

A Heritage Conservation Plan is a document which explains why a heritage resource is significant and addresses how such heritage significance will be sustained in any new use, alteration, repair or management. The Plan should start by describing what heritage resources are present, why they matter, what is happening to them and the principles by which the applicant will manage them, and then set more detailed work programmes for maintenance, management, access, use or other issues.

The document must identify the heritage resource's historical context, describe its architectural and structural components, identify its heritage value/character defining elements, summarize its existing significant landscape features and provide a restoration plan detailing all work to be completed and the proposed timing.

The Heritage Conservation Plan must be written by a heritage professional who is an architect or equivalent professional. All conservation-related work is to be carried out by an architect, engineer or equivalent professional, having substantive experience and expertise in heritage conservation. The Application Centre can provide further details regarding which type of heritage professional should be chosen for your project.

Minimum Requirements

The Heritage Conservation Plan must include the following minimum requirements:

1. Historical Context – a written description of the heritage resource, cultural association and architectural context, including archival photos;
2. Description of the Heritage Resource – including site context, exterior and interior features, landscape features and current photos;
3. Heritage Value – a written description of why the heritage resource is valuable;
4. Character Defining Elements – see *Form P – Statement of Significance* for a detailed description of character defining elements requirements;
5. Restoration Plan – a description of restoration works including both exterior works and interior works (if proposed) and site works;
6. Maintenance Plan- identification of ongoing maintenance works required; and
7. New Construction (if proposed) – a summary of proposed works, e.g. additions or separate buildings on the same property as the heritage resource.

The Province of British Columbia's Heritage Branch has created a guide titled "*Conservation Planning Methodology - Developing Policies for the Conservation of Historic Places*" that will assist heritage professionals with the development of a Heritage Conservation Plan. This guide can be found on the Heritage Branch's website.

