

DESIGNATED HERITAGE PERMIT GUIDE

INTRODUCTION

A Designated Heritage Permit is intended for properties designated under Part IV of the Ontario Heritage Act to perform certain forms of maintenance, work, contracting or otherwise which impacts a heritage resource. Designated Heritage Permits are also required for the de-listing of properties from the Heritage Register, repealing of heritage designation by-laws and amendments to heritage designation by-laws.

Designated Heritage Permits are intended to guide proposed alterations to heritage properties and conserve the listed and designated heritage resources of the City. Additions, changes, renovations, and even regular maintenance can have an impact on designated heritage resources over time. The use of Designated Heritage Permits allows for the proposed work to be reviewed so that it is appropriate for heritage conservation, meaning that the reasons for which the property was designated are not diminished and the integrity of the property is upheld.

Owners are required to apply for Designated Heritage Permits when the proposed work is likely to affect the designated heritage attributes of the property, as well as when de-listing from the Heritage Register, repealing of the designation by-law or amendments to the designation by-law are proposed. A Designated Heritage Permit is required prior to the issuance of a Building Permit or Planning Approval.

Designated Heritage Permits do not take the place of Building Permits. Please inquire with the Planning and Building Services Department before any work is carried out to ensure that all required permits and approvals are obtained.

WORK WHICH TYPICALLY REQUIRES A DESIGNATED HERITAGE PERMIT

The following list represents examples of when a Designated Heritage Permit is required:

- Demolition of a building or part of a building, including a building façade
- Removal of a building to a different location on site or to another site

- Erection of a new building, a new façade, an addition to an existing building, new garage or a wall
- Structural intervention that affects the external appearance of a building
- Repointing and repairing masonry, cleaning masonry of paint or grime, or painting or staining
- Removal of parging, external insulation and finish system, siding or façade screen from walls or installation of new wall material to replace or cover existing wall material
- Alteration of doors and windows, their heads and their surrounds, or cutting of new door and window openings in walls
- Alteration of roofline or skyline by changes to cornices, overhangs, eaves, parapets, chimneys, dormers, rooftop equipment, towers and roof shape, or alteration of historic roof coverings such as slate
- Removal or addition of architectural detail, such as storefront cornices, decorative brickwork, stone trim, brackets, window shutters, awnings, porches, and balconies
- Erection of a sign

WORK WHICH TYPICALLY DOES NOT REQUIRE A DESIGNATED HERITAGE PERMIT

In accordance with Section 41.1 (5)(e) of the Ontario Heritage Act, and in line with work that does not require a Heritage Alteration Permit under the Downtown Heritage Conservation District Plan, the following cases of alterations are minor in nature, and do not require a designated heritage permit:

- Interior work, unless interior elements of the designated property are described in the reasons for designation in a Part IV individual designation by-law
- Repair and restoration of existing elements
- Replacing non-original roofing materials in-kind

PREFERABLE TYPES OF ALTERATIONS

Detailed policies and guidelines of preferred alterations to designated heritage properties are found in the Downtown St. Thomas Heritage Conservation District Plan. While this plan applies to the designated Downtown St. Thomas Heritage Conservation District, it outlines best practices which could be applied to other

designated buildings. For additional information, please contact the City Clerk's Department. The Downtown St. Thomas Heritage Conservation District Plan can be found on the City's website.

SUBMISSION REQUIREMENTS FOR A DESIGNATED HERITAGE PERMIT

The designated heritage permit application must provide a clear understanding of the specific details and visual representation of the proposed alterations to the property.

Applicants should meet with City Clerk's Department staff to discuss the proposed alterations or changes. This pre-consultation is an important step in the application process to review any policies related to the property and to ensure that the application meets the relevant requirements.

All designated heritage permit applications submitted must include:

- Completed application form
- All relevant drawings/sketches, written specifications and/or site plan that shows all structures, setbacks, elevations, distances from adjacent properties and the location of all proposed work
- All relevant architectural or engineering plans
- All relevant photographs
- In some cases, a Heritage Impact Assessment or other relevant technical cultural heritage study may also be required

DESIGNATED HERITAGE PERMIT APPROVAL PROCESS OVERVIEW

1. An applicant contacts the City Clerk's Department to arrange a pre-consultation meeting to discuss proposed work.
2. Applicant submits the Designated Heritage Permit Application and all required documents (such as drawings and photographs) to the City Clerk's Department.
3. Once City staff have received the application and all required documentation, the Designated Heritage Permit Application is forwarded to the Municipal Heritage Committee for review at their next available meeting. The applicant is invited to attend the meeting to discuss the application and answer questions the Committee may have.

4. The Municipal Heritage Committee will make recommendations in the form of a report to City Council.
5. City Council reviews the recommendations of the Municipal Heritage Committee and will make the final decision to either:
 - a. Approve the Application;
 - b. Approve the Application with conditions; or
 - c. Refuse the Application.
6. The Applicant can either:
 - a. Accept the approval;
 - b. Appeal conditions of the approval; or
 - c. Appeal should City Council refuse the application.
7. Appeals must be submitted to the Ontario Land Tribunal, in accordance with the Ontario Heritage Act.

FURTHER RESOURCES

Ontario Heritage Act, R.S.O. 1990, c. O.18

The Ontario Heritage Act provides municipalities with the authority to designate and manage properties of culture heritage value or interest. The Act is available to read online on the Ontario e-Laws website [e-Laws | ontario.ca](https://e-laws.gov.on.ca/ontario.ca).

Ontario Heritage Tool Kit

The Ontario Heritage Tool Kit presents user-friendly explanations of the Ontario Heritage Act and is available to read online on Ontario's website at [Ontario Heritage Tool Kit | ontario.ca](https://ontario.ca/heritage-tool-kit).

Downtown St. Thomas Heritage Conservation District Plan

The Downtown St. Thomas Heritage Conservation District Plan outlines best practices for conserving heritage properties and can be applied to other heritage properties within the City. The Plan is available on the City's website.