

## HPO Office Designation and Alteration Tool Kits and Templates

500 George St. N.  
Peterborough, ON K9H 3R9  
Phone: (705) 742-7777 Ext. 1489  
Fax: (705) 748-8824  
e-mail: [ehanson@peterborough.ca](mailto:ehanson@peterborough.ca)



City of  
**Peterborough**

# Part IV Heritage Designation Tool Kit and Application

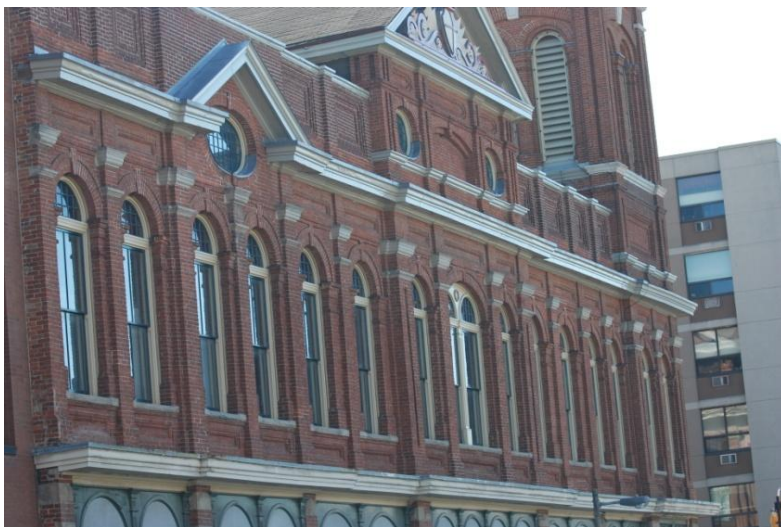
## What is this Tool Kit for?

This information package provides an introduction to the designation process. In this tool kit, you will find information about why designation is important, an overview of significant legislation like the Ontario Heritage Act, and the process by which properties are designated. There is also information about how alterations to heritage properties are regulated, and about financial incentives for owners of designated properties.



*The Ellen Walsh House – 512 Dickson St.*

*Photo Credit: HPO*



*The Market Hall – Photo Credit: HPO*

## What is Designation, and why Designate?

Designating properties under the Ontario Heritage Act helps to ensure the protection and preservation of sites that are culturally and historically significant to Peterborough. It also highlights the City's most distinctive architectural and landscape characteristics, and helps to attract tourist dollars. Designation

## HPO Office Designation and Alteration Tool Kits and Templates

ultimately helps to preserve historic sites for future generations, and acts to remind us of significant people, events, and periods in history on local, provincial, national, and even international levels.

### **What is the Ontario Heritage Act?**

The Ontario Heritage Act is the primary provincial legislation that regulates the designation of heritage sites and alterations to these sites over time. The Act is intended to help prevent culturally and historically significant buildings, neighbourhoods, archaeological sites, and landscapes from being destroyed or otherwise altered in ways that would damage their heritage value.

Designated properties, including houses; significant buildings like schools, churches, and town halls; historic neighbourhoods; and other cultural landscapes and features are regulated under Part IV and Part V of the Ontario Heritage Act. Part IV pertains specifically to the protection of individual properties, while Part V regulates whole districts that have been recognized as having significant heritage value.

This tool kit applies only to the designation of properties under [Part IV of the Ontario Heritage Act](#) – though it is important to note that properties which lie inside designated heritage districts will need a heritage alteration permit for certain kinds of work as well.



*Hunter Street - Photo Credit: HPO*

### **What does Designation mean?**

Designated properties are recognized by the municipality as having significant cultural or historic value that should be preserved and maintained. According to [Part IV, Section 33](#) of the Ontario Heritage Act, the approval of the municipality is required in order to perform construction or demolition work that will alter the heritage attributes of a designated property. This approval must be granted before a building permit can legally be issued. When making alterations or performing regular maintenance on a designated property, the HPO can provide property owners with the expert advice on how to complete such work in ways that preserve the property's heritage attributes. Financial incentives are also available to help many owners of heritage properties with restoration and maintenance costs, including the City of Peterborough's Heritage Property Tax Relief Program (HPTRP). **However, it is important to note owners of designated properties are not automatically eligible for tax relief, and the process of applying for the HPTRP is separate from that of designation.**

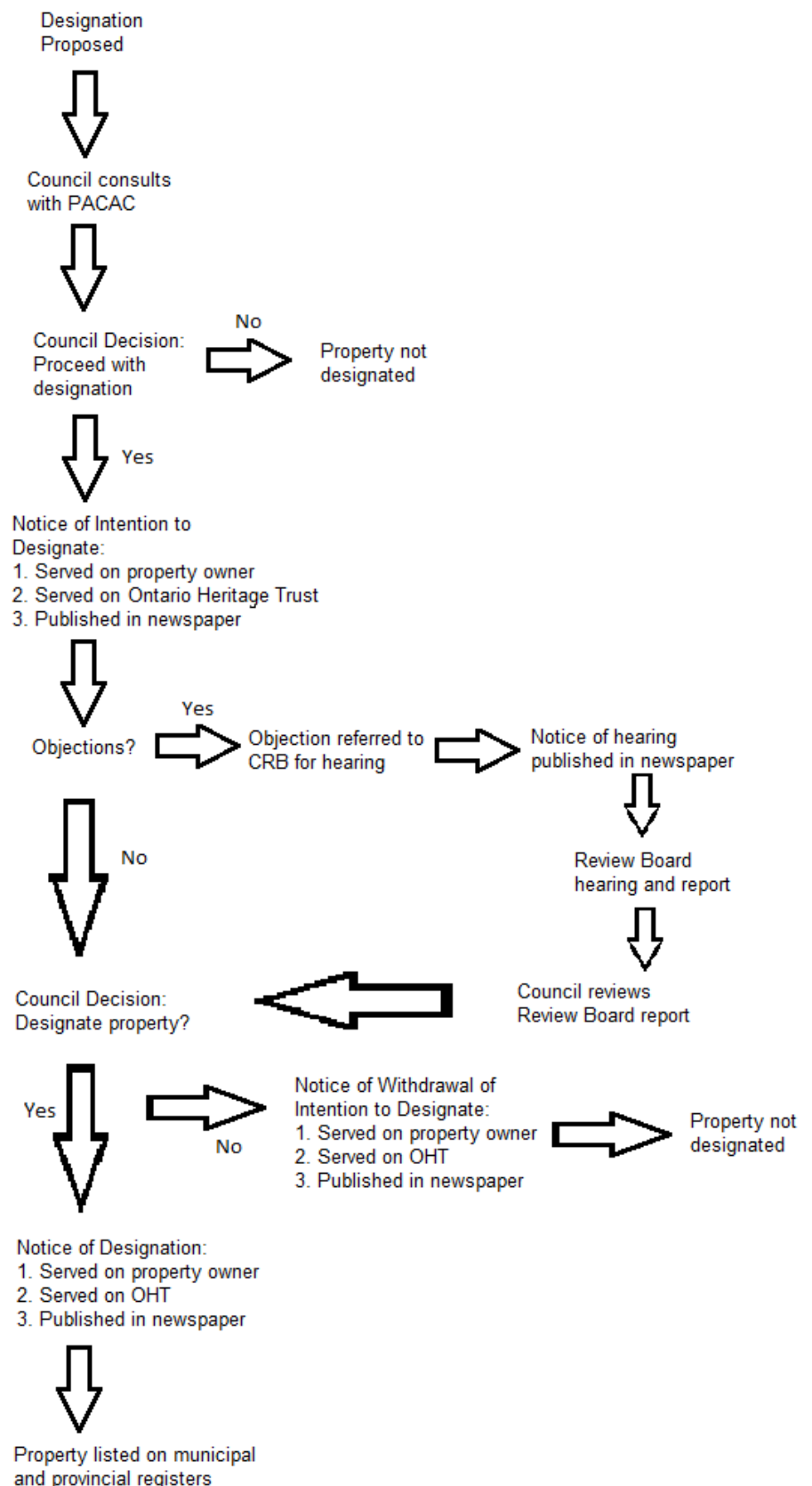
### **How are properties Designated?**

The designation process begins either when the owner of a property submits an application to the City to have their property considered, or City Council or the Peterborough Architectural Conservation Advisory Committee (PACAC) recognizes the potential heritage value of a property. Research on the property's historical and cultural significance will then commence. Based on the results of this research, a Designation Brief will be prepared. PACAC will review the completed brief and send a report to City Council with their recommendation for the property to be designated. Once a property is determined to be eligible for designation, and Council issues its Notice of Intention to Designate, there follows a 30 day period in which parties may object to the designation. If, after 30 days, there are no objections to the Intention to Designate, the City Clerk will submit the proposed designation by-law to City Council. Once it is passed, the by-law is then registered on title at the Land Registry Office and a copy will be sent to the property owner for their records. Even if a designated property is sold, the by-law remains on title.

## HPO Office Designation and Alteration Tool Kits and Templates

If there are objections to Council's decision to designate, a hearing that is open to the public will be held by the Provincial Conservation Review Board (CRB) in which the objectors may present their case for opposing the designation. After considering the arguments of both parties, the CRB will make a recommendation to City Council, which may then take up to 30 days to make the final decision regarding the proposed by-law.

**It is important to note that the recommendation of the CRB is not binding on the municipality, which may proceed with the passage of the by-law. In certain cases an owner may have further recourse through and appeal to the Ontario Municipal Board.**





HPO Office Designation and Alteration  
Tool Kits and Templates

**Additional Information**

*For a sample designation by-law, see document appended to this tool kit.*

*Peterborough Heritage Preservation Office Contact Information:*

500 George St. N. Peterborough, ON K9H 3R9

Phone: (705) 742-7777 Ext. 1498 Fax: (705) 748-8824

e-mail: ehanson@peterborough.ca

*Additional Links:*

City of Peterborough Heritage Website:

[http://www.peterborough.ca/Living/Arts\\_Culture\\_amp\\_Heritage/Heritage\\_Preservation.htm](http://www.peterborough.ca/Living/Arts_Culture_amp_Heritage/Heritage_Preservation.htm)

Ontario Heritage Act: <http://www.ontario.ca/laws/statute/90o18>

Ontario Heritage Tool Kit – Individual Properties (Internet Explorer, only!):

[http://www.mtc.gov.on.ca/en/publications/Heritage\\_Tool\\_Kit\\_DHP\\_Eng.pdf](http://www.mtc.gov.on.ca/en/publications/Heritage_Tool_Kit_DHP_Eng.pdf)

Ontario Heritage Tool Kit – Heritage Conservation Districts (Internet Explorer Only):

[http://www.mtc.gov.on.ca/en/publications/Heritage\\_Tool\\_Kit\\_HCD\\_English.pdf](http://www.mtc.gov.on.ca/en/publications/Heritage_Tool_Kit_HCD_English.pdf)

Ontario Heritage Trust website: <http://www.heritagetrust.on.ca/Home.aspx>

The Standards and Guidelines for the Conservation of Historic Places in Canada:

<http://www.historicplaces.ca/media/18072/81468-parks-s+g-eng-web2.pdf>

Canadian Register of Historic Places website:

<http://www.historicplaces.ca/en/home-accueil.aspx>

Below is a sample of a Designation by-law.

# THE CORPORATION OF THE CITY OF PETERBOROUGH

## BY-LAW NUMBER 14-0XX

### BEING A BY-LAW TO DESIGNATE A CERTAIN PROPERTY IN THE CITY OF PETERBOROUGH UNDER THE ONTARIO HERITAGE ACT, R.S.O. 1990, c. O.18

THE CORPORATION OF THE CITY OF PETERBOROUGH BY THE COUNCIL  
THEREOF HEREBY ENACTS AS FOLLOWS:

1. That the hereinafter described property be and is hereby designated to be of historical and architectural value or interest pursuant to the provisions of the Ontario Heritage Act, R.S.O. 1990, c. O.18, for the reasons hereafter stated:
  - a) 201 McDonnell Street - the Peterborough Collegiate and Vocational Institute (PCVS)

LOT 3 WEST OF GEORGE STREET & SOUTH OF MCDONELL STREET  
PLAN 1 TOWN OF PETERBOROUGH;  
LOT 4 WEST OF GEORGE STREET & SOUTH OF MCDONELL STREET  
PLAN 1 TOWN OF PETERBOROUGH;  
LOT 5 WEST OF GEORGE STREET & SOUTH OF MCDONELL STREET  
PLAN 1 TOWN OF PETERBOROUGH;  
LOT 6 WEST OF GEORGE STREET & SOUTH OF MCDONELL STREET  
PLAN 1 TOWN OF PETERBOROUGH; PETERBOROUGH CITY

#### REASON FOR DESIGNATION

Located on the south side of McDonnell Street mid-block between George and Aylmer Streets, the school is a prominent and integral part of an assembly of monumental late 19<sup>th</sup> and early 20<sup>th</sup> century civic buildings which frame Confederation Square.

PCVS is architecturally significant as an expression of collegiate architecture rendered at a time of rapid growth and economic optimism for the City of Peterborough. The building's design represents a transition from the formidable presence of the Romanesque Revival style in the late

Victorian era to a lighter, more refined expression of progress presented by the Beaux Arts or Classical Revival style which came to characterize Edwardian design in Canada.

The current building complex is the oldest secondary school in Peterborough and traces its roots to the Peterborough Government School opened by Reverend Samuel Armour in 1826. The cornerstone for the Peterborough Collegiate Institute (PCI) was laid on July 31, 1907 and the school, built to the design of John Belcher, was completed in time for classes to begin in September of 1908. In 1927 a vocational school wing was added and PCI became Peterborough Collegiate and Vocational Institute (PCVS). In 1966 a gymnasium by Craig, Zeidler and Strong was added to the south side of the original 1907 school. In the course of its history the school has graduated nationally and internationally renowned artists, business leaders and politicians including Serena Ryder, Evelyn Hart, Sean Cullen, Jim Balsillie and Lester B. Pearson.

### HERITAGE ATTRIBUTES

The Reasons for Designation include the following heritage attributes and apply to all elevations and the roof including all facades, entrances, windows, chimneys, and trim, together with all construction materials, their related building techniques and landscape features.

#### Exterior Elements:

##### 1907 School:

- a) Eastern orientation of building towards Confederation Square
- b) Rectangular form of three storey structure
- c) Raised foundation of rusticated limestone
- d) Roof system
- e) Romanesque main entry
- f) Arched entry of dressed limestone with a semicircular transom
- g) Crenellated pilasters flanking main entrance
- h) Window openings
- i) Large Palladian window above main entry with rusticated limestone voussoirs
- j) Shallow roof dormer above main entry
- k) Recessed central section of north and south elevations
- l) Four massive chimneys
- m) Large gable-roofed dormers centred in the north and south elevations.
- n) Two storey bow windows with semi-conical roofs
- o) Limestone detailing including, but not limited to window sills and string courses
- p) Pair of short decorative posts anchoring east elevation wall dormer.

HPO Office Designation and Alteration  
Tool Kits and Templates

1927 Addition:

- a) Limestone entry including entry doors
- b) Limestone detailing including, but not limited to window sills and coping stones
- c) Three storey projecting entry bay with stepped parapet
- d) Window openings and existing windows and frames
- e) Crenellated parapet roof line
- f) Arched entries and projecting entry bays on west elevation

Interior Elements:

- a) Original wooden passage doors with glazing including transoms
- b) Decorative woodwork including door and window jambs, casings, cornice mouldings, plinth blocks and applied features
- c) Original cabinetry in classrooms halls and offices
- d) Wainscoting in halls, stairwells, classrooms and offices
- e) Wooden stair rails including handrails, newels and balusters
- f) Wood capped steel stair railings including newel posts with polished brass finials
- g) Glass and wood partitions in hallways and classrooms
- h) Stained glass in door transoms
- i) Interior window units in hallways
- j) Skylight in third floor classroom
- k) Wood partition in small gymnasium including track system
- l) Carved marble panel over the auditorium entrance
- m) "Our Un-returning Brave" 1914-1918 plaque in main hall
- n) 1939-1945 memorial carving
- o) Run in place plaster cornice mouldings
- p) Hardwood and terrazzo flooring
- q) Scoring pattern on walls in hallways simulating cut stone walls
- r) Marble clad entrance arches at 1927 main entrance including inlaid tiles framing archways
- s) Marble wall cladding and stairs at 1927 main entrance
- t) Tin ceilings in hallways, offices and classrooms
- u) All fixtures in the auditorium and projection room
- v) School bells
- w) Freight elevator in basement

By-law read a first, second and third time this 8<sup>th</sup> day of September, 2014

(Sgd.) Daryl Bennett

(Sgd.) John Kennedy, City Clerk



500 George St. N.  
Peterborough, ON K9H 3R9  
Phone: (705) 742-7777 Ext. 1489  
Fax: (705) 748-8824  
e-mail: [ehanson@peterborough.ca](mailto:ehanson@peterborough.ca)



City of  
**Peterborough**

## Part IV Heritage Designation Application

Please note that after your application is submitted, designation of a Part IV property may take as long as a year before the process is completed.

Please append to this form any photographs, plans, drawings, detailed descriptions of the property, historical records, and other records that provide basic historical context for the proposed designation.

### Part A – Heritage property information

Address:		Postal Code:																
City:	Peterborough							Province:	Ontario									
Roll Number:					-			-										

### Part B – Applicant information

Property Owner:																							
Address:																							
City:											Province:												
Phone Number:					-					-					Postal Code:								
Email:																							

## Part C – Application generated by:

### Source of Designation Request

- ☐ Owner
- ☐ Community
- ☐ City Council
- ☐ Heritage Preservation Office
- ☐ Peterborough Architectural Conservation Advisory Committee (PACAC)

## Part D – List of documentation appended to this form

## Part E – Property owner declaration

Check the appropriate statement:

- ☐ I, the Applicant, am the sole owner of the property for which this application is made.
- ☐ I, the Applicant, am one of the owners of this property and have received express authorization from all other property owners to make this application for designation.
- ☐ I, the Property Owner, acknowledge that the community recognizes the heritage value of the property and wishes to have it designated.

Name:		Date:					-			-		
Signature:	<div style="text-align: right; margin-right: 50px;"> Y   Y   Y   Y       M   M       D   D </div>											

500 George St. N.  
Peterborough, ON K9H 3R9  
Phone: (705) 742-7777 Ext. 1489  
Fax: (705) 748-8824  
e-mail: [ehanson@peterborough.ca](mailto:ehanson@peterborough.ca)



City of  
**Peterborough**

## **Heritage Alteration Permit Application Tool Kit for Part IV Designated Properties**

### **What is this Tool Kit for?**

This information package provides an introduction to the process of submitting a heritage alteration permit application. In this tool kit, you will find information on what kinds of work do, and do not require a heritage alterations permit, and the procedure by which permit applications are reviewed and processed. Please do not submit an application for a heritage alterations permit unless you are ready to start work. However you may contact the Heritage Preservation Office (HPO) to arrange a pre-consultation. This tool kit focuses on individual properties designated under [Part IV of the Ontario Heritage Act](#), based on the requirements listed under [Section 33](#) of the Ontario Heritage Act.

Please note that some alterations will also require a building permit. Building permits can only be issued after a heritage alterations permit application has been approved. The documents appended to your heritage permit application should include such materials as plans, photographs, drawings, contractor quotes, project specifications, and any required proof of planning approvals. Information on obtaining building permits can also be found on the [Building Division's web page](#).

### **What requires a Heritage Alteration Permit?**

- All new construction or additions to the property such as: new buildings, new dormer windows, garages, etc.
- Demolitions (full or partial)

## HPO Office Designation and Alteration Tool Kits and Templates

- Extensive Landscaping, if the landscape is identified as a heritage attribute, or if landscaping will directly impact the structure
- Alterations or additions to existing buildings or structures such as: applying new siding to exterior walls, cladding or replacing fascia, soffits, trim, or other original details; covering original brickwork or foundations with stucco or parging; or removing, altering, or replacing original chimney stacks
- Replacement of or alterations to existing windows and doors, or the openings for windows and doors
- Installation or removal of fences, gates, trellises, arbors, or gazebos which are listed as heritage attributes
- Removing, altering, or replacing original decorative elements such as metal crest rails, wooden brackets, finials, decorative urns, frieze bands, stone carvings, and shutters
- Painting unpainted masonry
- Installing exterior heating/cooling units
- Installing signage and awnings
- Health, safety, or accessibility modifications
- Cleaning and re-pointing masonry
- Reconstructing or altering features that have been recognized as heritage attributes

### **What does not require a Heritage Alteration Permit?**

- Re-roofing with the same material
- Most interior work (unless designation includes interior heritage attributes)
- Painting (except unpainted masonry)
- Repairing or replacing eaves troughs and downspouts (unless they have been recognized as heritage attributes)
- Installing satellite dishes (unless they will cause irreparable harm to a heritage attribute)

## HPO Office Designation and Alteration Tool Kits and Templates

- Planting or removing minor vegetation
- Routine maintenance and other repairs to existing materials

### **How does the application process work?**

The application process to obtain a permit for altering a heritage property can be broken down into five steps. It is important to remember that this process may take several months to complete depending on the scope of the application.

- 1) The property owner applies for a heritage alteration permit to alter a designated site or building.
- 2) The HPO in consultation with the Peterborough Architectural Conservation Advisory Committee (PACAC), as required, reviews the property owner's application, and depending on the scope of the proposed work, may make a recommendation to Council for its approval.
- 3) The HPO or PACAC, and if necessary City Council, approves the application, approves it with terms and conditions, or does not approve the application, and notifies the property owner of their decision within 90 days.
- 4) The property owner has an opportunity to object to the decision within 30 days of receiving notice of the City's decision.
- 5) If the property owner objects to the decision, a hearing with the Provincial Conservation Review Board will be arranged where the property owner can present their case. Within 30 days of the conclusion of the hearing, the Review Board will submit a report which the Council or PACAC will then review. **It is important to note that the decision of the CRB is not binding. The City will take the CRB's findings into consideration, but may still uphold its initial decision, which is final.**

HPO Office Designation and Alteration  
Tool Kits and Templates

### **Additional Information**

*Peterborough Heritage Preservation Office Contact Information:*

500 George St. N. Peterborough, ON K9H 3R9

Phone: (705) 742-7777 Ext. 1498 Fax: (705) 748-8824

e-mail: ehanson@peterborough.ca

*Additional Links:*

City of Peterborough Heritage Website:

[http://www.peterborough.ca/Living/Arts\\_Culture\\_amp\\_Heritage/Heritage\\_Preservation.htm](http://www.peterborough.ca/Living/Arts_Culture_amp_Heritage/Heritage_Preservation.htm)

The City of Peterborough Building Division:

<http://www.peterborough.ca/Business/Building.htm>

Ontario Heritage Act: <http://www.ontario.ca/laws/statute/90o18>

Ontario Heritage Tool Kit – Individual Properties (Internet Explorer, only!):

[http://www.mtc.gov.on.ca/en/publications/Heritage\\_Tool\\_Kit\\_DHP\\_Eng.pdf](http://www.mtc.gov.on.ca/en/publications/Heritage_Tool_Kit_DHP_Eng.pdf)

Ontario Heritage Tool Kit – Heritage Conservation Districts (Internet Explorer Only):

[http://www.mtc.gov.on.ca/en/publications/Heritage\\_Tool\\_Kit\\_HCD\\_English.pdf](http://www.mtc.gov.on.ca/en/publications/Heritage_Tool_Kit_HCD_English.pdf)

Ontario Heritage Trust website: <http://www.heritagetrust.on.ca/Home.aspx>

The Standards and Guidelines for the Conservation of Historic Places in Canada:

<http://www.historicplaces.ca/media/18072/81468-parks-s+g-eng-web2.pdf>





## Heritage Alteration Permit Application for Part IV Designated Properties

Please note that under the Ontario Heritage Act, R.S.O. 1990, Section 33.3, the City of Peterborough has 90 days to review the application subsequent to its issuance of a Notice of Receipt.

Please append to this form any photographs, plans, drawings, etc., required to fully describe the proposed alterations.

Part A – Heritage property information																
Address:											Postal Code:					
City:	Peterborough										Province:	Ontario				
Designation By-Law Number:																

Part B – Applicant information																
Property Owner:																
Address:																
City:											Province:					
Phone Number:				-				-				Postal Code:				
Email:																

### Part C – Agent information (if applicable)

Agent:																						
Address:																						
City:											Province:											
Phone Number:					-						-					Postal Code:						
Email:																						

### Part D – Scope of work:

**Source of Designation Request** (My property is designated under Part IV of the **Ontario Heritage Act**)

a) Check which box applies.

- ☐ Alteration
- ☐ Demolition
- ☐ New Construction
- ☐ Relocation

b) Summarize scope of work in the space below

### Part E – List of supporting documentation:

- ☐ Photographs
- ☐ Plans
- ☐ Drawings
- ☐ Contractor Quotes
- ☐ Project Specifications
- ☐ Proof of Planning Approvals or Variances

### Part F – Declaration

Check the appropriate statement:

- ☐ I, the Applicant, am the sole owner of the property for which this application is made.
- ☐ I, the Applicant, am one of the owners of this property and have received express authorization from all other property owners to make this application for alteration

Name:		Date:					-			-		
Signature:	X		Y	Y	Y	Y		M	M		D	D

### Part G - For office use only

Received by:	Date:
Reviewed by:	Date:
<input type="checkbox"/> Rejected <input type="checkbox"/> Approved	

## Part H – Authorization and Appointment of an Agent

I, \_\_\_\_\_ being the registered owner of property legally described as:

Civic Address: \_\_\_\_\_

Legal Description: \_\_\_\_\_

Designation By-Law Number: \_\_\_\_\_

hereby give authorization for \_\_\_\_\_ to act as my agent  
in the matter of \_\_\_\_\_.

It is understood that until the City of Peterborough is advised otherwise, the City shall deal exclusively with the above-noted person with respect to the matter noted above.

Name:		Date:					-			-		
Signature:	<b>X</b>		Y	Y	Y	Y		M	M		D	D

**Appendix 2: Designation and Alteration Office Templates**

HPO Office Designation and Alteration  
Tool Kits and Templates

500 George St. N.  
Peterborough, ON K9H 3R9  
Phone: (705) 742-7777 Ext. 1489  
Fax: (705) 748-8824  
e-mail: [ehanson@peterborough.ca](mailto:ehanson@peterborough.ca)



City of  
**Peterborough**

NOTICE OF RECEIPT

TO: [Recipient's municipal address]

Dear, [Recipient's name]

the Heritage Preservation Office (HPO) of the City of Peterborough has received your application to designate the property known municipally as [Address and Name of subject property], as a property of architectural and/or historical interest or value under Part IV of The Ontario Heritage Act, R.S.O. 1990, Chapter O.18.

The HPO, in consultation with the Peterborough Architectural Conservation Advisory Committee (PACAC), will review your application and evaluate the eligibility of [subject property address and name] for designation, and will then follow up with you regarding the status of your application. Please note that the designation process may take as long as a year to complete.

If you have any further questions or inquiries, please contact Erik Hanson at the City of Peterborough Heritage Preservation Office

Email: [ehanson@peterborough.ca](mailto:ehanson@peterborough.ca)

Phone: (705) 742-7777 Ext. 1498

Fax: (705) 748-8824

Heritage Preservation Office  
The City of Peterborough  
500 George Street North  
Peterborough, ON  
K9H 3R9

[Date: Month, Day, Year]

---

**For Office Use Only**

Insert relevant information into spaces enclosed by square brackets. Please retain provided format for dates



## **Heritage Designation Brief**

**[Insert Property Photo Here]**

**[Property Address] – [Property Name]**

**Peterborough Architectural Conservation Advisory  
Committee**

**[Date]**

*HERITAGE DESIGNATION STATUS SHEET*

Street Address:

Roll Number:

PIN Number:

Short Legal Description:

Owners' Mailing Address:

Owners Concurrence:

PACAC Application Review Date:

On Site Evaluation Date:

Evaluation Category:

Evaluators:

Heritage Type:

Designation Type:

Designation Brief Completion Date:

PACAC Application Approval Date:

Designation Brief Completed By:

Submission Date:

Objections Noted:

Comments:

HPO Office Designation and Alteration  
Tool Kits and Templates

*“The short statement of the reason for the designation, including a description of the heritage attributes along with all the other components of the Heritage Designation Report constitute the “Reasons for the Designation” required under the Ontario Heritage Act. The Heritage Designation Report is available for viewing in the City Clerk’s office during regular business hours.”*

SHORT STATEMENT OF REASON FOR HERITAGE DESIGNATION:

*[Heritage Evaluation Criteria Note]*

[List of Reasons for Designation]

**ORIGINAL OWNER:**

**ARCHITECT:**

**DATE OF CONSTRUCTION:**

**BUILDER:**

**CONTEXT- SITE AND SETTING:**

## **SUMMARY OF HERITAGE ATTRIBUTES TO BE DESIGNATED**

### **Exterior Attributes:**

[Bullet point list of exterior heritage attributes]

---

### **For Office Use Only**

Insert relevant information into spaces that are enclosed in square brackets.

TAKE NOTICE THAT the Council of the Corporation of the City of Peterborough plans to pass a By-Law on the [Date: N<sup>th</sup> day of Month, Year] under Section 29(1) of the *Ontario Heritage Act*, for the property described as follows:

**[Address] – [Property Name (if applicable)]**

[Description of historical, cultural, and architectural significance of the property for which designation has been proposed.]

Full text of the Recommendation to Designate a Heritage Property Report is available for viewing in the City Clerk's office during regular business hours or on the City's website at:

[Provide link to relevant report]

A statement of notice of objection to the designation may be served on the Clerk within thirty days after the date of this publication of notice of intention to designate, that date being the [Date: N<sup>th</sup> day of Month, Year]. R.S.O. 1990, c. O.18, s. 29 (5); 1996, c. 4, s. 55 (2); 2009, c. 33, Sched. 11, s. 6 (4)

Dated at Peterborough this [Date: N<sup>th</sup> day of Month, Year].



[Name of City Clerk]  
City of Peterborough  
500 George Street North  
Peterborough, ON K9H 3R9  
www.peterborough.ca

---

### For Office Use Only

Insert relevant information into spaces that are enclosed in square brackets. Please retain provided format for dates.

More than one property may be listed in an Intention to Designate ad.

HPO Office Designation and Alteration  
Tool Kits and Templates

500 George St. N.  
Peterborough, ON K9H 3R9  
Phone: (705) 742-7777 Ext. 1489  
Fax: (705) 748-8824  
e-mail: [ehanson@peterborough.ca](mailto:ehanson@peterborough.ca)



City of  
**Peterborough**

[Date: Month Day, Year]

Ontario Heritage Trust  
10 Adelaide Street  
Toronto, ON  
M5C 1J3

Pursuant to the Ontario Heritage Act, please find enclosed the Notice of Intention to Designate the property at [Address and Name of subject property].

Should you have any questions or concerns about the process, please feel free to contact the Heritage Preservation Office at 705-742-7777 ext. 1489 or email [ehanson@peterborough.ca](mailto:ehanson@peterborough.ca).

Sincerely,

Erik Hanson  
Heritage Preservation Office  
City of Peterborough  
500 George Street North  
Peterborough, ON K9H 3R9

---

**For Office Use Only**

Insert relevant information into spaces enclosed by square brackets. Please retain provided format for dates.



HPO Office Designation and Alteration  
Tool Kits and Templates

500 George St. N.  
Peterborough, ON K9H 3R9  
Phone: (705) 742-7777 Ext. 1489  
Fax: (705) 748-8824  
e-mail: [ehanson@peterborough.ca](mailto:ehanson@peterborough.ca)



City of  
**Peterborough**

NOTICE OF INTENTION TO DESIGNATE

TO: Ontario Heritage Trust  
10 Adelaide Street  
Toronto, ON  
M5C 1J3

TAKE NOTICE THAT the Council of the Corporation of the City of Peterborough intends to designate the property, including land and building(s), known municipally as [Address and Name of subject property], as a property of architectural and/or historical interest or value under Part IV of The Ontario Heritage Act, R.S.O. 1990, Chapter O.18.

[Attach Statement of the Reasons for the Proposed Designation of subject property here. Brief description of the architectural significance and of the historical and cultural significance of subject property – One short paragraph]

NOTICE OF OBJECTION to the proposed designation may be served on the City Clerk within thirty (30) days, or before 4:30 p.m. on the [Date: N<sup>th</sup> day of Month, Year].

Erik Hanson  
Heritage Preservation Office  
The City of Peterborough  
500 George Street North  
Peterborough, ON  
K9H 3R9

[Date: Month Day, Year]

**Format of Reasons for Proposed Designation (Separate Page from letter)**

**[Address of subject property] – [Name of subject property]**

[Description of location of subject property – One paragraph]

[Description of Architectural significance of subject property – One paragraph]

[Description of the historical and cultural significance of subject property – One paragraph]

**For Office Use Only**

Insert relevant information into spaces enclosed by square brackets. Please retain provided format for dates

HPO Office Designation and Alteration  
Tool Kits and Templates

500 George St. N.  
Peterborough, ON K9H 3R9  
Phone: (705) 742-7777 Ext. 1489  
Fax: (705) 748-8824  
e-mail: [ehanson@peterborough.ca](mailto:ehanson@peterborough.ca)



City of  
**Peterborough**

[Date: Month Day, Year]

[Property Owner's Address]  
Attention: [Property Owner's Name]

Dear [Property Owner's Name],

Pursuant to the Ontario Heritage Act, please find enclosed the Notice of Intention to Designate the property at [Address and Name of subject property].

Should you have any questions or concerns about the process, please feel free to contact the Heritage Preservation Office at 705-742-7777 ext. 1489 or email [ehanson@peterborough.ca](mailto:ehanson@peterborough.ca).

Sincerely,

Erik Hanson  
Heritage Preservation Office  
City of Peterborough  
500 George Street North  
Peterborough, ON K9H 3R9

---

**For Office Use Only**

Insert relevant information into spaces enclosed by square brackets. Please retain provided format for dates.

HPO Office Designation and Alteration  
Tool Kits and Templates

500 George St. N.  
Peterborough, ON K9H 3R9  
Phone: (705) 742-7777 Ext. 1489  
Fax: (705) 748-8824  
e-mail: [ehanson@peterborough.ca](mailto:ehanson@peterborough.ca)



City of  
**Peterborough**

NOTICE OF INTENTION TO DESIGNATE

TO: [Recipient's municipal address]

TAKE NOTICE THAT the Council of the Corporation of the City of Peterborough intends to designate the property, including land and building(s), known municipally as [Address and Name of subject property], as a property of architectural and/or historical interest or value under Part IV of The Ontario Heritage Act, R.S.O. 1990, Chapter O.18.

[Attach Statement of the Reasons for the Proposed Designation of subject property here. Brief description of the architectural significance and of the historical and cultural significance of subject property – One short paragraph]

NOTICE OF OBJECTION to the designation may be served on the City Clerk within thirty (30) days, or before 4:30 p.m. on the [Date: N<sup>th</sup> day of Month, Year].

Erik Hanson  
Heritage Preservation Office  
The City of Peterborough  
500 George Street North  
Peterborough, ON  
K9H 3R9

[Date: Month, Day, Year]

**Format of Statement of Reasons to Designate**

**[Address of subject property] – [Name of subject property]**

[Description of location of subject property – One paragraph]

[Description of Architectural significance of subject property – One paragraph]

[Description of the historical and cultural significance of subject property – One paragraph]

**For Office Use Only**

Insert relevant information into spaces enclosed by square brackets. Please retain provided format for dates

**CORPORATION OF THE CITY OF PETERBOROUGH  
NOTICE OF THE PASSING OF A BY-LAW TO DESIGNATE  
PROPERTY UNDER THE ONTARIO HERITAGE ACT**

IN THE MATTER OF THE ONTARIO HERITAGE ACT, R.S.O. 1990, CHAPTER 0.18.

AND IN THE MATTER OF THE LANDS AND PREMISES AT THE FOLLOWING MUNICIPAL  
ADDRESS IN THE CITY OF PETERBOROUGH IN THE PROVINCE OF ONTARIO.

**NOTICE OF PASSING OF BY-LAW**

TAKE NOTICE THAT the Council of the Corporation of the City of Peterborough has passed [By-law number] on the [Date: N<sup>th</sup> day of Month, Year], under Section 29(1) of the Ontario Heritage Act, to designate the following property:

[By-law number]

[Property Address] – [Property Name]

Dated at Peterborough this [Date: N<sup>th</sup> day of Month, Year].



[Name of City Clerk]  
City Clerk  
City of Peterborough  
500 George Street North  
Peterborough, ON K9H 3R9

---

**For Office Use Only**

Insert relevant information into spaces enclosed by square brackets. Please retain provided format for dates



HPO Office Designation and Alteration  
Tool Kits and Templates

500 George St. N.  
Peterborough, ON K9H 3R9  
Phone: (705) 742-7777 Ext. 1489  
Fax: (705) 748-8824  
e-mail: [ehanson@peterborough.ca](mailto:ehanson@peterborough.ca)



City of  
**Peterborough**

[Date: Month Day, Year]

[Recipient's Municipal Address]

Pursuant to the Ontario Heritage Act, please find enclosed the Notice of Designation for the property at [Address and Name of subject property], as well as a copy of the Designation by-law. Please keep these documents for your records.

Should you have any questions or concerns about the process, please feel free to contact the Heritage Preservation Office at 705-742-7777 ext. 1489 or email [ehanson@peterborough.ca](mailto:ehanson@peterborough.ca).

Sincerely,

Erik Hanson  
Heritage Preservation Office  
City of Peterborough  
500 George Street North  
Peterborough, ON K9H 3R9

---

**For Office Use Only**

Insert relevant information into spaces enclosed by square brackets. Please retain provided format for dates.

HPO Office Designation and Alteration  
Tool Kits and Templates

500 George St. N.  
Peterborough, ON K9H 3R9  
Phone: (705) 742-7777 Ext. 1489  
Fax: (705) 748-8824  
e-mail: [ehanson@peterborough.ca](mailto:ehanson@peterborough.ca)



City of  
**Peterborough**

NOTICE OF DESIGNATION

TO: [Recipient's municipal address]

TAKE NOTICE THAT on the [Date: N<sup>th</sup> day of Month, Year] the Council of the Corporation of the City of Peterborough passed a by-law that designates the property, including land and building(s), known municipally as [Address and Name of subject property], as a property of architectural and/or historical interest or value under Part IV of The Ontario Heritage Act, R.S.O. 1990, Chapter O.18.

A copy of the designation by-law has been appended to this letter. Please keep it for your records.

Erik Hanson  
Heritage Preservation Office  
The City of Peterborough  
500 George Street North  
Peterborough, ON  
K9H 3R9

[Date: Month, Day, Year]

---

**For Office Use Only**

Insert relevant information into spaces enclosed by square brackets. Please retain provided format for dates

Attach copy of designation by-law to this letter

HPO Office Designation and Alteration  
Tool Kits and Templates

500 George St. N.  
Peterborough, ON K9H 3R9  
Phone: (705) 742-7777 Ext. 1489  
Fax: (705) 748-8824  
e-mail: [ehanson@peterborough.ca](mailto:ehanson@peterborough.ca)



City of  
**Peterborough**

[Date: Month Day, Year]

Ontario Heritage Trust  
10 Adelaide Street  
Toronto, ON  
M5C 1J3

Pursuant to the Ontario Heritage Act, please find enclosed the Notice of Designation for the property at [Address and Name of subject property], as well as a copy of the Designation by-law. Please keep these documents for your records.

Should you have any questions or concerns about the process, please feel free to contact the Heritage Preservation Office at 705-742-7777 ext. 1489 or email [ehanson@peterborough.ca](mailto:ehanson@peterborough.ca).

Sincerely,

Erik Hanson  
Heritage Preservation Office  
City of Peterborough  
500 George Street North  
Peterborough, ON K9H 3R9

---

**For Office Use Only**

Insert relevant information into spaces enclosed by square brackets. Please retain provided format for dates.

HPO Office Designation and Alteration  
Tool Kits and Templates

500 George St. N.  
Peterborough, ON K9H 3R9  
Phone: (705) 742-7777 Ext. 1489  
Fax: (705) 748-8824  
e-mail: [ehanson@peterborough.ca](mailto:ehanson@peterborough.ca)



City of  
**Peterborough**

NOTICE OF DESIGNATION

TO: Ontario Heritage Trust  
10 Adelaide Street  
Toronto, ON  
M5C 1J3

TAKE NOTICE THAT on the [Date: N<sup>th</sup> day of Month, Year] the Council of the Corporation of the City of Peterborough passed a by-law that designates the property, including land and building(s), known municipally as [Address and Name of subject property], as a property of architectural and/or historical interest or value under Part IV of The Ontario Heritage Act, R.S.O. 1990, Chapter O.18.

A copy of the designation by-law has been appended to this letter. Please keep it for your records.

Erik Hanson  
Heritage Preservation Office  
The City of Peterborough  
500 George Street North  
Peterborough, ON  
K9H 3R9

[Date: Month, Day, Year]

---

**For Office Use Only**

Insert relevant information into spaces enclosed by square brackets. Please retain provided format for dates.  
Attach copy of designation by-law to this letter.

HPO Office Designation and Alteration  
Tool Kits and Templates

500 George St. N.  
Peterborough, ON K9H 3R9  
Phone: (705) 742-7777 Ext. 1489  
Fax: (705) 748-8824  
e-mail: [ehanson@peterborough.ca](mailto:ehanson@peterborough.ca)



City of  
**Peterborough**

## NOTICE OF RESCINDING OF INTENTION TO DESIGNATE

TO: [Recipient's Address]

TAKE NOTICE THAT the Council of The Corporation of the City of Peterborough has rescinded the intention to designate the property, including land and building(s), known municipally as [Address of subject property], as a property of architectural and/or historic interest or value under Part IV of The Ontario Heritage Act, R.S.O. 1990, Chapter O.18.

Erik Hanson  
Heritage Preservation Office  
The City of Peterborough  
500 George St. N  
Peterborough, ON K9H 3R9

[Date: Month Day, Year]

---

### For Office Use Only

Insert relevant information into spaces enclosed by square brackets. Please retain provided format for dates

## HPO Office Designation and Alteration Tool Kits and Templates

500 George St. N.  
Peterborough, ON K9H 3R9  
Phone: (705) 742-7777 Ext. 1489  
Fax: (705) 748-8824  
e-mail: [ehanson@peterborough.ca](mailto:ehanson@peterborough.ca)



City of  
**Peterborough**

### NOTICE OF RECEIPT

TO: [Recipient's municipal address]

Dear, [Recipient's name]

The Heritage Preservation Office (HPO) of the City of Peterborough has received your application to alter the property, known municipally as [Address and Name of subject property].

The HPO will review your application and evaluate whether the nature of the proposed work is sympathetic to the heritage attributes of your property and is in keeping with the values of preservation outlined in the Ontario Heritage Act. The HPO will also seek the approval of City Council or the Peterborough Architectural Conservation Advisory Committee (PACAC) as required. Please note that the City may take up to 90 days to review your application before making its decision.

If you have any further questions or inquiries, please contact Erik Hanson at the City of Peterborough Heritage Preservation Office.

Email: [ehanson@peterborough.ca](mailto:ehanson@peterborough.ca)

Phone: (705) 742-7777 Ext. 1498

Fax: (705) 748-8824

Heritage Preservation Office  
The City of Peterborough  
500 George Street North  
Peterborough, ON  
K9H 3R9

[Date: Month, Day, Year]

**For Office Use Only**

Insert relevant information into spaces enclosed by square brackets. Please retain provided format for dates

HPO Office Designation and Alteration  
Tool Kits and Templates

500 George St. N.  
Peterborough, ON K9H 3R9  
Phone: (705) 742-7777 Ext. 1489  
Fax: (705) 748-8824  
e-mail: [ehanson@peterborough.ca](mailto:ehanson@peterborough.ca)



City of  
**Peterborough**

NOTICE OF APPROVAL

TO: [Recipient's municipal address]

Dear, [Recipient's name]

The Heritage Preservation Office of the City of Peterborough has reviewed your application to alter the property, known municipally as [Address and Name of subject property].

The City has determined that the proposed work maintains the heritage value of your property, and is in keeping with the values of preservation outlined in the Ontario Heritage Act, and so has approved your application.

If you have any further questions or inquiries, please contact Erik Hanson at the City of Peterborough Heritage Preservation Office.

Email: [ehanson@peterborough.ca](mailto:ehanson@peterborough.ca)

Phone: (705) 742-7777 Ext. 1498

Fax: (705) 748-8824

Heritage Preservation Office  
The City of Peterborough  
500 George Street North  
Peterborough, ON  
K9H 3R9

[Date: Month, Day, Year]

---

**For Office Use Only**

Insert relevant information into spaces enclosed by square brackets. Please retain provided format for dates.



## HPO Office Designation and Alteration Tool Kits and Templates

500 George St. N.  
Peterborough, ON K9H 3R9  
Phone: (705) 742-7777 Ext. 1489  
Fax: (705) 748-8824  
e-mail: [ehanson@peterborough.ca](mailto:ehanson@peterborough.ca)



City of  
**Peterborough**

### NOTICE OF APPROVAL WITH CONDITIONS

TO: [Recipient's municipal address]

Dear, [Recipient's name]

The Heritage Preservation Office of the City of Peterborough has reviewed your application to alter the property, known municipally as [Address and Name of subject property].

The City has determined that the proposed work is not entirely in keeping with the values of preservation outlined in the Ontario Heritage Act and may have an adverse impact on the heritage value of your property, but has decided to approve your application provided that the following conditions are met.

[List of conditions required for approval of alteration]

Please note that you have 30 days to file a notice of objection. Upon receipt of such notice, the City will request a hearing with the Conservation Review Board (CRB). Official objection provides an opportunity for your application for alterations to be reconsidered by the Heritage Preservation Office and Council.

If you have any further questions or inquiries, please contact Erik Hanson at the City of Peterborough Heritage Preservation Office.

Email: [ehanson@peterborough.ca](mailto:ehanson@peterborough.ca)

Phone: (705) 742-7777 Ext. 1498

Fax: (705) 748-8824

Heritage Preservation Office  
The City of Peterborough  
500 George Street North  
Peterborough, ON  
K9H 3R9

[Date: Month, Day, Year]

**For Office Use Only**

Insert relevant information into spaces enclosed by square brackets. Please retain provided format for dates

HPO Office Designation and Alteration  
Tool Kits and Templates

500 George St. N.  
Peterborough, ON K9H 3R9  
Phone: (705) 742-7777 Ext. 1489  
Fax: (705) 748-8824  
e-mail: [ehanson@peterborough.ca](mailto:ehanson@peterborough.ca)



City of  
**Peterborough**

NOTICE OF REJECTION

TO: [Recipient's municipal address]

Dear, [Recipient's name]

The Heritage Preservation Office of the City of Peterborough has reviewed your application to alter the property, known municipally as [Address and Name of subject property].

The Heritage Preservation Office and City Council [in consultation with the Peterborough Architectural Conservation Advisory Committee (PACAC) as applicable] have determined that the proposed work would adversely impact the heritage value of your property, and is not in keeping with the values of preservation outlined in the Ontario Heritage Act, and so have decided not to approve your application.

Please note that you have 30 days to file a notice of objection. Upon receipt of such notice, the City will request a hearing with the Conservation Review Board (CRB). Official objection provides an opportunity for your application for alterations to be reconsidered by the Heritage Preservation Office and Council.

If you have any further questions or inquiries, please contact Erik Hanson at the City of Peterborough Heritage Preservation Office.

Email: [ehanson@peterborough.ca](mailto:ehanson@peterborough.ca)

Phone: (705) 742-7777 Ext. 1498

Fax: (705) 748-8824

Heritage Preservation Office  
The City of Peterborough  
500 George Street North  
Peterborough, ON  
K9H 3R9

[Date: Month, Day, Year]

**For Office Use Only**

Insert relevant information into spaces enclosed by square brackets. Please retain provided format for dates

## HPO Office Designation and Alteration Tool Kits and Templates

Needs Building Permit	Needs Both	Needs Heritage Permit	Needs Neither
<ul style="list-style-type: none"> <li>Constructing new buildings</li> <li>Installing Swimming Pool</li> <li>Renovating/Repairing/Adding to a building</li> <li>Demolish/Remove all or part of a building</li> <li>Changing Building Use</li> <li>Install/Change/Remove load-bearing walls</li> <li>Adding/Changing windows or doors (and openings)</li> <li>Building Garage, Balcony, or Deck</li> <li>Excavating a basement</li> <li>Health/Safety/Accessibility modifications</li> <li>Installing/Fixing plumbing</li> <li>Constructing/Fixing Chimneys</li> <li>Finishing a basement</li> <li>Converting a room into a bedroom</li> </ul>	<ul style="list-style-type: none"> <li>Constructing new buildings or structures</li> <li>Demolition</li> <li>Changing or adding openings for windows/doors</li> <li>Health/Safety/Accessibility modifications</li> <li>Constructing/fixing chimneys</li> <li>Addition/Removal of porches</li> <li>Some kinds of interior alteration (altering load-bearing walls, installing plumbing, anything that might change or damage recognized heritage attributes)</li> <li>Some types of exterior alteration (building garages, balconies, or decks; building/fixing chimneys, anything that may change or damage recognized heritage attributes.</li> <li>Extensive landscaping</li> </ul>	<ul style="list-style-type: none"> <li>All additions to property</li> <li>Demolition</li> <li>All new construction</li> <li>Extensive Landscaping</li> <li>Addition/Alteration of existing buildings</li> <li>Replacement/Alteration of windows/doors (and openings)</li> <li>Installation/Removal of deck, fence, gate, trellis, arbours, gazebos, etc.</li> <li>Painting unpainted masonry</li> <li>Installing exterior heating/cooling units</li> <li>Installing signage and awnings</li> <li>Health/Safety/Accessibility modifications</li> <li>Cleaning and re-pointing masonry</li> <li>Interior work that alters the building's character attributes.</li> <li>Constructing/Fixing/Altering features that count as heritage attributes.</li> </ul>	<ul style="list-style-type: none"> <li>Painting (except unpainted masonry on designated building)</li> <li>Re-roofing (if done in the same material)</li> <li>Installing eaves troughs (if no structural work is required and eaves troughs aren't a heritage attribute)</li> <li>Routine maintenance and other minor repairs</li> <li>Planting/removal of minor plants</li> </ul>



**Potential Milestones for Designation Application**

***July 22<sup>nd</sup>, 2015***

- Submission of application form
  - Verification of application by the Heritage Preservation Office (HPO)
- Notice of Receipt (if applicable)
  - Advise applicant regarding tax relief; length of the designation process; etc.
- Initial evaluation of application by HPO and/or PACAC
  - Inspection of property
  - Completion of property evaluation form and score sheets
  - Determine eligibility of property for designation
- Research:
  - Archives, maps, paper records, etc.
  - Property inspections, surveys, etc.
  - Evaluate historical/cultural significance, talk to local people, etc.
  - Establish Chain of Title
  - Preparation of draft Designation Brief (which forms the basis for the potential designation by-law)
- Review of Research:
  - Designation Sub-committee reviews the designation brief and makes a recommendation to PACAC

## HPO Office Designation and Alteration Tool Kits and Templates

- PACAC approves or denies the recommendation made by the Sub-committee, and, if approved, makes recommendation to City Council. This recommendation is goes to Council under a staff report.
- If City Council approves, Notice of Intention to Designate is sent out to the property owner and Ontario Heritage Trust, and is advertised in the local newspaper)
- 30-day period for receiving objections
  - Create draft of designation by-law
  - If there are no objections, Council passes the by-law
  - If objections are received, a hearing with the Conservation Review Board (CRB) will be arranged
  - The CRB has 30 days to create a report on the hearing for review before the final decision is made
  - Final Decision: Council either passes or rescinds the proposed by-law
  - Notice of the passage or withdrawal of the proposed designation by-law is sent to the property owner and the Ontario Heritage Trust (OHT), and is advertised in the local newspaper
- Designation complete
  - Property listed on municipal and provincial registers, and the CRHP
  - Designation plaque is struck (if applicable)



**Potential Milestones for Heritage Alteration Permit Application**

***July 7<sup>th</sup>, 2015***

- Submission of application form
- Notice of Receipt (sent to owner)
  - Include information on expected time-lines (HPO has 90 days to decide whether to approve, approve with conditions, or not approve applications, plus 30 days for receiving objections, etc.)
- Initial review of application
  - HPO may request further information as needed
- Review by delegated authority
  - If delegated, HPO and/or PACAC will review the application
  - HPO and/or PACAC may decide to: approve, approve with conditions, or not approve the application
  - Council must be consulted if proposed work could result in the need to amend or rescind the designation by-law (e.g. demolition, or alteration work that impacts heritage attributes)
- 30-day period for receiving objections
  - If objections are received, a hearing with the Conservation Review Board (CRB) will be arranged
  - The CRB has 30 days to create a report on the hearing for review before the final decision is made

## HPO Office Designation and Alteration Tool Kits and Templates

- Final decision: reject, approve, or approve with conditions
  - Notice of final decision to approve, approve with conditions, or not approve the application is sent to property owner. If approved with conditions, the conditions will be outlined in the notice
  - If approved with conditions, the property owner must re-submit their alteration application after making the appropriate revisions to their work plan