

Grimsby Heritage Permit Guide



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HERITAGE PERMIT APPLICATION GUIDE

What is a Heritage Permit?

A heritage permit is required to undertake changes to properties designated under the *Ontario Heritage Act*. Properties are designated individually under Part IV of the Act. Properties that are listed on the Grimsby Heritage Register as ‘NOT designated properties’ do not require a heritage permit.

The *Ontario Heritage Act* outlines the process by which to ensure that any changes to a designated property do not alter the property in such a way that the reasons for designation are diminished.

When is a Heritage Permit Required?

A heritage permit is required prior to any alteration to a designated property that is likely to result in the loss, removal, obstruction, replacement, damage or destruction of one or more heritage features on the property. Generally, a heritage permit is required for any large-scale work that would also require a building permit, demolition permit or other formal approvals by the Town and other government agencies.

Examples of work that may require a Heritage Permit include:

- All new construction including new additions to existing structures and new independent structures such as garages, sheds, porches, decks and steps.
- Alteration, addition, removal or replacement of windows, doors, porches, verandahs, chimneys, cladding, roofing material, trim and other exterior details of a structure.
- Demolition of a structure or part of a structure.
- New signage.
- Hard landscaping such as the alteration, addition, removal or replacement of patios, fences, gates, trellises, arbours, gazebos, retaining walls and walkways.

When is a Heritage Permit Not Required?

A heritage permit is not required for routine maintenance and minor repairs that do not change the appearance or material of a structure of the property. Additionally, internal changes to a building on a designated property do not require a heritage permit if the alterations do not affect the external appearance of the designated property. An exception to this is if an individually designated property has a designation by-law which outlines specific interior elements to be preserved.

Examples of work that may not require a heritage permit include:

- Re-roofing, if the current roofing materials are not listed as heritage attributes
- Re-painting of architectural elements
- Repairs to, and replacement of eavestroughs and downspouts unless these are ornamental and integral to the heritage character and appearance of the building.
- Re-pointing of brick and repairs to chimney with historically appropriate mortar.
- Soft landscape work (ie, plantings)

What Are the Criteria Used to Evaluate the Proposed Work?

Heritage permit applications are reviewed with the consideration of the Council-approved designating by-laws of individual properties and heritage conservation district guidelines.

There are over 60 properties in Grimsby which are individually designated under Part IV of the *Ontario Heritage Act*. Each designated property has a by-law that provides the reasons for designation and lists the property's heritage attributes. Any changes to the designated property must be consistent with the reasons outlined in the by-law.

Additional Evaluation Criteria

In general, alterations to a heritage property must have regard for the individual designation by-law.

The following guiding principles are based on the Ontario Ministry principles of conservation for heritage properties. These principles are based on international charters which have been established over several decades.

- Do not base restorations solely on conjecture. Conservation work should be based on historic documentation and/or historical precedents using archival photographs, drawings, physical evidence and historical references.
- Do not move buildings unless there is no other means to save them. Site is an integral component of a building.
- Repair and conserve existing materials and finishes rather than replacing them, except where absolutely necessary. Minimal intervention maintains the historical integrity and true character of the resource and is often less expensive.
- Repair with like material whenever possible.

- Do not restore to one period at the expense of another period. Do not destroy later additions in order to restore the house to a single time period, except when a later addition is uncomplimentary or inappropriate historically.
- Massing and height of new additions should not overshadow the heritage portions of the building. Additions should appear smaller and subordinate to the historic portions of the building and should ideally be located to the rear.
- Whenever possible, alterations should be executed in a way that they could be reversed later to return the building to its original condition.
- New work should be distinguishable from the old structure. Building additions and new construction should be recognized as products of their own time, and new additions should not blur the distinction between old and new by attempting to duplicate. Strive for complimentary additions not replicas of the existing building.
- With continuous care and upkeep, future restoration will not be necessary and the high costs of conservation projects can be avoided.

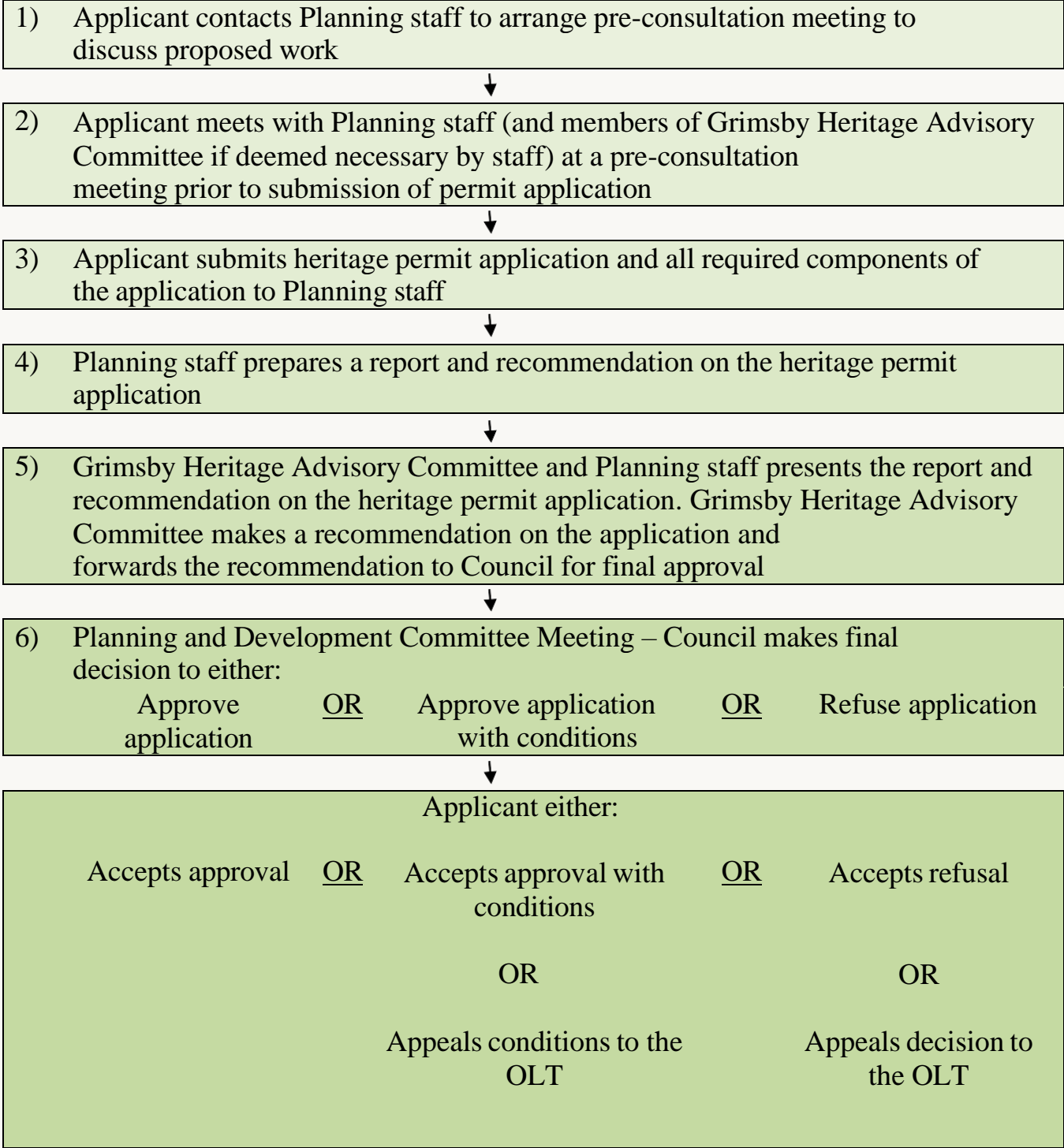
Other Regulations and Town Requirements

- Applicants undertaking work on their property are subject to all applicable policies and regulations that may apply.
- These may include the Official Plan and the Zoning By-law and other approvals and permits such as site plan, site alteration (including tree removals) and building permits.
- Approval of a heritage permit does not exempt a property owner from other Town requirements.
- Owners are strongly advised to confirm all Town approval and permit requirements early in the process.

What is the Approval Process?

Heritage Planning staff processes the application which is reviewed by the Grimsby Heritage Advisory Committee, a municipal advisory committee which reviews heritage permits and other heritage-related matters. The committee is constituted under Section 28 of the *Ontario Heritage Act*. The Committee makes a recommendation to Council and Council makes the final decision. If Council does not make a decision on a heritage permit application within 90 days of its submission, Council shall be deemed to have consented to the application. If mutually agreed upon, an extension can be granted.

The following are the steps that a heritage permit application typically goes through:



*Appeal process for Part IV (individual) designated properties:

- Heritage permits to alter the property can be appealed to the OLT
- Heritage permits to demolish or remove a structure can be appealed to the OLT

OLT – Ontario Land Tribunal (tribunal whose decision is binding)

What Are the Submission Requirements?

The heritage permit application must be submitted in a manner that provides staff and the Grimsby Heritage Advisory Committee with a clear understanding of the specific details and visual representation of the proposed alterations to the property. Please refer to staff for submission deadline dates.

a) Pre-consultation meeting with staff:

Before the submission of a heritage permit application, 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.

b) All heritage permit applications submitted to the Planning Department should include:

- Completed application form and any additional written description of the proposed changes
- Digital copy of all drawings
- Digital copy of all photographs

c) Information on drawings and visual materials:

When staff indicates that it is necessary, the following must be submitted as part of the heritage permit application:

- 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
- 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
- Photographs of the property, including:
 - Photographs of the front of the property showing the main structure
 - Photographs of the nearby streetscape and neighboring properties
 - Photographs of all applicable portions of the property and structures
- Landscape details including:
 - Architectural drawings of patios, fencing, arbours, and other hard landscaping
- Physical and/or visual samples of materials proposed to be used
 - Examples of windows, roofing materials, cladding materials (i.e. stucco, stone, brick, wood), landscaping materials

Additional Information

- The owner and/or an agent should attend the Grimsby Heritage Advisory Committee meeting.
- The owner and/or an agent may be requested to prepare a presentation for the Grimsby Heritage Advisory Committee meeting.
- A heritage permit approval should precede any other approval, including those related to building permits, site plan, and minor variances.
- Other known required permit or approval processes should be identified at the time of the submission of the heritage permit application.
- It is in the interest of a heritage property owner to retain licensed professionals to undertake the design and execution of projects on heritage properties.
- A heritage permit infraction may result in charges laid against the owner in accordance with the *Ontario Heritage Act*.
- All work proposed in an approved heritage permit application must be completed by the applicant within two years of the approval by staff or by Council.
- Follow up site inspections will be conducted to ensure compliance with drawings as submitted and approved.