



# Community Heritage Advisory Committee Heritage Development Review Guide

District of North Vancouver  
355 West Queens Rd, North Vancouver, BC V7N 4N5

Questions about this form: Phone: 604-990-2387 or Email: [planning@dnv.org](mailto:planning@dnv.org)

The Community Heritage Advisory Committee (HAC), appointed for the purpose of advising on heritage conservation matters, may review development applications and land use policies pertaining to heritage conservation in the District and provide recommendations and advice. Staff consider the HAC's recommendation and comments, along with other information, when reviewing an application.

This guide is intended to help applicants explain their proposal to the HAC. The HAC typically meets monthly.

## Applicability

This guide may apply to building and development applications on sites with a heritage component. The District staff assigned to your file and the HAC staff liaison will determine whether the application should be reviewed by the HAC.

## 1. Committee Review Information Package

Provide the following information to the HAC staff liaison.

(a) For existing **single-family house renovations, additions**, or both:

- Project description
  - Description of proposal
  - Project statistics if there are changes to site coverage, setbacks, height, parking
- Photos of existing structures and site**, including photos of heritage details (e.g. elevations, windows, doors, architraves, soffits, posts, stairs, balustrades, soffits, rafters, colours, details of materials, siding, masonry, roof)
- Site Plan
- Elevation drawings
- New materials, and how is compatible with existing materials (e.g. window frame material), as applicable
- New paint colours, as applicable

(b) For applications to **add density, to add buildings, for Heritage Revitalization Agreements, or other larger projects**:

Discuss with the HAC staff liaison whether the following information is applicable in addition to the information in section 1(a):

- Description and rationale for the project:
  - Present and proposed use of site
  - FSR/density

- Impacts and benefits to the community
  - How the proposal responds to the heritage significance or character defining elements of the property
- Summary of heritage information (i.e. Heritage Register / Heritage Inventory / legally protected site), Statement of Significance [if available], or other sources [if available]
  - Photos of local context around site
  - Floor plans, and roof plan
  - Circulation (vehicle and pedestrian), site access, parking plan
  - Precedent photos to illustrate what is proposed
  - Photos of interior (e.g. period style, condition, and overall heritage value)
  - Survey of existing property including trees, slope, and other significant environmental, hazardous, or heritage features

## 2. Presentation

The applicant is given an opportunity to present their proposal and rationale. Guidelines for the presentation:

- Staff provides the policy context for the application including:
  - Official community plan designations and overall objectives
  - Summary of existing heritage information
  - Zoning considerations
  - Development Permit Area Guidelines relevant to the subject site
  - Heritage significance questions for the HAC to consider
- Applicant provides a presentation focused on:
  - heritage significance and character defining elements of the property
  - proposed changes, and the required information in section 1 of this guide.

## 3. Committee recommendation

A general discussion would follow the applicant's presentation and conclude with a recommendation by the Committee.

### Suggested motions

THAT the Community Heritage Advisory Committee has reviewed the proposal, and

- (a) supports the general concept as presented.
- (b) supports the general concept as presented SUBJECT to addressing to the satisfaction of staff the following items noted by the Committee in its review of the project:
- (c) cannot support the general concept and recommends reconsideration of the proposal to address the following comments and major concerns:

*This brochure is intended for general guidance only and is not to be regarded as a right to development approval if the steps indicated are followed. Consult the Local Government Act, the Land Title Act, the Zoning Bylaw and other municipal bylaws for definite requirements and procedures as outlined above, please contact the Community Planning Department at 604-990-2387, for assistance.*