



Hamilton

DEVELOPMENT APPLICATION GUIDELINES

Cultural Heritage Impact Assessment - Documentation and Salvage Plan

PURPOSE:

This document explains the guidelines for the completion of a Documentation and Salvage Plan (also referred to as a Documentation and Salvage Report), a type of scoped Cultural Heritage Impact Assessment which may be required for the submission of an application under the *Planning Act*. The requirement for a Documentation and Salvage Report may also be triggered by a process under the *Ontario Heritage Act*, including a Heritage Permit Application or a requirement of giving Notice of Intention to Designate a property listed on the Municipal Heritage Register. All Documentation and Salvage Reports shall follow the guidelines referenced in this document. Failure to adhere to the guidelines may result in a submission being considered unsatisfactory and a submitted application being deemed incomplete.

The purpose of a Documentation and Salvage Report is to document a cultural heritage resource that is intended to be demolished or removed from a property and to identify historic materials that may be salvaged, reused and/or interpreted.

PREPARED BY:

All CHIAs and related plans or studies must be prepared by a qualified professional with demonstrated experience in the heritage field, typically demonstrated by membership and good standing in the Canadian Association of Heritage Professionals (CAHP) and/or the Ontario Professional Planners Institute (OPPI).

CONTENTS:

The Documentation and Salvage Report should contain the following sections as described in more detail within the City's approved Documentation and Salvage Report Guidelines:

1. Context.
2. Physiography.
3. History (Euro-Canadian settlement to present).
4. Property Description.
5. Description of Buildings and Structures.
6. Artifact Curation and Reuse Recommendations.

Cultural Heritage Assessment Documentation and Salvage Plan – Development
Application Guidelines

OTHER INFORMATION:

Cultural Heritage Documentation and Salvage Plan Guidelines:

LINK TO BE PROVIDED

The Canadian Association of Heritage Professionals member listing:

<http://www.caphc.ca>

REVIEWED BY:

The Hamilton Municipal Heritage Committee (Development Applications under the
Planning Act)

Heritage Permit Review Subcommittee (Heritage Permit Applications under the *Ontario
Heritage Act*)

REVIEWED AND APPROVED BY:

Cultural Heritage, Planning and Economic Development Department

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