



Heritage Revitalization Agreement Guide

Heritage Revitalization Agreement

"Nature is our most valuable asset."

This brochure provides an overview of the steps involved in the Development Permit application process. This is a general guide only. It is not meant to replace bylaws or other legal documents. Applicants are advised to meet with the Planning Department to discuss their specific development proposal and to consult the relevant bylaws referenced in this document prior to submitting an application.

WHAT ARE HERITAGE REVITALIZATION AGREEMENTS?

A Heritage Revitalization Agreement allows local governments to supersede local zoning regulations and to provide non-financial incentives (such as enabling infill options otherwise not permitted under zoning including subdivision, bonus density, conversion of the home into multi-family use) which would make it viable for owners to conserve property of heritage merit. It is a form of long-term, legal protection of a heritage building that is registered on the title of the property.

STEPS FOR HERITAGE REVITALIZATION AGREEMENT PROCESSING

□ **STEP 1 – INITIAL INQUIRY**

Applicant makes an initial inquiry by telephone or email to the Planning department regarding their development proposal. Staff provide an overview of the process.

□ **STEP 2 – PRELIMINARY HERITAGE ASSESSMENT AND DEVELOPMENT PROPOSAL**

Applicant obtains a preliminary heritage assessment on the property from a heritage consultant to determine the heritage value. The heritage assessment must be submitted with the application.

□ **STEP 3 - FORMAL APPLICATION SUBMISSION**

Town staff will review the application for completeness and accuracy and request any missing submission requirements before taking in the application for processing. Once a complete submission is received, staff will open the application file and generate the invoice.

□ **STEP 4 – PUBLIC INFORMATION MEETING (OPTIONAL)**

Applicant may be requested to host a public meeting to receive feedback on the application.

□ **STEP 5 – REFERRAL PROCESS**

Staff refer the application to all applicable Town departments, government ministries and advisory bodies for review (ie: Advisory Design Panel)

□ **STEP 6 – POST-REFERRAL REVIEW**

Applicant receives feedback from the review process. It is the responsibility of the applicant to respond to the feedback from the review process and resolve any conditions/requirements identified and submit any necessary reports or studies.

□ **STEP 7 – FIRST READING**

The first time Council or Committee of the Whole considers the application. Council/COW may:

- a. Give First Reading of the HRA & Heritage Designation Bylaw and set a Public Hearing date; or
- b. Refer the proposal back to staff for modifications or request further information; or
- c. Reject the application.

□ **STEP 8 – PUBLIC INFORMATION MEETING**

The applicant hosts public information meeting. Public input is provided to the applicant and the Town staff are in attendance to observe and answer questions regarding relevant policies and the review process. The “Public Information Meeting” shall be held after first reading of the relevant bylaw and before the Public Hearing.

□ **STEP 9 – PUBLIC HEARING NOTIFICATION**

The Applicant is required to post a notice of application site sign if the agreement would permit a change to the use or density of use that is not otherwise authorized by the applicable zoning. Staff advise on placement, size and content of the sign posted. The Town publishes a notice in the newspaper and issues neighbourhood notification to property owners and residents within 100 metres from the site of the subject property.

□ **STEP 10 – PUBLIC HEARING OCCURS**

All public input is presented to Council for their consideration. The public hearing is an opportunity for Council to hear from the public directly; not to enter into debate or discuss the merits of the application during the public hearing.

□ **STEP 11 – SECOND AND THIRD READING**

Council considers the application and may:

- a. Give Second and Third Reading; or
- b. Refer the proposal back to staff and requests changes if desired; or
- c. Reject the application.

❑ **STEP 12 – PROVINCIAL REFERRAL AND APPROVAL**

Ministry of Transportation & Transit (MOTT) approval is required for HRAs that are within 800 metres of a controlled access highway.

❑ **STEP 13 – APPLICANT FULFILLS CONDITIONS**

Applicant fulfills any conditions requested by Council. This may include any legal documents, such as covenants, development agreements, housing agreements, and statutory right of ways which must be registered on title. Other requirements may include technical documents and servicing agreements.

❑ **STEP 14 – FINAL ADOPTION OF HRA AND DESIGNATION BYLAWS**

Adoption of application if Council approves.

APPLICATION FEES

Heritage Revitalization Agreement Application

Base Fee: \$2,500 Per Application

Incremental Additional Fees:

Residential: \$100 Per Dwelling Unit

Non-Residential: \$300 Per 300 m² of land

Base and additional fees combined shall not exceed \$25,000

Applicants should be aware of other costs involved in the process, which may include professional services such as lawyer, architect, civil engineer, and/or B.C. Land Surveyor.

APPLICATION TIMING

- The heritage revitalization agreement process timeline varies from project to project. Applicants are advised that timing is most affected by the adequacy of the submission and dependent upon the complexity of the issue, current workload of staff and Council, and timing of Council meetings;
- Applications that address the policy issues, support the principles of the OCP, provide a high standard of urban design, and address neighbourhood concerns proceed more quickly;
- Applicants are advised to meet directly with other relevant agencies, such as the Ministry of Transportation and Infrastructure or Environment early in their project, prior to their formal application;
- Considerable time is spent if numerous revisions are required, plans are incomplete or if the concerns of the surrounding neighbourhood are not addressed; and,
- Council meetings are held the 1st and 3rd Tuesday of each month. Agendas for these meetings are completed the Wednesday prior to each meeting. These dates should be kept in mind when creating timelines for your application.

CONTACTS

Town of Gibsons Planning Department: 604-886-2274

Town of Gibsons Infrastructure Services Department: 604-886-2274

Town of Gibsons Building Department: 604-886-2274

Gibsons and District Volunteer Fire Department: 604-885-6870

Ministry of Transportation and Transit: 604-740-8987

This brochure is meant for guidance only and is not intended to replace the requirements of the *Local Government Act* and applicants should obtain copies of the relevant bylaws before proceeding with development applications. For specific information, please contact the staff at:

Town of Gibsons
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Gibsons, B.C. V0N 1V0