



## WHAT IS A HERITAGE ALTERATION PERMIT?

A Heritage Alteration Permit is a tool that enables the City to protect and preserve heritage character. A Heritage Alteration Permit is required to alter or develop properties in a Heritage Conservation Area. The City can approve and issue the permit if the project is consistent with the Official Community Plan guidelines for heritage protection. [Revelstoke Station Heritage Conservation Area](#) has been established in the City's Official Community Plan to preserve the notable heritage features and character of this area. Any properties located within the Revelstoke Station Heritage Conservation Area will have to obtain a Heritage Alteration Permit before making any significant changes to any of the buildings or structures on the property.

Council approval is required for the issuance of a Heritage Alteration Permit, in some cases, these permits may be approved by City staff and are considered delegated permits. Delegated Heritage Alteration Permits do not require Council approval if they satisfy the [conditions](#) set out in the [Development Approval Procedures Bylaw](#).





## WHEN IS A HERITAGE ALTERATION PERMIT NEEDED?

A Heritage Alteration Permit is required when considering construction, renovation, or demolition of a building or structure in the Revelstoke Station Heritage Conservation Area or is a protected Heritage Property.

### When is a Heritage Alteration Permit not needed?

- Interior renovations;
- Normal maintenance and repair of any architectural feature which does not involve a change in design, materials, outer appearance, or removal of the feature;
- Painting or repainting of a building or structure;
- Changing exterior finishes, decorative trim, windows and doors on a building or structure, except work for which a building permit must be obtained;
- Reconstruction or repair of a property not listed as Protected Heritage Property, which is partially damaged by natural occurrence, provided that development is limited to rebuilding to the same like and kind;
- Additions or alterations to buildings and structures that are not visible from street level at any point on the traveled portion of a right-of-way in, or adjacent to, the area;
- Subdivision of lots.

## PRIOR TO SUBMITTING AN APPLICATION

Applicants should ensure they understand the City of Revelstoke's policies and procedures before preparing a Heritage Alteration Permit. Prior to submitting an application, applicants should consider:

- **[Official Community Plan – Heritage Conservation Area & Heritage Policies](#)** – Check the [City's Interactive Map](#) to determine whether the property is located in the Revelstoke Station Heritage Conservation Area. Review the Heritage policies in Part 4, Section 4.3 to determine if the application aligns with the policies.
- **[Revelstoke Station Heritage Conservation Area Design Guidelines](#)** – Review the Design Guidelines to ensure the application aligns with the Design Guidelines.
- **Zoning Maps and [Zoning Bylaw](#)** – Check the [City's Interactive Map](#) or the [City's Official Zoning Map](#) to find the zoning designation and zoning requirements for the property. This will help the applicant determine which zoning regulations apply to the application.
- **[Development Approval Procedures Bylaw](#)** – Review the Development Application Procedures Bylaw to review the procedures for development in the City including information on the application process for Heritage Alteration Permits and the criteria for when permits are delegated to staff.



- **Contact the Development Services Department** – Contact the Development Service Department to set up a [pre-application meeting](#) to discuss the proposed Heritage Alteration Permit application. Staff can provide advice on submission requirements and the review procedure to assist timely processing of the application prior to submittal.

## HERITAGE ALTERATION PERMIT APPLICATION COSTS

The cost of a Heritage Alteration Permit application can vary depending upon the complexity of the application. In addition to the initial application fee outlined in the [Fees and Charges Bylaw No. 2256](#), overall costs associated with Heritage Alteration Permit application may include:

- Actual cost of any third-party professional review of applications.
- Any plans needed to meet the application requirements (i.e. site plan, landscape plans, elevations)
- Professional reports (i.e. architectural drawings, engineering reports, planning rationale/proposal summary)
- Bonding requirements for landscaping agreements
- Revelstoke Development Cost Charges payable at the time of building permit or subdivision approval (see [Development Cost Charges Bylaw No. 1781](#))
- Legal fees (i.e. covenants)

## HERITAGE ALTERATION PERMIT PROCESSING TIMELINE

The following processing timelines are established from the date of receipt for a complete application. While this is a target, it is understood that different circumstances (i.e. revisions, new plans, complexity of application, provincial approvals) may alter timelines to be shorter or longer than outlined below. It is essential for applicants to submit a complete application and respond to staff requests for information to ensure that it is processed in a timely manner.

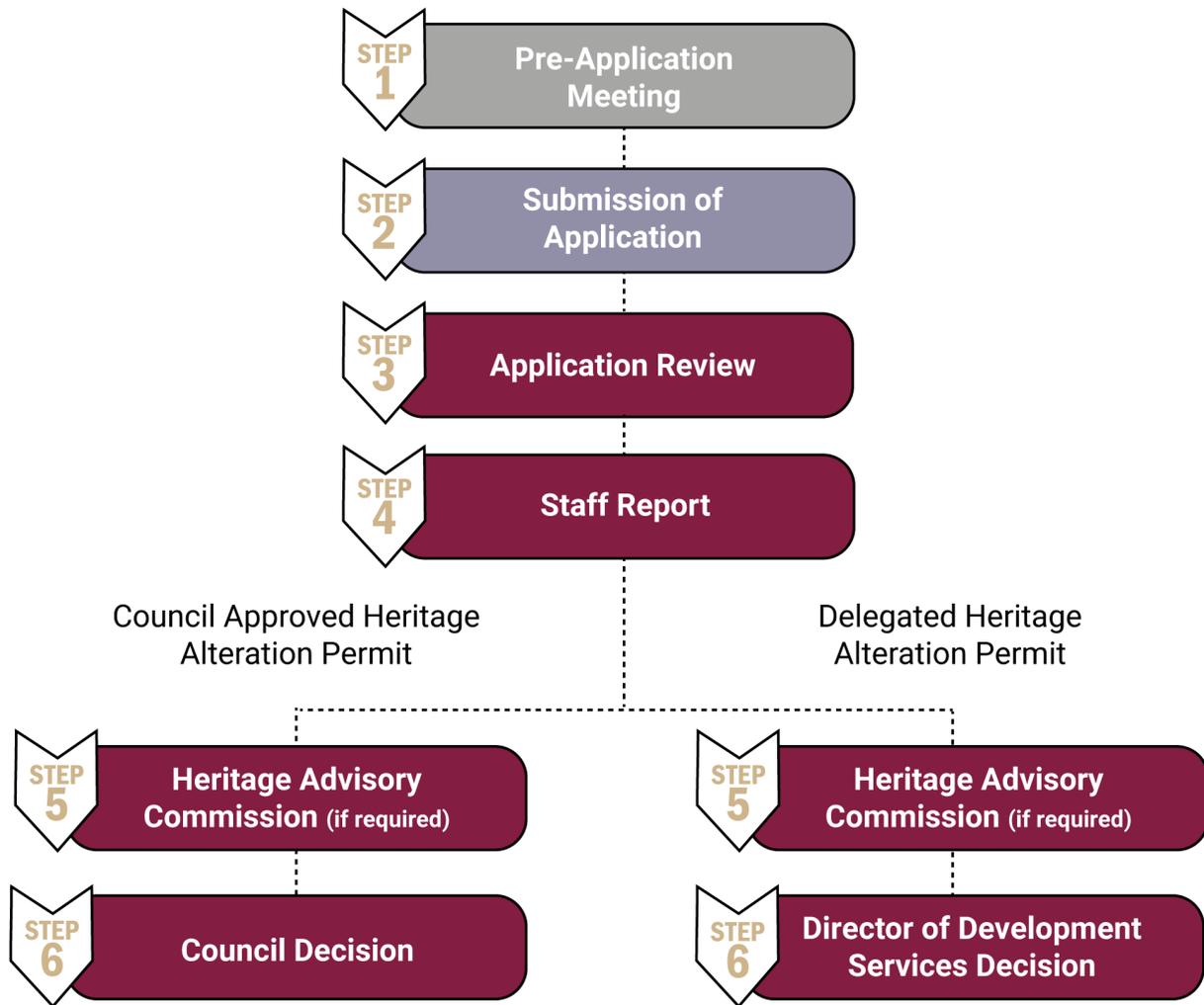
Applications are reviewed in the order in which they are received. Staff endeavour to process applications as quickly as possible to ensure we provide high quality service to the community.

**Delegated Heritage Alteration Permit** (delegated to staff to render a decision and not required to go before Council): 1-2 months

**Council Approved Heritage Alteration Permit:** 4-6 months



**HERITAGE ALTERATION PERMIT APPLICATION PROCESS**



**Legend**

-  Applicant & City Responsibility
-  Applicant Responsibility
-  City Responsibility



## DETAILED APPLICATION PROCESS

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### STEP 1: PRE-APPLICATION MEETING

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Applicants are **required** (unless otherwise specified by the City) to [schedule a meeting](#) with Development Services staff to discuss a potential application **prior** to submitting a formal application. Staff will discuss the application review process, applicable policy, and formal application submission requirements to ensure proponents submit a complete application. Staff will endeavor to help identify key considerations and potential issues at this preliminary stage. Large or complex projects are particularly likely to benefit from the process.

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### STEP 2: APPLICATION SUBMISSION

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Applicants can submit a [Heritage Alteration Permit application](#) form and application fee in-person or electronically to the Development Services Department by emailing [development@revelstoke.ca](mailto:development@revelstoke.ca). It is essential that a complete application is submitted to ensure that it is processed in a timely manner. Incomplete applications will not be accepted. Staff request that there is one main point of contact for the application to ensure consistent, coordinated communication throughout the application process.

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### STEP 3: APPLICATION REVIEW

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The Heritage Alteration Permit application is reviewed by the Development Services Department, other City departments, Heritage Advisory Commission (if required), and external agencies to provide the applicant with comprehensive feedback on the application. Staff will determine which type of application (Council Approved or Delegated) is most appropriate for the proposed development based on the criteria in the [Development Approval Procedures Bylaw](#).

Staff may request further information or clarification from the applicant or the applicant's architect or other coordinating professional. The timing of the review of the application will depend on how quickly the applicant can provide additional information to staff as requested.

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### STEP 4: STAFF REPORT

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Once staff have completed their review of the application, staff will prepare a report for consideration by Council (Council Approved Heritage Alteration Permit) or the Director of Development Services (Delegated Heritage Alteration Permit). The staff report takes into consideration any input received from other staff departments, heritage policies in the Official Community Plan, Revelstoke Station Heritage Conservation Area Design Guidelines, and applicable regulations in the Zoning Bylaw. Staff will communicate with the applicant to ensure they are aware of the associated staff recommendation.



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### STEP 5: HERITAGE ADVISORY COMMISSION (HER) (IF REQUIRED)

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If required, the HER will review Heritage Alteration Permits and make recommendations relating to the build form and consistency with the [Revelstoke Station Heritage Conservation Area Design Guidelines](#). Staff will communicate with the applicant to ensure they are aware of when or if their application is going to the HER. Any recommendations from the HER will be incorporated into the staff report.

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### STEP 6: COUNCIL / DIRECTOR DECISION

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If the application meets the criteria for a Delegated Heritage Alteration Permit, the Director of Development Services will review the staff report and recommendations and make the final decision on the permit. If the application has been denied by the Director, the applicant may request that the application be referred to Council for consideration.

If the application meets the criteria for a Council Approved Heritage Alteration Permit, the staff report and recommendations will go to Council for the final decision on the permit.

In either scenario, the outcome may be approval to issue the permit, conditions to issuance of the permit, or amendments / revisions to the permit. If the outcome is amendments / revision to the permit, the permit will need to be revised before being presented a second time for consideration.

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### STEP 7: PERMIT ISSUANCE

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If the permit is approved for issuance, staff will prepare the Heritage Alteration Permit and related schedules for signature and obtain a security deposit, if required.

## QUESTIONS?

We are here to help make the application process as smooth as possible. If you have questions, please contact us.

City of Revelstoke - Development Services  
216 Mackenzie Ave (Second St Entrance)  
PO Box 170, V0E 2S0

250-837-3637

[development@revelstoke.ca](mailto:development@revelstoke.ca)

[www.revelstoke.ca](http://www.revelstoke.ca)

*This guide is not a legal document. Any contradiction, dispute or difference between the contents of this brochure and applicable City bylaws, plans, policies, or guidelines will be resolved by reference to the bylaws or other official documents.*

Photos provided by [Tourism Revelstoke](#).



## REVELSTOKE STATION HERITAGE CONSERVATION AREA



### Official Community Plan

#### Map 6 - Heritage Conservation Area and Properties

-  Railway
-  Road (Arterial)
-  Highway
-  Parcel
-  Municipal Boundary
-  Water Body
-  Heritage Conservation Area

