

# 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 and Development Department  
Town of Oakville

### A – Property and Applicant Information

**Property Address:** 210 Lakeshore Road East, Oakville, ON

**Owner Contact Information:**

Name: Carmen Hui, Landscape Architect

Address & Postal Code: 1225 Trafalgar Road, Oakville, ON L6H 0H3

Phone: 905-845-6601

E-mail: carmen.hui@oakville.ca

**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. Demolition of the existing Towne Square to make way for new construction of Towne Square

2. New construction will include retaining walls, seat walls, steps, water feature, planters, paving and lawn.

3. Site furniture will include wood benches, light standards complete with banner arms, and specialty leaf benches

4. Landscaping will include street trees supported by soil cells underneath the paved surface.

5. All construction will be on an existing concrete slab.

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:

Oakville's Towne Square is a 35-year old square built on top of an underground parking garage structure. It requires renewal under the Town's Capital Budget for 2025.

The project has undergone extensive public consultation and the design was already approved by Heritage Advisory Committee in 2019 which was consistent with Part IV individual designating by-law, the Part V District Plan. The project was ultimately approved by Council and then the project tendered. The project came in over budget, and the pandemic followed shortly after, so, the whole project was placed on hold until last year.

In November 2024, a delegation was made concerning the design of the square by four residents' associations requesting design modifications to the square that would render it more inviting, accessible and be more inclusive of different programs and seating opportunities. As part of this consultation, the Oakville Downtown BIA along with Councillor Gittings and Councillor Haslett-Theall were also involved to ensure the integrity of the Towne Square design has been maintained while addressing all the requests. It should be noted that Town staff also met with Brosko Property Management. In late February, the Town will also meet with the Tenants around the square and speak at an Information Night to be hosted by the Oakville Downtown BIA. Furthermore, a presentation will also need to be made to the Accessibility Advisory Committee in late March 2025.

The refined design is more context sensitive to the buildings surrounding the square, and the scale of the planters and water feature have been scaled down making it more appropriately scaled for historic downtown Oakville. Site

## D – Other Required Approvals

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

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

\*Prior to submission of your heritage permit application, any relevant minor variance application must have been submitted and confirmed on a Committee of Adjustment meeting agenda. The Committee of Adjustment must make a decision on the variance(s) before the heritage permit will be considered by the Heritage Oakville Advisory Committee.

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

Towne Square will not require any Site Plan or any permit with Development Engineering as confirmed by Abhishek Kumar, Planning and Development.

If there is a new connection to the watermain, we will need stand alone excavation permit with Road Corridor.



## 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.)	n/a			
Roof	n/a			
Foundation Walls	n/a			
Trim	n/a			
Doors	n/a			
Windows	n/a			
Porch	n/a			
Fencing	n/a			
Landscaping	Retaining Walls, Planter Walls, Steps	Granite cladding, stainless steel tactile domes	Charcoal grey	
Other	Paving Bench Seating Light Standards Water Feature	Unit pavers Wood benches Oakville heritage light standards Metal leaf sculpture and letters for Oakville sign	Grey, beige Brown Charcoal grey	



## 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
- ☐ Relevant minor variances have been submitted to the town and assigned to a Committee of Adjustment agenda (*if applicable*)

## 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.

Carmen Hui

Digitally signed by Carmen Hui  
DN: cn=Carmen Hui, g=Carmen Hui, o=CA Canada, ou=Town of Oakville, ou=Parks  
and Open Space, email=carmen.hui@oakville.ca  
Reason: I am approving this document  
Location:  
Date: 2025-02-20 09:40:05-00

Owner's Signature (*required*)

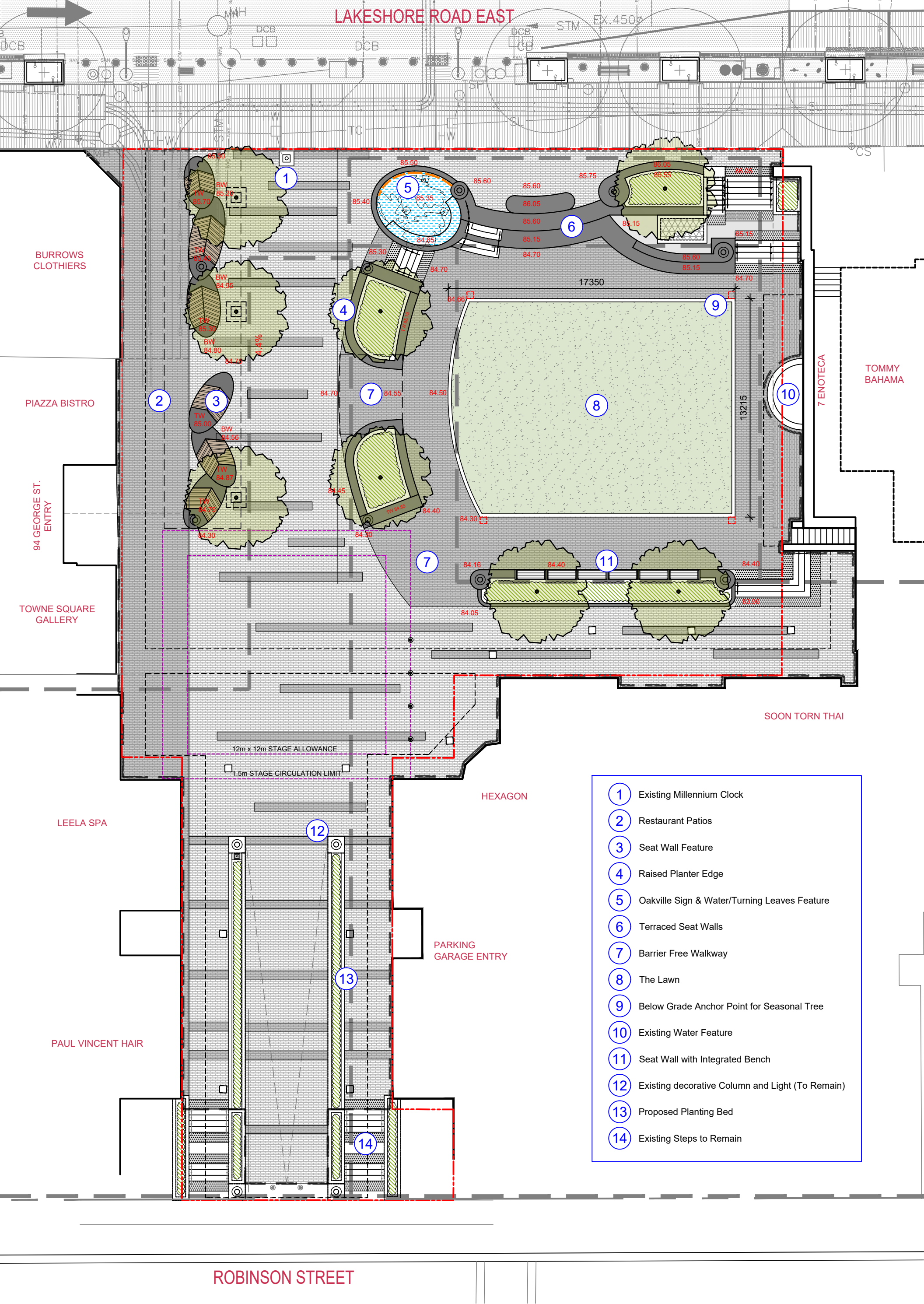
Date

Agent's Signature (*if applicable*)

Date

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







Illuminated Lettering for Oakville Sign



Turning Leaves



Pool Finish & Waterfall Step



