

HERITAGE PERMIT APPLICATION GUIDE



What is a Heritage Permit?

A heritage permit is required to undertake changes to properties designated under the *Ontario Heritage Act* (OHA). Properties are either designated individually under Part IV of the OHA or are designated within a Heritage Conservation District under Part V of the OHA. Properties that are listed in Section F of the Oakville Register of Properties of Cultural Heritage Value or Interest do not require a heritage permit.

When is a Heritage Permit Required?

A heritage permit is required prior to any change to a designated property that is likely to impact one or more heritage attributes on the property. Generally, a heritage permit is required for any large-scale work that would also require a building permit, demolition permit or other formal approvals by the town and other government agencies.

Examples of work that require a Heritage Permit include:

- All new construction including new additions to existing structures and new independent structures such as garages, sheds, porches, decks and steps
- Alteration, addition, removal or replacement of windows, doors, porches, verandahs, chimneys, cladding, roofing material, trim and other exterior details of a structure
- Demolition of a structure or part of a structure
- Change in paint colour of exterior elements of a structure
- New signage
- Hard landscaping such as the alteration, addition, removal or replacement of patios, fences, gates, trellises, arbours, gazebos, retaining walls and walkways

**Due to recent changes to the OHA, removal or demolition of a heritage attribute and/or structure on a Part IV property may require a notice of intention to demolish to be submitted. Please contact Heritage Planning staff for more details.*

When is a Heritage Permit Not Required?

A heritage permit is not required for minor works that have no impact on the property's heritage attributes, including works such as:

- Routine maintenance and minor repairs to exterior features
- Re-painting of architectural elements in the same colour
- Replacement of standard and non-historic eavestroughs and downspouts
- Soft landscape work (ie. plantings)
- Internal changes to a building (an exception to this is a small number of individually designated properties that have interior elements included in the designation by-law)

What Are the Criteria Used to Evaluate the Proposed Work?

- Individual Designation By-laws
Over 150 properties in Oakville are individually designated under Part IV of the OHA and each of these has its own designation by-law which describes the property's heritage attributes.
- Heritage Easement Agreements
Several properties in Oakville have a heritage easement agreement registered on title which requires the owner to seek approval for alterations from the town and/or the Province of Ontario.
- Conservation Plans for Cultural Heritage Landscapes
Each property that has been fully protected as a Cultural Heritage Landscape has an associated Conservation Plan that outlines how the property is to be managed and protected.
- Heritage Conservation District Plans
Over 400 properties are designated as part of a Heritage Conservation District under Part V of the OHA. Each district has a district plan on managing change in the district. These plans are available on the town's website.
- Parks Canada Standards and Guidelines for the Conservation of Historic Places in Canada
Oakville's Town Council has adopted these guidelines for all of the town's heritage properties. The document provides sound, practical guidance to achieve good conservation practice for heritage sites and structures.

What Are the Submission Requirements?

The heritage permit application must be submitted in a manner that provides a clear understanding of the specific details and visual representation of the proposed alterations to the property. Contact staff for submission deadlines.

a) Pre-consultation meeting with staff:

Before the submission of a heritage permit application, applicants may be required to meet with Heritage Planning staff and Heritage Oakville Advisory Committee members to discuss the proposed alterations. This pre-consultation is an important step in the application process as it provides an opportunity for the applicant and staff to review the policies related to the property in order to ensure that the application meets the relevant requirements.

b) All heritage permit applications must be submitted digitally and must include:

- Completed application form
- All relevant drawings
- All relevant photographs
- In some cases, a Heritage Impact Assessment or other relevant cultural heritage study may also be required

c) Information on submitted drawings and visual materials:

Staff may require the following to be submitted as part of the heritage permit application:

- Site plan or a current survey of the property that shows all structures, all critical setbacks and distances from adjacent properties, and the location of all proposed work to structures and/or landscaping
- Architectural drawings to clearly illustrate the proposal, including:
 - Elevations
 - Floor plans (to be used for internal review purposes only and not made available to the public)
 - Clear dimensions of the building, including roof slopes, finished floor level, door and window openings, signage, outdoor lighting, mechanical units and other relevant exterior elements
 - 3-D drawings or artist renderings of proposed work for large scale projects
 - Streetscape drawings showing the subject property in context with its surrounding area
- Photographs of the property, including:
 - Photographs of the front of the property showing the main structure
 - Photographs of the nearby streetscape and neighbouring properties
 - Photographs of all applicable portions of the property, including affected heritage attributes
- Landscape details including:
 - Architectural drawings of patios, fencing, arbours and other hard landscaping
- Physical and/or visual samples of materials proposed to be used
 - Examples of windows, roofing materials, cladding materials, landscaping materials, etc.

What is the Approval Process?

Heritage permits can be approved in two ways: by town staff or by Oakville’s Town Council.

Process 1: Staff approval

In accordance with the Town of Oakville Heritage Delegation By-law in effect, certain alterations to heritage properties can be approved at the staff level if they do not have a significant negative impact on any heritage features of the property or district. See the town’s Heritage Delegation By-law for more details.

Heritage Planning staff process the completed application. If the application is supported by staff, approval is granted by the Director of Planning Services. This process typically takes less than 5 business days. If the application is not supported by staff, the application is forwarded to the Heritage Oakville Advisory Committee and Council for review. The application would then follow Process 2, outlined below.

Process 2: Council approval

Heritage Planning staff process the application which is then reviewed by the Heritage Oakville Advisory Committee, a municipal advisory committee that reviews heritage permits and other heritage-related matters. The Committee is constituted under Section 28 of the *Ontario Heritage Act*. The Committee makes a recommendation to Council and Council makes the final decision. If Council does not make a decision on a heritage permit application within 90 days of its submission, Council shall be deemed to have consented to the application. If mutually agreed upon, an extension can be granted.

The following are the steps that a Council-approved heritage permit application typically goes through:

1)	Applicant contacts Heritage Planning staff to arrange pre-consultation meeting to discuss proposed work				
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2)	Applicant meets with Heritage Planning staff (and members of the Heritage Oakville Advisory Committee if deemed necessary by staff) at a pre-consultation meeting prior to submission of application				
	↓				
3)	Applicant submits heritage permit application and all required components of the application to Heritage Planning staff				
	↓				
4)	Heritage Planning staff confirm that the application is complete and send applicant a notice of receipt with details on the upcoming Heritage Oakville Advisory Committee and Planning and Development Council meetings.				
	↓				
5)	Heritage Planning staff prepare report and recommendation on the heritage permit application				
	↓				
6)	Heritage Oakville Advisory Committee Meeting – Heritage Planning staff present the report and recommendation on the heritage permit application. The Committee makes a recommendation on the application and forwards the recommendation to Council for a final decision				
	↓				
7)	Planning and Development Council Meeting – Council makes final decision to either:				
	Approve application	<u>OR</u>	Approve application with conditions	<u>OR</u>	Refuse application
	↓				
	Applicant either:				
	Accepts approval	<u>OR</u>	Accepts approval with conditions OR Appeals decision to OLT	<u>OR</u>	Accepts refusal OR Appeals decision to OLT
	<i>OLT – Ontario Land Tribunal</i>				

Additional Information

- The owner and/or an agent should attend the Heritage Oakville Advisory Committee meeting.
- The owner and/or an agent may be requested to prepare a presentation for the Heritage Oakville Advisory Committee meeting.
- Applicants undertaking work on their property are subject to all applicable policies and regulations that may apply.
- A heritage permit approval should precede all other town approvals, excluding any applications through the Committee of Adjustment which must be processed prior to heritage permit approval.
- It is in the interest of a heritage property owner to retain licensed heritage professionals to undertake the design and execution of projects on heritage properties.
- Follow up site inspections will be conducted to ensure compliance with drawings as submitted and approved; significant infractions may result in charges laid against the owner in accordance with the *Ontario Heritage Act*.

Contact Information

For more information, contact the town's Heritage Planners below or visit www.oakville.ca and search for 'heritage planning'.

Susan Schappert
Heritage Planner
905-845-6601 ext. 3870
susan.schappert@oakville.ca

Carolyn Van Sligtenhorst
Heritage Planner
905-845-6601 ext. 3875
carolyn.van@oakville.ca

HERITAGE PERMIT

Application Form

Submit form to Heritage Planning staff. Please use ink or complete fillable PDF. The completeness of the application is to be determined by staff. A notice of receipt will be provided to the applicant upon the submission of a complete application.

Policy Planning & Heritage
Planning Services Department
Town of Oakville

A – Property and Applicant Information

Property Address:

Owner Contact Information:

Name:

Address & Postal Code:

Phone:

E-mail:

Agent Contact Information (if applicable):

Name:

Company Name:

Address & Postal Code:

Phone:

E-mail:

B – Heritage Permit Application Summary

Alterations to Building

New Construction

Landscaping

Demolition

Clearly describe the changes you are undertaking to alter the property (attach additional page(s) if needed):

1.

2.

3.

4.

5.

6.

C – Review of Heritage Guidelines

Explain the reasons for undertaking the alterations and describe how the proposal is consistent with the Part IV individual designating by-law, the Part V District Plan or the CHL Conservation Plan:

D – Other Required Approvals

Please state if the proposal in this heritage permit application will also require approvals for the following:

- | | | |
|------------------------|------------------------------|-----------------------------|
| Building Permit | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| Minor Variance | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| Site Plan | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| Site Alteration | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| Sign Permit | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| Tree Removals | <input type="checkbox"/> YES | <input type="checkbox"/> NO |

If Yes, please describe the application for all required approvals listed above:

E – Product and Manufacturer Details (fill in all applicable information)

Item(s) to be changed	Indicate if material is <i>new</i> or <i>existing</i>	Indicate type of material	Indicate colour	Other product details
Cladding (Siding, brick, etc.)				
Roof				
Foundation Walls				
Trim				
Doors				
Windows				
Porch				
Fencing				
Landscaping				
Other				

F – Completed Submission

Before submitting this application, please check off the following applicable boxes to ensure that your application is complete:

- Pre-consultation meeting with staff has been completed
- Digital copies of all drawings have been submitted
- Digital copies of all photographs have been submitted

G – Declaration & Signature

I hereby declare that the statements made herein are, to the best of my belief and knowledge, a true and complete representation of the purpose and intent of this application. I have reviewed the submission requirements and understand that incomplete applications may not be accepted.

I also understand that the proposal must comply with all other applicable legislation and by-laws and that other approvals if required must be described clearly in Section D of this application form (ie. minor variance, site plan, building permit, sign permit, site alteration, tree permit).

I acknowledge that any change to the approved drawings, however small, may require an amendment to the permit and may require resubmission for approval. Failure to reveal these changes to Heritage Planning staff may result in work stoppage and charges and/or fines under the *Ontario Heritage Act*.

I acknowledge that Town of Oakville staff and members of the Heritage Oakville Advisory Committee may visit the property that is the subject of this application for the purpose of evaluating the merits of this application. Property entry will be organized with the applicant or agent prior to entry.

I acknowledge that personal information on this form is collected under the authority of the *Ontario Heritage Act* and will be used to process heritage permit applications.

I confirm that the owner and/or agent for this property has reviewed this application with Heritage Planning staff at a pre-consultation meeting.

Owner's Signature (*required*)

Date

Agent's Signature (*if applicable*)

Date

This form is available in an alternate format upon request. Please contact the Planning Services Department for details.
Phone 905-845-6601 TTY 905-338-4200