



HERITAGE PERMIT APPLICATION

DATE FILED: _____ APPLICATION NO: _____

**THE ACCURACY AND COMPLETENESS OF THIS APPLICATION
IS THE RESPONSIBILITY OF THE APPLICANT.**

Alterations of and/or demolition to properties and structures designated under the Ontario Heritage Act require the approval of Municipal Council. This approval is obtained thru the submission of a Heritage Permit Application to the Loyalist Township Heritage Committee which is an advisory body to the Township Council under the Ontario Heritage Act. All recommendations of the Committee are taken to Council meetings for final approval.

The intent of the designation by-law is to conserve the heritage attributes of the property with a Part IV designation (individual properties) and properties with a Part V designation (Heritage Conservation District). Designation, however, does not prohibit alterations. Designation provides a process to ensure that the changes respect the heritage value of what exists and do not alter the property in such a way as to diminish the reasons for designation.

The property owner(s) will make an appointment with a member of the Heritage Committee and Loyalist Township Staff for an on-site consultation. After the consultation is completed the property owner will receive an email outlining the topics discussed during the consultation. The property owner(s) will then submit a completed draft of the Heritage Permit Application form to the Heritage Committee for an informal review to ensure all the required information has been properly filled out in detail.

Any heritage properties with an easement agreement with the Ontario Heritage Trust (OHT) must get the approval of the OHT first.

If the property is within a Heritage Conservation District, Part V of the Ontario Heritage Act, please consult the Heritage Conservation District Plan for further information.

This application shall be filed with the Planning Division c/o Loyalist Township Heritage Committee at 18 Manitou Crescent W in Amherstview. Applications can be mailed to:

Loyalist Township
C/O Loyalist Township Heritage Committee
18 Manitou Crescent W
Amherstview, ON K7N 1S3

Please attend the meeting of Loyalist Township Heritage Committee at which this application will be considered in order to be available to answer any necessary questions from the Committee.

Failure to provide a complete application, which will meet the Building Department standards for issuance of a building permit, or to be available at the meeting to answer questions, may result in deferral by the Loyalist Township Heritage Committee.

If you require assistance with this form, please do not hesitate to contact at the Township Planning Division at 18 Manitou Crescent W, Amherstview ON. 613-634-2159 ext. 208 or ext. 101.

SECTION ONE (Information Regarding Owner/Applicant)

The undersigned hereby applies to the Loyalist Township Heritage Committee of the Corporation of Loyalist Township pursuant to Sections 33, 34 and 42 of the Ontario Heritage Act, R.S.O. 1990, as amended, for alteration or addition as described in this application.

1.1 Name of Owner(s) _____

Address _____ Apt _____

City/ Township _____ Province/ State _____

Postal Code/ Zip Code _____

Phone No# _____ Fax No# _____

Email _____

1.2 Name of Solicitor or Authorized Agent _____

Agency _____

Address _____ Apt _____

City/ Township _____ Province/ State _____

Postal Code/ Zip Code _____

Phone No# _____ Fax No# _____

Email _____

(Print) _____
Owner's Name

(Print) _____
Agent's Name

Signature of Owner(s)

Signature of Agent

If the application is signed by an agent, the owner's written authorization for the agent to act, shall accompany this application.

SECTION TWO (Property and/or Structure)

2.1 Assessment Roll Number _____
Civic Address _____
Part Lot Number _____, Concession _____
Lot Number _____, Registered Plan Number _____
Reference Plan Number _____

2.2 Designation By-Law Number _____
Heritage Act Designation under Section IV (Structure) _____
Section V (District) _____
District Name/Location _____

2.3 Are there any other Heritage Designations or Easements located on this site? If yes, please specify (eg. Ontario Heritage Trust Easements). If yes, please obtain approval from the Trust for the proposed alterations to heritage attributes on the property and attach it to this permit.

SECTION THREE (Alteration, Demolition or Addition)

- 3.1 Description of work (please check the appropriate work and provide specific nature of work on the lines below).

For identified attributes as described in the by-law or the heritage district plan is the nature of the work for:

_____ Conservation
_____ Restoration
_____ Reconstruction

General:

_____ Construction of New Structure
_____ Addition to Existing Structure
_____ Alteration to Existing Structure
_____ Addition and Alterations to identified attributes as described in the by-law or heritage district plan.
_____ Signage
_____ Exploratory Work
_____ Other (please describe)
_____ Demolition of Structure

Nature of Work _____

- 3.2 Have you applied for a Building Permit? If yes, please state when and, if it was issued, the date of issuance.

☐ No

☐ Yes: ____ / ____ / ____
DD MM YYYY

3.3 Have you filed for a Site Plan Control Application? If yes, please indicate the date of the application.

☐

No

☐

Yes:

____ / ____ / ____
DD MM YYYY

3.4 Attach a full description of work following these guidelines. Include a complete written description of the work to be approved by the Heritage Committee.

Descriptions must include:

- Written specifications of the proposed alteration, demolition or removal,
- detailed photos (including photographs of the heritage attributes, close-ups and contextual shots),
- clear measured drawings,
- paint swatches, if any repainting will be required,
- detailed construction plans, and
- any other sketches submitted. (please note any attachments)

3.5 Drawings to scale indicating the existing structure to include:

- overall dimensions
- specific sizes of building elements (signs, windows, awnings, etc)
- detail information including trim, siding, moldings, etc
- electrical/mechanical information (if applicable)
- materials to be used (these must also be included in the written description of the project)
- construction methods and means of attachment (these must also be included in the written description of the project)

3.6 Along with construction drawings, and scaled drawings, the applicant may also (but not in lieu of) submit a sketch of any alterations, made over a photo or freehand.

3.6 Colour photographs of the structure, including general photos and photos of the special areas under consideration.

3.7 The applicant must also clearly list the reasons for the proposed alteration, addition or demolition, and the potential impact to the historical attributes on the property.

3.8 Please submit any technical cultural heritage studies that are relevant to the proposed alteration, addition or demolition.

3.9 It is the applicant's responsibility to address issues relating to public safety and correct building practices and by-law regulations.

3.10 Although it is not a requirement to obtain professional assistance in the preparation of this information, the applicant may wish to seek such assistance from an architect, architectural technologist, draftsman or others familiar with the assessment of building types and the gathering together of building documents. The property owner can apply for a designated property grant to offset the costs of obtaining professional assistance.

- 3.11 The Committee must be able to clearly understand the specific details of any alterations to the designated historic property and the general physical setting into which the changes are being installed.

The Committee's role in such applications is to be sufficiently informed so they can offer advice to the applicant and to Council.

SECTION FOUR (General Requirements)

Alterations to structures designated under Part IV and Part V of the Ontario Heritage Act should meet the following criteria:

- 5.1 **Conservation:** Maintenance and on-going repair should be a primary goal to assure the integrity of the exterior skin from moisture penetration, air infiltration, frost action and infestation.
- 5.2 **Restoration:** involves revealing, recovering or representing the state of a historic place or of an individual component, as it appeared at a particular period in its history, as accurately as possible, while protecting its heritage value.
- 5.3 **Proportion:** Original proportions of the structure should be conserved or replicated, where missing, to original specifications.
- 5.4 **Style:** Alterations to existing buildings should respect the original style of structure. Owners should contact Loyalist Township Heritage Committee or an Architect to ascertain the period and style of a structure when uncertain.
- 5.5 **Balance:** Existing openings should be conserved to maintain the original balance of solids and voids on the building facade.
- 5.6 **Roof:** Original roof form, materials and details should be conserved or replicated if missing. When replaced by later materials, the materials should be compatible with the building style.
- 5.7 **Materials:** Original building fabric should be conserved. It is preferable that building materials, typical of the original period or of the design be used in renovation. Materials used on additions should be sympathetic in colour, texture, scale and detail but can be contemporary, representing the period of the addition.
- 5.8 **Massing:** Additions should not adversely alter the apparent mass of the structure as viewed by the public domain. It is therefore preferable that existing building heights and building setback be maintained.
- 5.9 **Windows:** Original windows should be conserved, where missing or altered, windows should be rebuilt to replicate, original design, materials and proportion. For more information please review the Loyalist Township policy on Window Renovations for Heritage Buildings.
- 5.10 **Facades and Storefronts:** Original facades and storefronts should be conserved. New storefronts should either be a historical replication or of a sympathetic contemporary design.
- 5.11 **Architectural Details:** Architectural details, particularly decorative details are frequently missing due to lack of maintenance over time. The style of many buildings of the nineteenth century were dependent upon decorative details to provide character to identified attributes. The decorative elements were integral to the style. Repair and replication of these details is encouraged for renovations to historic buildings.

Eight Guiding Principles in the Conservation of Built Heritage Properties

The following guiding principles are ministry statements in the conservation of built heritage properties and are based on international charters which have been established over the century. These principles provide the basis for all decisions concerning good practice conservation around the world.

1. **RESPECT FOR DOCUMENTARY EVIDENCE:**
Do not base restoration on conjecture. Conservation work should be based on historic documentation such as historic photographs, drawings and physical evidence.
2. **RESPECT FOR THE ORIGINAL LOCATION:**
Do not move buildings unless there is no other means to save them. Site is an integral component of a building or structure. Change in site diminishes cultural heritage value considerably.
3. **RESPECT FOR HISTORIC MATERIAL:**
Repair/conserve - rather than replace building materials and finishes, except where absolutely necessary. Minimal intervention maintains the heritage content of the built resource.
4. **RESPECT FOR ORIGINAL FABRIC:**
Repair with like materials. Repair to return the resource to its prior condition, without altering its integrity.
5. **RESPECT FOR THE BUILDING'S HISTORY:**
Do not restore to one period at the expense of another period. Do not destroy later additions to a building or structure solely to restore to a single time period.
6. **REVERSIBILITY:**
Alterations should be able to be returned to original conditions. This conserves earlier building design and technique. e.g. When a new door opening is put into a stone wall, the original stones are numbered, removed and stored, allowing for future restoration.
7. **LEGIBILITY:**
New work should be distinguishable from old. Buildings or structures should be recognized as products of their own time, and new additions should not blur the distinction between old and new.
8. **MAINTENANCE:**
With continuous care, future restoration will not be necessary. With regular upkeep, major conservation projects and their high costs can be avoided.

SECTION FIVE (Sworn Declaration)

I/We _____ are the
owner(s) of the property at _____.

I/We hereby swear that all information and attachments contained in this application are true to the best of my
knowledge.

_____	_____
Signature of Applicant	Date

_____	_____
Signature of Applicant	Date