



<b>RCRS Secondary:</b>	GOV-02	<b>Effective Date:</b>	2004-OCT-18
<b>Policy Number:</b>	COU-167	<b>Amendment Date/s:</b>	
<b>Title:</b>	Heritage Building Documentation	<b>Repeal Date:</b>	
<b>Department:</b>	Community Development	<b>Approval Date:</b>	2004-OCT-18

**PURPOSE:**

To ensure that where a heritage building, structure or site listed on the City’s Heritage Register is about to be demolished (in whole or part), significantly renovated, or relocated, the building, structure or site be documented.

**DEFINITIONS:**

N/A

**SCOPE:**

Delegated to Staff and Nanaimo Community Archives.

**POLICY:**

Council adopted the following Heritage Building Documentation Policy as proposed by the Nanaimo Community Heritage Commission:

1.0. Purpose

The purpose of the Heritage Building Documentation Policy is to ensure that buildings, structures and sites having heritage value are documented prior to demolition, major renovation or relocation to a new site.

2.0 Notification

2.1. That the City notify the Nanaimo Community Heritage Commission (NCHC) upon receiving the following permit applications:

- 2.1.1 A relocation or demolition permit for a building or structure listed on the City’s Heritage Register or listed within a Heritage Conservation Area;
- 2.1.2 A heritage alteration permit for an interior or exterior alteration to a building or structure listed on the City’s Heritage Register or listed within a Heritage Conservation Area;
- 2.1.3 Any permit that will allow excavation of a known archaeological site (including both pre and post 1846 sites).

2.2. That the Building Inspection Division notify the Heritage Planner within 48 hours of receiving a demolition or relocation permit application for any building whose date of construction is prior to 1965.

2.3. That the City notify the NCHC of properties or sites not on the Heritage Register or listed within a Heritage Conservation Area, but which may have significant or potential heritage value, when those properties or sites are subject to a relocation or demolition permit application.

### 3.0 Documentation

- 3.1. That the City document buildings and sites listed in the City's Heritage Register or listed within a Heritage Conservation Area when the following occurs:
  - 3.1.1 A demolition or relocation permit application is received;
  - 3.1.2 A building permit or heritage alteration permit application is received to undertake an external building alteration;
  - 3.1.3 The NCHC determines that the building is a risk of being demolished through neglect.
  
- 3.2. The scope of documentation will depend on the significance of the subject building, structure or site as determined by the NCHC. Documentation may include any combination of the following:
  - 3.2.1 Measured or "as found" drawings;
  - 3.2.2 Perspective sketch, including interior and exterior elevations, sketches of details and floorplans, section sketches;
  - 3.2.3 Photographs of building elevations and architectural details, including:
    - Black and White (5"X7")
    - Colour (only where colour provides essential information)
    - Photogrammetry (if measured details necessary)
  - 3.2.4 Field notes
  - 3.2.5 Surveyed site plan
  - 3.2.6 Photographs or hand drawn details of significant features;
  - 3.2.7 Written descriptions about portions of a building, structure or site which have been altered or modified;
  - 3.2.8 Samples of building surface finishes (interior and exterior)
  
- 3.3. The cost of documentation will be billed to the property owner through the permit process and will follow the standard documentation procedures noted above (a tax receipt will be issued by the City to the property owner for costs incurred).

### 4.0 Storage of Documentation Information

- 4.1. Documentation information should be transferred to the custodianship of the Nanaimo Community Archives upon closure of the development file. The City of Nanaimo will retain ownership of the materials as per agreement between the Nanaimo Community Archives and the City of Nanaimo.

**PROCESS:**

N/A

**RELATED DOCUMENTS:**

N/A

**REPEAL/AMENDS:**

N/A