



HERITAGE ALTERATION PERMIT APPLICATION FORM

1. APPLICANT

Name _____

Company _____ Business Licence # _____

Address and Postal Code _____

Email Address _____ Day Phone _____

2. PROJECT ARCHITECT *(if applicable)*

Name _____

Company _____ Business Licence # _____

Address and Postal Code _____

Email Address _____ Day Phone _____

3. SITE DESCRIPTION

Civic Address(es) _____

Lot(s) _____ Blocks(s) _____

Legal Description(s) Resub(s) _____ DL(s) _____

Plans(s) _____

PID(s) _____

4. DEVELOPMENT DESCRIPTION

Staff Use Only: **HAP Number** _____

5. APPLICATION TYPE & FEES

I/We hereby make application pursuant to *Heritage Conservation Procedures Bylaw, 2013, No. 8292* for:

Relevant Development Application Fees	Fee
Heritage Alteration Permit	N/A
Title Search – unless the original State of Title Certificate was provided with this application	\$26.25

TOTAL APPLICATION FEE: _____

6. LEGAL COSTS

The applicant hereby agrees to assume all legal costs, if any, directly incurred by the City through the processing or approval of this application.

7. APPLICANT AND OWNER AUTHORIZATION

I hereby agree to the terms contained in this Application Form and declare that the information submitted in support of this application is, to the best of my/our knowledge, true and correct in all respects.

Signature of Applicant

Date

Name of Applicant (*please print*)

Company Name

I/We hereby consent to the submission of this development application.

Signature of Owner

Date

Name of Owner

Owner Day Phone

(All owners on title must sign. Attach extra signature pages as applicable)

SUBMISSION REQUIREMENTS

For Heritage Alteration Permit Applications

Required Documents

See the following pages for a full list of required documents to be submitted. All documents must be included in the submission package. Related materials can be combined into one PDF file.

Digital Submission

Email planning@cnv.org to submit your application or to request a link to our secure file-transfer system (SendIt). Digital files must follow the format and naming requirements below.

File Format Requirements

- Files must be saved in PDF format at 8.5" x 11" size with all layers flattened.
- No document restrictions.
- Security Method set to "No Security" with all permissions (printing, etc.) "Allowed."
- All pages in one document must be either all landscape or all portrait orientation.

Document Naming Standard

All digital file names must follow the City's strict document naming standard:

- "Address - Document Name"
- Example: "141 W 14th St – Application Form"

8. REQUIRED DOCUMENTS

All documents are required, unless otherwise specified. **All documents are to be provided in metric.** Incomplete submissions will not be accepted.

Document Name	Description
1. Context Map	Context map showing the site and surrounding streets illustrating the surrounding streets and the proximity to amenities such as schools, grocery stores and transportation. Street view and aerial images are available online cnv.org/citymap
2. Photos of the Heritage Property	Photographs of the exterior of the existing heritage property including all four elevations (front, rear, and sides). Ensure that architecture and features with heritage significance are captured.
3. Strata Approval Letter	If the building is stratified, a letter approving the proposed works is required.
4. Site Plan (in metric units)	<ul style="list-style-type: none"> • Dimensions of the Lot and site area, including north arrow and bar scale. • Existing and proposed Lane dedications, registered easements, encroachments and right-of-ways must be indicated on the plan. • Ultimate property line. • Location and exterior dimensions of all proposed and retained buildings on site. • Setbacks labelled for all buildings (including projections, e.g., balconies and eaves) to all property lines. • Finished grades at each of the four corners of the site and along dividing lot lines of neighbouring lots spaced 3 metres apart. • Location and grades at the top and bottom on each side of any existing and proposed retaining walls at each end of a retaining wall section and at regular intervals of approximately every 3 metres. • Location of all significant trees to be removed and retained.
5. Architectural Plans (in metric units)	<p>Note that all building grades on the architectural plans must match the site plan. Architectural Plans should reflect all zoning requirements, include all relevant dimensions, and show all of the following:</p> <ul style="list-style-type: none"> • Floor Plans and Roof Plan for all levels with room use labelled. • Parking and loading with all spaces labelled, dimensioned and numbered; slopes of all drive aisles must be shown. • Garbage, recycling, and compost collection receptacles and area(s), and staging areas. Show route between garbage area and staging area with all slopes labelled along the route. • Show mechanical, electrical and sprinkler room/s locations and contents, if located on roof, show location and screening in the roof plan. • Elevation drawings showing property lines and label geodetic elevations at floor levels, top of roof, highest point of building (e.g. top of parapet) and top of additional structures (elevator housing, air intake, exhaust, etc.). • Elevation drawings showing exterior materials and finishes details. • Colour elevation drawings with context illustrating adjacent buildings and structures, and integration with the public realm. • Reflected window elevation(s) and limiting distance calculations. • Gross Floor Area overlays, by floor, showing areas by use and areas excluded from Gross Floor Area. Must be fully dimensioned.