



**Galiano, Mayne, North Pender,  
Saturna, South Pender Islands**

Victoria Office  
200 - 1627 Fort Street  
Victoria, BC V8R 1H8  
Ph: (250) 405-5151  
[southinfo@islandstrust.bc.ca](mailto:southinfo@islandstrust.bc.ca)

**Salt Spring Island, Ballenas-  
Winchelsea Islands**

Salt Spring Office  
4 - 121 McPhillips Avenue  
Salt Spring Island, BC V8K 2T6  
Ph: (250) 537-9144  
[ssiinfo@islandstrust.bc.ca](mailto:ssiinfo@islandstrust.bc.ca)

**Denman, Gabriola, Gambier,  
Hornby, Lasqueti, Thetis**

Northern Office  
700 North Road  
Gabriola Island, BC V0R 1X3  
Ph: (250) 247-2063  
[northinfo@islandstrust.bc.ca](mailto:northinfo@islandstrust.bc.ca)

## Heritage Alteration Permits

### Information about Heritage Alteration Permits

Heritage Conservation Areas may be designated in an Official Community Plan (OCP) to conserve the community's cultural heritage. For land, structures, buildings, and specified heritage trees scheduled for heritage protection, a Heritage Alteration Permit is required to:

- Alter buildings or structures
- Repair or alter building exteriors where the original materials are not to be either salvaged and reused or simulated by new materials on visible parts of the building
- Construct or alter a building or structure greater than one storey in height on a property that adjoins a property with a listed heritage building
- Remove heritage trees
- Consolidate land parcels

In order to obtain a heritage alteration permit, an applicant must demonstrate compliance with prescribed guidelines. Guidelines for conserving community heritage are located in the OCP.

## Application Process

### Pre-Application

Before applying, review applicable Local Trust Committee policies and regulations, including:

- **Official Community Plan**
  - Determine whether or not proposed uses, buildings or structures, will be located within or adjacent to, the Schedule of Protected Heritage; if so, an application for a Heritage Alteration Permit may be required; contact Islands Trust to confirm
  - Review applicable Heritage Alteration Permit guidelines; one or more professionals may be required to support the development proposal
- **Land Use Bylaw (LUB)**
  - Confirm that the zoning of the property permits the proposed use and density
  - Ensure that the proposed uses, buildings, and structures comply with siting, size, and dimension requirements
- Check requirements of other government agencies (e.g. site servicing, road access, building code, water licensing, etc.)
- Review the Islands Trust website or contact planning staff for specific requirements for the relevant development permit areas

### Application Submission

- Submit a complete application to the [Islands Trust Portal](#); **incomplete applications will not be processed**
- Islands Trust staff may contact you to request any additional application materials

### Application Review

- An Islands Trust planner will evaluate the proposal in relation to the applicable Heritage Alteration Permit guidelines, land use regulations, Islands Trust Policy Statement and OCP; the planner may liaise with other agencies
- Supplementary information may be requested as needed

- If the application does not comply with applicable regulations, you may be asked to revise your proposal or apply for an additional variance or bylaw amendment
- Once all the required information has been received, the planner will conduct a technical review, and prepare a staff report with recommendations for consideration by the Local Trust Committee

### Application Decision

The Local Trust Committee will consider the application and associated staff report at a regular business meeting. The Local Trust Committee may:

- Approve the permit
- Refer the application to the Advisory Planning Commission for review and comment, prior to making a decision; the applicant may present their proposal and be heard by the Advisory Planning Commission
- Approve the permit with changes to one or more conditions
- Table the application pending receipt of additional information
- Deny the application due to non-compliance with one or more development guidelines

### Permit Issuance

- If the application is approved, a Heritage Alteration Permit will be issued and the applicant and agencies will be notified
- When a Heritage Alteration Permit is issued, a notice is filed with the Land Titles Office indicating that there is a Heritage Alteration Permit on the property; the Development Permit is binding on the current and all future property owners

### Post-Permit Issuance

- The Heritage Alteration Permit may be subject to conditions such as financial security to ensure the completion of proposal
- During site inspections by Islands Trust staff, actual development will be compared to the approved Heritage Alteration Permit to ensure substantial compliance with the permit and permit conditions; when the development is found to conform to the permit and permit conditions, financial security can be returned to the applicant
- Development must substantially commence within two years (or an earlier date specified in the permit) of permit issuance or the permit will lapse; if the permit lapses before development commences, a new permit is required

## Application Requirements

Submit the following materials online via the [Islands Trust Portal](#):

- A completed [Planning Application Authorization Form](#)
- Current title search** (issued within the last 30 days)
- Copies of all relevant **title charges** (restrictive covenants, easements, rights-of-ways, etc.)
- A **Project Narrative** describing the existing and proposed uses, buildings and structures on the subject property including a description of any home occupation (if applicable)
- A **Site Survey** by a registered BC Land Surveyor (BCLS), unless staff confirm it is not needed
- An **11"x17" Site Plan**, drawn to scale, showing the following:
  - a. The location, dimensions, and floor area of all existing and proposed buildings and structures
  - b. The development permit area boundary
  - c. The location of existing and proposed water infrastructure (e.g. septic tanks, disposal fields, wells, water lines, cisterns, retention ponds, etc.) on both the subject property and neighbouring properties (if applicable)
  - d. The location of existing and proposed driveways, off-street parking, loading, outdoor storage, stream crossings, pathways, decks, and patios
  - e. The location of all watercourses (including streams, ditches, lakes, and wetlands)
  - f. The location, dimensions and area of existing and proposed covenant areas, easements, and utility corridors
  - g. Setbacks to lot lines, the natural boundaries of watercourses and the sea, and the edge of any cliff on the subject property where applicable
  - h. The total lot area of the subject property

**NOTE:** This information is intended to provide guidance and should not be interpreted as a right to a development approval if the steps indicated are followed. Please consult the [Local Government Act](#) and its regulations, as well as the other Islands Trust applicable bylaws for the definitive requirements and procedures. For any further information, please contact Islands Trust.

i. The height of existing and proposed buildings and structures

- Elevation drawings**
- Supplemental information/professional reports**, as required, to demonstrate compliance with the applicable Development Permit guidelines or as required by a development approval information bylaw
- An application fee** (you will be provided with an invoice after staff have reviewed and determined that your submission is complete)

#### **Additional Requirements**

- A Heritage Alteration Permit is not a building permit; you will still need to apply to the Regional District for a building permit before you can build structures on the land (except on Denman and Hornby Islands where a Siting and Use Permit is required instead)
- Applicants are also responsible for meeting all other regulatory requirements applicable to land use and development in BC, such as: [BC Building Code](#), [Transportation Act](#), [Water Sustainability Act](#), [Environmental Management Act](#), [Public Health Act](#), and [Agricultural Land Commission Act](#)

**For further information and local bylaws, please visit [www.islandstrust.bc.ca](http://www.islandstrust.bc.ca).**

---

**NOTE:** This information is intended to provide guidance and should not be interpreted as a right to a development approval if the steps indicated are followed. Please consult the [Local Government Act](#) and its regulations, as well as the other Islands Trust applicable bylaws for the definitive requirements and procedures. For any further information, please contact Islands Trust.