

# Cobourg Heritage

## 2018 Heritage Permit Application Guide and Application Form

---

**Section One:** Heritage Permit Application for Paint and Signage Changes

**Section Two:** Heritage Permit Application for Alterations to Property

**Section Three:** Guide to Heritage Permit Applications



**Contact:**

David Johnson,  
Heritage Planner

Town of Cobourg  
Planning Department  
55 King Street West  
Cobourg, Ontario

Phone: 905-372-1005 ext.4455

Email: [djohnson@cobourg.ca](mailto:djohnson@cobourg.ca)

**Section One:**

**HERITAGE PERMIT APPLICATION FOR PAINTING AND SIGNAGE**



# HERITAGE PERMIT APPLICATION FOR PAINTING AND SIGNAGE



*To be submitted to Heritage Planning Staff*

*The Ontario Heritage Act and Town of Cobourg By-Law Number 77-06 prohibits any construction, restoration or repair to buildings located in a Heritage Conservation District or to buildings individually designated under the Ontario Heritage Act, unless a heritage permit has been issued by the Cobourg Municipal Council. This application will be evaluated by the Cobourg Heritage Committee for recommendation to the Cobourg Municipal Council.*

*Cobourg By-Law Number 097-2009 allows for Town of Cobourg Planning and Building Staff to grant approval for signage and paint subject to the Town of Cobourg Sign By-Law, Sign Guidelines, and Paint Guidelines.*

*The application will be considered initially by staff. However, the applicant is able to request any application concerning signage or paint be considered by the Cobourg Heritage Committee for recommendation to the Cobourg Municipal Council.*

Please Print

## **NATURE OF APPLICATION (Please indicate all items relating to application)**

Painting       New Sign       Alteration to Existing Sign       Sandwich Board Sign

## **LOCATION OF WORK**

Municipal Address:

---

Is this a condominium corporation?    No       Yes

If yes, will the proposed work alter a common element?

No       Yes: Please attach a letter from the condominium board authorizing the proposed work.

## **Applicant Contact Information:**

Name:

---

Address & Postal Code:

---

Work Phone:

---

Home Phone:

---

Cell Phone:

---

E-mail:

---

## **Property Owner's Contact Information (if Different from Applicant Information):**

Name:

---

Address & Postal Code:

---

Work Phone:

---

Home Phone:

---

Cell Phone:

---

E-mail:

---

## PROPOSAL OUTLINE

The following information is required to be submitted by the applicant. Applications will not be considered until the applicable information is provided:

- Photo of existing building
- Photo of building with mockup of proposed work (for signage applications only)
- Colour chips of proposed paint colours
- Materials to be used & sample if applicable (for signage applications only)
- Dimension of the proposed sign or project (for signage applications only)

Description of Proposed Work:

---

---

---

---

---

---

✓ If you are installing signage, you will require a Sign Permit from the Building Department

### 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 and that other approvals if required must be described clearly in Section A of this application form (e.g. Minor Variance, Site Plan, Building Permit, Sign Permit).

I acknowledge that any change to the approved drawings, however small, must be re-submitted for approval. Failure to do this may result in work stoppage and charges and/or fines under the *Ontario Heritage Act*.

I acknowledge that Town of Cobourg staff and members of the Cobourg Heritage Committee 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 at a pre-consultation meeting.

\_\_\_\_\_  
Property Owner's Signature (*required*)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Agent's Signature (*if applicable*)

\_\_\_\_\_  
Date

**NOTE\*** There is no application fee for a heritage permit. Applicants are encouraged to contact other municipal departments which may have an interest in the application. (e.g. Building Department, LUSI)

**OFFICE USE ONLY**

**Heritage Permit Application Completion Verification for Staff**

**HPA No:**

Date HPA Submitted:

90 Day Expiry Date:

Pre-Consultation Meeting:

Date of Receipt Letter to Owner:

The following portions of this application have been completed or submitted:

- Pre-consultation meeting with staff
- Site Plan
- Digital copy of all drawings
- Digital copy of all photographs
- Letter of authorization from condo board, if applicable

Verified by:

\_\_\_\_\_

Planning staff member

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

**Circulation Tracking**

<b>Approvals Required:</b>	<b>Meeting Date</b>	<b>Date Approved</b>
<b>Staff Approval</b>	_____	_____
OR:		
<b>Cobourg Heritage Committee (CHC)</b>	_____	_____
AND		
<b>COMMITTEE OF THE WHOLE (COW)</b>	_____	_____
AND		
<b>COUNCIL APPROVAL</b>	_____	_____

**Section Two:**  
**HERITAGE PERMIT APPLICATION FORM**



# HERITAGE PERMIT APPLICATION FORM



To be submitted to Heritage Planning staff

## 1. Location and Contact Information

The accuracy and completeness of this application is the responsibility of the applicant.

### LOCATION OF WORK

Municipal Address: \_\_\_\_\_

Is this a condominium corporation?  No  Yes

If yes, will the proposed work alter a common element?

No  Yes: Please attach a letter from the condominium board authorizing the proposed work.

### Applicant Contact Information:

Name: \_\_\_\_\_

Address & Postal Code: \_\_\_\_\_

Work Phone: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

### Property Owner's Contact Information (if Different from Applicant Information):

Name: \_\_\_\_\_

Address & Postal Code: \_\_\_\_\_

Work Phone: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

## 2. Heritage Permit Application Summary

### A. Purpose of the Application

Alteration to Building  New Construction  Demolition  Addition to Building

Clearly describe the changes you are undertaking to alter the property (attach additional page(s) if needed):

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

**B. Product and Manufacturers' Details:**  
**(Applicants are encouraged to fill out in consultation with Planning Staff)**

<b>Item(s) to be changed</b>	<b>Material</b>	<b>Colour</b>	<b>New or Restoration</b>	<b>Product Detail</b>
Roof				
Cladding				
Doors				
Windows				
Exterior Trim				
Porch / Verandah				
Fencing				
Foundation Walls				
Landscaping				



**C. Completed Submission**

Before submitting this application, please check off the following applicable boxes to ensure that your application is complete:

- Pre-consultation meeting with staff has been completed
- A Site Plan has been submitted
- A digital copy of all drawings has been submitted
- A digital copy of all photographs has been submitted
- Checklist for assessment of condition of existing windows (if applicable)

**D. Review of Heritage Guidelines**

Explain the reasons for undertaking the alterations and describe how the proposal is consistent with the Part IV individual designating by-law or the Part V Heritage Conservation District Plan (this is a requirement before attending the Cobourg Heritage Committee).

---

---

---

---

---

---

---

---

---

---

---

---

**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 Site Plan, Building Permit and Sign Permit.

I acknowledge that any change to the approved drawings, however small, must be re-submitted for approval. Failure to do this may result in work stoppage and charges and/or fines under the *Ontario Heritage Act*.

I acknowledge that Town of Cobourg staff and members of the Cobourg Heritage Committee (CHC) Committee 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 at a pre-consultation meeting.

\_\_\_\_\_  
Applicant's Signature (*required*)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Property Owner's Signature (*if different from applicant*)

\_\_\_\_\_  
Date

The personal information on this form was collected pursuant to the ***Freedom of Information Act*** and forms part of a public record open to inspection by any person upon request at the office of the clerk during normal office hours. See the *Municipal Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, c.M.56, s.14(1)(c).

<b>OFFICE USE ONLY</b>
------------------------

### Heritage Permit Application Completion Verification by Staff

<b>HPA No:</b>					
Date HPA Submitted:	90 Day Expiry Date:				
Pre-Consultation Meeting:	Date of Receipt Letter to Owner:				
<p>The following portions of this application have been completed or submitted:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Pre-consultation meeting with staff</li> <li><input type="checkbox"/> Site Plan</li> <li><input type="checkbox"/> Digital copy of all drawings</li> <li><input type="checkbox"/> Digital copy of all photographs</li> <li><input type="checkbox"/> Letter of authorization from condo board, if applicable</li> </ul> <p>Verified by:</p>  <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border-top: 1px solid black; border-bottom: 1px solid black;">Planning staff member</td> <td style="width: 50%; border-top: 1px solid black; border-bottom: 1px solid black;">Signature</td> </tr> <tr> <td style="border-top: 1px solid black; border-bottom: 1px solid black;">Date</td> <td></td> </tr> </table>		Planning staff member	Signature	Date	
Planning staff member	Signature				
Date					

### Circulation Tracking

Approvals Required:	Meeting Date	Date Approved
<b>Staff Approval</b>	_____	_____
OR:		
<b>Cobourg Heritage Committee (CHC)</b>	_____	_____
AND		
<b>COMMITTEE OF THE WHOLE (COW)</b>	_____	_____
AND		
<b>COUNCIL APPROVAL</b>	_____	_____

**Section Three:**  
**HERITAGE PERMIT APPLICATION GUIDE**



# HERITAGE PERMIT APPLICATION GUIDE

---

## Heritage Permits

A Heritage Permit is required to undertake changes to properties designated 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 the buildings and structures on the real property.**

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. 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 individually designated properties whose designation by-law outlines specific interior elements to be preserved.

Any work undertaken that alters or changes the appearance of the real property and the buildings and structures on the real property requires a Heritage Permit, including:

- All additions and alterations to structures on the property
- All new construction
- Landscaping and/or alteration of the real property
- Demolition of structures on the property

Examples of work that **require** a Heritage Permit include:

- Addition or alteration to an existing structure on the property
- Replacement of windows or doors
- Change in window or door openings
- Removal and/or installation of porches, verandahs, canopies, cladding and chimneys
- Change in trim, cladding and painting of building exterior
- Removal and/or installation of a deck, fence, gate, trellis, arbours and/or gazebos

Examples of work that **do not require** a Heritage Permit include:

- Routine maintenance and minor repairs that do not change the appearance of the structures and/or the real property
- Re-roofing in material, colour and shape similar to existing material, colour and shape
- Re-painting of architectural elements in the same colour
- Repairs to, and replacement of eaves troughs 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

Heritage Permit Applications for demolition, relocation or de-designation of heritage properties are discouraged and are generally not supported by staff, Cobourg Heritage Committee (CHC) or by Town Council.

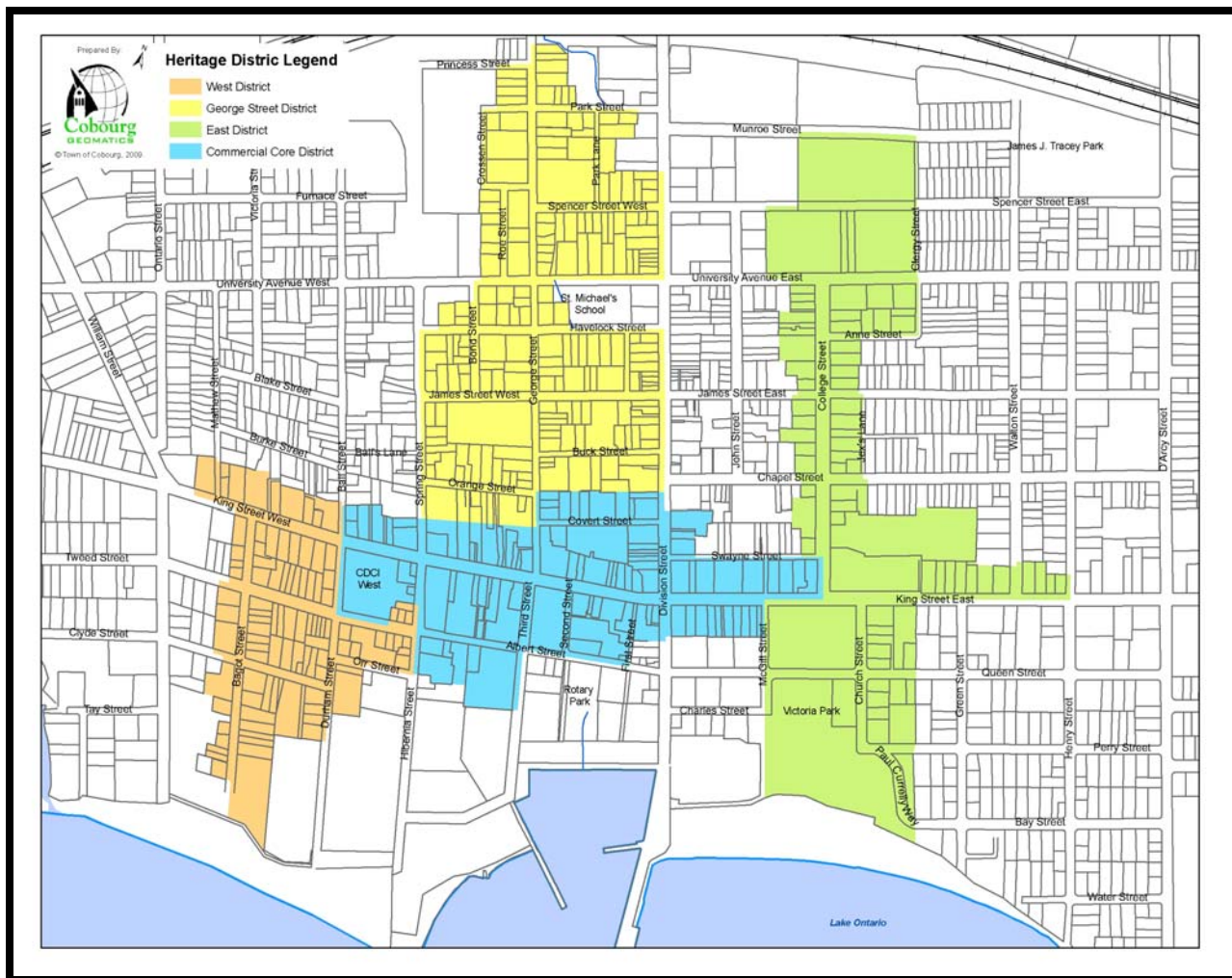
# Heritage Guidelines

Heritage Permit Applications are reviewed with the consideration of the Council-approved Heritage Conservation District Plans and designating by-laws of individual properties.

There are approximately 45 properties in Cobourg 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.

In addition to individually designated properties, there are four Heritage Conservation Districts: West District, East District, Commercial Core District, and George Street District. There are approximately 500 properties in the four districts. Below is a map showing the boundaries of the four districts. Each district has a Heritage Conservation District Plan approved by Council. These are available through the Planning Department. Reference can also be made to the Municipal By-laws which established the districts and the Town of Cobourg's Heritage Master Plan.

In total, there are over 600 individual and district designated properties which require a heritage permit when undertaking alterations to the property.



In general, alterations to a heritage property must have regard for:

- Individual designation by-law or the Heritage Conservation District Plan
- Heritage attributes of the property or the district
- Role and character of the property
- Architectural style and the period in which the structure was built
- Appropriate scale and massing
- Streetscape, vistas, vegetation and trees that define the presence and location of the property
- Preference for restoration of features and details instead of replacement
- Preference for restoration of doors, windows and trim instead of replacement
- Compatibility in material, style and colour of existing architectural components

In general, any new building on a designated property must have regard for:

- Contextual scale, massing, character, architectural style, setbacks and building height of the original structure and/or the heritage fabric within the district
- Impact on the streetscape and the visual properties of the neighbourhood
- The use of wood windows, doors and trim compatible with existing heritage buildings in the neighbourhood
- Landscaping that reflects the heritage character of the neighbourhood and/or the property







## \*Heritage Permit Application Dates for 2017

Submission Deadline of Completed Heritage Permit Application to Planning Department	Cobourg Heritage Committee (CHC) Meetings 4:00 pm Town Hall	Committee of the Whole Meetings 7:00 pm Town Hall (Discussion/Debate)	Regular Council Meetings 7:00 pm Town Hall (Final Decision)
January 3	January 17	January 29	February 5
January 24	February 7	February 20	February 26
March 7	March 21	April 2	April 9
March 28	April 11	April 23	April 30
April 18	May 2	May 14	May 22
May 30	June 13	June 25	July 3
June 20	July 4	July 23	July 23
July 25	August 8	September 4	September 10
August 29	September 12	September 24	October 1
September 19	October 3	TBD	TBD
October 31	November 14	TBD	TBD

\*Schedule is tentative and may change – please confirm dates with Planning Staff when submitting application.

**Back-up meeting (if required):**

Wednesday, February 28

Wednesday, May 23

Wednesday, July 25

Wednesday, October 24

Wednesday, December 12

**Under Section 33 (4) and Section 42(4) of the *Ontario Heritage Act*, Council shall render its decision within 90 days of the receipt of the Heritage Permit Application. Within the 90 day period, Council either consents to the application, consents subject to terms and conditions or refuses the application. The 90-day period can be extended if the applicant agrees to do so in writing to the Manager of Planning Services.**

## Submission Requirements

The Heritage Permit Application must be submitted in a form that provides staff and the Cobourg Heritage Committee (CHC) with a clear understanding of specific details and visual representation of proposed alterations to the historic property and to the physical setting into which the changes are to occur.

### **a) *Pre-consultation Meeting with Staff:***

Before a Heritage Permit Application can be considered complete, applicants must have met with Heritage Planning Staff to discuss the proposed alterations and the relevant materials listed above. 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.

### **b) *All Heritage Permit Applications submitted to the Planning Services Department must include:***

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

### **c) *Information on Drawings and Visual Materials:***

Where applicable, the following must be submitted as part of the Heritage Permit Application:

- Site Plan on 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
  - Clear dimensions of building proportions and massing
  - Clear dimensions of door and window openings with respect to size, frequency, 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
- Photographs of the property, including:
  - Photographs of the front of the property showing the main structure (if applicable)
  - Photographs of the nearby streetscape and neighbouring properties
  - Photographs of all applicable portions of the property and structures
- Landscape details including:
  - Architectural drawings of patios, fencing, arbours and other hard landscaping
- Samples of materials proposed to be used

## ***Important Notes:***

- Heritage Planning Staff are available to assist the applicant prior to submission of the application.
- Cobourg Heritage Committee (CHC) members, through staff, are available to assist and arrange site visits prior to submission of the application.
- The owner and/or agent **MUST** meet with Heritage Planning staff at a pre-consultation meeting.
- The owner and/or an agent **MUST** attend the Cobourg Heritage Committee (CHC) meeting.
- A Heritage Permit approval by staff or Council **MUST** precede any other approval, including issuance of any Building Permits.
- Planning applications such as a minor variance or severance application must be submitted to the Committee of Adjustment.
- 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.
- All Heritage Permits are owner-specific. Approved Heritage Permits which were submitted by a property owner are no longer relevant when a change of ownership takes place.

**If you have any questions regarding the submission requirements, please contact:**

**David Johnson**

*Planner I – Heritage*

Town of Cobourg  
Planning Department  
55 King Street West  
Cobourg, ON  
Phone: 905-372-1005 ext. 4455  
Fax: 905-372-1533  
Email: [djohnson@cobourg.ca](mailto:djohnson@cobourg.ca)

**For further information please visit:**

[www.cobourg.ca](http://www.cobourg.ca)