



Office Use Only

Application #: _____

Subject Property: _____

Alteration Type: _____

Part IV or V: _____

HERITAGE APPROVALS APPLICATION GUIDE & APPLICATION FORM



The Municipality of Port Hope

**Development Team Office
5 Mill Street South
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Heritage Port Hope Advisory Committee

**Chair: Marie Jones
Part IV Chair: Phil Carter
Part V Chair: Marie Jones**

HERITAGE APPROVALS APPLICATION GUIDE

Why is Heritage Approval Required?

Heritage Approval is required to undertake changes to designated 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 not just the building façade. 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. This process is not designed to prevent alterations to heritage buildings, but to guide change in the best way possible, considering heritage attributes that might be impacted.

When is Heritage Approval Required?

Heritage Structure Approval is required for the following: construction, additions, alterations, demolition, new colours, new windows, doors, lighting, brick work and all applicable exteriors including roofs. (For clarification of "applicable exteriors on your property, contact the Chief Building Official)

Heritage Sign Approval is required for the following: construction, location, alteration, dimensions, colours, lighting and fonts of signs and lettering.

Is there a fee to the Heritage Approvals Application?

There is no fee for Heritage Structure Approval or Heritage Sign Approval.

What documentation do I need to submit a complete Heritage Approvals Application?

To be considered a 'Complete Application,' the following must be submitted depending on the nature and scope of the work to be undertaken:

- Completed application form
- Concept drawing (e.g. image of structure or finished sign)
- Detailed dimensioned drawing of proposed work, structure or sign
- Site plans detailing the location of structure or sign
- Historical documentation (e.g. original or historical photos)
- Photographs of existing conditions, building façade, side elevations
- Samples of heritage colours, manufacturer name, number and finish for each
- Materials to be used
- Sample font, name, and size of lettering of sign(s)
- Images and description of lighting fixtures (if applicable)
- Sign mounting information (if applicable)
- Other pertinent information (if applicable)

Diagrams, specifications, and/ or photography of the existing condition of the property must accompany the application and be 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.

Drawings must be to scale, preferably no smaller than 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" by 17" must be provided in triplicate (3 copies) with the application.

Do I need a Building Permit?

Applicants are requested to confirm their plans with the Municipality of Port Hope Building Department to determine if a Building Permit is required. Building or Sign Permits will not be issued by the Building Department for designated properties before Heritage Approval is obtained. 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.

What is the allowable size for my proposed sign(s)?

For clarification regarding the allowable sign dimensions and/ or number of signs, refer to the Municipality of Port Hope Sign By-law 17-2004 (Schedule 'C'), as amended.

How long does it take to make a decision on the Heritage Approvals Application?

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 Division noting approval or denial (with explanation as to why it was not approved). HPHAC meetings are open to the public and applicants are strongly encouraged to attend the Committee meeting to take part in the review process and address questions and/ or concerns of the Committee. If the applicant is unable to attend the meeting, Planning Division Staff will contact the applicant to review the Committee's decision. Please note: Heritage Approvals Application decisions may be appealed directly to Council (see Table 1).

Can I revise my submission?

Once approvals have been granted, all revisions to the scope of work and/or product specifications, require a re-submission to the Heritage Port Hope Advisory Committee for their review and approval prior to proceeding with said work.

Who can I speak to for more information?

Any questions regarding the application forms or the approvals process can be directed to the Heritage Planner. It is recommended that the Owner and/or Agent meet with Planning Staff prior to completing the application.

Heritage Port Hope Advisory Committee members, through staff, can be available to advise and make site visits prior to submission of an application.

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, or to the Chairperson of the Heritage Port Hope Advisory Committee. The Planning Division will contact the Chairperson.

Should you have 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: stam@porthope.ca**

Application Deadline:

To be considered by the Heritage Port Hope Advisory Committee, applications must be submitted to planning staff no later than 4:30pm on the second Monday of the month.

Table 1: Alteration Process of a Property Designated by the Municipality under s. 33

Procedure	Decision Timelines
Applicant submits Complete Heritage Approvals Application, s. 33(2)	
Notice of Receipt of Application Shall be served on the applicant upon receipt of required materials, s. 33(3)	
Heritage Port Hope (HPH) Advisory Committee Consultation, s. 33(4)	
HPH decision (within 14 days of Notice of Receipt of Application): a) Approves Application b) Refuses application	
Applicant either: a) Accepts HPH decision b) Appeals HPH decision to Council	* Within 90 days after Receipt of Application, Council Makes Decision
Council decision: a) Consents to the Application, s.33(4)(a) b) Consents to the Application Subject to Conditions, s.33(4)(a) c) Refuses application, s.33(4)(a)	
Notice of Decision of Consent Shall be given within 90 days of serving of Notice of Receipt to the owner and Ontario Heritage Trust, s.33(4)(b)* If Notice of Decision is not given by Council after 90 days of Notice of Receipt, Council is deemed to have consented to the application, s. 33(5)**	
Applicant: a) Accepts Council decision b) Appeals conditions on approval to Conservation Review Board (CRB) within 30 days after receipt of Notice of Decision, s. 33(6); 34(1). c) Appeals decision to CRB or within 30 days after receipt of notice, s. 33(6); 34(1)	Within 30 days after Notice of Decision, Applicant may appeal to CRB
Appeal to Conservation Review Board: If applicant appeals Council's decision, the application is referred to the CRB, s. 33(7)	
Notice of Hearing: Shall be published in the newspaper at least 10 days prior to the hearing, s. 33(7)	
Conservation Review Board Hearing: Must be held as soon as practicable and shall be open to the public Parties include council, owner, and any such persons CRB may specify, s. 33(8)	
Review Board Report to Council: Shall be made to Council and a copy of the report to other parties, s. 33(11) Failure to make report within the 30 days does not invalidate the procedure s. 33(12)	Within 30 days after Conclusion of Hearing, Council Makes Decision
Council Decision a) Confirm original decision b) Revise original council decision with such modifications as council considers proper. Without further hearing, Council's decision is final, s. 33(13)	

HERITAGE APPROVALS APPLICATION FORM

To be submitted to Heritage Planning Staff

1.0 Municipal Address of Subject Property:	
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2.0 Property Owner Information:			
Name of Property Owner:			
Address:		City:	
Postal Code:		Daytime Phone #:	
Home Phone #:		E-mail Address:	

3.0 Business & Business Owner Information:			
Business Name:			
Business Owner(s):			
Business Owner Address:		City:	
Postal Code:		Daytime Phone #:	
Home Phone #:		E-mail Address:	

4.0 Authorized Applicant/ Agent Information (if applicable):			
<i>If the Applicant/ Agent is NOT the "Owner" of the property that is the subject of this application, 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.</i>			
Name of Authorized Applicant/ Agent:			
Contact Person:			
Address:		City:	
Postal Code:		Daytime Phone #:	
Home Phone #:		E-mail Address:	

5.0 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:			
Applicant/ Agent Name <i>(please print)</i>			
to make this application on my/our behalf.			
Date:		Owner Signature:	

6.0 Application Communication		
All communications should be sent to the following <i>(check those that apply)</i>		
<input type="checkbox"/> Owner	<input type="checkbox"/> Applicant	<input type="checkbox"/> Agent

HERITAGE APPROVALS APPLICATION SUMMARY

To be submitted to Heritage Planning Staff

1.0 Type of Application	
Check the Applicable Application(s) being submitted	
<input type="checkbox"/> Heritage Structural Approval	<input type="checkbox"/> Heritage Sign Approval

2.0 Heritage Structural Application				
Purpose of the Application <i>(check those that apply)</i>				
<input type="checkbox"/> New Construction	<input type="checkbox"/> Addition	<input type="checkbox"/> Alteration	<input type="checkbox"/> Repair	<input type="checkbox"/> Demolition

Scope of Work Proposed
Clearly describe the changes you are undertaking to alter the property <i>(attach additional page(s) if needed)</i> :

3.0 Heritage Sign Approval				
Type of (New or Altered) Signs Proposed:				
(Please refer to the total number of signs permitted before checking more than one item below. See Schedule 'C' of Sign By-law 17-2005, as amended.)				
<input type="checkbox"/> Directory Board	<input type="checkbox"/> Ground/ Pylon	<input type="checkbox"/> Projecting/ Hanging	<input type="checkbox"/> Wall	<input type="checkbox"/> Fascia
<input type="checkbox"/> Retractable Awning	<input type="checkbox"/> Sandwich Board	<input type="checkbox"/> Soffit	<input type="checkbox"/> Window	<input type="checkbox"/> Door

Type of Lettering/ Font/ Material/ Supporting Structure:
The type of lettering will be:
The type of material(s) supporting structures or fasteners will be:

Message & Logos:
The proposed message on the sign(s) will be <i>(attach additional page(s) if needed)</i> :
(Provide an image with the dimensions shown of the finished signs)

4.0 Architect or Structure/ Graphic Designer			
Name of Firm:		Contact Person:	
Phone #:		Email:	

5.0 Contractor/ Builder/ Sign Maker			
Firm Name:		Contact Person:	
Phone #:		Email:	

6.0 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 (*attach additional page(s) if needed*).

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7.0 Lighting Proposed (if applicable)

Fixture Material:		Fixture Colour:	
Wattage:		Mounting Technique:	

Describe location on the building and provide sketch or photo

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Provide an image (brochure) of the proposed light fixtures (*attach additional page(s) if needed*):
(Note: luminous, flashing & read-o-graph type signs are not permitted).

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8.0 Declaration & Signature:

I hereby declare that the statements made herein are, to the best of my belief and knowledge, a true and complete representation of the purpose and intent of this application.

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

I also understand that the proposal must comply with all other applicable legislation and by-laws including, Building Permit and Sign Permit.

I acknowledge that any change to the approved drawings, however small, must be re-submitted for approval.

I acknowledge that Municipality of Port Hope staff and members of the Heritage Port Hope Advisory Committee (HPHAC) may visit the property that is the subject of this application for the purpose of evaluating the merits of this application.

I acknowledge that personal information on this form is collected under the authority of the Ontario Heritage Act and will be used to process Heritage Permit Applications and the information may also be released to the public.

I confirm that the owner and/or agent for this property has reviewed this application with Heritage Planning staff.

Applicant's Signature (required):		Date:	
Property Owner's Signature (if different from applicant)		Date:	

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

Office Use Only

Application No:		Complete Application:	
Notice of Receipt to Owner:		HPH Notified:	
HPH Decision:		Applicant Notified:	
90 Day Expiry Date:			

The following documents have been submitted as a complete application:

- Completed application form
- Concept drawing (e.g. image of structure or finished sign)
- Detailed dimensioned drawing of proposed work, structure or sign
- Site plans detailing the location of structure or sign
- Historical documentation (e.g. original or historical photos)
- Photographs of existing conditions, building facade, side elevations
- Samples of heritage colours, manufacturer name, number and finish for each
- Materials to be used
- Sample font, name, and size of lettering of sign(s)
- Images and description of lighting fixtures (if applicable)
- Sign mounting information (if applicable)
- Other pertinent information (if applicable)

Verified by:

Planning Staff

Signature

Date