

Cobourg Heritage

Heritage Permit Application Guide and Application Form

Section One: Heritage Permit Application for Paint Changes

Section Two: Heritage Permit Application for Alterations to Property

Section Three: Guide to Heritage Permit Applications



Contact:

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

Phone: 905-372-1005

Email: planninginfo@cobourg.ca

Section One:

HERITAGE PERMIT APPLICATION FOR PAINTING

HERITAGE PERMIT APPLICATION FOR PAINTING



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

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
- ☐ Colour chips of proposed paint colours

Description of Proposal:

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****Approvals Required:****Meeting Date****Date Approved****Staff Approval**

OR:

Cobourg Heritage Committee (CHC)

AND

COMMITTEE OF THE WHOLE (COW)

AND

COUNCIL APPROVAL

_____	_____
_____	_____
_____	_____
_____	_____

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)

Item(s) to be changed	Material	Colour	New or Restoration	Product Detail
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).

OFFICE USE ONLY

Heritage Permit Application Completion Verification by 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: <table><tr><td>_____</td><td>_____</td></tr><tr><td>Planning staff member</td><td>Signature</td></tr><tr><td>_____</td><td></td></tr><tr><td>Date</td><td></td></tr></table>		_____	_____	Planning staff member	Signature	_____		Date	
_____	_____								
Planning staff member	Signature								

Date									

Circulation Tracking

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

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.

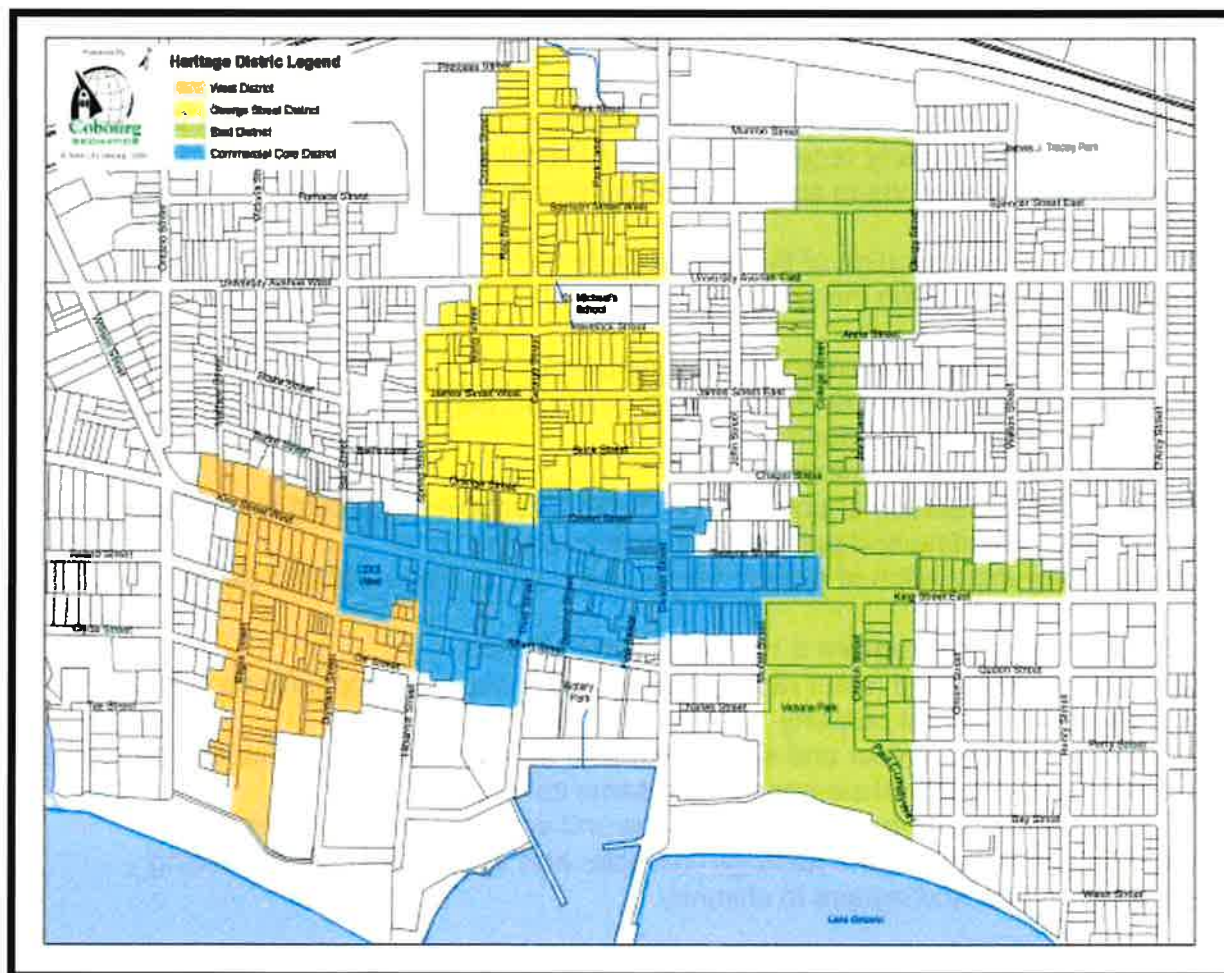
Heritage Guidelines

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 Approval Process

There are two ways in which a Heritage Permit can be approved. For alterations proposed to the property which are considered by staff to be minor in nature, approval is given by staff. Please refer to staff in order to determine if a Heritage Permit Application requires staff approval.

Staff Approval

Where a Heritage Permit Application is considered minor in nature by staff and may be approved by staff, the following are the steps that an application typically goes through:

STAFF APPROVAL TABLE

a)	Applicant contacts Heritage Planning Staff to arrange pre-consultation meeting to discuss proposed work ↓
b)	Applicant meets with Heritage Planning Staff at a pre-consultation meeting and staff determines if the application is minor in nature and can be considered for approval by staff ↓
c)	Applicant submits Heritage Permit Application to Heritage Planning Staff and all required components of the application ↓
d)	Heritage Planning Staff determine if the application meets heritage requirements and: ↓
e)	Heritage Planning Staff either: Approves Application ↓ <u>OR</u> Approves Application Subject to Conditions ↓ <u>OR</u> Refuses Application ↓
e)	Applicant either: Accepts Staff Decision ↓ <u>OR</u> Requests Application be considered by the Cobourg Heritage Committee (CHC) ↓
	If applicant requests application be considered by the CHC, then the application will be processed according to the steps as defined in the Cobourg Heritage Committee (CHC) Approval Table listed below

For alterations which are more extensive or otherwise complex, approval is given by Cobourg Heritage Committee (CHC) and subsequently by Council. Additionally, if a minor application has not received approval by staff or has received approval with conditions that the applicant does not agree with, the Cobourg Heritage Committee (CHC) is a municipal advisory committee which makes recommendations to Council on heritage-related matters. The Committee is constituted under Section 28 of the *Ontario Heritage Act*. For applications considered by Cobourg Heritage Committee (CHC), Council makes the final decision whether to approve or not to approve the Heritage Permit.

COBOURG HERITAGE COMMITTEE (CHC) APPROVAL TABLE

a)	Applicant contacts Heritage Planning staff to arrange pre-consultation meeting to discuss proposed work			
	↓			
b)	Applicant meets with Heritage Planning staff (and members of Cobourg Heritage Committee (CHC) if deemed necessary by staff) at a pre-consultation meeting			
	↓			
c)	Applicant submits Heritage Permit Application and all required components of the application			
	↓			
d)	Heritage staff prepare Heritage Permit Application Report & Recommendation <i>(available on-line two days before the Heritage Committee Meeting)</i>			
	↓			
e)	Cobourg Heritage Committee (CHC) Meeting Agenda circulated to committee members prior to meeting			
	↓			
f)	Heritage staff presents Heritage Permit Application Report and Recommendation at Cobourg Heritage Committee (CHC) Meeting <i>(applicant <u>must</u> be at meeting to respond to questions)</i>			
	↓			
g)	Cobourg Heritage Committee (CHC) makes recommendation and forwards the recommendation to Council for final approval			
	↓			
h)	Planning and Development Council, within 90 days of the date of application submission, either:			
	Approves Application ↓	<u>OR</u>	Approves Application Subject to Conditions ↓	<u>OR</u>
				Refuses Application ↓
i)	Applicant either:			
	Accepts Council Decision	<u>OR</u>	Appeals conditions to the CRB/OMB ***	<u>OR</u>
				Appeals decision to the CRB/OMB ***
***	CRB - Conservation Review Board			
***	OMB - Ontario Municipal Board			

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 and Development 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:

Town of Cobourg
Planning Department
55 King Street West
Cobourg, ON
Phone: 905-372-1005
Fax: 905-372-1533
Email: planninginfo@cobourg.ca

For further information please visit:

www.cobourg.ca

