



City of Revelstoke

P.O. Box 170, Revelstoke, British Columbia, V0E 2S0

A GUIDE TO THE MUNICIPAL APPROVAL PROCESS

INFORMATION
BULLETIN NO. 12

A GUIDE TO HERITAGE REGISTER MEMBERSHIP

INTRODUCTION

The Revelstoke Community Heritage Register is part of the City's ongoing commitment to protect and preserve Revelstoke's rich heritage legacy. In return for incentives or benefits, owners agree to protect their registered heritage properties in accordance to British Columbia's *Local Government Act*. The Heritage Register serves to protect one of the City's most precious non-renewable resources.

THE ADMISSION PROCESS

Successful admission begins with the property owner and ends with the City Council:

1. The property owner submits an application to the Planning, Building and Bylaw Enforcement Department.
2. The Community Heritage Commission reviews the application and determines whether the property be added to the Heritage Register.
3. Council approves the recommendation with a majority vote.

Please be advised that there are a limited number of placements available on the Heritage Register. Applications may be unsuccessful for a number of reasons. Please be assured that owners are provided with a report on the City's concerns if the application is rejected.

PREPARING THE APPLICATION

Obtain the Heritage Inventory Entry from the Planning, Building and Bylaw Enforcement Department before you submit your application. The evaluation grade will determine which type of application to submit.

Both types of applications will ask for any planned alterations. Please be advised that you need only list those alterations that affect the exterior aesthetic of the building. Alterations may not necessarily be a negative consideration. Planned alterations to enhance the heritage characteristic of a building could improve an application's potential for approval.

PROVISIONAL MEMBERSHIP

Depending on the evaluation grade of your property (available with the Heritage Inventory Entry), you may need to submit a provisional application. Provisional applications need to adhere to the following points:

- Stay close to the provisional admission criteria (outlined at the top of the provisional application).
- Be sensitive to the word limit.
- Emphasize any heritage enhancing facts overlooked in the City's Heritage Inventory.
- Submit evidence (e.g. historical photographs) of the building's heritage character.

REGISTER MEMBERSHIP: BENEFITS

Registered Heritage properties are eligible for special treatment under the B.C. Building Code and the City's Zoning and Subdivision Bylaws.

Because the Community Heritage Register is recognized in British Columbia's *Local Government Act*, properties may also be eligible for any Provincial or Federal Government incentives for registered Heritage Properties.

REGISTER MEMBERSHIP: RESTRICTIONS ON PROPERTY ALTERATIONS

A registered property can be altered or even demolished through the same process as any other non-registered building in Revelstoke. However, the City may temporarily delay permit approval to explore other heritage retention options.

REGISTER MEMBERSHIP: DEREGISTRATION

Owners can deregister their properties at any time with a letter to City Council and a subsequent resolution.