive Features | <input type="checkbox"/> Visual Impact Study                     |
| <input type="checkbox"/> Tree Assessment Study including Wind Study                                   | <input type="checkbox"/> Heritage Assessment                     |
| <input type="checkbox"/> Geotechnical Study   | <input type="checkbox"/> Other Studies as Deemed Necessary       |
| <input type="checkbox"/> Municipal Servicing Study  |  |