



## 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 black 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:

- |                         |   |  |
|-------------------------|---|--|
| <b>Building Permit</b>  | <input checked="" type="checkbox"/> YES | <input 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 checked="" type="checkbox"/> YES | <input 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:

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'

Mar 26 2025

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



# NARRATIF

[www.narratif.ca](http://www.narratif.ca)

PROJECT: Ayatollayi Residence  
81 Allan Street, Oakville

DWG TITLE: Front Elevation Rendering

**NOVEMBER 2024  
APPROVED DESIGN**

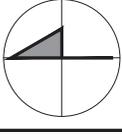
DATE: 09/26/2024  
SCALE: NTS  
DWN BY: A.S.  
PROJECT ID: 23-13



**APRIL 2025 PROPOSAL**

True North

Project North



Key Plan:



BUILDING HEIGHT  
9.67

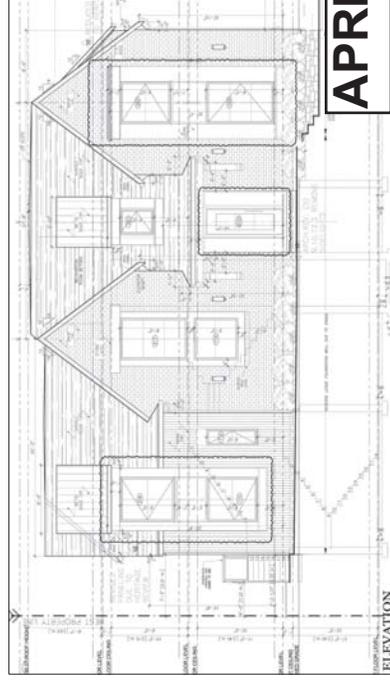
68.31 SECOND FLOOR LEVEL

66.21 MAIN FLOOR LEVEL

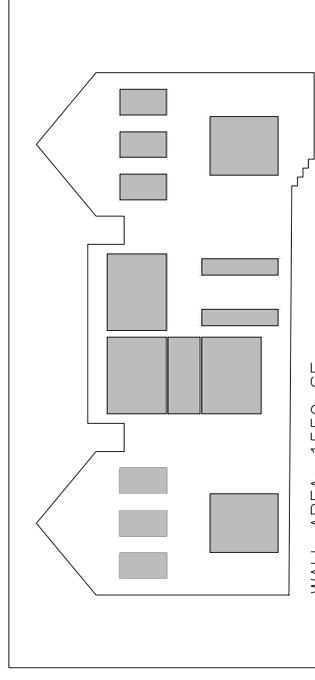
65.20 ESTABLISHED GRADE

62.11 BASEMENT FLOOR LEVEL

PREVIOUS APPROVAL:



WALL/WINDOW AREA CALCULATION:



WALL AREA: 1559 SF  
WINDOW AREA: 467 SF  
467 / 1559 = 30%

**APRIL 2025 PROPOSAL**

No.	Date	Description	By	R.M.
1	May 2025	Final Approval	Joseph Brown	R.M.



SMDA Design Ltd.

482 Spout Service Rd. E., suite 118  
Oakville, ON L6J 2A6  
Tel: 905.331.4421

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**REGISTRATION INFORMATION**

THE UNDERSIGNED HAS REVIEWED AND TAKES  
QUALIFICATIONS AND MEETS THE REQUIREMENTS SET OUT  
IN THE ONTARIO BUILDING CODE TO BE A DESIGNER.

**QUALIFICATION INFORMATION**

RICK WATKIN BCIN 83448

SMDA DESIGN LTD. BCIN 128815

Project

Ayatollahi Res

81 Alton St  
Oakville, ON

Sheet Title

Front Elevation

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**

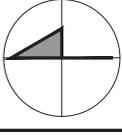
Engineer:



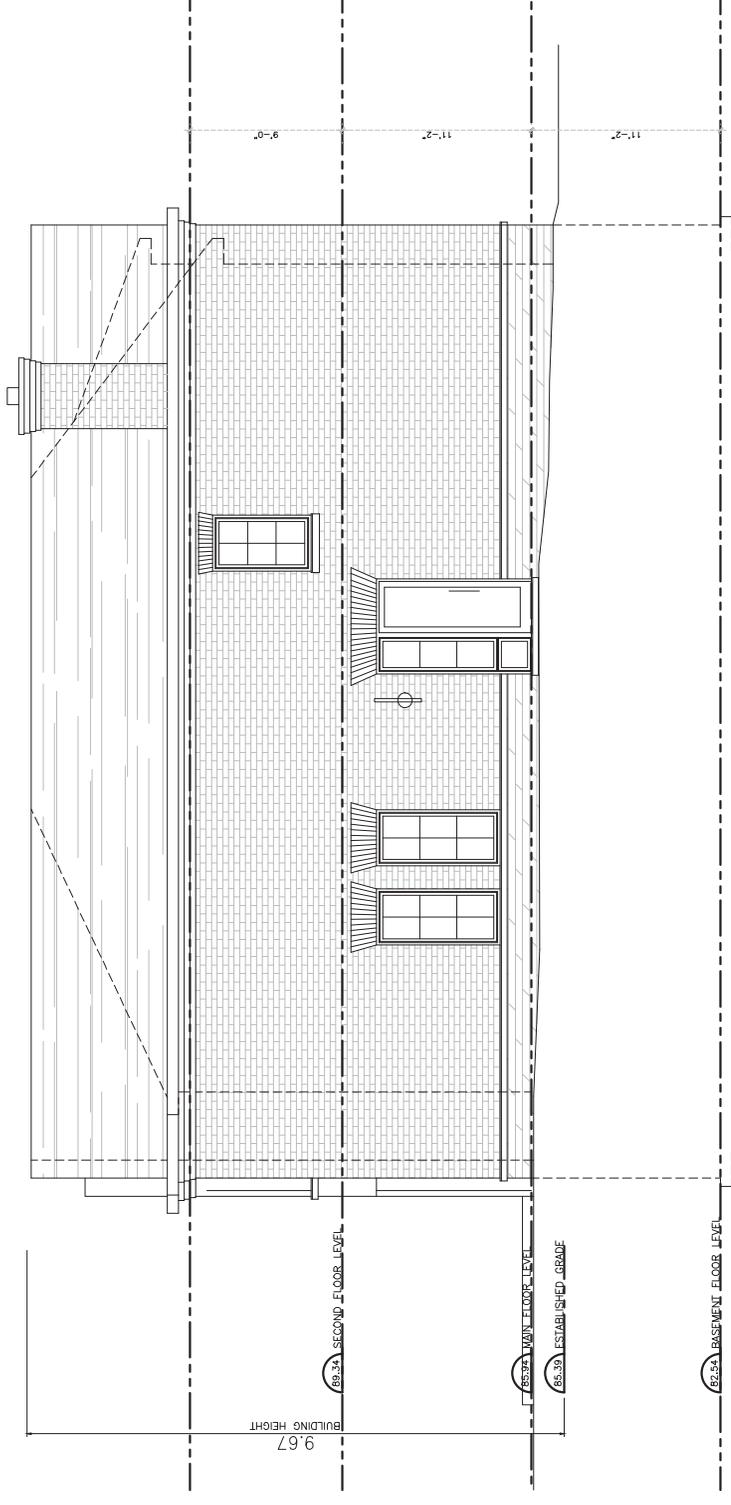


True North

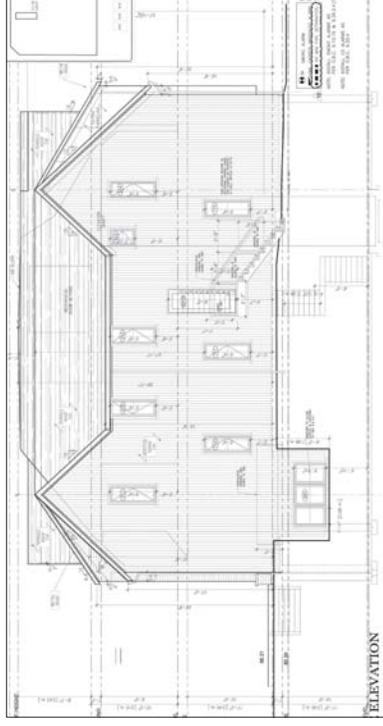
Project North



Key Plan:



PREVIOUS APPROVAL:



APRIL 2025 PROPOSAL

No.	Date	Description	By	R.M.
1	Mar 2025	Final Approval		



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 smda.ca

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 SMDA DESIGN LTD. BCIN 128815

Project  
**Ayatollahi Res**  
 87 Alton St  
 Oakville, ON

Sheet Title  
**North Elevation**

Design By	Drawn By	Approved By
R.M.	R.M.	R.M.

Scale	Date	Project No.
1/4"=1'-0"	May 2025	

Drawing No.  
**A003.3**

Engineer: