

HERITAGE ALTERATION PERMIT LOWER CAULFEILD HERITAGE CONSERVATION AREA

Applications for a Lower Caulfeild heritage alteration permit 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.

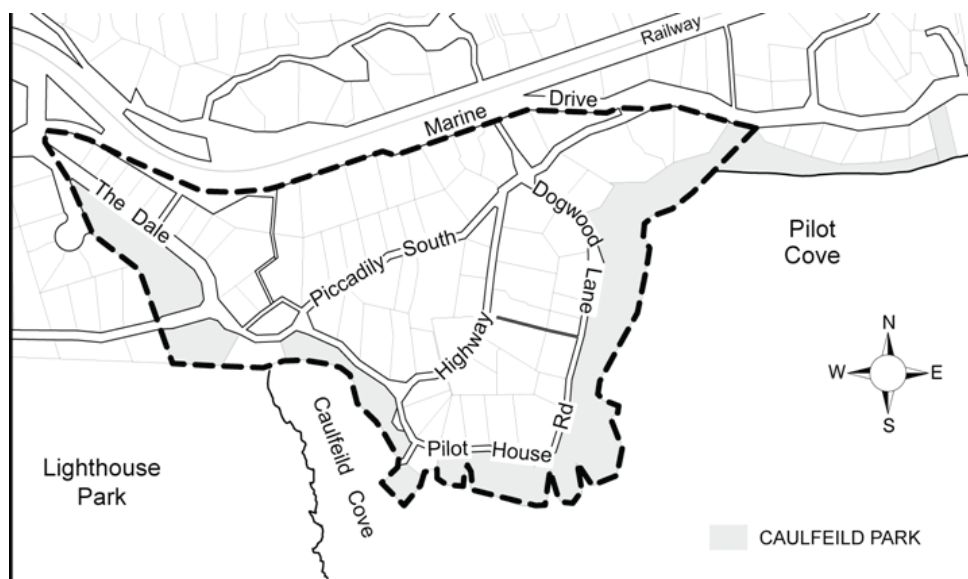
Refer to our [Submitting a Development Application](#) webpage for the Planning Submission Checklist and Development Application form which includes the submission requirements.

About Lower Caulfeild heritage alteration permits

The Lower Caulfeild neighbourhood is designated in the Official Community Plan (OCP) as a heritage conservation area. The objectives for the conservation area are:

- to maintain Lower Caulfeild's distinctive character, as expressed by natural rock outcroppings, native trees, naturalized plants in domestic rock gardens, curving and narrow lanes, informal road edges, waterfront parkland, rocky shoreline, and sensitively sited buildings; and
- to conserve and enhance the heritage character of Lower Caulfeild through:
 - the retention and renovation of existing buildings; and
 - new development that is designed to fit with and retain natural site attributes.

These objectives are implemented through Guidelines HE 6 that are set out in the OCP. The guidelines pertain to site and landscape design, architectural design, driveways and garages, and streetscape character.



Lower Caulfeild Heritage Conservation Area Map HE 6

Lower Caulfeild heritage alteration permit:

A heritage alteration permit is required for development on private property in Lower Caulfeild involving:

- subdivision, including lot line realignment;
- new buildings or structures;
- alteration of and/or addition to an existing building or structure; and/or
- alteration of natural landforms, site features, or established grade.

Exemptions

A proposal may be exempt from the requirement for a Lower Caulfeild heritage alteration permit if it is for:

- i. interior work that does not materially affect the external appearance of a building or increase the floor area; or
- ii. demolition of an existing building or structure; or
- iii. tree cutting or fence construction for which no municipal approval is required, except within any required yard abutting a road or public property; or
- iv. a renovation or addition to an existing building, comprising a floor area increase of less than 10% of the existing building, that is consistent with Guidelines HE 6, conforms to the Zoning Bylaw, and does not include other site alteration

Exemptions are to be confirmed with Planning Department staff. An application fee applies.

Approval authority

Council has delegated approval authority for heritage alteration permits to the Director of Planning & Development Services the following types of applications:

- a lot line realignment; or
- construction of a new building or structure, or renovations to an existing building or structure, that is consistent with Guidelines HE 6 and conforms to the Zoning Bylaw (or is in substantial conformity to the Zoning Bylaw, meaning that any variance is minor and compliance with Zoning regulations would involve hardship, or loss of heritage value or character); or
- replacement of an existing building or structure that was lawfully constructed but does not conform to the current Zoning Bylaw, with a new building or structure that maintains the same siting and massing and does not require any further variances to the Zoning Bylaw. Council consideration is required for all other heritage alteration permit applications, and appeal of a decision made by the Director.

Processing steps for a Lower Caulfeild heritage alteration permit

1. **Initial inquiry:** Applicant makes an inquiry to the Planning Department regarding their development proposal. Staff provide an overview of the process and application forms.
2. **Preliminary development proposal:** Applicant submits initial proposal and how they conform to the objectives and guidelines of the heritage conservation area to staff for review. Staff provide feedback, direction and application requirements for the formal application. The applicant revises plans accordingly and resubmits as many times as staff require.
3. **Application notification:** Applicant notifies surrounding property owners and advertises the public information meeting based on the requirements in the Preliminary Development Proposal & Public Consultation Policy.
4. **Preliminary public information meeting:** Applicant 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.
5. **Formal application submission:** Applicant submits a formal application. 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.
6. **Review process:** Staff prepare referrals by distributing an information and referral memo to all applicable District departments. Applicant receives feedback from the review process, additional information requirements, and/or possible revisions. Applicant revises and updates their proposal in response to staff comments.
7. **Proposed development information meeting:** Applicant hosts a proposed development 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.
8. **Application notification:** District issues neighbourhood notification to property owners and residents of the entire Lower Caulfeild Heritage Conservation Area.
9. **Post-referral review:** Applicant receives feedback from the neighbourhood consultation process, additional information requirements, and/or possible revisions.
10. **Council or Director consideration:** Staff prepare report and the proposed heritage alteration permit is presented to the Director or Council.

Director may:

- a. approve the heritage alteration permit;
- b. refer the proposal back to staff for modifications or request further information;
- c. reject the application (can be appealed to Council)

Council may:

- a. approve the heritage alteration permit;
 - b. refer the proposal back to staff for modifications or request further information;
 - c. reject the application (final decision)
11. **Issuance of heritage alteration permit:** Once permit conditions are met, the District issues the heritage alteration permit to the applicant.
12. **Building permit application:** Once a heritage alteration permit is approved, the applicant will need to apply for a building permit.