

HERITAGE CONSERVATION GRANT APPLICATION GUIDE



Owners of heritage buildings in Delta may apply for support from the Heritage Conservation Grant Fund for Repairs and Restorations that would preserve and protect their heritage building. Grants are available for up to 50% of capital costs up to a maximum of \$30,000. Repair or Restoration means physical works, which may include structural improvements, exterior alterations, reinforcement, maintenance, fire protection, or security of the building.

APPLICATION PROCESSING



Pre-Application Enquiry:

To determine if your property is eligible for a Heritage Conservation Grant, a pre-application enquiry can be submitted to the Community Planning & Development department.



Application Submission:

Any owner may make an application for financial assistance for Repair or Restoration of a building on the Heritage Register or Heritage Inventory, provided the proposed works have not already been started. Please note, if your property is currently on the Heritage Inventory, inclusion of your property into the Heritage Registry will be required. Please review the FAQ page for more information on the Heritage Registry and Inventory.



Additional Applications:

If the proposed works would require additional Council approvals to proceed, (e.g., Development Permit, Development Variance Permit, Heritage Alteration Permit, etc.) the application for a Heritage Conservation Grant may be made concurrently or following Council's approval of the other application.



Staff Review:

Planning staff will review the application for eligibility and completeness. After the Planner has concluded the application review, a staff report is drafted and targeted for the next available Heritage Advisory Commission meeting.



HAC & Council Review:

Applications will be forwarded to the Delta Heritage Advisory Commission (HAC) for review and recommendation. The HAC's recommendation will be based on the extent to which the proposed Repair or Restoration reinforces the building's heritage value and integrity of the building as a heritage structure. Should the Delta HAC support the proposed grant application, it will be forwarded to Delta Council for approval. Final approval requires a 2/3 vote of support from Council.



Legal Document Coordination:

Following approval from the HAC and Council, a Section 219 Covenant is drafted and registered on title. The covenant would be valid for 10 years, to ensure maintenance of the building during that time. Depending on degree of renovation or restoration, all parties on title may be required to sign the covenant. A sample covenant is available upon request.



Building Permit Submission:

Once the covenant has been registered on title, a building permit may be submitted to the Building Division. Please note, approved projects must be completed within one year from the date of Council approval, unless the Director of Community Planning and Development provides express approval for an extension to complete the Approved Project.



Grant Payment:

Grant payment will be made once the project is complete and the Post Approval Grant Payment Checklist (available on the next page) is deemed complete. The Checklist is to be completed within six months after completion of an Approved Project unless the Director of Community Planning and Development has approved an extension.

HERITAGE GRANT APPLICATION TIPS, GUIDES, AND CHECKLISTS



REPAIR & RESTORATION GUIDELINES:

- Repair or Restoration should, as much as possible, retain the original exterior features of the building. When replacement of these features is necessary, new materials will replicate the original in terms of design, colour, and texture.
- Heritage values of a property should be conserved by adopting an approach that calls for minimal intervention.
- Where new finishes are proposed, the finishes should be chosen to reflect the time period and style of the building.
- Repair or Restoration should follow the recommended maintenance guidelines outlined in Schedule 7493-1 of the Heritage Site Maintenance Standards Bylaw No. 7493, 2017 as amended or replaced from time to time.



POST APPROVAL GRANT PAYMENT CHECKLIST:

- Covenant is executed and registered on title
- Paid invoices for the Repair or Restoration have been received and approved by Delta
- Photographs showing both the before and after example of the building where the Repair or Restoration took place have been received by Delta
- The building permit (e.g. issuance of Final Occupancy) if applicable for the Approved Project has been completed
- The Approved Project is completed to the satisfaction of the Director of Community Planning and Development or their designate



NOT SURE WHERE TO START YOUR RESTORATION PROJECT? APPLY FOR A HERITAGE RESTORATION PLAN:

A historic structure's restoration and repair could present unique and complex challenges. Heritage restoration plans set out a strategy for the management and conservation of the heritage values, attributes and integrity of a site. The restoration plan determines how to retain a historic property's significance in any future use, alteration, repair or development.

Through heritage restoration plans, eligible property owners can utilize the grant program's financial assistance to plan for future renovations and provide better clarity as to what repairs and renovations would be appropriate for the property.

Financial assistance is available up to a maximum of \$5,000 to eligible property owners for the purposes of developing a Heritage Restoration Plan. The Heritage Restoration Plan must be prepared by a licensed architect or heritage professional who is registered with the Canadian Association of Heritage Professionals. Approval of the Heritage Restoration Plan must be given by the HAC.



DATES & TIMELINES TO REMEMBER:



Applications for grant requests are accepted on a quarterly basis. The deadline for each quarterly application intake period is the **last Friday** of February, May, August, and November.

Please note, priority will be given to first time applicants.

Planning staff will review the application for eligibility and completeness. After the Planner has concluded the application review, a staff report is drafted and targeted for the next available Heritage Advisory Commission meeting.

- ! Approved projects must be completed within one year from the date of Council approval, unless the Director of Community Planning and Development provides express approval for an extension to complete the Approved Project.
- ! No payment of the financial assistance provided by the Heritage Conservation Fund will be made more than six months after completion of an Approved Project unless the Director of Community Planning and Development has approved an extension.

CITY OF DELTA HERITAGE CONSERVATION GRANT

Q1 How do I know if my property is eligible for a Heritage Conservation Grant?

All properties included on Delta's Heritage Inventories are eligible. If you are not sure your property is included, please contact us at [604.946.3380](tel:604.946.3380) or email cpd@delta.ca.

Q2 What is required to receive Heritage Conservation Grant funding?

To be considered for a heritage conservation grant, an owner must agree to place the building on Delta's Heritage Register. While most heritage buildings in Delta are already on the heritage inventories, only some of them are also on Delta's Heritage Register.

An owner must also agree to enter into a Section 219 Covenant to ensure maintenance of the building for a ten year period. Depending on degree of renovation or restoration, a priority agreement may be associated with the covenant. A priority agreement requires the mortgage lender or financial institution on title to sign the covenant.

However, a priority agreement is not required for those grant recipients proposing exterior painting, roof repair, or minor repairs and renovations. Minor repairs and renovations would be defined as proposed works below the cost of \$30,000.

Q3 Why is entering into a Section 219 Covenant a requirement to receive Heritage Conservation Grant funding?

The covenant protects the building from demolition and prevents significant impacts to the building's heritage features for a period of 10 years.

Q4 What is the Heritage Registry & Inventory?

To be considered for a heritage conservation grant, an owner must agree to place the building on the Delta Heritage Registry. The Delta Heritage Inventory operates as a catalogue of properties with known heritage value. Properties within the Heritage Inventory receive no formal designation or protections. However, despite the absence of formal designation or protection, the Heritage Inventory provides a means to recognize and celebrate Delta's heritage assets and properties.

The Delta Heritage Registry is the official register of sites with heritage significance in Delta. Properties on the Delta Heritage Register are recorded so that the review process for any type of application regarding them will include referral to the Heritage Advisory Commission and the discussion of incentives for their preservation and maintenance. Properties on the Delta Heritage Register are eligible for reduced B.C. Building Code requirements and for nomination to the National Heritage Register.

Q5 Does including my property within the Delta Heritage Registry effect my home insurance or property value?

There has been no evidence that a property's inclusion within the Delta Heritage Registry negatively effects home insurance premiums or property value. Properties are included within the Heritage Register to ensure the review process for any type of application regarding the property would include referral to the Heritage Advisory Commission and the discussion of incentives for their preservation and maintenance.

Inclusion on the Register does not imply the property is protected. Protection is best achieved by designation through a bylaw, which is not a requirement of receiving grant funding. The City does not intend to implement direct control over future alterations but instead provide design guidance and recommendations.

Q6 How much funding can be allocated to Heritage Conservation Grant recipients?

The Heritage Conservation Fund may provide financial assistance up to a maximum of 50 percent of the capital costs of a project approved by Council. In addition, the maximum financial assistance for any property in a single year is \$30,000.

Q7 I'm not sure where to start with my heritage home renovations. Can the City help identify where renovations would be most appropriate?

Yes, through the Heritage Conservation Grant program, owners may qualify to receive funding for a Heritage Restoration Plan. The Heritage Restoration Plan must be prepared by a licensed architect or heritage professional who is registered with the Canadian Association of Heritage Professionals. Approval of the Heritage Restoration Plan must be given by the HAC.

Heritage restoration plans set out a strategy for the management and conservation of the heritage values, attributes and integrity of a site. The restoration plan determines how to retain a historic property's significance in any future use, alteration, repair or development.

Q8 Are applications accepted all year round?

No, applications for grant requests are accepted on a quarterly basis. The deadline for each quarterly application intake period is the **last Friday** of February, May, August, and November.



Please note, priority will be given to first time applicants.

Q9 When exactly would I receive the funding if approved by Council?

The funding is issued to the owner after the restoration or renovation works and the Post Approval Grant Payment Checklist have been completed. Please see the Application Guide for the Post Approval Grant Payment Checklist.