



APPENDIX B

COVER LETTER

April 2, 2025

Susan Schappert
Heritage Planner
Town of Oakville

**RE: New Single Family Residence with Accessory Dwelling Unit 81 Allan St., Oakville
HP024/24-42.20A**

The above heritage permit was acquired by a previous consultant (Narratif Design) working on this project. The property owner has asked our firm to take over this project and to apply for a revision to this permit. Please process the drawings that I have provided as a revision to the above permit, not a new application.

Best regards,

A handwritten signature in dark ink, appearing to read 'Rick Mateljan', with a horizontal line underneath.

Rick Mateljan CAHP

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: 81 Allan St., Oakville

Agent Contact Information (if applicable):

Name: Rick Mateljan

Company Name: SMDA Design Ltd.

Address & Postal Code: 482 South Service Rd. E., suite 118, Oakville ON L6J 2X6

Phone: 416 315 4567

E-mail: rick.mateljan@smda.ca

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. This is a proposed new home that received a permit in 2024 from Heritage Oakville. There was a different
2. Consultant on the file at that time. This application is to revise the building elevations from the 2024
3. approval. No changes to the site plan are proposed and the building footprint will continue to be as previously
4. approved. The nature of the proposed changes are to introduce a more traditional character to the building, to
5. establish a stone base with brick wall surfaces on all elevations as opposed to the mix of more contemporary
6. materials proposed earlier, and to introduce more traditional windows to the building.

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:

The proposal is designed to conform to the guidelines in section 4.3.3. of the First and Second Street Heritage Conservation District Plan (New Development in the HCD) and to be appropriate to the key site directly at the eastern terminus of Robinson St. The proposed design is similar in massing and detailing to other existing homes on the east side of Allan St., south of Lakeshore.

D – Other Required Approvals

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

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

A building permit has already been issued for the previously approved design on the site. This proposal will require a revision to that permit. Grading, tree protection and servicing permits are already in place and will not require revision by this application.

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.)	New	Brick	traditional red	
Roof	New	Asphalt	mixed dark brown/dark gray/black	
Foundation Walls	New	Limestone, rough face	gray	
Trim	New	Wood	dark gray	
Doors	New	Wood	natural, stained dark	
Windows	New	Wood	dark gray to match trims	
Porch	N/A			
Fencing	N/A			
Landscaping	N/A			
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
- ☐ 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.

Rick Mateljan Digitally signed by Rick Mateljan
Date: 2025.03.26 12:22:46 -04'00'

Agent’s Signature (if applicable)

Mar 26 2025

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

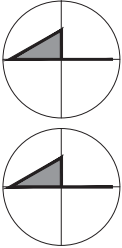




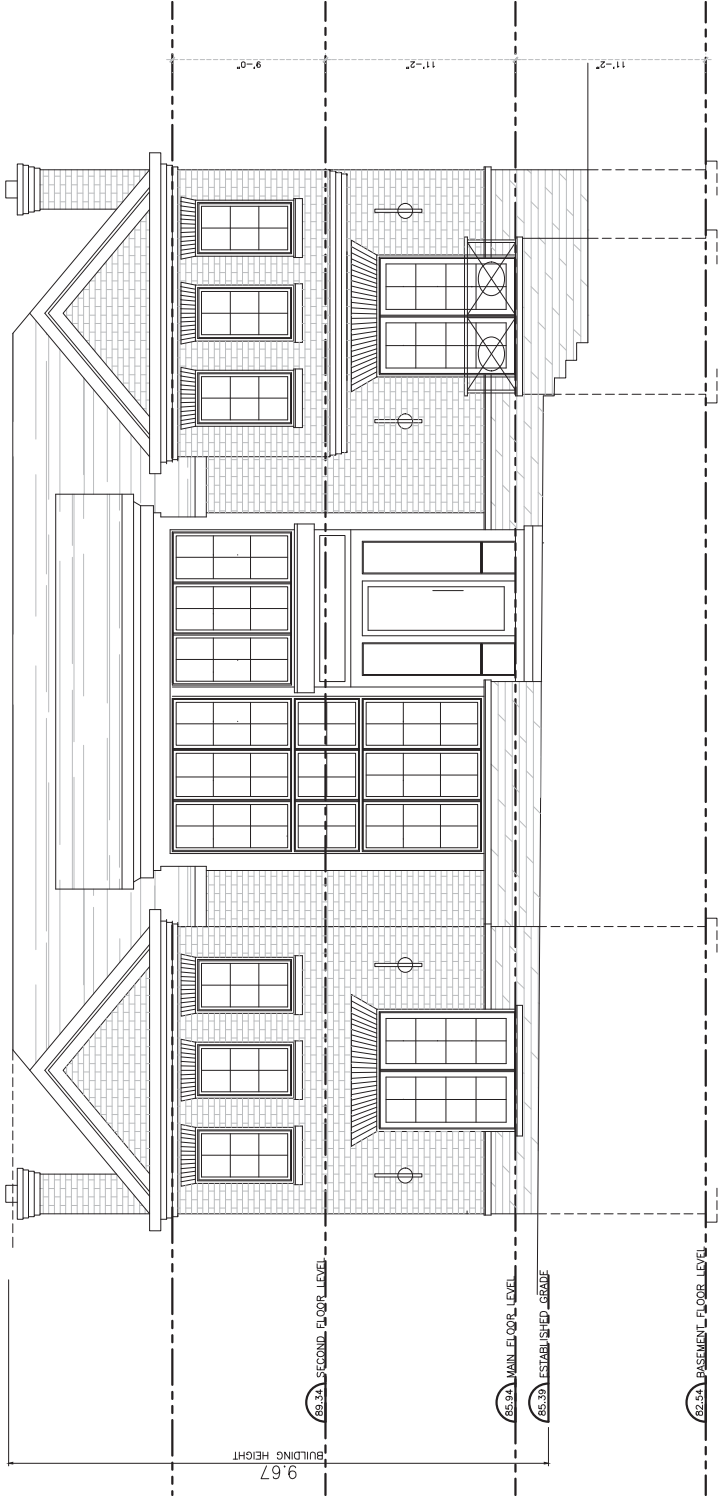
APRIL 2025 PROPOSAL

True North

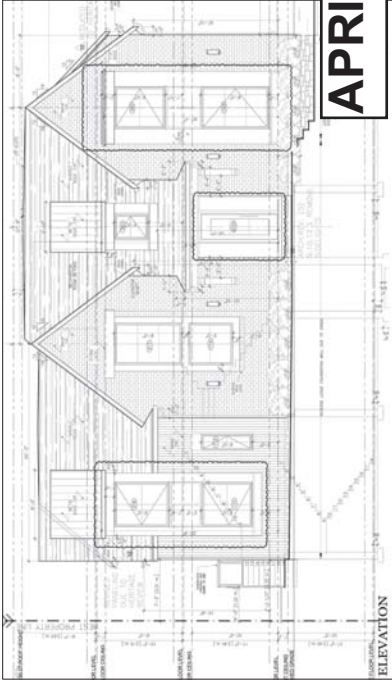
Project North



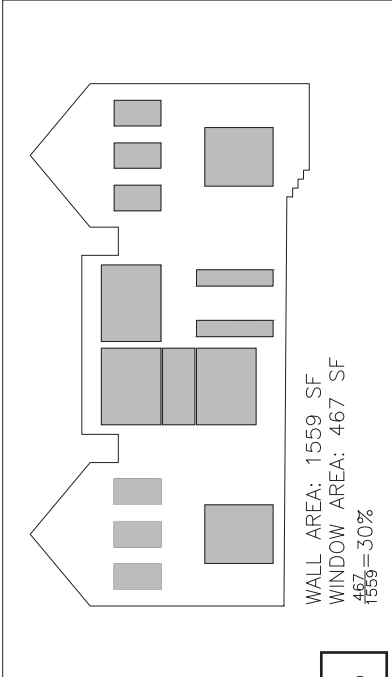
Key Plan:



PREVIOUS APPROVAL:



WALL/WINDOW AREA CALCULATION:



APRIL 2025 PROPOSAL

No.	Date	Issued/Revision	R.M.	By:
1	Mar 2025	Initial Approval		



REGISTRATION INFORMATION
THE UNDERSIGNED HAS REVIEWED AND TAKES NOTICE THAT THE DESIGNER HAS MET THE REQUIREMENTS SET OUT IN THE ONTARIO BUILDING CODE TO BE A DESIGNER.
QUALIFICATION INFORMATION
RICK MATELIAN BCIN 38448
SMDA DESIGN LTD. BCIN 128915

Project
Ayatollahi Res
84 Alpin St
Oakville, ON

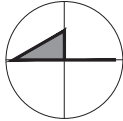
Front Elevation

Sheet Title

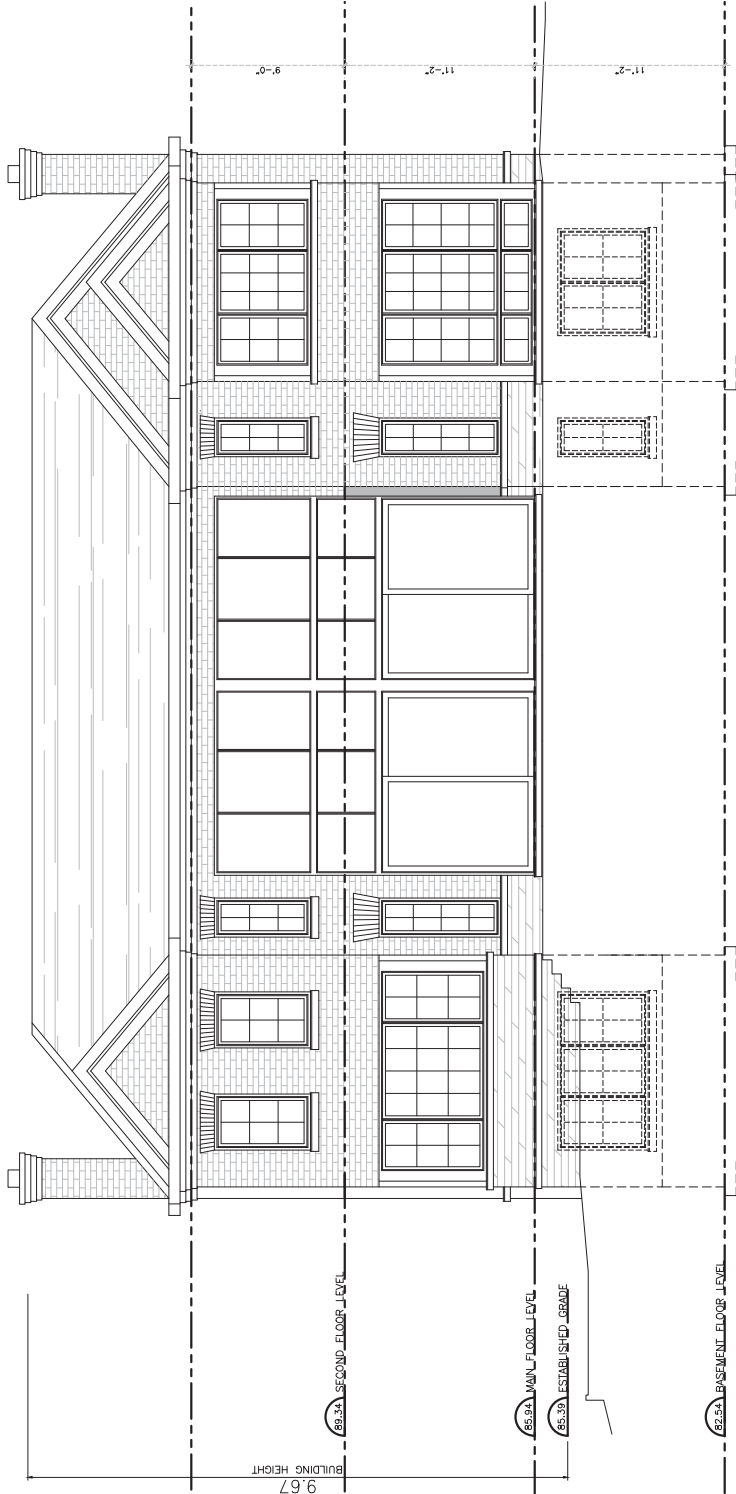
Design By:	Drawn By:	Approved By:
R.M.	R.M.	R.M.
Scale:	Date:	Project No:
1/4"=1'-0"	May 2025	
Drawing No:		
A003.0		

True North

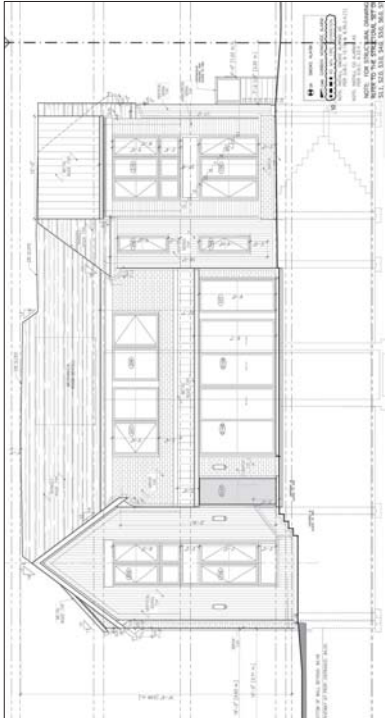
Project North



Key Plan:



PREVIOUS APPROVAL:



APRIL 2025 PROPOSAL

Engineer

No.	Date	Revision	R.M.	By
1	Mar 2025	Initial Approval		



REGISTRATION INFORMATION
THE UNDERSIGNED HAS REVIEWED AND TAKES NOTICE THAT THE DESIGN AND CONSTRUCTION OF THE PROJECT DESCRIBED HEREIN IS IN ACCORDANCE WITH THE REQUIREMENTS OF THE ONTARIO BUILDING CODE AND THE ONTARIO REGULATION OF PROFESSIONAL ENGINEERS AND ARCHITECTS. THE UNDERSIGNED IS A REGISTERED PROFESSIONAL ENGINEER OR ARCHITECT IN THE PROVINCE OF ONTARIO AND IS NOT PROVIDING ANY SERVICES OUTSIDE OF HIS OR HER REGISTERED PROFESSION. THE UNDERSIGNED IS NOT PROVIDING ANY SERVICES OUTSIDE OF HIS OR HER REGISTERED PROFESSION. THE UNDERSIGNED IS NOT PROVIDING ANY SERVICES OUTSIDE OF HIS OR HER REGISTERED PROFESSION.

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QUALIFICATION INFORMATION
RICK MATELIAN BCIN 38448
SMDA DESIGN LTD. BCIN 128815

Project
Ayatollahi Res

84 Alton St.
Oakville, ON

Sheet Title
East Elevation

Design By	R.M.	Drawn By	R.M.	Approved By	R.M.
Scale	1/4"=1'-0"	Date	May 2025	Project No.	
Drawing No.					

A003.2

