



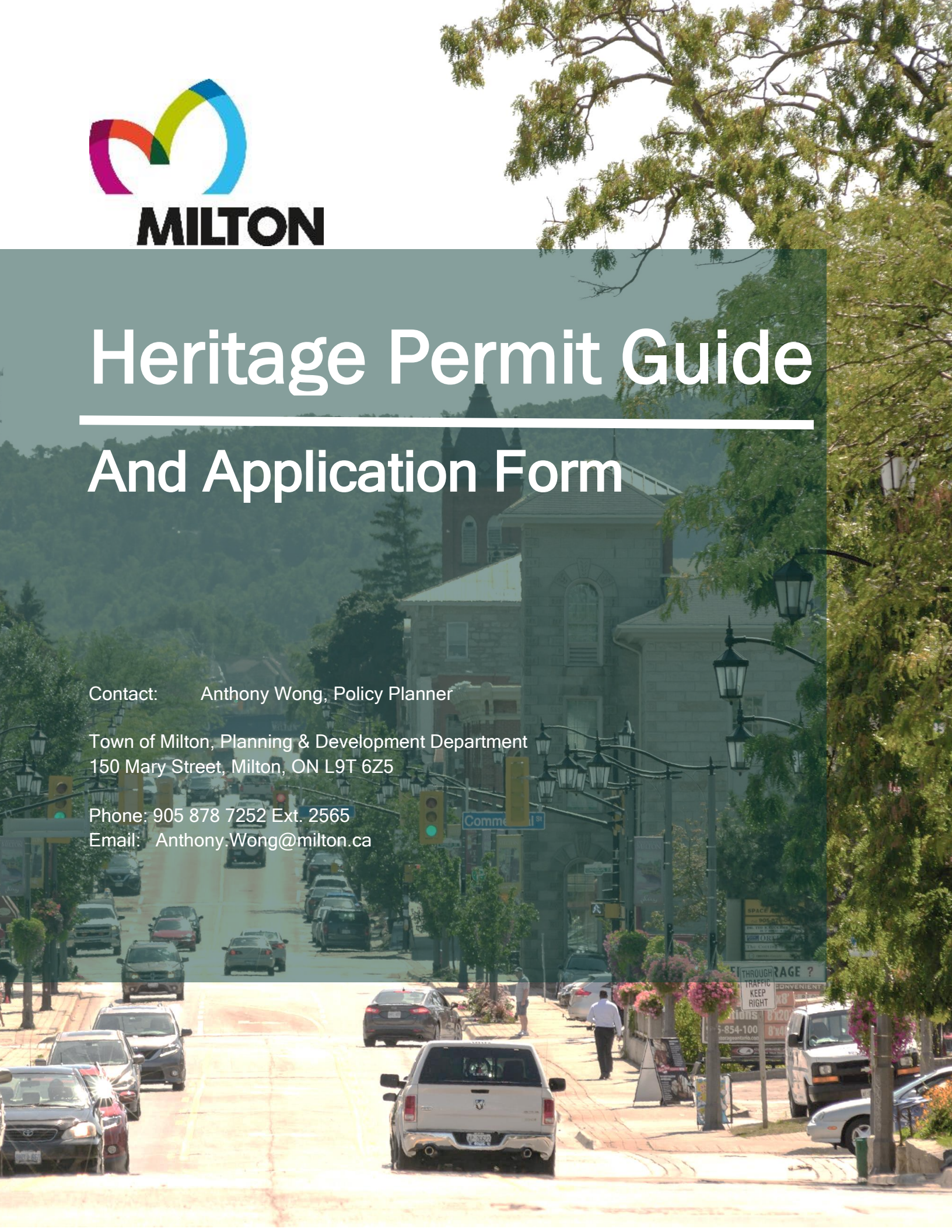
# Heritage Permit Guide And Application Form

Contact: Anthony Wong, Policy Planner

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# Heritage Permit Application

*The accuracy and completeness of this application is the responsibility of the applicant.*

## **Location of the Subject Property:**

*Municipal Address:*

*Legal Description:*

## **Owner:**

*Name(s):*

*Address & Postal Code:*

*Phone No. (during office hours):*

*Email address:*

## **Agent (if applicable):**

*Name(s):*

*Address & Postal Code:*

*Phone No. (during office hours):*

*Email address:*

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## **For Office Use Only:**

*Date Received:*

*Application No:*

*Date Acknowledgement sent:*

*90 Day Expiry Date:*

*Council Meeting Date:*

**A. Purpose of Application:**

Describe the purpose of the application, outlining the nature of your proposals including whether you are just altering an existing building / structure, whether the works involve any demolition, whether new construction is proposed and any alterations to existing landscaping.

**B. Related applications:**

Does the proposal also require approvals under the Planning Act, such as Minor Variance and Site Plan?

*Yes / No (Please circle)*

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If Yes:

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: (Please tick)*

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Please describe the application including any file numbers.

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**C. Details of plans and other related materials (including specifications, samples and photographs) submitted to support your application.**

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|--|
|  |
|--|

**D. Details of Materials for items to be changed (including colour and finish) :**

| <i>Item(s) to be changed</i> | <i>Existing</i> | <i>Proposed</i> |
|------------------------------|-----------------|-----------------|
| Chimney                      |                 |                 |
| Cladding                     |                 |                 |
| External Doors               |                 |                 |
| Windows                      |                 |                 |
| Exterior trim                |                 |                 |
| Fencing / means of enclosure |                 |                 |
| Porch / Veranda              |                 |                 |
| Roof                         |                 |                 |
| Foundation Walls             |                 |                 |

## E. 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 B of this application (e.g. Minor Variance, Site Plan, Building Permit etc.)

I acknowledge that any change to the approved drawings, however small, must be re-submitted for approval. Failure to do this may result in work stoppage and charges and/or fines under the Ontario Heritage Act.

I acknowledge that the Town of Milton staff may visit the property that is the subject of this application for the purpose of evaluating the merits of the 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 may also be released to the public.

\_\_\_\_\_  
*Owner's Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Agent's Signature*

\_\_\_\_\_  
*Date*

## Heritage Permits

A **Heritage Permit** is required to undertake external changes to properties designated under Part IV of the *Ontario Heritage Act 1990*, as amended (the *Act*). The *Act* provides a process to ensure that any change to the exterior of a designated property does not alter it in such a way that the reasons for designation are diminished.

Any external works that alter or change the appearance of the property (including its buildings, structures and important landscaping) are likely to require a **Heritage Permit**. Examples of external works that will require a **Heritage Permit** include:

- Additions to an existing building or an accessory structure on the designated property.
- Replacement of windows and doors.
- Change in window or door openings
- Removal and/or installation of porches, verandahs, canopies, cladding and chimneys.
- Change in trim, roofing, cladding and painting of building exterior
- Removal and / or installation of a deck, fence, gate, trellis, arbours and /or gazebos.

Examples of works that do not require a **Heritage Permit** include:

- Routine maintenance and minor repairs that do not change the exterior appearance of the main building, accessory structures and/or landscaping.
- Re-roofing in material and colour similar to existing material and colour
- Repairs to, and replacement of eaves troughs and downspouts unless these are ornamental and integral to the heritage character and appearance of the building.
- Re-pointing of brick and repairs to chimneys.

A **Heritage Permit** for demolition, relocation or de-designation of designated heritage properties are discouraged and are generally not supported by staff, or by the Town Council.

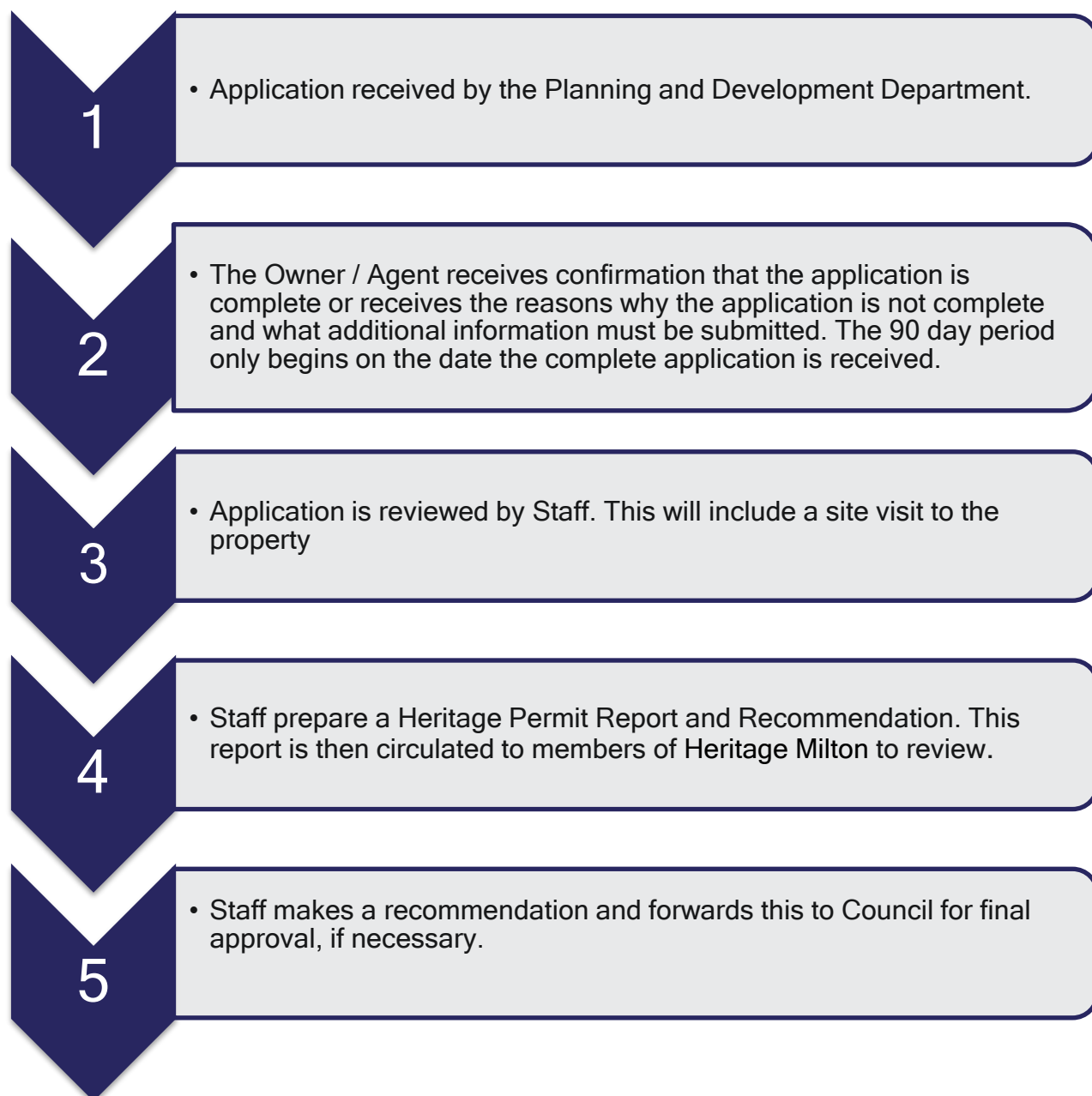
There are 32 properties within the Town of Milton that have been designated under Part IV of the *Ontario Heritage Act*. Each of these has a by-law that provides the reasons for designation and details the main heritage attributes of that property. Any external changes must be consistent with these.

A Heritage Permit Application is considered in the context of the policies in the Town of Milton Official Plan and the designating by-laws of individual properties. Relevant guidelines, including Town of Milton design guidelines and those offered by Government Agencies, such as the Federal Governments “Standards and Guidelines for the Conservation of Historic Places in Canada” (2003) are also taken into account.

# Heritage Permit Approval Process.

Heritage Milton is an advisory Ad-Hoc working Group to the staff on heritage matters. It makes recommendations to the staff on heritage matters, including Heritage Permit applications. However the Town Council makes the final decision whether or not to approve a Heritage Permit Application.

Detailed below are the processes that a Heritage Permit application generally goes through:



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- Application is considered by the Town of Milton Administration and Planning Committee who take into account the advice of Heritage Milton and make a recommendation to the Town Council.

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- The Application is considered by the Town Council, within 90 days of the date of receipt and they either:
  - Approve the application;
  - Approve the application subject to conditions; or
  - Refuse the application.

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- The applicant can either:
  - Accept the decision of the Town Council;
  - Appeal the conditions to the Conservation Review Board/Ontario Municipal Board; or
  - Appeal the decision to refuse to the Conservation Review Board/Ontario Municipal Board.

Staff are available to assist in the application process and it is strongly recommended you consult them prior to submitting a Heritage Permit Application.

Under Section 33 (4) of the *Ontario Heritage Act*, Council shall render its decision within 90 days of the receipt of a complete Heritage Permit application. Within the 90 day period, Council must either consent to the application, consent to it subject to conditions or refuse the application. The 90 day period can be extended if the applicant agrees to the extension in writing with Council.



# Submission Requirements.

The Heritage Permit Application must be submitted in a form that provides Staff a clear understanding of specific details and visual representation of the proposed alterations to the historic property and the physical setting into which the changes are to occur.

**Every Heritage Permit Application submitted must include:**

- A completed application form.
- A survey plan of the property.
- A site plan of the property including front, rear and side setbacks.
- Plans, sections and elevations of the property clearly showing the existing property and how it is proposed to be changed; including changes to the roof.
- Details (including samples if necessary) of the proposed materials
- A justification for the proposed changes and how the applicant/agent consider the heritage attributes are being affected.
- Full details of any the existing and proposed doors and windows, if these are to be altered.

**Please note:**

- Applicants are strongly advised to discuss the proposed changes with Planning and Development staff prior to submitting an application.
- A Heritage Permit approval **MUST** precede issuance of any Building Permit.
- It is in the interests of the property owner to retain licensed professionals to undertake the design and execution of projects on Heritage properties.
- **Heritage Permit infractions may result in charges being laid against the owner in accordance with the *Ontario Heritage Act*.**
- Follow up site inspections will be conducted to ensure compliance with all the requirements of the Heritage Permit approval.
- **Under Section 33 (4) of the *Ontario Heritage Act*, Council shall render its decision within 90 days of the receipt of a complete Heritage Permit application. Within the 90 day period, Council must either consent to the application, consent to it subject to conditions or refuse the application. The 90 day period can be extended if the applicant agrees to the extension in writing with Council.**

If you have any questions regarding heritage matters please contact Anthony Wong on 905- 878- 7252 ext. 2565, or [Anthony.Wong@milton.ca](mailto:Anthony.Wong@milton.ca).