

HERITAGE PERMIT APPLICATION

WHAT IS A HERITAGE PERMIT APPLICATION?

Under the requirements of the Ontario Heritage Act, no owner of designated property shall alter the property or permit the alteration of the property if the alteration is likely to affect the property's heritage attributes, unless the Owner applies to the Council of the Municipality and receives written consent. This consent is obtained through the approval of a Heritage Permit Application.

Heritage Permit Applications are applicable for all individually designated properties (under Part IV of the Ontario Heritage Act) and all properties located within the boundaries of Heritage Conservation Districts (designated under Part V of the Ontario Heritage Act).

The tool to manage any proposed changes is by way of the Heritage Permit Application process, which allows the municipality to review site-specific applications and determine if proposed changes will beneficially or detrimentally affect the reasons for designation and heritage attributes.

As a general rule, the preferred alterations to heritage properties are those that repair rather than replace original heritage attributes, and those that do not permanently damage cultural heritage resources and their heritage attributes. Where replacement of materials or new construction is necessary, these should be compatible with the original. Reversibility is also preferable as this allows for the future reinstatement of heritage attributes.

WHEN IS A HERITAGE PERMIT APPLICATION REQUIRED?

Under the Ontario Heritage Act, R.S.O. 1990, any new construction or "alteration" to a property designated under Part IV of the Act (individually designated property) or a property designated under Part V of the Act (within a Heritage Conservation District) requires a Heritage Permit Application. "Alteration" is defined as: "to change in any manner and includes to restore, renovate, repair or disturb." In addition, the approval of a Heritage Permit Application is required for any demolition of a property designated under Part IV or V of the Act. Please contact Heritage Planning staff directly to confirm if your specific project requires the approval of a Heritage Permit Application.

Below are some examples of typical Part IV alterations that may require a Heritage Permit Application:

- Addition and/or alteration to an existing building or accessory building
- Replacement of windows or doors, or a change in window or door openings
- Change in siding, soffit, fascia or roofing material (if different than what is identified as a heritage attribute);
- Removal and/or installation of porches, verandahs and canopies
- Removal and/or installation of cladding and chimneys
- Changes in trim, cladding or the pointing of masonry
- Repointing of brick

SUPPORTING DOCUMENTATION

WHAT INFORMATION IS REQUIRED WITH A HERITAGE PERMIT APPLICATION?

The information required varies with each application. The intent of the application is to ensure that Heritage Planning staff and, where required, the King Heritage Advisory Committee understand the specific details of any proposed changes in order to be sufficiently informed so they may offer advice to the applicant and, where required, to Council. An incomplete application cannot be processed and the official notice of receipt (as required under the Ontario Heritage Act) will not be issued until all of the documents have been submitted. Failure to provide a complete application may result in deferral by Heritage Planning staff or the King Heritage Advisory Committee in order to secure additional information, which will delay final approval. At minimum, the following information is required:

Heritage Permit Application Form

The applicant must provide a complete original copy, including signature of the owner, of the Heritage Permit Application Form.

Written Description

The applicant must provide a complete written description of all proposed work. The description should complement drawings, detailed construction plans, photos and any other sketches or supporting information submitted with the application. The written description must include a list and the details of all proposed work including, but not limited to, proposed colours, materials, sizes, etc.

Construction and Elevation Drawings

Along with construction elevation drawings (drawn to scale) the applicant may also, but not in lieu of, submit a sketch of the proposed work made over a photograph.

Drawings must be drawn to scale and include:

- a) Overall dimensions
- b) Site plan depicting the location of existing buildings and the location of any proposed new building or addition to a building
- c) Elevation plan for each elevation of the building
- d) Specific sizes of building elements of interest (signs, windows, awnings, etc.)
- e) Detailed information including trim, siding, mouldings, etc., including sizes and profiles
- f) Building materials to be used (must also be included in the written description)
- g) Construction methods and means of attachment (must also be included in the written description)

Some of the above components may be scoped or waived at the discretion of Heritage Planning staff following discussion with the applicant.

Photographs

Photographs of the building including general photos of the property, the streetscape in which the property is located, facing streetscape and, if the property is located at an intersection, all four corners. Photos of the specific areas that may be affected by the proposed alteration, new construction, or demolition must be identified by the photos.

The following documents may be required as part of a heritage permit. Heritage Staff will be able to identify and the list of documents required for the works proposed:

- Heritage Impact Assessment
- Current and historical photographs of the property
- List of materials to be used
- Architectural drawings, blue prints, etc.
- Manufacturing specifications or sample
- Cost estimates
- Background research on the property
- Structural Engineering Report
- Additional information may be required depending on the scope and complexity of the project.

1. PROPERTY INFORMATION

Municipal Address: _____
Lot No. and/or Registered Plan No. _____
Assessment Roll No. _____
Designation _____

Owner Information

Name: _____
Address _____
Postal Code: _____ Telephone: _____
Email: _____

Agent Information

Name: _____
Address: _____
Postal Code: _____ Telephone: _____
Email: _____

2. CONTACT

Please indicate to whom all correspondence relating to the application should be sent (select one only). This person will act as the Application Coordinator.

- Owner Applicant Agent

3. TYPE OF WORK

- Alteration to a Designated property
- Demolition or Removal of a Designated Property from the Heritage Register
- Repeal of Designation By-law
- Other (please specify): _____

4. OTHER APPLICATIONS

Do you have any other concurrent applications with the Township (i.e. Committee of Adjustment, Site Plan Approval, Site Alteration, Building Permit, etc.)

- Yes No

If yes, please list the application and file #'s:

Type of Application and File # _____

Type of Application and File # _____

Type of Application and File # _____

5. DESCRIPTION OF WORK(S)

Please provide a complete description of the proposed work. Please include and attach all documents and information identifying the location of the work on the property, materials to be used, techniques, and specifications.

***Please note that it is the Applicant's responsibility to address issues relating to public safety and correct building practices and by-law regulations, including inquiring with the appropriate office for any Township permits such as Building, Septic, etc.**

6. SPECIFIC REQUIREMENTS FOR NEW CONSTRUCTION, ALTERATIONS AND ADDITIONS TO DESIGNATED PROPERTY

Information presented in the Heritage Permit Application should indicate an understanding of the reasons for designation and heritage attributes of the designated property and, if applicable, the surrounding area, including the following:

Setting

1. Positioning of the heritage building or structure on the property
2. Lot size related to building size
3. Streetscape (relationship to other properties and structures on the street)

Building Details

1. Proportion and massing
2. Roof type and shape
3. Materials and detailing
4. Windows and doors:
 - Style
 - Proportions
 - Frequency or placement
5. Relationship of the heritage building to other buildings on the lot and to the streetscape

Heritage Attributes

The following applies where a Heritage Permit Application includes work on heritage attributes:

Windows and Doors

The applicant should consider in order of priority:

1. Repairing or retrofitting the existing units (information on how to make older windows more energy efficient is available from Heritage Planning staff)
2. Replacing the units with new units matching the originals in material, design, proportion and colour
3. Replacing the units with new units that are generally in keeping with the original units

If historic window units are proposed to be replaced the application should include the following:

- Description of the condition of the existing units
- Reasons for replacing the units
- Description of the proposed new units

If approval to replace historic window units is given, the following action should be considered:

- A sample of a window removed should be stored on site in case a future owner wishes to construct a replica of the original
- The masonry opening and/or door framing should not be disturbed
- Exterior trim should match the original

Roofing

The application should include:

- Description of proposed roofing material to be applied
- If there is a request to install a different roofing material, the applicant may wish to investigate what the original material might have been

Masonry Work

The application should include:

- A description of the proposed work, materials (type/style of brick, type of mortar mix, etc.) and methods of repair and application
- Outline the reasons for the work

Signage

The application should include:

- A general written description of the proposed signage to be installed
- A scale drawing of the signage with dimensions, materials, methods of construction, colours and means of attachment (the means of attachment should be arranged to anchor into joints between historic masonry units or into wood building elements)
- Type of illumination, if applicable

Awnings

The application should include:

- A sketch view of the proposed awning – perhaps over a photo
- A scale drawing of the awning on the building with dimensions, materials, operating mechanism, method of construction, colours and means of attachment (the means of attachment should be arranged to anchor into joints between masonry units or into wooden building elements)
- Type of illumination, if applicable.

7. SPECIFIC REQUIREMENTS FOR DEMOLITION

Information presented in the Heritage Permit Application should describe the existing conditions, including the existing setting and existing heritage attributes, of the designated property and the surrounding area, specifically as they relate to the building proposed for demolition. The Heritage Permit Application should provide a detailed rationale for the demolition, including an assessment of the current condition of the building, and a cost comparison identifying the difference in cost to repair and restore the building versus cost to demolish and construct a new building.

8. HERITAGE CONSERVATION PRINCIPLES

The Heritage Permit Application must demonstrate how the proposed work (e.g., alteration, new construction or demolition) is consistent with the designating by-law for individual properties (Part IV) or the Heritage Conservation District Plan for properties within a Heritage Conservation District (Part V designation). In addition, the Heritage Permit Application must demonstrate how the proposed work is consistent with the Parks Canada’s Standards and Guidelines for the Conservation of Historic Places in Canada (available at www.historicplaces.ca/en/pages/standards-normes.aspx).

9. Heritage Property Grant Program

Owners of properties designated under Part IV or Part V of the Ontario Heritage Act may be eligible for to receive a matching contribution from the Township towards any alterations to the property as defined by By-law 2014-100, “Heritage Property Grant Program By-law”. Grants of up to \$6,000.00 per property on an annual basis may be available. For additional information on eligibility and approval criteria, please contact the Planning Division. Please identify if you would like to be considered for this program.

Yes

No

Signature of Owner

Signature of Agent

Date

10. Authorization of Owner for Agent to make Application

I, _____, am the Owner of the land that is the subject of this planning document and I authorize _____ to make this Heritage Permit application on my behalf, and for the purpose of the Municipal Freedom of Information and Protection of Private Act to provide any of my personal information that will be included in this application or collected during the processing of the application. I hereby declare that I have read and understood the above, and the statements made by me in this application are to the best of my belief and knowledge a true and complete representation of the purpose and intent of this application.

Signature of Owner/Agent

Date

The personal information of this form is collected under the legal authority of Section 33(2), Section 42(2) and Section 42(2.2) of the Ontario Heritage Act. The information will be used for the purposes of administering the heritage permit application and ensuring appropriate service of notice of receipt under Section 33(3) and Section 42(3) of the Ontario Heritage Act. If you have any questions about this collection of personal information please contact the Heritage Coordinator at heritage@king.ca



FOR OFFICE USE ONLY

Date Received: _____
Date Deemed Complete: _____
Heritage Status: _____
Designation By law: _____
File #: _____