



## **The Town of Goderich Heritage Resource Conservation Permit Guidelines and Application**

The Town of Goderich has designated many individual sites and two Heritage Conservation Districts as well as identifying other significant heritage assets and resources. In addition to architecture, these include natural features and landscapes, and places of marine and cultural heritage significance.

This application process is intended to assist owners of properties in the above categories who are proposing changes. **Council will approve or reject these changes** via this application process. Committees of Council, known as Heritage Goderich and Marine Heritage, have been established to identify, protect and promote the preservation of historic assets and therefore will assist Council in reaching a decision.

The Application Process is outlined below. The Heritage Permit Application itself and the notification forms regarding decisions can be found on subsequent pages. Contact information for assistance with this process is noted above. Resources to help property owners with their projects are available through Heritage Goderich and on the town's web pages ([www.goderich.ca/heritage](http://www.goderich.ca/heritage)). Guideline booklets (Appendix A or B) and *Understanding Commercial Blocks* by John Rutledge will be supplied for commercial properties located within each of the Heritage Conservation Districts to assist owners in planning their changes.

Heritage Goderich promotes financial incentives, as they become available, for the improvement and maintenance of the town's valuable heritage assets and properties. For example, please enquire as to whether your project qualifies to apply for an interest free loan.

This process can take time so please **plan well in advance** to help the process go more smoothly.

### ***The Application Process***

**Step #1 Preliminary Contact:** Property owner contacts Heritage Goderich/Building Department regarding possible changes being considered for the site.

**Step #2 Dialogue:** Heritage Goderich provides property owner with advice/resources concerning the proposed changes including examples of local 'best practices' and information on financial incentives such as the Goderich Heritage Enhancement Fund (GHEF). Discussion before completion of forms can speed up the process.

**Step #3 Formal Application:** Property owner details his/her plans through completion of the Heritage Permit Application (see pg 2). Other permits may also be required by the town.

**Step #4 Review & Recommendation:** Heritage Goderich meets with the applicant a second time (and building inspector as required) to discuss the details of the application. A recommendation to approve the heritage permit with or without conditions, or to refuse the permit, is then forwarded to Council.

**Step #5 Council Decision & Notification:** Council considers the recommendation and makes the final decision then notifies applicant in writing (see pg 3).

**Step #6 Monitoring:** Upon permit issuance or project commencement, building inspector monitors the work in progress to completion to ensure it conforms to the application.

## Town of Goderich Heritage Permit Application

required for proposed changes to  
a) sites designated under the Ontario Heritage Act, as amended,  
and b) other recognized heritage assets and resources

For assistance in filling out this application, contact Heritage Goderich via heritage@goderich.ca or 519-524-8344 or fax: 519-524-7209  
**Please Print**

**(A) Location of Work:**

Address of Building or Site \_\_\_\_\_

on the  N  E  W  S side between \_\_\_\_\_ and \_\_\_\_\_

Lot# \_\_\_\_\_ Plan # \_\_\_\_\_  Interior Lot  Corner Lot

**(B) Description of Work:**

*(Check all that apply.)*

- Construct New Building
- Addition to Existing Building
- Alteration to Existing Building
- Demolition of Building
- Demolition of Part of Building
- Building Signage and/or Lighting
- Alterations to Non-Building Site
- Possible Archeological Issues
- Possible Marine Heritage Issues
- Other \_\_\_\_\_

**(C) Proposed Changes:**

*(You must clearly describe in detail and attach the following where applicable.)*

- Photo of what exists now
- Design Profile(s)
- Conceptual/Working Drawings
- Dimensions of changes
- Site/Landscape Plan
- Colour Samples
- Floor Plan
- Materials List/Samples

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*(Continue on reverse if necessary.)*

**(D) Concerned Parties:**

	Name	Mailing Address	Phone#/Fax#	E-mail
Applicant/ Agent				
Owner <small>(if different)</small>				
Tenant/ Occupant				
Architect				
General Contractor				
Signage Contractor				

**(E) Heritage Designation or Significance:**

- Part II  Part IV  Part V - The Square HCD (see Appendix A)  Part VI
- Part V - West Street HCD (see Appendix B)
- Significant ( Evaluated  Pending)

**Signature of Applicant(s)** \_\_\_\_\_ **Date** \_\_\_\_\_

HERITAGE GODERICH and/or MARINE HERITAGE consideration of applications concerning Parts II, IV, V, VI or Significant Sites pursuant to the Ontario Heritage Act, as amended.

The application is             approved without conditions  
    approved with conditions as listed below

   a) \_\_\_\_\_  
   b) \_\_\_\_\_  
   c) \_\_\_\_\_

refused

Date \_\_\_\_\_ Signature Committee Chair(s) \_\_\_\_\_  
\_\_\_\_\_

COUNCIL OF THE CORPORATION OF THE TOWN OF GODERICH approval or refusal of applications concerning Parts II, IV, V, VI or Significant Sites pursuant to the Ontario Heritage Act, as amended.

The application is             approved without conditions  
    approved with conditions as listed below

   a) \_\_\_\_\_  
   b) \_\_\_\_\_  
   c) \_\_\_\_\_

refused

Date \_\_\_\_\_ Signature Clerk, Town of Goderich \_\_\_\_\_

**Note:** Recommendations/approvals are granted on the express condition that the work to be carried out shall conform to the provisions of all building codes and by-laws passed by the Town of Goderich. The application process does not replace building permits under the Ontario Building Code Act, or other required permits for signage, demolition etc.