NEW WESTMINSTER

# Guide: Queen's Park Heritage Conservation Area

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## Queen's Park Heritage Conservation Area

### What is the heritage value of Queen's Park houses?

The Queen's Park neighbourhood is known for its outstanding stock of houses, in a variety of traditional styles, set in a landscape of mature trees, shrubs, and planted borders.

The neighbourhood has heritage value for having received much planning and building attention in its early years, and the different house styles in the neighbourhood show how New Westminster grew through the twentieth century. This historical record of neighbourhood development is worthy of conservation.

The area's aesthetic importance lies in part in its general unity of design and materials; houses in the area built in the late-nineteenth and early-twentieth centuries share a common palette of materials.

### What is a Heritage Conservation Area (HCA)?

A Heritage Conservation Area (HCA) is a conservation policy for a distinct and identifiable neighbourhood, characterized by its historical value.

HCAs exist to manage change, not prevent change. Houses in the HCA are categorized as *Protected* or *Non-protected.* Each category has its own set of provisions for making changes to a property.

HCA provisions for Protected properties generally apply to the outside parts of the building that can be seen from the street. Provisions do not apply to the interior or rear of buildings. As well, general maintenance, painting, re-roofing (with similar materials), and landscaping are not restricted.

Provisions for Non-protected properties generally apply to new construction only.

### What is the purpose of the Queen's Park HCA?

The Queen's Park HCA minimizes the loss of heritage houses and street character. It does this by slowing down the demolition process to allow for evaluation and to limit demolition. It also controls the design of new construction and alterations to houses with heritage value. These actions maintain the character of the neighbourhood, keeping the unique characteristics that drew you to it when you purchased your house.



### Altering a House in the Queen's Park HCA

Do you want to:

- Renovate a Protected house?
  *See page 3*
- Construct a new house on a Non-protected property?
  *See page 5*
- Demolish a Protected house?
  *See page 7*
- Change the protection category of your house?
  *See page 9*

### Heritage Alteration Permits (HAPs)

In the HCA, proposed changes to Protected houses and construction of new houses require an HAP. This is the City's tool to ensure respectful changes. Work permitted by an HAP must be consistent with the Queen's Park Heritage Conservation Area design guidelines.

*This guide does not replace official documents and the City disclaims any liability from its use.*

## What does the HCA mean for my house?

Each property in the HCA is assigned to a category:

1. **Protected (or Advanced):** This category includes properties with houses built in 1940 or earlier, houses with a Heritage Designation, and houses on the Heritage Register. A Heritage Alteration Permit (HAP) is required for any changes to the exterior front, sides or roof to ensure the changes are in keeping with the character of the house. Demolition of a Protected house will only be permitted under specific circumstances.
2. **Non-protected (or Limited):** This category includes houses built in 1941 or later, and properties that have been exempted from the Protected category. An HAP is not required for renovations and demolitions of existing houses in this category. An HAP is required for the construction of new houses, laneway houses and carriage houses to ensure the new building is in keeping with the character of the neighbourhood.

## Queen's Park Heritage Conservation Area

Properties by Protection Category




## Do I need a Heritage Alteration Permit (HAP)?

**If you have a house in Queen's Park and are considering changes to your property, call the Planning Division. Staff will help you determine whether an HAP will be required and what will be the submission requirements.**

## Heritage Revitalization Agreements (HRAs)

An HRA is another heritage preservation tool that is available to owners of houses with heritage value. An HRA is a voluntary legal agreement that is negotiated between a property owner and the City. The agreement offers incentives to owners (in excess of what is available through the Heritage Conservation Area) in exchange for full restoration of the property, which is also strongly protected through Heritage Designation. More information about the difference between the Heritage Conservation Area and Heritage Designation through an HRA is available online in the Heritage Protection Levels Guide.

# Guide: Queen's Park Heritage Conservation Area
# Renovating a House on Protected Property

### To Conserve Heritage Value...

Proposed changes to Protected houses in the Queen's Park HCA must be respectful of the existing heritage character of the house and neighbourhood.

## Tree Permit

A Tree Permit application should be submitted at the same time as the Heritage Alteration Permit application for any projects with new floor space.

An arborist's report addressing the size, type, and condition of all trees on the property and adjacent properties must be provided as part of the Tree Permit process. This will be reviewed for compliance with the City's Tree Protection Bylaw and will be used to ensure that plans to retain or replant trees are incorporated in building design.

## When is a Heritage Alteration Permit (HAP) required?

On a Protected property, an HAP is required for:

- Changes to the front or sides of a Protected house, including addition of floor space, changes to windows or doors including in-kind replacement, addition or removal of porches or verandahs, changes to siding, and change or removal of other major features
- Changes to the roof form that will be visible from the street
- Subdivision or consolidation of the lot

On a Protected property, an HAP is **not** required for:

- Interior alterations
- Exterior alterations to a building that do not affect the front or sides of the house or the roof form visible from the street
- Changes to paint colour and in-kind replacements (such as roofing materials), even if to the front and sides of the house. However, changes to windows and doors including in-kind replacement DO require an HAP
- Routine building maintenance
- New construction or demolition of a non-residential accessory building (such as a garage or shed, but not a laneway or carriage house), and additions or alterations to the same

**Note:** Building Permits are still required for some of these activities.

## 5 Steps to Renovate a House on a Protected Property:

1. ***Preliminary Inquiry Meeting:*** Applicants are encouraged to book a meeting with a Planner as early as possible when considering a renovation.
2. ***Heritage Alteration Permit Application:*** When ready, applicants should contact the Planning Division to schedule a time to submit their full application. It is recommended that an application be summited before the project design is finalized. A Planner will be assigned to manage the application at this stage. The application package must include:
   - A current title search from the Land Title and Survey Authority, for proof of ownership
   - A project summary letter that describes the work proposed, how the project meets the design guidelines, and material specifications (such as a quote or catalogue listing)
   - Photographs of the existing house
   - Detailed drawings of the work to take place. For smaller changes, less detail is required
   - An HAP application form signed by the owner(s)

## How has this process been made easier?

Council approved a number of changes to make this process easier, including waiving some application fees, waiving consultation requirements, and delegating approval to the Director of Climate Action, Planning and Development (so that applications do not require Council approval).

# Adding a Laneway House to Your Protected Property

A laneway or carriage house can be added to a Protected property in Queen's Park as long as the new unit meets the zoning requirements and the *Laneway and Carriage House Development Permit Guidelines*. More information and a guide can be found on the Laneway and Carriage Houses web page.

A Heritage Alteration Permit is also required for the construction of a laneway or carriage house. For all properties, this process and heritage design guidelines are the same as those for building a new home on a Non-protected property. More information is available on page 5 under *Constructing a New House on Non-protected Property*.

- Additional materials may be required depending on the scope and complexity of the project. If replacement of original or historic windows or doors is proposed, a condition assessment will be required, provided by a company with expertise in the repair of historic, traditional windows and doors.

  **Note:** No fee is required for this type of HAP application

If an applicant is applying on behalf of the owner(s) registered on the Title Certificate, the application must also include a Letter of Authorization signed by the owner(s).

3. ***Heritage Alteration Permit Review:*** The Planner will review the application for compliance with Section B of the Queen's Park Heritage Conservation Area design guidelines. Staff will work with applicants to address any aspects of the proposal that do not meet the intent of the guidelines.

4. ***Finalized Plans:*** If revisions are required, the applicant must submit finalized plans. Additional revisions may be requested up until approval.

5. ***Heritage Alteration Permit Approval:*** Final approval of the application will be considered by the Director of Climate Action, Planning and Development. Applicants have the option to appeal to Council if they disagree with the decision made by the Director.

6. ***Building Permit Application:*** If required, the applicant must also apply for a Building Permit once the Heritage Alteration Permit has been approved. Contact the Building Division to discuss the submission requirements. Other permits may also be required, and will be identified as your application is reviewed.

   Building Division P: 604-527-4580 E: bldapps@newwestcity.ca

## How Long Does the Process Take?

The time required for processing an application depends on the scale and complexity of the project, the number of applications in progress, and the ability of the applicant to provide complete application materials and updated information when required. The City aims to approve Heritage Alteration Permits for small-scale renovation projects within approximately one month of receiving a complete application.

# Guide: Queen's Park Heritage Conservation Area
# Constructing a New House on Non-protected Property

**To Conserve Heritage Value...**

**Construction of a new house, including a laneway or carriage house, in the Queen's Park Heritage Conservation Area must be respectful of the existing heritage character of the neighbourhood.**



*A 2012 house in the Queen's Park neighbourhood, compatible in scale, materials and roof shape.*

## When is a Heritage Alteration Permit Required?

On a Non-protected property, an HAP is required for:

- Construction of a new house
- Construction of a new detached accessory dwelling unit (see Guide: *Laneway and Carriage Houses*, which outlines the other requirements of this process)
- Subdivision or consolidation of the lot

On a Non-protected property, an HAP is **not** required for:

- Renovations, maintenance, or demolition of existing, Non-protected buildings
- Construction, renovation, or maintenance of a detached accessory building (such as a garage or shed)

**Note:** Building Permits are still required for some of these activities.

## 5 Steps to Construct a House on a Non-protected Property:

1. ***Preliminary Inquiry Meeting:*** Applicants are encouraged to book a meeting with a Planner as early as possible when considering building a new house.
2. ***Heritage Alteration Permit Application:*** When ready, applicants should contact the Planning Division to schedule a time to submit their full application. It is recommended that an application be submitted before the project design is finalized. A Planner will be assigned to manage the application at this stage. The application package must include:
   - A current title search from the Land Title and Survey Authority, for proof of ownership
   - A project summary letter describing the project concept and how the project meets the design guidelines
   - Architectural drawings and a landscape plan
   - A street context rendering
   - An HAP application form signed by the owners
   - The HAP application fee
   - Additional materials may be required depending on the scope and complexity of the project

   If an applicant is applying on behalf of the owner(s) registered on the Title Certificate, the application must also include a Letter of Authorization signed by the owner(s).

## Other Permits Required

A Tree Permit application should be submitted at the same time as the Heritage Alteration Permit application for any projects with new buildings or floor space.

An arborist's report addressing the size, type, and condition of all trees on the property and trees on adjacent properties that are within 4 metres of the property line must be provided as part of the Tree Permit process. This will be reviewed for compliance with the City's Tree Protection Bylaw and will be used to ensure that plans to retain or replant trees are incorporated in building design.

For the construction of a laneway or carriage house, a Development Permit is required in addition to the Heritage Alteration Permit. More information and a guide can be found on the Laneway and Carriage Houses web page.

3. ***Heritage Alteration Permit Review:*** The Planner will review the application for compliance with Section A and Section C of the Queen's Park Heritage Conservation Area Design Guidelines. The review includes analysis of buildings on both sides of the subject property to determine key aspects that can be used to help the new building "fit in." Staff will work with applicants to address any aspects of the proposal that do not meet the intent of the guidelines.

4. ***Finalized Plans:*** If revisions are required, the applicant must submit finalized plans. Additional revisions may be requested up until approval.

5. ***Heritage Alteration Permit Approval:*** Final approval of the application will be considered by the Director of Climate Action, Planning and Development. Applicants have the option to appeal to Council if they disagree with the decision made by the Director.

6. ***Building Permit Application:*** The applicant must also apply for a Building Permit once the Heritage Alteration Permit has been approved. Contact the Building Division to discuss the submission requirements. Other permits may also be required, and will be identified as your application is reviewed.

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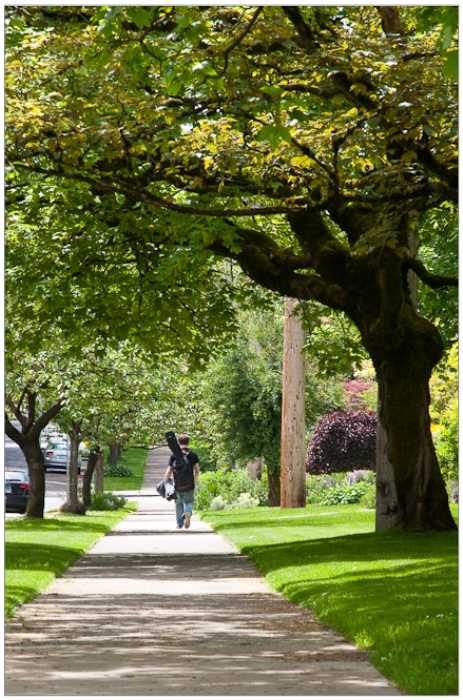
## How Long Does the Process Take?

The time required for processing an application depends on the complexity of the project, the number of applications in progress, and the ability of the applicant to provide complete application materials and updated information when required. The City aims to approve Heritage Alteration Permits for new construction within approximately two months of receiving a complete application.

# Guide: Queen's Park Heritage Conservation Area
# Demolition of a House on Protected Property

**To Conserve Heritage Value...**

Demolition of a Protected home in Queen's Park is only permitted under specific circumstances.



## A Heritage Alteration Permit Is Required

The application will be reviewed against the Evaluation Checklist, which is organized into three categories:

1. **Heritage and Character Merit**
   ***Intent***: Retain neighbourhood buildings with heritage merit in order to retain the historic character of the neighbourhood.
2. **Restoration Potential**
   ***Intent***: Consider the condition of the house, the integrity of its historic elements, and the work required to achieve heritage retention.
3. **Development Potential**
   ***Intent***: Retain a property owner's right to make additions up to the size of building permitted under the Zoning Bylaw.

Each criteria on the checklist will be scored by staff based on the information provided in the application. If a house receives an overall score of 10/18 (55%) or less, demolition will be considered reasonable. It is then likely that the HAP application for demolition will be approved. If the house receives a score of more than 10/18 (55%), retention will be considered reasonable and the HAP application for demolition will not likely be approved.

## 5 Steps to Demolish a House on a Protected Property:

1. ***Preliminary Inquiry Meeting:*** Applicants are encouraged to book a meeting with a Planner as early as possible when considering demolition.
2. ***Heritage Assessment:*** Applicants must hire a heritage professional to assess the heritage value of the house. The assessment will inform the scoring of the heritage and character merit criteria. (**Note:** The heritage professional must have a membership in the Canadian Association of Heritage Professionals (CAHP)). Applicants may also choose to hire a professional to conduct a conditions assessment of the house.
3. ***Heritage Alteration Permit Application:*** When ready, applicants should contact the Planning Division to schedule a time to submit their full application. It is recommended that an application be submitted before proceeding with the design of any new building or applying for any other permits. A Planner will be assigned to manage the application at this stage. The application package must include:
   - A current title search from the Land Title and Survey Authority, for proof of ownership
   - A heritage values assessment prepared by a heritage professional
   - An HAP application form signed by the owner(s)

## Other Permits Required

A Tree Permit application must be submitted at the same time as the Demolition Permit.

An arborist's report addressing the size, type, and condition of all trees on the property and trees on adjacent properties that are within 4 metres of the property line must be provided as part of the Tree Permit process. This will be reviewed for compliance with the City's Tree Protection Bylaw and will be used to ensure that trees are protected during demolition.

The construction of a new house requires an HAP. More information is available under *Constructing a New House on Non-protected Property*, page 5.

- The HAP application fee

If an applicant is applying on behalf of the owner(s) registered on the Title Certificate, the application must also include a Letter of Authorization signed by the owner(s)

4. ***Heritage Alteration Permit Review:*** The Planner will review the application against the criteria in the Evaluation Checklist and review the work of the heritage professional.

5. ***Heritage Alteration Permit Approval:*** Final approval of the application will be considered by the Director of Climate Action, Planning and Development. Applicants have the option to appeal to Council if they disagree with the decision made by the Director.

6. ***Demolition Permit Application:*** The applicant must also apply for a Demolition Permit if the Heritage Alteration Permit has been approved. Contact the Building Division to discuss the submission requirements. The house must be demolished within three years of the HAP being approved or the HAP will expire and the house will remain in the Protected category. Other permits may also be required and will be identified as your application is reviewed.

   Building Division P: 604-527-4580 E: bldapps@newwestcity.ca

## How Long Does the Process Take?

The time required for processing an application depends on the complexity of the application, the number of applications in progress, and the ability of the applicant to provide complete application materials and updated information when required. The City aims to conclude Heritage Alteration Permit applications for demolition within approximately two months of receiving a complete application.

# Guide: Queen's Park Heritage Conservation Area
# Changing a House from Protected to Non-protected

### To Conserve Heritage Value...

Moving a property from Protected to Non-protected status requires an amendment to the Official Community Plan, which must be reviewed and approved by Council.



### Are you interested in protecting your house?

If you believe your Non-protected house has heritage merit, you can request to move your house from the Non-protected to the Protected category at no charge, provided it is not on the list of exempted properties in Appendix 4 of the QPHCA. Protecting your house adds value to the HCA and makes the property eligible for incentives, such as higher permitted density.

## An OCP Amendment Is Required

An amendment to the Official Community Plan (OCP) is required to change the status of a Protected house to Non-protected. Applications to amend the OCP will only be recommended under specific circumstances. The application will be reviewed against the Evaluation Checklist, organized into three categories:

1. **Heritage and Character Merit**
   ***Intent***: Retain buildings in the neighbourhood with heritage merit in order to retain the historic character of the neighbourhood.

2. **Restoration Potential**
   ***Intent***: Consider the condition of the house, the integrity of its historic elements, and the work required to achieve heritage retention.

3. **Development Potential**
   ***Intent***: Retain a property owner's right to make additions up to the size of building permitted under the existing Zoning Bylaw.

Each criteria on the checklist will be scored by staff. If a house receives an overall score of 10/18 (55%) or less, changing the property from Protected to Non-protected will be considered reasonable, and recommended to Council for approval. If the house receives an overall score of more than 10/18 (55%), retention will be considered reasonable and the OCP Amendment will not be recommended to Council for approval.

If Council supports the application, it will implement the change through an amendment to the Official Community Plan (OCP), called an OCP Amendment Bylaw.

## 8 Steps to Change a House from Protected to Non-protected Status:

1. ***Preliminary Inquiry Meeting:*** Applicants are encouraged to book a meeting with a Planner as early as possible when considering changing from Protected to Non-protected status.
2. ***Heritage Assessment:*** Applicants must hire a heritage professional to assess the heritage value of the house. The assessment will inform the scoring of the heritage and character merit criteria. (**Note:** The heritage professional must have a membership in the Canadian Association of Heritage Professionals (CAHP)).

   Applicants may also choose to hire a professional to conduct a conditions assessment of the house.

3. ***Official Community Plan (OCP) Amendment Application:*** When ready, applicants should contact the Planning Division to schedule a time to submit their full application. A Planner will be assigned to manage the application at this stage. The application package must include:

   - A current title search from the Land Title and Survey Authority, for proof of ownership
   - A heritage values assessment prepared by a heritage professional
   - An OCP Amendment application form signed by the owner(s)
   - The OCP Amendment fee

   If an applicant is applying on behalf of the owner(s) registered on the Title Certificate, the application must also include a Letter of Authorization signed by the owner(s)

4. ***OCP Amendment Application Review:*** The Planner will review the application against the criteria in the Evaluation Checklist and review the work of the heritage professional.

5. ***Consultation:*** Consultation requirements have been waived for these applications, with the exception of the required Public Hearing (see below). Instead, a notice of application will be sent to the Queen's Park Residents' Association and the Community Heritage Commission.

6. ***Land Use and Planning Committee:*** OCP Amendment applications are presented by staff to the Land Use and Planning Committee (LUPC) to receive feedback and recommendations. More information about the LUPC, including meeting schedules, is available on the LUPC web page.

7. ***Council Report:*** Staff will prepare and present a report that provides Council with an opportunity to consider the proposed OCP Amendment Bylaw. Council will give direction to staff on next steps.

8. ***Public Hearing:*** If Council directs staff to proceed with the OCP Amendment Bylaw, a Public Hearing will be scheduled on the next available Public Hearing date. The City will advertise the Public Hearing in the local newspapers and will mail notifications to properties within 100 metres of the site of the application. Any person who thinks their interests may be affected by the application has the opportunity to express their opinion to Council. All submitted comments will be distributed to Council and posted on the City's website. During the Public Hearing, the applicant should be available to answer any questions that Council members may have. The Public Hearing is the last opportunity for Council to receive input from the applicant, the public, and staff prior to making its final decision on the application.

9. ***Council Consideration:*** After the Public Hearing, Council will consider the application. If the majority of Council members is supportive of the project, Council will give third reading and fourth reading (adoption) to the OCP Amendment Bylaw. The property address will then be moved from the Protected category to the Non-protected category in the HCA.

## How Long Does the Process Take?

The time required for processing an OCP Amendment application depends on the number of applications in progress and the ability of the applicant to provide complete application materials and updated information when required. The process takes approximately three months, depending on Council's schedule.