

This is a sample Heritage Report Terms of Reference. Actual Terms of Reference may vary depending on the scale and scope of the application. This is provided with the intent to demonstrate that the Heritage Report will be a thorough report. Each draft Terms of Reference will be reviewed by the Built Heritage Experts Panel and will require Council's approval.

**TERMS OF REFERENCE
HERITAGE REPORT
APPLICATION FOR _____
CIVIC ADDRESS:
PROPONENT:**

These terms of reference outline the purpose and process for undertaking a Heritage Report on sites identified as having heritage value. A Heritage Report shall address the anticipated impacts that the proposed work may have on the heritage value of a building, neighbourhood or streetscape. The proponent shall identify significant impacts and, where appropriate, also identify measures to mitigate impacts on land uses adjoining the subject property. A Heritage Report is designed to gain the fullest possible understanding of heritage resources which would be affected by the project.

All information is to be submitted under one report in a form that can be reproduced for public information and review. The numbering and ordering scheme used in the report shall correspond with that used in this Terms of Reference and a copy of the Terms of Reference shall be included as part of the report (include an electronic PDF version with a maximum file size of 15MB). A list of those persons/agencies who prepared the Land Use Assessment Report shall be provided as part of the report. The following items shall be addressed by the proponent at its expense:

A. Evaluation of the Heritage Area, Heritage Building and/or built heritage/cultural resources of the area

- Provide a Legal Survey of the property.
- Civil site plan showing all lot dimensions and the location/setbacks of all existing buildings.
- Indicate if buildings on the site occupy their original location.
- A written and visual description of the site identifying significant features, buildings, and landscape.
- A chronological history of the subject property, including any development, construction dates, and identify building additions and alterations.
- Relevant historic maps, drawings, photographs, sketches/renderings, etc.

B. Determine Heritage Value and Significance

- Heritage values can be defined as the historic, aesthetic, social, spiritual, scientific, cultural significance or importance of a historic place for past, present or future generations. Furthermore, the public, ethnic and economic values are important in developing an understanding of the significance of a site.
- Identify the physical aspects (character-defining elements) and provide a description of all observed character-defining elements.
- Provide current digital images documenting all building elevations and identified heritage attributes.

C. Description of the proposed development or site alteration

- A written description of the proposed development or site alteration, detailing the rationale and purpose of the development or works. (Note: If a Land Use Report is also required, more information on the proposed development would be required).

D. Identify Impacts

- Provide an assessment of all identified impacts the development or site alteration will have relative to the heritage value(s) of the built heritage resource(s) or cultural heritage landscape(s). Impacts include the change between the integrity of a heritage site with and without the proposed development/site alteration. This change may be either beneficial or adverse and may be direct or indirect. (Note: applicant would be provided with a list of sample positive and adverse impacts).
- Once all project-related impacts are identified, determine their individual level of effect on heritage resources.

E. Develop Conservation Strategies

- Strategies should include methods to prevent and minimize adverse impacts on a heritage resource(s). Impact mitigation recommendations are highly dependent upon results and recommendations made in the evaluation and inventory stage.

F. Summary and Recommendations

- This section should outline a plan to integrate conservation strategies and mitigate the negative impact on heritage values. This section should take into consideration the desired outcomes to balance development and/or site alteration with conservation goals.
 - Depending on the project, this section could include an explanation of recommended conservation or mitigative measures, and alternative development/site alteration approaches or clarification as to why specific conservation or mitigative measures, or alternative development/site alteration approaches are not appropriate.
- The findings, conclusions and recommendations of the Heritage Report should be reflected in the final development concept submitted to the City.

G. Consultant Team Requirements

- A heritage conservation professional(s) experienced in the preparation of heritage reports, such as a heritage planner, heritage architect, heritage landscape architect, and/or historian. This person must be experienced in assessing and articulating heritage values, historical research and heritage conservations standards. A professional registered with the Canadian Association of Heritage Professionals and in good standing, is recommended. Depending on the scope of the project, other professionals such as structural engineers, may be required.
- The qualifications and background of the professional(s) completing the

Heritage Report must be included.

Once a Heritage Report has been submitted to the City, reviewed by staff and determined to be acceptable, it will be made publicly available – either through a public notice or a public meeting (depending on the scope and scale of the projects and Council's directive on the matter).

Should a Land Use Report(LUR) also be required for the application, the Heritage Report would inform the LUR in the same way that a Transportation Impact Study would inform a development. Typical requirements of LURs are below for reference. For example, Elevation & Building Materials would have to meet the Heritage Design Standards and incorporate any recommendations from the Heritage Report.

H. Building Use

- Identify the size of the proposed building by:
 - Gross Floor Area, and
 - Floor Area Ratio (FAR).
- Identify all proposed uses/occupancies within the building by their respective floor area.

I. Elevation & Building Materials

- Provide elevations of the proposed building.
- Identify the finish and colour of exterior building materials.

J. Building Height & Location

- Identify graphically the exact location with a dimensioned civil site plan:
 - Location of the proposed building in relation to neighbouring buildings;
 - Proximity of the building to property lines and identify setbacks;
 - Identify width of the access between the buildings;
 - Identify any stepbacks of higher storeys from lower storeys (if applicable);
 - Identify any encroachment over property lines (if applicable);
 - Identify the height of the buildings;
 - Information on the proposed construction of patios/balconies (if applicable);
 - Potential shadowing/loss of sunlight on adjacent public and private properties, including sidewalks;
 - Identify any rooftop structures.

K. Exterior Equipment and Lighting

- Identify the location and type of exterior lighting to be utilized. Identify possible impacts on adjoining properties and measures to be instituted to minimize these impacts.
- Identify the location and type of any exterior HVAC equipment to be used to service the proposed building and identify possible impacts on adjoining properties and measures to be instituted to minimize these impacts.

L. Landscaping & Buffering

- Identify with a landscaping plan, details of site landscaping (hard and soft).
 - Consideration should be given to tree preservation and incorporating existing trees into future site development. Indicate through a tree plan/inventory which trees will be preserved.
- Identify the location and proposed methods of screening of any electrical transformers and refuse containers to be used at the site.
- Identify any additional street-level elements, such as weather protection measures at entrances, street furniture, etc.

M. Snow Clearing/Snow Storage

- Provide information on any snow clearing/snow removal operations. Onsite snow storage areas must be indicated.

N. Off-street Parking and Site Access

- Identify the number and location of bicycle parking to be provided.
- Identify the number and location of accessible parking to be provided.
- Identify how vehicle circulation will be managed during move-in move-out periods.
- Identify the location of all access and egress points, including pedestrian access.
- Provide a minimum 6.0m buffer between the property boundary and any onsite curb/structure.
- Indicate how garbage will be handled onsite. The location of any exterior bins must be indicated and access to the bins must be provided.

O. Municipal Services

- Provide a preliminary site servicing plan.
- Identify if the building will be sprinklered or not, and location of the nearest hydrant and siamese connections.
- Identify points of connection to existing sanitary sewer, storm sewer and water system.
- Provide the proposed sanitary and storm sewer generation rates.
- The proposed development will be required to comply with the City's stormwater detention policy. Provide information on how on-site stormwater detention will be managed.

P. Public Transit

- Consult with St. John's Metrobus (St. John's Transportation Commission) regarding public transit infrastructure requirements.

Q. Construction Timeframe

- Indicate any phasing of the project and approximate timelines for beginning and completion of each phase or overall project.
- Indicate on a site plan any designated areas for equipment and materials during the construction period.

