



The Municipality of Port Hope Heritage Approvals Guide & Application Form



Contact:

The Municipality of Port Hope
Municipal Development Team Office
5 Mill Street South
Port Hope, ON L1A 2S6
Tel.: 905-885-2431
Fax: 905-885-0507
Email: stam@porthope.ca
Website: www.porthope.ca

Heritage Port Hope:

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| Chair: | Karen O'Hara |
| Part IV Chair: | Phil Carter |
| Part V Chair: | Marie Jones |
| Website: | www.heritageporthope.com |



The Heritage Port Hope Advisory Committee
HERITAGE APPROVALS APPLICATION GUIDE

1. A Heritage Approval is required to undertake changes to properties because of their historic or architectural significance under the **Ontario Heritage Act**. Properties are either designated individually under Part IV of the **Act** or are designated within a Heritage Conservation District under Part V of the **Act**. **A designated property is defined in the Act as real property and includes all buildings and structures on the real property.** The **Ontario Heritage Act** outlines the process by which it is ensured, that any changes to a designated property do not alter the property in such a way that the reasons for designation are diminished. Internal changes to a building on a designated property do not normally require a Heritage approval if the alterations do not affect the external appearance of the designated property. An exception to this is individually designated properties whose designation by-law outlines specific interior or exterior elements to be preserved.
2. A Heritage Structure Approval would include: construction, additions, alterations, demolition, new colours, new windows, lighting, brick work and all applicable exteriors including roofs. (*For clarification of "applicable exteriors" on your property contact the Chief Building Official*)
3. A Heritage Sign Approval would include: construction, location, alteration, dimensions, colours, lighting and fonts of signs and lettering.
4. There is **no fee** for a Heritage Sign Approval or a Heritage Structure Approval.
5. Applicants are requested to confirm their plans with the Municipality of Port Hope Building Department to determine if a **Building Permit** is required. It should also be noted that a **Heritage Structure Approval** or a **Heritage Sign Approval** does not supersede the requirements of the Ontario Building Code, the Municipal Act, or the Planning Act and all other applicable law.
6. Diagrams, specifications and/or photographs of the 'before' **must** accompany the application sufficient to permit those reviewing the application to determine what is being proposed, where on the property it is being proposed, and what the change will look like when complete.
7. Drawings **must be** to scale, preferably no smaller than $\frac{1}{4}'' = 1'$. Elevations of all applicable building facades to carry signage will be required. A drawing of the signage showing the fonts, logos, historical colours, and message **must be** submitted for it to be deemed a complete application. **Drawings larger than 11" x 17" must be provided in triplicate (3 copies) with the application.**
8. Any questions regarding the application forms or the approvals process can be directed to the Chief Building Official at the Municipality of Port Hope Municipal Development Team Office, 5 Mill Street South, Port Hope, or by telephone at 905-885-2431.
9. For clarification regarding the allowable sign dimensions and/or number of signs refer to the Municipality of Port Hope's Sign By-Law #17-2005 (Schedule 'C') as amended.
10. Any questions regarding the policies controlling signage on a designated property or within a Heritage Conservation District, can be directed either to the Chief Building Official, as noted above, or to the Chairperson of the **Heritage Port Hope Advisory Committee (HPHAC)**. The Building Department will contact the Chairperson.
11. Within 14 days of receipt of the application (or 10 days in the case of a Building Permit-as required by The Act) the Committee's decision is returned to the Planning and Development Services Department noting approval or denial (with explanation as to why it was not approved). Planning and Development Services Staff will contact the applicant by phone to review the decision.

HERITAGE APPROVALS APPLICATION FORM
(PURSUANT TO MUNICIPALITY OF PORT HOPE BY-LAWS 45/97 & 17/2005)

(FOR OFFICE ONLY)

| | |
|------------------------|---------------------------|
| FILE NO. _____ | DATE RECEIVED: _____ |
| ADMIN. REVIEW: _____ | BLDG. REVIEW: _____ |
| HPH NOTIFIED ON: _____ | HPH PICK UP: _____ |
| HPH RETURN: _____ | APPLICANT NOTIFIED: _____ |

1.0 ADDRESS OF SUBJECT PROPERTY: _____

2.0 PROPERTY OWNER INFORMATION

2.1 Name of Property Owner: _____
Address: _____ City: _____
Postal Code: _____ Daytime Phone: _____ Home Phone: _____
Fax no. _____ E Mail Address: _____

3.0 BUSINESS & BUSINESS OWNER INFORMATION

3.1 Business Name _____
Business Owner(s): _____
Business Owners Address: _____ City: _____
Postal Code: _____ Daytime Phone : _____ Home Phone: _____
Fax no. _____ E Mail Address: _____

4.0 AUTHORIZED AGENT INFORMATION (If applicable)

If the Applicant /Agent is NOT the "Owner" of the property that is the subject of this application, the written authorization of the "Owner" that the "Applicant/Agent" is authorized to make the application must be included with this form, or the authorization set out below must be completed.

4.1 Name of Applicant (Authorized Agent): _____
Contact Person _____
Address: _____ City: _____
Postal Code: _____ Daytime Phone: _____ Home Phone: _____
Fax no. _____ E Mail Address: _____

4.2 Authorization of 'Property Owner' for Agent to make the Application:

I/WE _____ am/are the "Owner(s)" of the property that is the subject of this Heritage Approvals Application and I/we authorize _____ to make this application on my/our behalf.

Date _____ Owner signature: _____

5.0 APPLICATION COMMUNICATION

5.1 Person(s) to receive correspondence: Property Owner:___ Business Owner:___ Agent:___

HERITAGE APPROVALS APPLICATION

HERITAGE APPROVALS SUBMISSION REQUIREMENTS:

SUPPORTING INFORMATION FOR AN APPLICATION FOR EITHER A "**HERITAGE STRUCTURE APPROVAL**" OR "**HERITAGE SIGN APPROVAL**": (Please **CHECK BELOW** and include **ALL** those that are applicable)

THIS APPLICATION is for a **HERITAGE STRUCTURE APPROVAL**: ___ yes ___ no

THIS APPLICATION is for a **HERITAGE SIGN APPROVAL**: ___ yes ___ no

PLEASE NOTE: TO BE CONSIDERED A "COMPLETE APPLICATION" THE FOLLOWING MUST BE SUBMITTED (CHECK WHERE APPLICABLE):

- | | |
|--|-----|
| 1. Concept drawing (e.g. Image of structure or finished sign) | ___ |
| 2. Detailed dimensioned drawings of proposed "work"; structure or sign | ___ |
| 3. Site plans detailing the location of structure or sign | ___ |
| 4. Historical documentation (e.g. Original or historic photos) | ___ |
| 5. Photographs of existing conditions, building façade, side elevations | ___ |
| 6. Samples of heritage colours; manufacturer, name, number & finish for each | ___ |
| 7. Materials to be used | ___ |
| 8. Sample font, name and size of lettering of sign(s) | ___ |
| 9. Images and description of lighting fixtures (if applicable) | ___ |
| 10. Sign mounting information (if applicable) | ___ |
| 11. Other pertinent information (if applicable) | ___ |

HERITAGE APPROVALS: IMPORTANT NOTES

1. **Heritage Port Hope Advisory Committee** members, through staff, can be available to advise and make site visits prior to submission of the application.
2. It is recommended that the Owner and/or Agent meet with the Building Department prior to completing the application form.
3. Building or Sign Permits will not be issued by the Building Department for designated properties before Heritage approval is obtained.
4. Once approvals have been granted, all revisions to the scope of work and/or product specifications, requires a re-submission to Heritage Port Hope Advisory Committee for their review and approval prior to proceeding with said work.

Should you have any further questions regarding the submission requirements, please contact:

**The Municipality of Port Hope
Development Team Office
5 Mill Street South
Port Hope, ON L1A 2S6
Tel: 905-885-2431
Fax: 905-885-0507
E mail: developmentteam@porthope.ca**

Or

**Heritage Port Hope Advisory Committee
Website: www.heritageporthope.com
E mail: info@heritageporthope.com**

HERITAGE APPROVAL APPLICATION SUMMARY

1.0 HERITAGE STRUCTURE APPROVAL

1.1 SCOPE OF WORK PROPOSED:

Clearly describe the changes you are undertaking to alter the subject property:

1.2 PURPOSE OF THE APPLICATION

(Please check the appropriate boxes that apply)

New Construction Addition Alteration Repair Demolition

2.0 HERITAGE SIGN APPROVAL

If this is an application for new or altered signs:

*(Please refer to the total number of signs permitted before checking more than one item below)
SEE **SCHEDULE 'C' OF THE SIGN BY-LAW # 17-2005 amended.***

Directory board Ground/Pylon Projecting/Hanging Wall Fascia
 Retractable Awning Sandwich board Soffit Window Door

2.1 TYPE OF LETTERING/FONTS/MATERIAL/SUPPORTING STRUCTURE

2.1.1 The type of lettering/font(s) will be:

2.1.2 The type of material(s)/supporting structure or fasteners will be:

2.2 MESSAGE & LOGOS

2.2.1 The proposed message on the sign(s) will be: (provide an image with the dimensions shown of the finished signs)

| |
|--|
| Use a separate sheet if preferred/required |
|--|

3.0 ARCHITECT OR STRUCTURE/GRAPHIC DESIGNER

Name of Architect /Design Firm / Designer: _____
Contact Person: _____ Telephone no.: _____
Fax no.: _____ E Mail: _____

4.0 CONTRACTOR/BUILDER/SIGN MAKER

Firm Name: _____

Contact Person: _____ Telephone no.: _____

Fax no.: _____ E Mail: _____

5.0 HERITAGE COLOURS PROPOSED

Include actual paint samples for each colour proposed. Identify where these colours will be used. Include manufacturer, colour name, heritage colour number & finish.

(Use separate sheet if required)

6.0 LIGHTING PROPOSED (if applicable)

6.1 Fixture material: _____ Fixture colour: _____

Wattage: _____ Mounting Technique: _____

Describe location on the building and provide sketch or photo

6.2 Provide an image (brochure) of the proposed light fixtures:

(Note: luminous, flashing & read-o-graph type signs are not permitted).

(Use separate sheet if required)

PLEASE CHECK THAT ALL SUPPORTING DOCUMENTATION, INFORMATION AND SIGNATURES ARE PROVIDED WITH THIS APPLICATION – THANK YOU

Personal information is being collected on this form under the authority of the *Municipal Act* and the *Municipal Freedom of Information and Protection of Privacy Act* (MFIPPA). Please note that personal information collected will form part of the public record and is public information subject to the MFIPPA regulations and may be published as part of Council agenda and / or public consultation processes. Questions about the collection of personal information may be directed to the Municipal Clerk at 905.885.4544 or clerk@porthope.ca.