

Applications for a heritage revitalization agreement will be substantially processed as follows.

Please note, this guide should be used in conjunction with the District of West Vancouver [Development Procedures Bylaw](#) and Council's Preliminary Development Proposal & Public Consultation Policy.

Refer to the [Fees and Charges Bylaw](#) for applicable application costs.

Refer to our [Submitting a Development Application](#) webpage for the Planning Submission Checklist and Development Application form which includes the submission requirements.

About 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 that is registered on the title of the property.

Processing steps for a heritage revitalization agreement

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 eligibility requirements, process and application forms.
2. **Preliminary heritage assessment and development proposal:** applicant obtains a preliminary heritage assessment on the property from a heritage consultant to determine if there is heritage value and submits it along with a detailed preliminary proposal to the Planning Department for review. Staff provide feedback, direction and application requirements for a formal application. The applicant revises plans accordingly.
3. **Preliminary public information meeting:** the applicant advertises and notifies surrounding property owners based on the requirements in the *Preliminary Development Proposal & Public Consultation Policy* and hosts a preliminary public information meeting. The public provides input on the development proposal to the applicant. District staff are in attendance to observe and answer questions related to District regulations.
4. **Formal application submission:** applicant revises proposal based on public input and submits a formal application to staff. District 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.
5. **Referral process:** Staff refer the application to all applicable District departments, government ministries and advisory bodies for review.

6. **Proposed development information meeting:** applicant hosts public information meeting. Public input is provided to applicant and District staff are in attendance to observe and answer questions regarding relevant policies and the review process. The “Proposed Development Information Meeting” shall be held before first reading of the relevant bylaw.
7. **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.
8. **First reading:** The first time Council considers the application. Council 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.
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 posts. The District 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.
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 a broad the public directly; not to enter into debate or discuss the merits of the application during the public hearing.
11. **Second and third reading:** Council considers the application. Council 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.
12. **Provincial referral and approval:** Ministry of Transportation & Infrastructure (MoTI) approval is required for HRAs that are within 800 metres of a controlled access highway.
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.
14. **Final adoption of HRA & designation bylaws:** adoption of application if Council approves.