

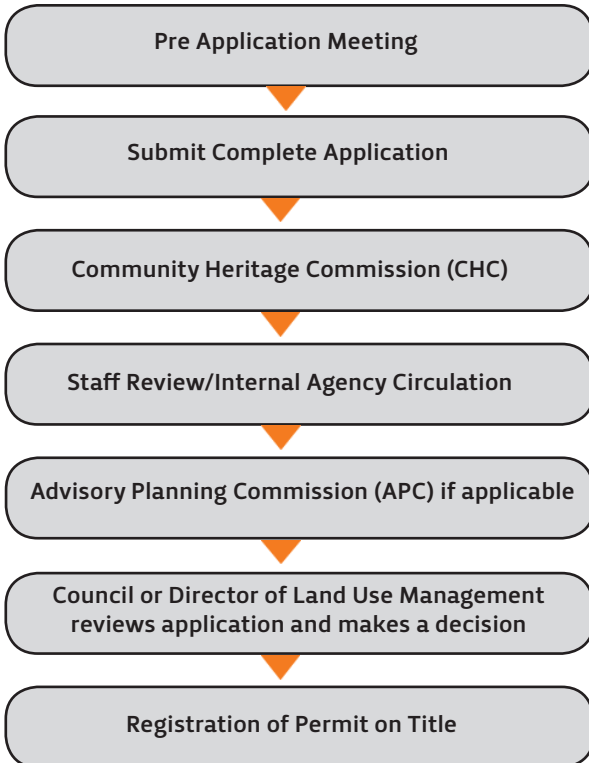
## How long will an application take?

As every project is unique, no definite timeline can be provided. Factors that influence the speed of application processing rate are: the type, size, and complexity of the project (if the project requires concurrent additional applications i.e. variances, rezoning, and/or OCP amendment application), the quality of the material submitted, and the number of applications in process.

The Community Heritage Commission meets the 1st Thursday of every month.



## The process



## Resources:

Before submitting an application, familiarize yourself with the relevant regulations. References and websites to review include:

- ▶ [kelowna.ca/bylaw](http://kelowna.ca/bylaw)  
Official Community Plan  
Abbott Street & Marshall Street  
Development Guidelines
- ▶ [kelowna.ca/council](http://kelowna.ca/council)  
Refer to Council Committees>  
Community Heritage Commission
- ▶ [kelowna.ca/landuse](http://kelowna.ca/landuse)  
Refer to Heritage Management
- ▶ Heritage Register List
- ▶ Protected Registered Properties

## We're here to help you!

The Land Use Management Team is available to assist with pre-application questions.

To make an appointment with a Planner, please phone 250 469-8626.



City Hall  
1435 Water Street  
Kelowna, BC V1Y 1J4  
TEL 250 469-8626  
[kelowna.ca/landuse](http://kelowna.ca/landuse)

# Heritage Alteration & Revitalization

Guiding you through the process



## What is a Heritage Conservation Area?

A Heritage Conservation Area is a distinct area with special heritage value and character, identified for long term protection in the Official Community Plan. There are two Heritage Conservation Areas in Kelowna: Abbott Street and Marshall Street.

The objectives of the Heritage Conservation Areas are:

- ▶ Maintain the area's single/two family residential and historical character;
- ▶ Promote the retention and restoration of existing heritage homes;
- ▶ Encourage new development or additions to existing development in a manner that is compatible with the form and character of the existing neighbourhood context and to be consistent with the architecture style of that era.

## What is a Heritage Revitalization Agreement?

A Heritage Revitalization Agreement is used to aid in the preservation and restoration of heritage properties located on the City's Heritage Register by allowing them to be used for purposes different than which the current zoning of the property would allow. In return for flexible uses, the restoration and upgrades of the building and site must show a benefit to the community.

A Heritage Revitalization Agreement is a voluntary, written agreement negotiated by the City of Kelowna and the owner of the heritage property outlining the duties, obligation and benefits negotiated by both parties. An Heritage Revitalization Agreement must be registered in Land Titles Office against the subject property if approved by City Council.



## What is a Heritage Alteration Permit?

A Heritage Alteration Permit is an approval issued by the City to accommodate modifications to a protected heritage property. Heritage Alteration Permit are not required in instances where general building maintenance and exterior alterations do not require the issuance of a Building Permit, or for heritage register properties not in a Heritage Conservation Area.



## When is an Heritage Alteration Permit required?

A Heritage Alteration Permit is required for the following types of proposed development within a Heritage Conservation Area for heritage designated properties, or properties protected through a Heritage Revitalization Agreement:

- ▶ Subdivision of the property;
- ▶ Alteration work;
- ▶ Construction of a new building; or
- ▶ Demolition of a building

## How are Heritage Alteration Permit assessed?

All heritage related applications are circulated to the Community Heritage Commission, a Council-appointed committee, who initially review a proposed development in a public forum and provide comment for Council and/or staff to consider when reviewing the application.

City Council reviews all Heritage Alteration Permits for designated heritage buildings or properties protected through an Heritage Revitalization Agreement. Heritage Alteration Permits for alterations to a building or site in a Heritage Conservation Area and not protected through designation or an Heritage Revitalization Agreement can be approved by the Director of Land Use Management.

## Are there any considerations prior to making an application?

It is strongly recommended that consultation with neighbours and resident associations (if applicable) takes place prior to making application.

Heritage Alteration Permit are intended to adhere to the *Abbott Street and Marshall Street Heritage Conservation Areas Development Guidelines* (see Official Community Plan available online). The guidelines provide for the enhancement of the character of the Abbott Street and Marshall Street areas by managing change which complements the established streetscape and maintains the integrity of the architectural forms.

## How is an application made?

Following a pre-application meeting with a Planner, apply for an Heritage Revitalization Agreement or Heritage Alteration Permit by completing the application form and fulfilling all requirements on the relevant submission checklist. Applications can be submitted with payment (cheque) to the One Window Service Centre, 2nd floor City Hall.

## How much will it cost?

Fees range from \$550 to \$2,178.75 depending on the type of application. There is no cost for Heritage Alteration Permit that require approval from the Director of Land Use Management. To confirm prices, fee schedules are available at the One Window Service Centre or refer to the Development Application Fee Bylaw No. 8034 (available online at [kelowna.ca/bylaws](http://kelowna.ca/bylaws)).

