

— TOWN OF —
GRIMSBY

**APPLICATION FOR
A HERITAGE PERMIT**

Revised: July 2024

The Application Process

1. Pre-consultation Meeting

Applicants are strongly encouraged to meet with Planning staff to discuss the proposed alterations. This pre-consultation is an important step in the application process as it provides an opportunity for the applicant and staff to review the policies and guidelines related to the property in order to ensure that the application meets the relevant requirements. This meeting may occur on the property that is the subject of the application, to be arranged between staff and the owner prior to entry on the property.

2. Heritage Permit Application Submission

An application will be deemed complete by Planning staff when it fulfills the application requirements.

3. Preparation of a Heritage Report

Based on the heritage permit application, Planning staff will prepare a report and recommendation for the consideration of the Grimsby Heritage Advisory Committee.

4. Grimsby Heritage Advisory Committee

The application and staff report are reviewed by the Grimsby Heritage Advisory Committee, a municipal advisory committee, that reviews heritage permits and other heritage-related matters. The owner and/or agent should attend the Heritage Grimsby Advisory Committee and may be requested to prepare a presentation for the meeting. A heritage permit approval should precede any other approval, including those related to building permits, site plan and minor variances. The Committee will make a recommendation regarding the application.

5. Final Decision

The recommendation made in the Grimsby Heritage Advisory Committee is reviewed at the Standing Committee level and then by Council. Council will make the final decision to either approve, approve with conditions, or refuse the application. If Council does not make a decision on a heritage permit application within 90 days of submission of a complete application, Council shall be deemed to have consented to the application. If mutually agreed upon, an extension can be granted.

Heritage Permit Application Requirement Checklist

1. Recommended Pre-consultation Meeting

2. Completed Application Form

One (1) complete copy of the completed Heritage Permit Application Form.

3. Site Plan

Site plan or a current survey of the property that shows all structures, all critical setbacks and distances from adjacent properties, and the location of all proposed work to structures and/or landscaping.

4. Digital Copies of All Drawings

Drawings include:

- Architectural drawings to clearly illustrate the proposal, showing all proposed changes to all structures, including:
 - Elevations
 - Floor plans (these will be used for internal review purposes only and will not be made available to the general public)
 - Clear dimensions of building proportions and massing
 - Clear dimensions of door and window openings with respect to size, type and style
 - Vertical dimensions from existing and proposed grade, finished floor level, roof slopes, mechanical vents and equipment, fixtures, signage, outdoor lighting and other relevant elements of the proposed changes
 - 3-D drawings or artist renderings of proposed work for large scale projects (Sketch-Up, .skp file)
- Landscape details including:
 - Architectural drawings of patios, fencing, arbours
 - and other hard landscaping

5. Digital Copies of All Photographs

Photographs of the property, including:

- Photographs of the structure on the property
- Photographs of the surrounding context including nearby streetscape and neighbouring properties
- Physical and/or photographic examples of materials proposed to be used, such as examples of windows, roofing materials, cladding materials, and landscaping materials.

6. Studies as Requested

7. Electronic copies of all required items sent to the Town of Grimsby's Planning Department.



Please contact planning@grimsby.ca for more information about how to provide electronic copies.

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For Office Use Only			
HPA No.		Date Received	
Date Application Deemed Complete		Date of Receipt Letter to Owner	
90 Day Expiry Date	Grimsby Heritage Advisory Committee Meeting Date	Standing Committee Meeting Date	Council Meeting Date
Application reviewed by			

1. Pre-Consultation Meeting				
Pre-Consultation Meeting Date				
2. Registered Owner (as shown on the deed and title of the property)				
Name		Company Name		Municipality
Mailing Address			Unit #	Postal Code
Province	Email		Telephone	
3. Authorized Agent or Solicitor (if one has been authorized)				
Name		Company Name		Municipality
Mailing Address			Unit #	Postal Code
Province	Email		Telephone	
Contact for all future correspondence (select one):				
		<input type="checkbox"/> Registered Owner		<input type="checkbox"/> Authorized Agent

4a. Other Parties (consultant, surveyor, lawyer, etc.)

Contact Name	Company Name	Municipality	
Role to application (consultant, surveyor, lawyer, etc.)			
Mailing Address		Unit #	Postal Code
Province	Email	Telephone	

4b. Other Parties (consultant, surveyor, lawyer, etc.)

Contact Name	Company Name	Municipality	
Role to application (consultant, surveyor, lawyer, etc.)			
Mailing Address		Unit #	Postal Code
Province	Email	Telephone	

5. Purpose of the Application

Please select the changes that will be made to the property.

- Alterations to Building
- Alteration to the Site (i.e. Consent or Minor Variance)
- New Construction
- Landscaping
- Demolition

Clearly describe the changes you are making to alter the property.

6. Review of Heritage Guidelines

Explain the reasons for the alteration and describe how and if any of the recognized Heritage Attributes will be impacted by the proposed alterations. Describe how the proposal is consistent with the designating by-law for the property passed under Part IV of the Ontario *Heritage Act*

If you do not have a copy of the by-law, please see <https://www.grimsby.ca/en/parks-recreation-culture/heritage-properties.aspx>

Consent to Sever Yes No

Site Plan Yes No

Site Alteration Yes No

Sign Permit Yes No

Tree Removals Yes No

If "yes" to any of the above, please describe the nature and intent of the application(s).

Acknowledgement of Agreement of Registered Owner

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 and that other approvals if required must be described clearly in this application form (i.e., minor variance, consent to sever, site plan, building permit, sign permit, site alteration).

I acknowledge that any change to the approved drawings, however small, may require an amendment to the Heritage permit and may require resubmission for approval. Failure to reveal these changes to staff may result in work stoppage and charges and/or fines under the *Ontario Heritage Act* and/or other Acts.

I acknowledge that Town staff may visit the property that is the subject of this application for the purpose of evaluating the merits of this application. Property entry will be organized with the applicant or agent prior to entry.

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

I acknowledge that all information requested on this form is collected and maintained under the authority of the *Ontario Heritage Act*, R.S.O 1990, c. O.18 for the purpose of creating a record that is available to the general public within the meaning of section 27 of the *Municipal Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, c. M.56. I hereby grant the Town permission to reproduce, in whole or in part, any document submitted as part of a complete application for internal use, inclusion in staff reports or distribution to the public either online or through other means for the purpose of application review.

For the purposes of the *Municipal Freedom of Information and Protection of Privacy Act*, I authorize and consent to the use by or the disclosure to any person or public body of any personal information that is collected under the authority of the *Ontario Heritage Act* for the purposes of processing this application and correspondence purposes. Questions about this collection should be directed to the Town Clerk, Town of Grimsby, 160 Livingston Ave, Grimsby, Ontario L3M 0J5, telephone 905-945-9634.

Owner's Signature (required)

Date

Agent's Signature (if applicable)

Date

The section below is only to be completed by the Corporate Owner or an Agent of the Corporate Owner (if applicable).

Name: _____

Date: _____

I have the authority to bind the corporation.