



Planning, Building and Development Services
1593 Four Mile Creek Road
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Niagara-on-the-Lake Heritage Permit Application

Process for Submission of Heritage Permit Applications for Part IV and Part V Designated Heritage Properties

It is the policy of the Town of Niagara-on-the-Lake Planning, Building and Development Services Department that all applicants must consult with Heritage Staff prior to submitting a Heritage Permit Application.

Process for submission of a complete Heritage Permit Application:

1. Hold a Pre-consultation Meeting with Heritage Staff and applicant prior to submission of an application. The purpose of the Pre-consultation Meeting is for the applicant to provide an overview of the application and for Staff to identify any required plans and information for a complete application.
2. Submit a complete Heritage Permit Application, signed by the *property owner(s)* in both digital and hard copy format, including all required supporting information as identified in the Pre-consultation meeting with Heritage Staff, to the satisfaction of Heritage Staff and the Director of Building, Planning and Development Services.

Heritage Permit applications are to be filed with the Town of Niagara-on-the-Lake Planning, Building and Development Services Department, to the attention of Heritage Staff. Applications will not be processed until they are complete. A detailed list of plans and information that may be required by Staff with any Heritage Permit Application is attached as Appendix B.

For further information and to arrange for a Pre-consultation Meeting with Heritage Staff, please contact the Planning, Building and Development Services Department and ask to speak with Heritage Staff.

Town of Niagara-on-the-Lake
Planning, Building and Development Services Department
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HERITAGE PERMIT APPLICATION FORM

Under the *Ontario Heritage Act, R.S.O. 1990, c. O.18 (as amended)*

1. PROPERTY OWNER INFORMATION

PROPERTY OWNER NAME		
PROPERTY OWNER MAILING ADDRESS		
STREET NUMBER	STREET NAME	PO BOX
CITY	PROVINCE	POSTAL CODE
PHONE NUMBER	ALTERNATE PHONE NUMBER	
EMAIL ADDRESS ***		
IS THE APPLICANT ALSO THE OWNER OF THE PROPERTY?		
<input type="checkbox"/> YES (IF YES PROCEED TO SECTION 3) <input type="checkbox"/> NO		

2. APPLICANT INFORMATION (IF AN AGENT HAS BEEN AUTHORIZED)

APPLICANT NAME		
APPLICANT MAILING ADDRESS		
STREET NUMBER	STREET NAME	PO BOX
CITY	PROVINCE	POSTAL CODE
PHONE NUMBER	ALTERNATE PHONE NUMBER	
EMAIL ADDRESS ***		

*** By providing an e-mail address you agree to receive communications and notices from the Town and the Municipal Heritage Committee by email

3. SUBJECT PROPERTY(IES) INFORMATION

MUNICIPAL ADDRESS

LEGAL DESCRIPTION

ROLL NUMBER

ONTARIO HERITAGE ACT DESIGNATION:

☐ PART IV ☐ PART V

IS THE PROPERTY IN THE TOWN'S IDENTIFIED AREA OF ARCHAEOLOGICAL POTENTIAL?

☐ YES ☐ NO**4. PROPOSED ALTERATIONS**

(a) Specify, in detail, all proposed alterations to the property and structures on the property. Attach additional pages as necessary:

(b) Explain the reasons for the proposed alteration:

(c) Explain how the proposal enhances the cultural heritage attributes of the property and/or meets the policies of the Heritage Conservation District Plan:

(d) Are any alterations proposed to trees or landscaping? If so, please explain.

HERITAGE ATTRIBUTE(S) TO BE IMPACTED	EXISTING MATERIAL	PROPOSED MATERIALS & COLOURS
Exterior treatment		
Roof		
Trim		
Doors		
Windows		
Porch/Verandah		
Fencing		
Landscaping		
Interior features		
Other		

5. OTHER APPLICATIONS / PERMITS THAT MAY BE REQUIRED:

- | | |
|--|--|
| <input type="checkbox"/> BUILDING PERMIT | <input type="checkbox"/> PLANNING APPLICATION(S) |
| <input type="checkbox"/> TREE REMOVAL PERMIT | <input type="checkbox"/> SIGN PERMIT |
| <input type="checkbox"/> OTHER: _____ | |

6. INFORMATION & PLANS REQUIRED FOR A COMPLETE HERITAGE PERMIT APPLICATION

Information/Plans typically required with a Heritage Permit Application are identified by Staff through the Pre-Consultation process. Please check off all required information as identified by Staff through Pre-consultation:

- ☐ Heritage Pre-Consultation Form
- ☐ Site Plan (including buildings and structures on site and setbacks to property lines)
- ☐ Building Elevations (including height of all existing and proposed structures)
- ☐ Recent photos of all building elevations (taken within 2 months of application submission)
- ☐ Proposed materials / paint colours / specifications for materials
- ☐ Floor Plans
- ☐ Cultural Heritage Evaluation Report / Heritage Impact Assessment
- ☐ Conservation Plan / Temporary Protection Plan
- ☐ Arborist Report / Tree Inventory
- ☐ Landscape Plans
- ☐ Other: _____
- ☐ Other: _____

7. OWNER DECLARATION AND AUTHORIZATION

I hereby certify that I am the property owner or their authorized agent and that the above information is true to the best of my knowledge.

I have reviewed the submission requirements and understand that incomplete applications may not be accepted.

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 Heritage Planning Staff may result in work stoppage and charges and/or fines under the *Ontario Heritage Act*.

I/We the Owner(s) of the subject property, and the applicant(s) of this subject application, by signing this application agree to allow either Town Staff and/or a Committee Member of the Niagara-on-the-Lake Municipal Heritage Committee the right to enter onto my property, as necessary, to view & photograph the property for the proposal. Failure to allow access onto the property may result in the application being considered incomplete.

The applicant acknowledges that the Municipality considers the application forms and all supporting materials including studies, drawings and photos, filed with any application to be public information and to form part of the public record. With the filing of an application, the applicant consents and hereby confirms that the consent of the authors of all supporting reports have been obtained, to permit the Municipality and Region to release the application and any supporting materials either for its own use in processing the application, or at the request of a third party, without further notification to, or permission from, the applicant.

OWNER NAME (PRINT): _____

OWNER SIGNATURE: _____

DATE: _____

EMAIL ADDRESS***: _____

*** By providing an e-mail address you agree to receive communications and notices from the Town and the Municipal Heritage Committee by email

OFFICE USE

DATE OF NOTICE OF RECEIPT AS REQUIRED UNDER THE OHA:

Appendix B - Required Plans and Information for Heritage Permit Applications

The following is a list of any plans and information that may be required by Staff for any Heritage Permit Application. The level of detail required with these plans should be confirmed by Town Heritage Staff. Staff have used typical names for various studies and reports; however, the list should not be considered to be limited by a report/study name.

Required plans and information that may be required with a Heritage Permit Application:

- Historical documentation in the form of photos, written records, maps, fire insurance plans, aerial photos, sketches, paintings or drawings, etc.
- Information related to existing conditions including recent photos of existing conditions (taken within the last 2 months of application submission) for all elevations likely to be impacted by a project
- Property information including Registered Surveys prepared by an Ontario Land Surveyor, survey sketch, site plan drawings, aerial photographs, contour mapping, Property Index Map and Parcel Registers (including all PIN printouts and Legal Instruments), etc.
- Architectural drawings, including scaled building elevation drawings, perspective drawings and 3-D drawings and coloured renderings, floor plans, streetscape renderings including adjacent buildings, design details for individual heritage attributes (ie – door and window trim), etc.
- Specifications for building materials and colours, paint colours
- Assessment of Cultural Heritage Value and Impacts including Cultural Heritage Evaluation Reports, Heritage Impact Assessments, Streetscape Studies, Cultural Heritage Landscape Study, etc.
- Plans for on-going conservation of heritage resources including Conservation Plan, Temporary Protection Plan, Salvage/Documentation Reports, Commemoration Briefs, Heritage Interpretation Plans, etc.
- Plans related to landscapes and vegetation including Landscape Plans, Planting Plans, Arborist Report and Tree Inventories, etc.
- Plans assessing impacts to archaeological resources including Archaeological Assessment Reports to be prepared by a Archaeologist licensed by the province of Ontario, and all associated Ministry Compliance Letters
- Plans assessing seemingly indirect impacts including Vibration Emission Studies, Shadow Analysis, Photometric/Lighting Plan, etc.
- Peer-review of any plans or studies to be prepared at applicant's cost.