

APPLICATION FOR HERITAGE PERMIT

The Corporation of the Town of Whitby – Planning Department
575 Rossland Road East, Whitby Ontario, L1N 2M8
Telephone: 905-430-4306 ~ Facsimile: 905-668-7812



PLEASE READ THE ENTIRE APPLICATION FORM PRIOR TO COMPLETING

GENERAL INFORMATION AND PROCEDURES

The attached application is to be used by persons or public bodies as an application for a Heritage Permit. In the application, "subject land(s)" means the land(s) that is the subject of this application. This application and any attached supporting documentation, contains information collected and maintained specifically for the purpose of creating a record available to the general public and is open to inspection by any person during normal office hours. Personal information on this application is collected under the authority of the *Municipal Act*, as amended, and the *Ontario Heritage Act* as amended, and will be used in the processing of the application for a Heritage Permit. Questions regarding this collection should be directed to: **Commissioner of Planning, Planning Department, Town of Whitby, 575 Rossland Road East, Whitby, Ontario, L1N 2M8 (Telephone 905-430-4306).**

1. Heritage Permits:

A Heritage Permit is required to undertake changes to properties designated under the *Ontario Heritage Act*. Properties are either designated individually under Part IV of the *Act* or are designated within a Heritage Conservation District under Part V of the *Act*. **A designated property is defined in the Act as real property, and the buildings and structures on the real property.**

All non-controversial or compliant Heritage Permits can be reviewed and approved by the Planning Department.

There is no fee for a Heritage Permit.

2. Type of Work Requiring a Heritage Permit:

The *Ontario Heritage Act* outlines the process by which to ensure that any changes to a designated property do not alter the property in such a way that the reasons for designation are diminished. Internal changes to a building on a designated property do not require a Heritage Permit if the alterations do not affect the external appearance of the designated property. An exception to this is if an individually designated property has a designation by-law which outlines specific interior elements to be preserved.

Any work undertaken that alters or changes the appearance of the property and the buildings and structures on the property requires a Heritage Permit, including:

- All additions and alterations to structures on the property
- Demolition of structures on the property
- All new construction
- Landscaping and/or alteration of the property

At the discretion of the Commissioner of Planning typical projects requiring a Heritage Permit may include the following.

A Heritage Permit is required for:

- New or different wall cladding or roof treatment
- Painting
- Masonry cleaning and repointing
- New or different windows or doors
- Changes to architectural decorations (i.e. verandas, trim, soffits, fascia, etc.)
- Front yard patios, lamp installations, awnings, skylights

- Mechanical equipment
- Structural repairs that affect the external appearance
- Fences
- New or increased parking areas
- New chimneys
- Changes to Commercial Signage Panel Message
- Tree or major vegetation removal (not traditional gardening activities)

A Heritage Permit is NOT required for:

- General repairs to weatherstripping, eavestroughs, roofs, chimneys, fences, existing cladding
- Repair of broken window panes to original specifications

3. Heritage Guidelines

In general, alterations to a heritage property must have regard for:

- The individual designation by-law or the district guidelines
- The heritage attributes of the property or the district
- Role and character of the property
- Architectural style and the period in which the structure was built
- Appropriate scale and massing
- Streetscape, vistas, vegetation and trees that define the presence and location of the property
- Preference for restoration of features and details instead of replacement
- Preference for restoration of doors, windows and trim instead of replacement
- Compatibility in material, style and colour of existing architectural components

In general, any new building on a designated property must have regard for:

- Contextual scale, massing, character, architectural style, setbacks and building height of the original structure and/or the heritage fabric within the district
- Impact on the streetscape and the visual properties of the neighbourhood
- The use of wood windows, doors and trim compatible with existing heritage buildings in the neighbourhood
- Landscaping that reflects the heritage character of the neighbourhood and/or the property

4. Heritage Permit Approval Process:

The applicant is encouraged to discuss their proposed work with the Planning Department prior to submitting an application. Once the Heritage Permit has been submitted, staff will circulate the application and receive comments from LACAC Heritage Whitby (the Municipal Heritage Committee of Council). A Heritage Permit approval by staff or Council **must** precede any other approval, including those related to Building Permits, Site Plan and Committee of Adjustment.

Under Section 33 (4) and Section 42 (4) of the Ontario Heritage Act, a decision shall be made within 90 days once the applicant has received a notice of receipt from the Municipality that the Heritage Permit Application has been deemed complete. Within the 90 day period, either consents to the application, consents subject to terms and conditions or refusal of the application will be made. The 90 day period can be extended if the applicant agrees to do so in writing to the Commissioner of Planning.

All work proposed in an approved Heritage Permit Application must be completed by the applicant within two years of the approval by staff or by Council.

5. Appeal Process:

Applicant either:

Accepts Decision

OR

Accepts Conditions
OR
Appeals conditions to
the CRB/OMB*

OR

Accepts Refusal
OR
Appeals decision to the
CRB/OMB*

* CRB – Conservation Review Board / OMB – Ontario Municipal Board

6. For further information please contact:

Town of Whitby Planning Department:

Telephone: 905-430-4306

Fax 905-668-7812

Email: planning@whitby.ca

APPLICATION FOR HERITAGE PERMIT

The Corporation of the Town of Whitby – Planning Department
575 Rossland Road East, Whitby Ontario, L1N 2M8
Telephone: 905-430-4306 ~ Facsimile: 905-668-7812



SHADED AREAS FOR OFFICE USE ONLY

| | | |
|--|--------------------------------|-----------------------------------|
| Date Received: | Date Entered in AMANDA: | Entered By (Initials): |
| Date of Review and Approval/Denial By Planning Staff: | Application No. | |

PART I – APPLICANT INFORMATION

1. **Owner / Applicant / Agent / Architect:**

Please list the contact information for each of the following (if applicable):

| Name | Mailing Address & Postal Code | Contact Information |
|-----------------------|-------------------------------|---------------------|
| Owner:* | | Telephone: |
| | | Fax: |
| | | Email: |
| Applicant:** | | Telephone: |
| | | Fax: |
| | | Email: |
| Agent or Solicitor:** | | Telephone: |
| | | Fax: |
| | | Email: |
| Architect/Contractor: | | Telephone: |
| | | Fax: |
| | | Email: |

* If there is more than one owner, attach a list of each owner. If the owner is a company, provide the name and address of company owner(s).

**An Owner's authorization is required if the applicant is not the owner. If the applicant is a prospective purchaser, also attach a copy of the Offer to Purchase.

2. **Primary Contact:**

Correspondence relating to this application should be sent to (select one only):

Owner Applicant Agent / Solicitor Architect / Contractor

PART II – PROPERTY INFORMATION

3. **Property Information:**

3.1 Location and Description of Subject Land(s):

| | |
|--|-------------------|
| Municipal Address (Street # and Street Name) | Assessment Roll # |
|--|-------------------|

| | | | |
|--------------------|---------------------|-----------------------------|-----------|
| Registered Plan(s) | Lot(s) / Block(s) # | Reference Plan(s) | Part(s) # |
| Lot(s) | Concession(s) | Approximate Area (hectares) | |

3.2 Complete the following site statistics for the Subject Lands:

| | | | |
|-----------------------|-----------------------|--------------------|------------------------------------|
| <i>Subject Lands:</i> | Lot Frontage (metres) | Lot Depth (metres) | Approximate Area (m ²) |
|-----------------------|-----------------------|--------------------|------------------------------------|

3.3 Under which of the following is the property designated?

Part IV *Ontario Heritage Act* **and/or** Part V *Ontario Heritage Act*

4. Description of Work to be Undertaken:

4.1 Purpose of the Application:

Alteration to Building/Landscaping New Construction Demolition

4.2 Attach drawings, specifications, photographs, paint chips, additional notes as necessary.

4.3 Product and Manufacturer Details (fill in all applicable information):

| Item(s) to be changed | New or Restoration | Material | Colour | Manufacturer Details |
|---|--------------------|----------|--------|----------------------|
| Sign | | | | |
| Cladding (<i>Siding, brick, stucco, etc.</i>) | | | | |

| Item(s) to be changed | New or Restoration | Material | Colour | Manufacturer Details |
|-----------------------|--------------------|----------|--------|----------------------|
| Roof | | | | |
| Foundation | | | | |
| Trim | | | | |
| Doors | | | | |
| Windows | | | | |
| Porch/Verandah | | | | |
| Landscaping/Fencing | | | | |
| Other | | | | |

5. Other Planning Act Applications:

Does the proposal in this Heritage Permit Application also require approvals under the Planning Act such as a Minor Variance or Site Plan?

Yes No

If Yes:

a) Please acknowledge that in an effort to streamline the process, you are aware that the Heritage Permit Application, in general, should be approved first before a Minor Variance or a Site Plan Application is approved:

I acknowledge

b) Please describe the application (provide file number if known e.g. MV-XX-XX; SP-XX-XX)

6. Applicant's Acknowledgement:

The Applicant hereby acknowledges:

- that this application and the attached supporting documentation, information and materials, if any, contains information collected and maintained specifically for the purpose of creating a record available to the general public and is open to inspection by any person during normal office hours pursuant to the provisions of the *Municipal Freedom of Information and Protection of Privacy Act*;
- that conceptual development plans and/or drawings submitted with this application are not reviewed for compliance with the Ontario Building Code (O.B.C.) and/or related regulations;
- that submission of this application constitutes tacit consent for authorized Town staff representative(s) to inspect the subject lands or premises, and to carry out any inspections, tests and investigations as may be required;
- that additional fees and/or charges (e.g. building permit fees, parkland dedication fees, development charges) associated with any development approved in conjunction with this application may be required;
- that additional information and/or materials may be required, and therefore, the application may not be deemed complete, nor processed unless the additional information and/or materials are submitted.

Questions about the collection and inspection of this information should be directed to: **Commissioner of Planning, Town of Whitby, 575 Rossland Road East, Whitby, Ontario, L1N 2M8, Telephone: 905-430-4306.**

7. Owner's Authorization:

If the applicant is not the owner of the land that is the subject of this application, then written authorization by the owner, authorizing the applicant to prepare and submit the application must be attached, or the owner must complete the authorization set out below.

Is written authorization attached?

Yes No

If **No**, then the following Owner's Authorization for the Agent to prepare and submit the Application must be completed:

I, _____, am the owner of the land that is the subject of this application and
(Please print)
I authorize _____ to prepare and submit this application on my behalf.
(Please print)

Signature of Owner

Date

8. Declaration:

I, _____, of the _____,
(Please print) *(e.g. Town of Whitby)*
in the _____, make oath and say (or solemnly
(e.g. Region of Durham)
declare) that the information contained in this application is true and that the information contained in the documents that accompany this application in respect of the Sections above is true.

Sworn (or declared) before me at the _____, in the
(e.g. Town of Whitby)
_____, this _____ day of _____, in the year _____.
(e.g. Region of Durham)

Applicant

Commissioner of Oaths

**Applications will not be processed
where application forms are incomplete**