

PART 1 - PURPOSE

- 1.1 Designation of a property under the *Ontario Heritage Act* protects it from unsympathetic alterations which may decrease its historic, architectural or contextual value.
- 1.2 The *Act* requires that the owner of a designated heritage property apply to the local municipality to receive permission for any alteration which is likely to affect the property's heritage attributes.
- 1.3 The Heritage Permit Application process assists a municipality in determining whether the proposed alteration of a designated property affects the property's heritage attributes. The Council, or its designate, may then make an informed decision about consent or refusal.
- 1.4 The Heritage Permit Application process is also used to track Façade & Structural Improvement Program projects.
- 1.5 If a heritage property owner is required to obtain other approvals, such as a building or sign permit, or site plan approval, the Heritage Permit will be waived. The process of acquiring municipal approval for an alteration which may affect the property's heritage attributes, as outlined in these guidelines, would become part of these other approval processes.

ALTER: means to change in any manner and includes to restore, renovate, repair or disturb and "alteration" has a corresponding meaning.

APPEAL: Where the council consents to an application upon certain terms and conditions or refuses the application, the owner may, within thirty days after receipt of the notice, apply to the council for a hearing before the Conservation Review Board.

PART 2 – APPLICATION PROCESS

- 2.1 Applicants are encouraged to first discuss their proposals with Heritage/ Building/Planning staff to determine whether a Heritage Permit is required or if the heritage alteration approval will be part of the Building/Planning approval process. Staff will also be able to assist in determining the information required to process the application.
- 2.2 Depending on the property's heritage attributes, typical projects requiring a Heritage Permit include:
- new siding or roofing,
 - painting,
 - masonry cleaning or repointing,
 - repair of, or new, windows or doors,
 - changes to architectural decorations, trim or porches,
 - structural repairs which affect the external appearance.
- A Heritage Permit will not be required for:
- general repairs to weatherstripping or eavestroughs,
 - repair of broken windows panes to original specifications,
 - interior work if interior elements are not part of the property's heritage attributes.

Generally, preferred alterations are those that repair rather than replace original features, and those that do not permanently damage heritage fabric. Where replacement of materials or new construction is necessary, these should be compatible with the original; description of the existing condition and reasons for replacement must be included in the detailed description of the proposed work. Reversibility is also preferable as this allows for the future reinstatement of heritage features.

Discuss your project with the Heritage Planning Co-ordinator if you are unsure whether a Permit is required.

- 2.3 All Heritage Permit Applications must be completed in full on the prescribed form and include the following, as required:
- detailed description of the proposed work, including why it is necessary and any conservation methods to be used,
 - scaled construction drawings, plans and elevations, including dimensions and measurements, showing how the alteration will look,
 - current photographs or drawings of the area to be altered, the property in general and the streetscape,
 - materials list, paint colours, decorative details, profiles, sample materials,
 - scope of work, and
 - any other information necessary to evaluate the proposed alteration.

Although it is not a requirement, the applicant may wish to seek professional assistance in the preparation of this information, from an architect, architectural technologist, draftsman or others familiar with heritage structures.

- 2.4 There is no fee for a Heritage Permit Application.
- 2.5 Upon acceptance of a complete application, the City will issue a notice of receipt, as required by the *Ontario Heritage Act*.
- 2.6 Applications will be reviewed by staff for approval, or, in cases where the request is not consistent with recognized Heritage policies and guidelines, with recommendations for consideration by the Community Planning & Heritage Advisory Committee and City Council; a site inspection may be required. Within 90 days (though, usually much sooner) after notice of receipt the City will approve the application, with or without conditions, or refuse it. The decision is also sent to the Ontario Heritage Trust.
- 2.7 Once the work has been completed, contact the Heritage Planning Co-ordinator for a final inspection in order to close the file.
- 2.8 The issuance of a Heritage Permit under the *Ontario Heritage Act* does not waive the provisions of any By-law of the City of Owen Sound or the requirements of the *Building Code Act*.

PART 3 – APPEAL

- 3.1 If an applicant does not agree with Council's decision, within thirty days after receipt of the notice, they may apply to Council for a hearing before the Conservation Review Board.

**HERITAGE PERMIT
APPLICATION**

Community Services Department • Planning Division

<i>Office use only</i>	
Date received:	Received by:

IMPORTANT NOTES:

- Approval in writing must be received from the municipality before any work begins on the project.
- Discuss your project with the Heritage Planning Co-ordinator if you are unsure whether a Permit is required.
- A complete application includes all information necessary to evaluate the proposed alteration.
- The issuance of a Heritage Permit does not waive the provisions of any By-law of the City of Owen Sound or the requirements of the *Building Code Act* – **you may require a Building Permit.**

PROPERTY INFORMATION:

Address:	
Designated under Part IV of the <i>Ontario Heritage Act</i> – By-law #:	Date:

REGISTERED OWNER:

Name:	
Address:	Postal Code:
Home Phone #:	Work Phone #:
Email Address:	Fax #:

APPLICANT (if different than owner):

Name:	
Address:	Postal Code:
Home Phone #:	Work Phone #:
Email Address:	Fax #:

CONTRACTOR/DESIGNER:

Contact:	Company:
Address:	Postal Code:
Home Phone #:	Work Phone #:
Email Address:	Fax #:

DECLARATION BY OWNER:

I certify that to the best of my knowledge the information provided in this application is accurate and complete. I understand the issuance of a Heritage Permit does not waive the provisions of any By-law of the City of Owen Sound or the requirements of the *Building Code Act*.

Owner Signature Date

DESCRIPTION OF WORK:

Provide a detailed description of the proposed work, including why it is necessary and any conservation methods to be used (attach additional pages, if necessary):

Estimated Project Cost: _____

ADDITIONAL INFORMATION:

Provide any other information necessary to evaluate the proposed alteration, such as:

- scaled construction drawings, plans and elevations, including dimensions and measurements, showing how the alteration will look
- current photographs or drawings of the area to be altered, the property in general and the streetscape
- materials list, paint colours, decorative details, profiles, sample materials
- scope of work

CONTACT:

For more information, please call, email or visit the Planning Department at:

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