



## Heritage Alteration Permit and Development Permit Exemptions and Delegated Authority

**No.: PLANNING-10**  
**Date: 2025-03-11**

### Purpose

To provide information regarding the Heritage Alteration Permit (HAP) and Development Permit (DP) exemption criteria and staff's delegated authority to issue an HAP or DP for properties located within the Steveston Village Heritage Conservation Area (SVHCA) and protected heritage properties located outside the SVHCA.

### Steveston Village Heritage Conservation Area

Under Section 614 of the *Local Government Act*, a municipality may designate an area as a heritage conservation area in order to provide long-term protection to the heritage character of the area in its entirety. All properties located within the heritage conservation area are subject to the City's conservation requirements and applicable heritage policies and design guidelines.

The City's 2041 *Official Community Plan* designates Steveston Village as a heritage conservation area, and identifies properties (including 17 heritage buildings) as protected heritage properties within the SVHCA (shown as Identified Heritage Resources in Map 1).

Exterior changes to the properties (both protected heritage properties and non-heritage properties) located within the SVHCA are subject to the City's heritage review and permit requirements.

### Heritage Properties Protected by a Bylaw or Covenant

A local government may adopt a Heritage Designation Bylaw or Heritage Revitalization Agreement Bylaw or register a Heritage Conservation Covenant on title to formally protect an individual heritage property. There are a total of 16 properties that are formally protected by a City of Richmond bylaw. A list of these properties is attached to this Bulletin.

Unless authorized by a Heritage Alteration Permit, a person must not make exterior changes to the protected heritage properties.

### Protected Heritage Properties

If your property is a protected heritage property (located within or outside the SVHCA), an HAP is required prior to undertaking exterior alterations. However, some minor activities are exempt from the HAP process or can be reviewed and approved by staff through delegated authority. It is recommended that planning staff are consulted to determine whether or not an HAP would be required for the proposed work.

### Heritage Alteration Permit Exemptions

The following activities are exempt from the HAP process:

- Interior repair, maintenance, or renovation that has no impact on the exterior architectural form, finish, character or building material, unless the interior features are formally protected by Heritage Designation, Heritage Revitalization Agreement or a heritage conservation covenant registered on title of the property;
- Minor repair or routine maintenance that does not change the exterior architectural form, finish, character or material of the property;

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- Maintenance or installation of municipal infrastructure carried out by, or on behalf of, the City; and
- Installation of development application notification signs and other signs required by the City pursuant to one or more bylaws.

Minor repair or routine maintenance means works that are minor in nature and are reasonably necessary to maintain the property in good repair and condition, and does not include removal or change in design, materials, finishes or appearance. Examples are:

- Repair of a deteriorated light fixture that is not a character-defining element;
- Repair or replacement of a limited portion of cladding (e.g., a few shingles) on a like-for-like basis;
- Exterior painting that does not change the existing colours or finish;
- Regular landscape maintenance, including replacement of a few dead plants, when the landscape elements are not character-defining elements.

### Heritage Alteration Permit Delegated Authority

In accordance with *Heritage Procedures Bylaw 8400*, authority to issue HAPs for the following activities on protected heritage properties is delegated to the Director, Development.

- Roof repair, maintenance or replacement on a like-for-like basis;
- Exterior painting (to change the existing colours);
- Replacement of a door or window without altering the door or window frame;
- Construction or installation of a guardrail as part of a public boardwalk, sidewalk or trail;
- Exterior cladding replacement on a like-for-like basis; and
- Minor changes to landscape features or to an accessory building or accessory structure that are not character-defining elements, and that do not affect the overall heritage character of the property.

## Non-Heritage Properties in the Steveston Village Heritage Conservation Area

If your property is not a protected heritage property but is located within the SVHCA, a Development Permit (DP) is required prior to undertaking exterior alterations. Some minor activities are exempt from the DP process or can be reviewed and approved by staff. It is recommended that Planning staff are consulted to determine whether or not a DP would be required for a proposed activity.

Please note that certain elements that cannot be regulated by a DP would require an HAP as the impact of the elements on the overall character of the SVHCA could be significant. These elements are signs, awnings, exterior painting, patios and subdivision without an associated development application.

### Development Permit Exemptions

In accordance with the *Steveston Area Plan*, the following activities are exempt from the DP process:

- Interior renovations;
- Minor repair or maintenance that does not involve a change in design, materials, finishes or appearance (as determined at the discretion of the Director, Development); and
- Demolition, site preparation activities and site servicing works associated with a development application (e.g., rezoning that received third reading by Council).

### Development Permit Delegated Authority

Authority to issue DPs for the following activities is delegated to the Director, Development, in accordance with *Development Permit, Development Variance Permit and Temporary Commercial and Industrial Use Permit Procedure Bylaw 7273*:

- Exterior cladding replacement on a like-for-like basis;
- Roof repair, maintenance, or replacement; and
- Minor exterior changes, including landscape changes (e.g., fence construction), provided that the proposed changes do not alter the overall form and character, do not involve additional floor area, and the construction value does not exceed \$75,000.

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## Heritage Alteration Permit Delegated Authority

Signs, awnings, exterior painting, patios and subdivision with no associated development application would be subject to the HAP requirement. Authority to issue HAPs for the following activities is delegated to the Director, Development:

- Signs on non-heritage properties;
- Awnings on non-heritage properties;
- Exterior painting; and
- Patios on public property, and seasonal patios on private property that is not a protected heritage property, provided that the construction value does not exceed \$10,000 and the Applicant obtains a Patio Permit through the City of Richmond Patio Program.

The required permits and processes are summarized in the **Heritage Procedure Diagram** attached to this Bulletin.

## Other Permits/Requirements

Depending on the proposal, other types of applications such as building permit, sign permit, patio permit and business licence applications may also be required.

It is recommended that, **before** submitting any application for a tenant improvement or business licence, you confirm with staff that all prior interior and exterior renovations or signs have been completed with the appropriate City permits.




Contact the Policy Planning Department at 604-276-4207 or [CommunityPlanning@richmond.ca](mailto:CommunityPlanning@richmond.ca) to discuss your proposal and learn about the required permits, submission requirements and processes.

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# Map 1: Steveston Village Heritage Conservation Area (HCA) – Resources and Modified 1892 Historic Lot Lines Map



## LEGEND

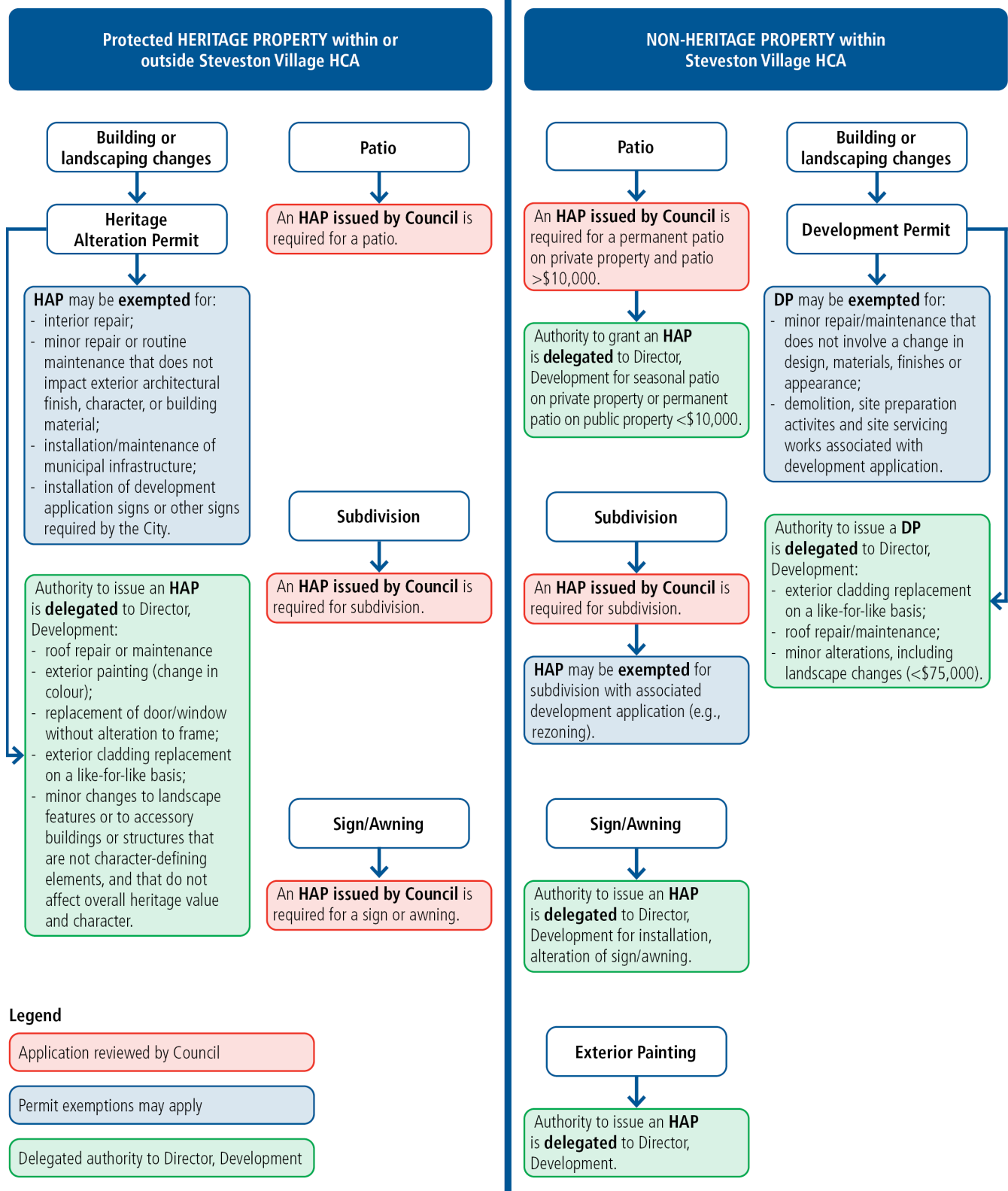
	Non Heritage Building		Identified Heritage Resource		Historic Lot Lines
①	3811 Moncton St.: "Japanese Doctors'/Hospital Office" relocated from 4091 Chatham St.	⑦	3580 Moncton Street "Hepworth Block"	⑬	3831 Moncton Street "Ray's Drygoods/Budget Appliance"
②	3711/3731 Chatham Street "Steveston Methodist Church"	⑧	3611 Moncton Street "Marine Garage"	⑭	3871 Moncton Street "Bare Basics"
③	12011 3 <sup>rd</sup> Avenue "Steveston Courthouse"	⑨	3680 Moncton Street "Wakita Grocery"	⑮	3891 Moncton Street "Tasaka Barbershop"
④	12111 3 <sup>rd</sup> Avenue "Sockeye/Steveston Hotel"	⑩	3700 Moncton Street "Redden Net/ Atagi Building"	⑯	12191 1 <sup>st</sup> Avenue "Japanese Buddhist Temple"
⑤	3460 Moncton Street "Dave's Fish & Chips"	⑪	3711 Moncton Street "Cannery Café"	⑰	12311 No 1 Road "Prickly Pear Garden Center"
⑥	3480 Moncton Street "Watsida Building/ Riverside Art Gallery"	⑫	3811 Moncton Street "Steveston Museum/Northern Bank"		

November 27, 2018

## Protected Heritage Properties by Heritage Designation or Heritage Revitalization Agreement Bylaws

	Name	Address	Bylaw Number/Adoption date
1	London Farm	6511 Dyke Rd	Heritage Designation Bylaw 3528 / Jan 9, 1978 Heritage Designation Bylaw 3515 / Jan 9, 1978
2	Minoru Chapel	7191 Granville Ave	Heritage Designation Bylaw 3738 / May 28, 1979
3	Pierrefonds Garden	7191 Granville Ave	Heritage Designation Bylaw 3737 / May 28, 1979
4	General Currie School	8220 General Currie Rd	Heritage Designation Bylaw 3704 / Feb 12, 1979
5	Steveston Museum	3811 Moncton St	Heritage Designation Bylaw 3956 / Jun 8, 1981
6	Steveston Courthouse	12011 3rd Ave	Heritage Designation Bylaw 4362 / Sep 24, 1984
7	Eldstrom House	9711 Finn Rd	Heritage Designation Bylaw 4952 / Nov 23, 1984
8	Redwood Trees	10011 Cambie Rd	Heritage Designation Bylaw 5395 / Aug 14, 1989
9	Steveston Telephone Exchange Building	12004 No.1 Rd	Heritage Designation Bylaw 5519 / Jun 11, 1990
10	Brighthouse Trees	6900 River Rd	Heritage Designation Bylaw 5572 / Jul 9, 1990 Heritage Designation Bylaw 5572 Amendment Bylaw 8734 / Oct 24, 2011
11	Britannia Shipyards	12541 Trites Rd / 5180 Westwater Dr	Heritage Designation Bylaw 5585 / Nov 13, 1990
12	Pioneer Church	11051 No. 3 Rd	Heritage Designation Bylaw 5550 / Jan 14, 1991
13	Scotch Pond	2220 Chatham Rd	Heritage Designation Bylaw 5960 / Sep 14, 1992
14	McKinney House	6471 Dyke Rd	Heritage Designation Bylaw 6130 / Aug 23, 1993
15	Abercrombie House	13333 Princess St	Heritage Designation Bylaw 7701 / May 16, 2005
16	Ransford House	10700 Railway Ave	Heritage Revitalization Agreement Bylaw 10386 / Sep 6, 2022

## Heritage Procedure Diagram



**All major developments or constructions require either an HAP or a DP issued by Council.**