

Instructions

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

Buildings listed on the [Heritage Inventory](#) and/or 100 years old and older require a Heritage Values 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 \(CHC\)](#) may be required as part of the Heritage Review process.

Email the following to 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 Values 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 confirmation that the Heritage Review process has been completed and you can then apply for your building permit applications, including demolition, if applicable. This review is valid for 6 months upon date of issuance.

To learn more, visit www.newwestcity.ca/heritage/heritage-protection-and-development.

Applicant Information

Applicant Name: _____

Applicant 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? _____

If yes, why:

Signature: _____

Date: _____