



City of Richmond

Heritage Alteration Permit Application

Development Applications Department

6911 No. 3 Road, Richmond, BC V6Y 2C1

Contact 604-276-4017

Please submit this completed form to the Zoning counter located at City Hall. **All materials submitted to the City for a *Heritage Alteration Permit Application* become public property, and therefore, available for public inquiry.**

Please refer to the attached forms for details on application attachments and non-refundable application fees.

Property Address (es): _____

Legal Description(s): _____

Applicant: _____

Correspondence/Calls to be directed to:

Name: _____

Address: _____

Postal Code

Tel. No.: _____

Business

Residence

E-mail

Fax

Property Owner(s) Signature(s): _____

Please print name

or

Authorized Agent's Signature: _____

Attach Letter of Authorization

Please print name

For Office Use

Date Received: _____

Application Fee: _____

File No.: _____

Receipt No.: _____



The following items must be completed and submitted with your *Heritage Alteration Permit Application*.

1. Letter outlining the proposal in full along with proof of ownership if you have purchased the property in the last six months. Proof of new ownership is acceptable with a copy of the interim agreement or transfer of property title.
2. The applicant should consult with the Development Applications Department prior to application to be aware of criteria pertinent to the application and the extent of documentation required to support the application (e.g., pertinent Heritage Alteration Permit Guidelines).

All applicants are required to provide eight full-size sets and one set of reduced 11" x 17" drawings capable of being reproduced, of the following:

- a) **Site plan** showing the street, visitor and disabled parking, landscaped areas, loading, access and all buildings. Calculations should indicate parking, floor area ratio and coverage. All variances to the Zoning & Development Bylaw must be clearly listed, within a table, on the site plan and dimensioned in metric units, including variances to the location and height of fences and screening. Structures in the setbacks (such as kiosks, garbage/recycling enclosures and mailboxes) must be drawn. All setbacks must be shown in metric units. Building setbacks to all property lines and between buildings must be dimensioned as minimums.
- b) **Floor plans** should indicate general interior layouts, main front entrances, balconies, outdoor living areas and amenity areas.
- c) **Building sections or elevations** in sufficient detail to determine heights, bulk, variances and building finish materials. Include all elevations, with building materials indicated and colours specified. Maximum building heights must be dimensioned. Indicate the finished grade on the elevation in relation to either the curb or geodetic. Provide cross-sections.
- d) **Landscape plans** indicating landscaping, screening, fencing, walkways, trees, and boulevard treatment. Provide photos and a plan of the streetscape and all existing trees. Provide a plant list. The plan is to be drawn in sufficient detail to determine the general planted size and spacing of plants and the finish of all site surfaces and fences. Where substitute plants or materials are anticipated, they should be listed on the plans. All street trees shown on the plan must be planted. Special provisions for tree retention during construction shall be shown on the plans. The plant list must be printed with lettering no less than 2 mm (3/32") high. A typical fence detail and accessory building detail should be included. Specify all site surfaces to indicate the character of finish materials. Specify the paving materials on driveways, walkways and emergency access lanes. Specify the finish and colour of fences and parking garage interiors.
- e) **Context plan** showing adjacent streets, driveways and surrounding properties and buildings.

- f) **Site Survey Drawing** prepared by a registered BC Land Surveyor, showing the location of all trees having a trunk diameter of 20 cm or greater measured at a point 1.4 m above natural grade. Include trees within 2 m of the property line on adjacent lots and trees within any City street or lane allowance adjacent to the property. Include pre-development lot lines, proposed lot lines, legal description, rights-of-way and easements. Include existing finished grades at each of the four corners of the site and the existing grade at base of all bylaw sized trees.

The drawings will form part of the Heritage Alteration Permit document. Additional drawings may be added to clarify more complex designs. Drawings and notes must be sufficiently detailed to describe the project. Drawings should be to standard architectural practice either CAD or hand-drawn in ink. The 11" x 17" drawings should be clear and readable when reproduced. Lettering and numbers must be no smaller than 2 mm (3/32") in height after reduction. Site plans should contain a north arrow and, if reduced, must have a bar scale. If the site plan is divided up on more than one sheet, each sheet should contain a key plan.

Fees for Heritage Alteration Permit (HAP) and Heritage Revitalization Agreement

- C1. The application fee for a:
- (a) Heritage Alteration Permit in respect of a parcel is:
 - (i) if there is a concurrent development permit application, twenty per cent of the amount of the fee applicable to the application for the development permit;
 - (ii) if there is no concurrent development permit application but there is a concurrent zoning bylaw amendment application, twenty per cent of the amount of the fee applicable to the application for the rezoning; or
 - (iii) if sub-paragraphs (i) and (ii) do not apply, \$265.00;
 - (b) Heritage Revitalization Agreement in respect of a parcel is:
 - (i) if there is a concurrent development permit application, twenty per cent of the amount of the fee applicable to the application for the development permit;
 - (ii) if there is no concurrent development permit application but there is a concurrent zoning bylaw amendment application, twenty per cent of the amount of the fee applicable to the application for the rezoning; or
 - (iii) if sub-paragraphs (i) and (ii) do not apply, \$265.00.