



Heritage Permit Guide for Individually Designated Properties

What is a Heritage Permit?

Properties designated under Part IV of the Ontario Heritage Act are recognized by the City of Peterborough as having significant cultural or historical value that should be preserved and maintained. According to [Part IV, Section 33](#) and [Part IV, Section 34](#) of the Ontario Heritage Act, the approval of the municipality is required in order to perform certain alterations, construction, or demolition on any part of an individually designated property. This approval is granted in the form of a Heritage Permit.

Some alterations will also require a Building Permit, issued by the City's Building Division. It is the property owner's responsibility to consult with the Building Division to determine whether or not a Building Permit is required. Building Permits can only be issued after a Heritage Permit Application has been approved. Information on obtaining Building Permits can be found on the [Building Division's web page](#).

Property owners must apply for a permit by submitting a Heritage Permit Application to the City's Heritage Preservation Office before undertaking the work. It is a violation of the Ontario Heritage Act to undertake alterations, construction, or demolition on a designated property without first obtaining a Heritage Permit. Heritage Permit applicants should meet with City staff in the Heritage Preservation Office prior to submitting an application. These meetings will help to determine whether a Heritage Permit is required and allow for an open dialogue to ensure that the best possible design is achieved. An application for a Heritage Permit should not be submitted until an applicant is ready to begin a project.

This guide applies only to properties designated under Part IV of the Ontario Heritage Act. It is important to note that properties designated as a part of a Heritage Conservation District will also need a Heritage Permit for certain alterations – please refer to the *Heritage Permit Guide for Heritage Conservation District Properties*

When is a Heritage Permit required?

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

When is a Heritage Permit not required?

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

What is the application process?

The Heritage Permit application process can be broken down into specific steps. It is important to remember that this process may take several months to complete, depending on the scope of the application.

1. Consultation

Applicants should contact the Heritage Preservation Office (HPO) to arrange a consultation meeting with staff members to discuss the proposed alterations. This provides an opportunity for the applicant and staff to review the policies related to the property in order to ensure that the application meets the relevant requirements. It is also an opportunity to clarify what supporting documentation is required to be submitted with the permit application.

2. Submission

Applicants may then submit the completed Heritage Permit Application Form included in this guide, being sure to include all necessary supporting documentation, such as photographs, plans, drawings, contractor quotes, project specifications and proof of planning approvals or variances.

3. Review

HPO staff will perform an initial review of the application and may request further information as needed, to ensure a complete application. Once the application is deemed complete, the City will issue a Notice of Receipt to the applicant.

By law, the City then has 90 days to deliver a decision regarding the permit application. Depending on the nature of the proposed work, the application may be reviewed by the local Municipal Heritage Committee (PACAC) and in some cases also by City Council.

4. Decision

Within 90 days of sending notice of receipt to the owner, the City will issue notice of one of three decisions regarding the permit application: approved, approved with terms and conditions, or not approved. If the permit has been approved with terms and conditions, these will be outlined in the notice. Once an agreement has been reached regarding the terms and conditions, the Heritage Permit will be issued.

5. Appeal

If the applicant objects to the decision, it may be appealed to the Conservation Review Board (CRB) within 30 days of receipt of the Notice of Decision. Within 30 days of the conclusion of the hearing, the CRB will submit a report for review by City Council. **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.**

[Part IV, Section 34](#) of the Ontario Heritage Act speaks directly to the demolition or removal of a structure. If an applicant objects to the decision regarding a proposed demolition or removal of a structure, it may be appealed to the Ontario Municipal Board (OMB) within 30 days of receipt of the Notice of Decision. If the applicant appeals to the OMB, a hearing will be held and a decision rendered. The decision of the OMB is final.

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

Helpful Links:

City of Peterborough Heritage Website:

[http://www.peterborough.ca/Living/Arts_Culture_amp_Heritage/Heritage_Preservati
on.htm](http://www.peterborough.ca/Living/Arts_Culture_amp_Heritage/Heritage_Preservati
on.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

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

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 Individually 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:				-				-					
Email:													

Part C – Agent information (if applicable)													
Agent:													
Address:													
City:								Province:					
Phone Number:				-				-					
Email:													

Part D – Scope of work:

A. Select which type(s) of work apply in the boxes below.

- Alteration
- Demolition
- New Construction
- Relocation

B. Clearly describe the changes you are undertaking to the property. Attach additional pages if needed.

Part E – List of supporting documentation:

- Photographs
 - Plans
 - Drawings
 - Contractor Quotes
 - Project Specifications
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- 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:	X		Y	Y	Y	Y		M	M		D	D

