

## Processing steps for Lower Caulfeild Heritage Alteration Permits

1. **Initial inquiry:** Applicant makes an inquiry to the Planning department and is provided with an overview of the process.
2. **Preliminary development proposal:** Applicant submits initial proposal based on the Heritage Conservation Area. Staff provide guidance for the formal application. The applicant revises plans accordingly and resubmits as many times as staff require.
3. **Application notification:** The applicant notifies surrounding property owners and advertises the public information meeting.
4. **Preliminary public information meeting:** The applicant hosts a preliminary public information meeting with District staff present. The public provides input on the development proposal to the applicant.  
*\*\* This is where the proposed HAP is currently at\*\**
5. **Formal application submission:** Applicant submits a formal application which District staff will review and request any missing submission requirements before processing. Once a complete submission is received, staff will open the application file and generate the invoice.
6. **Referral process:** Staff prepare internal and external referrals by distributing an information and referral memo to all applicable District departments.
7. **Post-referral review:** Applicant receives feedback from the review process, outlines additional information requirements and/or possible revisions.
8. **Council or Director consideration:** Staff prepare report and the proposed Heritage Alteration Permit is presented to the Director or Council.  
Director may:
  - a. approve the Heritage Alteration Permit;
  - b. refer the proposal back to staff for modifications or request further information;
  - c. reject the application (can be appealed to Council)Council may:
  - a. approve the Heritage Alteration Permit;

- b. refer the proposal back to staff for modifications or request further information;
- c. reject the application (final decision)

9. **Issuance of Heritage Alteration Permit:** Once permit conditions are met, the District issues the Heritage Alteration Permit to the applicant.

10. **Building Permit application:** Once a Heritage Alteration Permit is approved, the applicant will need to apply for a Building Permit.