

TABLE 1: HERITAGE PERMIT: CLASSES OF ALTERATIONS

Type of Work		Heritage Permit Required		Heritage Permit Approval Authority
		For Contributing Resources	For Non-Contributing Resources	
Maintenance For the purposes of the Heritage Conservation District Plan, maintenance shall be defined as the routine, cyclical, non-destructive actions necessary to ensure the long-term conservation of a protected heritage resource, and its heritage attributes. Actions undertaken under the scope of maintenance should use the same type of material to maintain the cultural heritage value of a protected heritage resource, in keeping with the design, colour, texture, and other distinctive features that is to be maintained. Typical maintenance actions include: <ul style="list-style-type: none"> periodic inspections; general property cleanup of rubbish and refuse; general gardening; painting; replacement of broken glass in windows with same; replacement of asphalt shingles with same; and/or any work defined as maintenance within Part IV of the <i>Ontario Heritage Act</i> designation by-law or easement agreement 		No	No	No Heritage Permit Required
Interior Renovation		No	No	No Heritage Permit Required
Outbuilding	Erection of a small outbuilding not requiring a Building Permit and is not visible from the street and/or will not impact the identified heritage attributes of a contributing resource	No	No	No Heritage Permit Required

Type of Work		Heritage Permit Required		Heritage Permit Approval Authority
		For Contributing Resources	For Non-Contributing Resources	
Windows	Window replacement, same material, size, and design	No	No	Approval Authority Delegated to City Staff
	Window replacement, different material, size, or design, where window is visible from the street and/or may impact the identified heritage attributes of a contributing resource	Yes	No	
	Window open removal or addition, including skylight, where visible from the street and/or may impact the identified heritage attributes of a contributing resource	Yes	No	
	Shutter replacement, same material, size, and design	No	No	
	Shutter replacement, different material, size, or design	Yes	No	
	Shutter removal or addition	Yes	No	
Doors	Door replacement, same material, size, and design	No	No	Approval Authority Delegated to City Staff
	Door replacement, different material, size, or design where door is visible from the street and/or may impact the identified heritage attributes of a contributing resource	Yes	No	
	Addition of storm or screen door	No	No	
	Door opening removal or addition where visible from the street and/or may impact the identified heritage attributes of a contributing resource	Yes	No	
Roof	Re-roofing, same material and colour	No	No	Approval Authority Delegated to City Staff
	Re-roofing, different material or colour	Yes	No	
	Alteration to roofline	Yes	No	
Porch/Verandah	Porch/verandah replacement, same materials, size, and design	No	No	Approval Authority Delegated to City Staff
	Porch/verandah replacement, different materials, size, and design where visible from the street and/or may impact the identified heritage attributes of a contributing resource	Yes	No	
	Porch/verandah removal or addition where visible from the street and/or may impact the identified heritage attributes of a contributing resource	Yes	No	

Type of Work		Heritage Permit Required		Heritage Permit Approval Authority
		For Contributing Resources	For Non-Contributing Resources	
Cladding, Soffit & Fascia, and Trim	Soffit and/or fascia replacement, same materials	No	No	Approval Authority Delegated to City Staff
	Soffit and/or fascia replacement, different materials	No	No	
	Replacement of siding/cladding, same material, colour	Yes	Yes	
	Removal/installation of cladding/siding, different material, colour where visible from the street and/or may impact the identified heritage attributes of a contributing resource	Yes	Yes	
	Replication of decorative trim, same material, colour	No	No	
	Decorative trim removal or addition, different material, colour	Yes	No	
Other Exterior Alterations	New or increased parking areas (especially front yard)	Yes	Yes	Approval Authority Delegated to City Staff
	Repaving of existing parking area without expansion, same material	No	No	
	Repaving of existing parking area without expansion, different material	No	No	
	Addition or alteration visible from the street and/or may impact the identified heritage attributes of a contributing resource (e.g. solar panel)	Yes	Yes	
	Chimney repointing, same material, design	No	No	
	Chimney replacement, different material, design	Yes	No	
	Chimney removal or addition	Yes	No	
	Repair to eaves trough, same material, design	No	No	
	Repair to eaves troughs, different material, design	No	No	
	Addition of/change to eaves trough	No	No	

Type of Work		Type of Work		Heritage Permit Approval Authority
		For Contributing Resources	For Non-Contributing Resources	
Major Interventions	Erection of a new building or structure (requiring a Building Permit) on same property, where new building or structure is visible from the street and/or may impact the identified heritage attributes of a contributing resource	Yes	Yes	Council Approval Required
	Addition or major alteration visible from the street and/or may impact the identified heritage attributes of a contributing resource	Yes	Yes	
	Demolition of an existing structure (Demolition Permit)	Yes	Yes	
	Relocation of an existing structure to another location	Yes	Yes	

8.3.2 What is the Application Approval Process?

All applications for approval must follow the requirements of the *Ontario Heritage Act*. In order to do so, the application for alteration (heritage permit) process is as follows:

Step 1: Applicant meets with City heritage staff to discuss the proposed work and to review the application process.

Step 2: Applicant makes application.

Step 3: There are four versions of this step, depending upon the type of application (see the accompanying chart).

Heritage staff review the application and:

- a) grants the application with no conditions;
- b) grants with conditions;
- c) refuses the application; or
- d) determines that the application is a major alteration requiring further review by the Municipal Heritage Committee and approval by Council.

In the case of c) or d), Heritage staff submits a report with the application to the Municipal Heritage Committee. The Municipal Heritage Committee reviews the report and application and makes recommendations to Council. Council can then decide to grant, grant with conditions, or refuse the application. The applicant has the right to appeal refusal to the OMB (under Section 44 of the *OHA*). In addition, staff or an applicant has the option to request that any application be forwarded to the Municipal Heritage Committee for their consideration.

APPLICATION FOR ALTERATION PROCESS

