

HERITAGE CONSERVATION DISTRICT CONFORMITY (HCDC)

Terms of Reference

PURPOSE

The Heritage Conservation District Conformity (HCDC) report is prepared for a development proposal on any subject property located within a designated Heritage Conservation District as identified in the *City of Vaughan Official Plan*. The purpose of the HCDC report is to ensure that a proposed development conforms to the Heritage Conservation District Plan and its policies, *City of Vaughan Official Plan* policies regarding Heritage Conservation Districts, and Section 41.2 of the *Ontario Heritage Act*.

REQUIRED INFORMATION FOR A COMPLETE HCDC REPORT

The Heritage Conservation District Conformity (HCDC) report is a required component of the Pre-Application Consultation (PAC) meeting.

1. The HCDC report must be prepared by a **qualified heritage professional** with expertise relating to the subject heritage resource and should be registered in the “building specialist” or “planning” category. Refer to the organization: *Canadian Association of Heritage Professionals* (CAHP) which lists members by their specialization (<https://cahp-acecp.ca/>).
2. The HCDC report shall contain specific references to the City of Vaughan Official Plan (2010), together with a rationale showing how the proposed development supports and/or enhances the applicable *City of Vaughan Official Plan* policies.
3. The HCDC report shall contain direct references to aspects of the HCD Plan in which the development is proposed, together with a rationale showing how the proposed development supports and/or enhances the applicable HCD Plan guidelines.
4. The HCDC report shall contain references to Section 41 of the *Ontario Heritage Act* or other applicable sections, and their application and effects on the proposed design.
5. The HCDC report shall contain scaled plans, street elevations, and massing 3D models (to the satisfaction of The City) of the proposed design as visual support for the rationale of the report.

REVIEW / APPROVAL PROCESS

The HCDC report must be completed to the satisfaction of the City. Cultural Heritage staff will review the submitted documentation and determine whether the minimum requirements of the HCDC report have been met and to review the conclusions and recommendations outlined in the report. Revisions and amendments to the HCDC report shall be required if the guidelines are not met. Cultural Heritage staff may meet with the owner/applicant to discuss the HCDC report and recommendations contained therein. A HCDC report that is not completed to the satisfaction of the City will be subject to revision and resubmission and may be subject to critique by peer review (at the expense of the owner / Applicant) or a similar process to determine if the report meets recognized standards and practices.

The preparation and submission of a HCDC report may be a required condition of approval for a Site Development and for a Draft Plan of Subdivision application. The HCDC report shall be provided to the City of Vaughan the three areas: (a) Cultural Heritage Division, (b) Urban Design Division (c) Development Planning Department.

Questions can be directed to CulturalHeritage@Vaughan.ca