

What is the Application Process?

This table outlines the application process. Additional consultation can occur at many points in the process either with staff or with the Goderich Municipal and Marine Heritage Committee.

- Step 1: Applicants meet with County Planner assigned to Goderich to discuss the proposed work and review the application process;
- Step 2: Applicant submits complete application to the Town of Goderich;
- Step 3: County Planner assigned to Goderich reviews the application, and prepares a report on the application;
- Step 4: Town's Clerk/Planning Coordinator reviews the report and provides a recommendation to the Heritage Committee;
- Step 5: Heritage Committee reviews the report and recommendation and makes their own recommendation to Council;
- Step 6: Council decides to grant, grant with conditions, or refuse the application. The applicant has the right to appeal refusal to the Ontario Municipal Board (Section 44 of *Ontario Heritage Act*)

For projects which require a building permit, the applicant must apply for a building permit as well as a heritage permit: the two processes can proceed simultaneously.

Projects which require site plan approval or do not conform to the Town's Zoning By-law may require a planning application which is a separate process.

Preparing for an Application

To make the process as smooth as possible for everyone concerned, applicants should do some background research. Some suggested actions are:

- Becoming familiar with the Heritage Conservation District Plan which is available on the Town's website, and its objectives, policies and guidelines;
- Reviewing the property description in the inventory and evaluation attached to the Heritage Conservation District Plan, noting the building features and heritage attributes outlined;
- Become familiar with standard principles and practices for heritage conservation work, as found in the Ontario Heritage Tool Kit and the federal *Standards and Guidelines for the Conservation of Historic Places in Canada*, available online at <http://www.historicplaces.ca/en/pages/standards-normes>;
- Collect any available documentary research on the history of the property;
- Think of ways in which the subject property fits within the streetscape and how the proposed work can be integrated; and
- Arrange a meeting with Town staff and/or Goderich Marine & Municipal Heritage Committee prior to submitting an application.

The full Heritage Conservation District Plan is available online at:

http://www.goderich.ca/en/Heritage/municipal_and_marineheritagehomepage.asp

For more information, contact the Town of Goderich at:
519-524-8344 x2
heritage@goderich.ca

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Heritage Permit Applications in the Heritage Conservation District

GODERICH
Canada's prettiest town



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PORT OF GODERICH
MUNICIPAL AND MARINE
HERITAGE COMMITTEE
IDENTIFY PROTECT PROMOTE

Introduction

The Town of Goderich has the responsibility for managing change and overseeing conservation and development activity within the Heritage Conservation Districts. The primary tool available to the Town is the 'Application for Alteration under the *Ontario Heritage Act*', also known as a 'heritage permit'.

To the extent permitted by the *Heritage Act*, the Town has designed the permitting process to be pro-active rather than restrictive. Changes that the Town wants to see in the District have been identified in the Heritage Conservation District Plan and in most cases they are exempted from requiring a Heritage Permit.

If a property is separately designated under the *Ontario Heritage Act* (ie. a heritage easement or a Part IV individual property designation), some of these exceptions may not apply.

When is an Application Not Required?

No application is required for the following:

- Interior alterations for a property not designated under Part IV of the *Heritage Act*;
- Landscaping, including plantings, which does not require heavy machinery and which will not significantly change the appearance of a designated property;
- Repaving walkways and driveways;
- Replicating or repairing, using the same materials, existing exterior features, including roofs, wall cladding, dormers, cresting, cupolas, cornices, brackets, columns, balustrades, porches and steps, entrances, windows, foundations and decorative wood, metal, stone or terracotta;

There is also no application required for the following:

- Installing eavestroughs;
- Exterior painting of wood, stucco or metal finish (unless paint color has been identified as a character defining element in the property evaluation);
- Maintenance including: property cleanup, gardening and repair of landscaping, replacing glass in broken windows, minor exterior repairs including replacing individual asphalt shingles where there is little change in colour or design, repointing areas of wall under 1.5 square metres, and/or any work defined in the designating by-law; and
- Weatherproofing, including rehabilitating existing storm windows and doors, caulking and weatherstripping.



All other exterior changes to a property, as visible from the street, require an application. If you are unsure about whether your project requires an application, contact the Town of Goderich at 519-524-8344 x 222.

When is an Application Required?

An application and Council approval is required for the following:

- Cleaning or repointing of masonry on areas of wall greater than 1.5 square metres;
- Replacement of windows, doors and other existing architectural features;
- Replacement/replication of existing roofing/cladding material with different material;
- Demolition/replacement of chimneys;
- Addition to the exterior of solar panels, wind generators, communications fixtures (e.g. satellite dishes, antennas, aerials) and exterior mechanical units;
- Additions or alterations to the exterior, such as dormers, fixed canopies, and display windows;
- Demolition of buildings or structures, or portions thereof;
- New construction on vacant properties;



- Alterations to, or removal of, heritage attributes as outlined in the Plan and further identified in the inventory and evaluation of properties within the Heritage Conservation Districts and attached to this Plan; and
- Any item that Town staff and/or members of the public have requested to be reviewed by Council via the Goderich Municipal and Marine Heritage Committee.