



Heritage Permit Kit Guide and Application Form



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What is a Heritage Permit Application?

A heritage permit is required to undertake changes to properties designated under the Ontario Heritage Act.

The legislation of the Ontario Heritage Act was designed by the Province of Ontario in order to provide citizens with the ability to protect and conserve cultural heritage properties and resources. The Town of Goderich has designated many individual sites and three Heritage Conservation Districts. This application process is intended to protect the character defining elements (heritage attributes) of a designated property. There is no cost for an application.

Council approval, by way of the Municipal & Marine Heritage Committee, is required for any alterations to the property which may affect its heritage attributes.

When is a Heritage Permit Required?

A heritage permit is required prior to any alteration to a designated property that goes beyond regular maintenance, or will result in the loss, removal, obstruction, replacement, damage or destruction of one or more heritage features on the property.

The Ontario Heritage Act, R.S.O. 1990 states that any alteration to an individual designated property or property within a Heritage Conservation District requires a Heritage Permit application. Furthermore, a Heritage Permit Application must be approved for any demolition applied to a designated property.

Examples of work that may require a Heritage Permit include:

- All new construction including new additions to existing structures or accessory building (examples: garages, sheds, porches, decks and steps)
- Alteration, addition, removal or replacement of windows, doors, porches, chimneys, cladding, trim and other exterior details of a structure
- Demolition of all or part of a structure
- Change in paint colour or exterior elements of a structure
- New signage
- Changes in siding, soffit, fascia or roofing material
- Repointing brick
- Removal and/or installation of decks, fences, gates, trellises, arbours and gazebos

What information is needed for a Heritage Permit Application?

The Heritage permit application must be submitted in a manner that provides staff and the Municipal & Marine Heritage Committee with a clear understanding of the specific details and visual representation of the proposed alterations to the property. Please refer to staff for submission deadline details.

- Photos of current structure
- Conceptual/working drawings (overall dimensions, elevation plan)
- Site/landscaping plan displaying the location of existing buildings and the future location of any new building or addition
- Floor plan
- Design profile(s)

- Dimensions of changes (specific sizes of elements of interest, example-windows)
- Colour samples
- Building materials list/samples (must be included in written description)
- Construction methods and means of attachments (must be included in written description)

What is the application process?

Step 1

Pre-Consultation

Pre-consultation meeting with the Municipal & Marine Heritage Committee to discuss the proposed alterations. This pre-consultation is an important step in the application process as it provides an opportunity for the applicant and staff to review the policies related to the property in order to ensure that the application meets the relevant requirements. If time is a factor, the pre-consultation meeting can be held with staff.

Step 2

Provide a Complete Application

Following pre-consultation with the Municipal & Marine Heritage Committee, your complete application can be submitted to the Clerk or his/her designate.

Step 3

Municipal & Marine Heritage Committee Review and Recommendation

The Clerk or his/her designate will place your complete application on the next regular Municipal & Marine Heritage Committee Agenda. Applicants must attend the meeting to clarify inquiries and answer questions. **Failure to attend the meeting may result in a deferral of your application.** The Committee will then forward its recommendation(s) to Council. The Committee may recommend your application be approved; approve with conditions; or refused.

Step 4

Council Review and Motion

The Heritage Permit Application along with the Municipal & Marine Heritage Committee recommendation will be included in the Council Agenda package for the next regularly scheduled meeting. Following the Council decision, you will receive correspondence from the Clerk advising you of Council's decision. Council makes the final decision to either approve your application, approve your application with conditions or refuse your application. Upon receipt of Council's decision, you can apply to the Town's Building Department to obtain the necessary building and/or sign permit. The applicable fees apply.

Applicants may appeal the decision and/or terms and conditions to the Conservation Review Board within 30 days of receiving notice of Council's decision. Goderich Town Council can pursue legal action if their decision is not adhered to.

A. – Property and Applicant Information

Property Address: _____

Owner Contact Information:

Name: _____

Address & Postal Code: _____

Phone No.: _____ Email: _____

Agent Contact Information (if applicable)

Name: _____

Address & Postal Code: _____

Phone No. _____ Email: _____

B – Heritage Permit Application Summary

Heritage Designation:

Part IV (Individual Property) _____ Part V (Heritage Conservation District) _____

Alterations to Building

New Construction

Landscaping

Demolition

Signage/Lighting

Explain the reasons for undertaking the proposed work

Clearly describe the changes you are undertaking to alter the property-attach pictures showing pre and post appearance of the building. Attached samples of building material and/or colour

C – Product and Manufacturer Details

Item(s) to be changes	Is work new or restoration	Type of Material	Colour	Other product details
Cladding (siding, brick, stucco etc.)				
Roof				
Foundation Walls				
Trim				
Doors				
Windows				
Porch/Verandah				
Fencing				
Landscaping				
Signage/Lighting				

D – Declaration and 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 be defined pending additional information.

I understand that the proposal must comply with all other applicable legislation and By-Laws and other approvals.

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 the Municipal & Marine Heritage Committee may result in a work stoppage.

I acknowledge that the Town of Goderich staff and members of the Municipal & Marine Heritage Committee may visit the property that is the subject of this application for the purpose of evaluating the merits of this application.

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 and the information will become public.

Owner's Signature

Date

Agent's Signature

Date

E – Municipal & Marine Heritage Committee Recommendation to Council:

The application is:

___ Recommended for approval without conditions

___ Recommended for approval with conditions as listed below

a) _____

b) _____

c) _____

___ Recommended for refusal

Reason:

Municipal & Marine Heritage Committee Chair

Date

F. – Council Decision

The application is:

___ Approved without conditions

___ Approved with conditions as listed below

a) _____

b) _____

c) _____

___ Refused

Reason:

Clerk

Date

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 heritage application process does not replace building permits under the Ontario Building code Act, or other required permits for signage, demolition, etc. It is also noted that Council can pursue legal action if the required permits and permissions have not been granted or guidelines have not been followed.

Affidavit and Sworn Declaration of Owner or Applicant

I agree that all work submitted in support of this application may be made available for public review, pursuant to the Municipal Freedom of Information and Protection of Privacy Act. I agree to reimburse the Town of Goderich for any costs associated with the preparation of studies required to evaluate the application by qualified consultants, and any costs which may be incurred before the courts and tribunals arising from the disposition of this application. I hereby certify that all statements contained within this application are true and agree to allow Town staff reasonable access to the property.

OWNER

APPLICANT

DATE

RESOURCES

General Information:

General Information and Heritage Resources Materials:

<http://www.goderich.ca/en/Heritage/municipalandmarineheritagehomepage.asp>

Funding Sources:

Community Improvement Plan

<http://www.goderich.ca/en/townhall/resources/goderichcip.pdf>

Goderich Heritage Enhancement Fund

<http://www.goderich.ca/en/Heritage/PropertyDocumentsforDownload.asp>

Tax Refund Program for Designated Heritage Properties By-Law

<http://www.goderich.ca/en/townhall/resources/104-2016-heritage-tax-break.pdf>

Tax Refund Program for Designated Heritage Properties Application Form

<http://www.goderich.ca/en/townhall/resources/heritage-tax-refund-program-application---final.pdf>