

## Instructions

Prior to a Demolition Permit being accepted for buildings 50 years and older, City staff will review the building to identify any heritage value. If there is high value, staff may contact the applicant to discuss alternative development options.

Buildings listed on the [Heritage Inventory](#) and/or 100 years and older require a Heritage Assessment written by a member of the [Canadian Association of Heritage Professionals \(CAHP\)](#) for redevelopment with retention or demolition. Review by the [Community Heritage Commission \(CHC\)](#) is required as part of the heritage review.

Email the following to [plnpost@newwestcity.ca](mailto:plnpost@newwestcity.ca) to start your heritage review:

- A completed copy of this application form
- Colour photos of each building face
- A [Letter of Authorization](#), if applicant is not the owner or there are multiple owners.
- Heritage Assessment, if the building is listed on the [Heritage Inventory](#) and/or 100 years old or older.

Staff will confirm once all information has been received. Incomplete applications will not be reviewed. When the review is completed, you will receive a folder number to enter into your online demolition application and complete your Demolition Permit application. The Folder Number is valid for 6 months upon date of issuance.

To learn more, visit [www.newwestcity.ca/heritage/heritage-protection-and-development](http://www.newwestcity.ca/heritage/heritage-protection-and-development).

## Applicant Information

Owner Name: \_\_\_\_\_

Owner Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Building Address: \_\_\_\_\_

Year of Building Construction: \_\_\_\_\_

Legal Description: \_\_\_\_\_

PID: \_\_\_\_\_

Will the lot be cleared?  Yes  No

If no, what structures will remain? \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_