

# HERITAGE MATTERS IN SURREY

## Making heritage applications

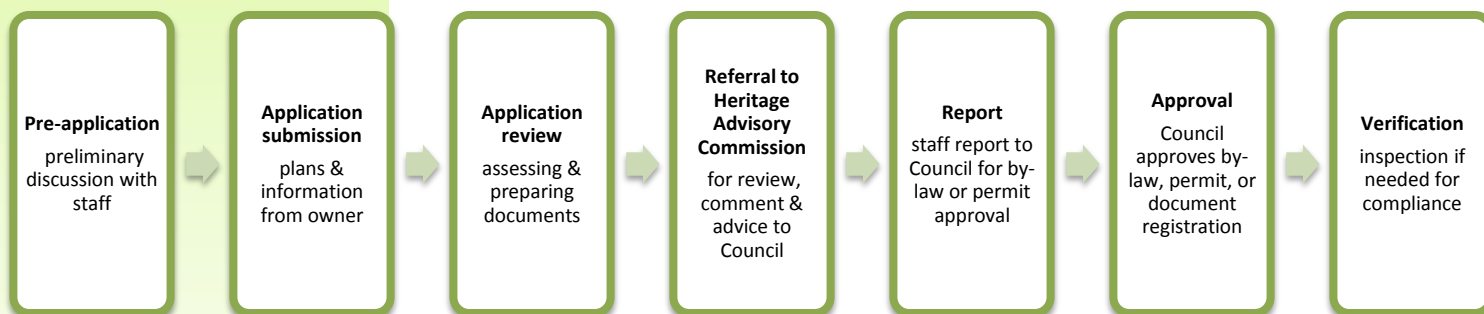
### *How to initiate a heritage application*

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](mailto:heritage@surrey.ca)



## Processing Heritage Revitalization Agreement (HRA) Applications

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:

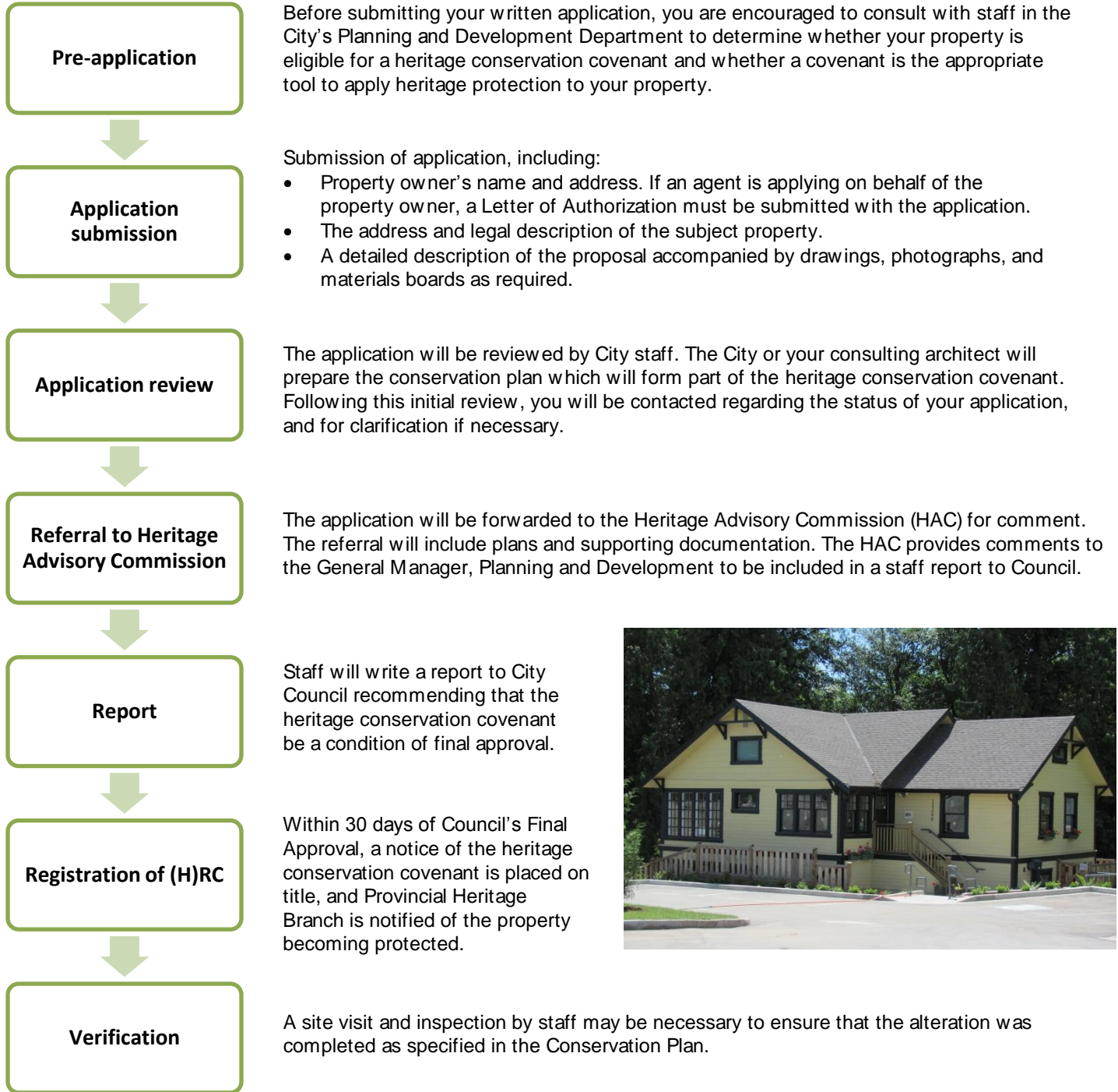


---

## 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:



## 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:



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.

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.

Staff will review the application to determine whether the site is exempt from requiring an HAP. Following this initial review, you will be contacted regarding the status of your application, and for clarification if necessary. If the site is exempt from requiring an HAP, the applicant is notified and the alteration may proceed, but only as outlined in the application. If the site is not exempt from requiring a Permit, the application will continue through the process.

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.

