



City of Stratford Heritage Permit Application Guideline

Purpose of the Guideline

The purpose of this guideline is to help applicants through the process of making an application to the City of Stratford for a Heritage Permit. The guideline includes background information on the City's Service Philosophy, the need for Heritage Permits and their relationship to the City's Heritage Conservation District Standards. The guideline also sets out the application requirements and provides a step by step outline of the Heritage Permit process from initial application to final approval.

Service Philosophy

Our **commitment** is to the community;

Our **duty** is to policy and practice;

Our **goal** is knowledgeable solution-orientated service!

Specifically:

- ❑ We will **work in partnership** with applicants and their representatives to find solutions to any challenges that may arise in the development process provided that such solutions do not conflict with the public interest.
- ❑ We **support safe, accessible well-planned, well-constructed development** in support of the City's strategic objectives and Official Plan and that recognizes the unique character of this community.
- ❑ We will **protect the public interest** through the effective assessment and management of risk and through the enhancement of the social, economic and environmental character of the city.
- ❑ We are committed to the City developing in a **progressive, timely and orderly manner**.
- ❑ We will **coordinate our responses, demonstrate clear and effective communications** and provide **timely decisions**.
- ❑ We are committed to **continuously improving** the process. If one of us believes a city policy or practice does not serve the public interest, we will propose changes to that policy or practice.
- ❑ We will also work to **keep abreast of improvements in other municipalities** and incorporate changes which we feel are applicable to Stratford into our processes.

What is the Heritage Conservation District?

The City of Stratford Heritage Conservation District is an aggregate of buildings, streets and open spaces that, as a whole, is a collective asset to the community. It has a special character that distinguishes it from its surroundings. The Ontario Heritage Act allows municipalities to designate these areas as Heritage Conservation Districts under Part 5 of the Act. The City of

Stratford established the Heritage Conservation District on October 27th, 1997, through Municipal By-law 173-97. The intent of this by-law is to conserve significant elements of the City's heritage character through future development. A map of the Heritage Conservation District is attached to this guideline.

Who Administers and Approves Heritage Permits?

The Building and Planning Department administers the Heritage Permit application process. The City of Stratford Municipal Heritage Committee reviews most applications and makes a recommendation to City Council regarding approval. In some cases Council will be required to approve an application.

Is There a Cost Involved?

There is no charge for Heritage Permit applications.

When is a Heritage Permit Required?

Under the *Ontario Heritage Act, R.S.O 1980*, any new construction or "alteration" in the Heritage Conservation District requires a Heritage Permit from the City of Stratford. Heritage Permits are issued through the City of Stratford Building and Planning Department and may require Municipal Heritage Committee and/or Council approval.

The *Ontario Heritage Act, R.S.O 1980* defines "alter" or "alteration" as:

"to change in any manner and includes to restore, renovate, repair or disturb"

Some examples of work requiring a Heritage Permit include:

- Addition and/or alteration to an existing building or accessory building
- Replacement of windows or doors, or a change in window or door openings
- Change in siding, soffit, fascia or roofing material
- Removal and/or installation of porches, verandahs and canopies
- Removal and/or installation of cladding and chimneys
- Removal and/or installation of decks, fences, gates, trellises, arbours and gazebos
- Change in trim, cladding or door colour(s) or painting of masonry
- Repointing of brick

Some examples of work **NOT requiring a Heritage Permit include:**

- Minor repairs to siding materials
- Repairs to, and replacement of, eaves troughs and down spouts, unless they are integral to the heritage character of the building (i.e. decorated metal, original to the building)
- Repainting of previously painted surfaces

How are Heritage Permit Applications Processed?

1. The applicant submits a complete Heritage Permit application along with all of the required documentation.

2. Staff reviews the application and applies the standards contained in “*City of Stratford Heritage Conservation District Standards*”.
3. If in the opinion of staff the proposed alterations are determined to comply with the standards and are minor in nature staff may issue a Heritage Permit.
4. If staff determines the proposed alteration is not minor the application is forwarded to the Municipal Heritage Committee and/or Council for review.
5. If Municipal Heritage Committee review is required and the Municipal Heritage Committee recommends approval, Staff may issue a Heritage Permit.
6. If staff determines that the application is significant enough to warrant Council review or if the Municipal Heritage Committee does not recommend approval, the Heritage Permit application is referred to Council for approval.
7. Council may approve the application, portions of the application, or refuse the application.

Applicants are encouraged to contact the Building and Planning Department to discuss their proposal prior to making an application.

How Long Will it Take to Process My Complete Heritage Permit Application?

Heritage Permit applications which do not require Municipal Heritage Committee and/or Council approval may be processed within several days

Heritage Permit applications that require Municipal Heritage Committee review and approval will be taken to the next available Municipal Heritage Committee meeting. The Committee meets on a monthly basis on the second Tuesday of the month. Applications must be received 1 week prior to the meeting in order to be placed on the agenda.

Heritage Permit applications that have been refused by the Municipal Heritage Committee or which have been determined to require Council review will be scheduled for the next available Planning and Heritage Sub-Committee meeting. These meetings take place monthly on the fourth Wednesday of the month. The subcommittee decision is then placed on a subsequent Planning and Heritage Committee and Council agenda for approval and ratification.

Do I have any Appeal Rights?

Where an application to the City of Stratford for a Heritage Permit to erect a building or structure or to alter the external portions of any building or structure is refused or Council fails to make a decision thereon within 90 days of receiving the complete application, the applicant may, within thirty days of receipt of a permit or advice in writing from Council, appeal the decision to the Ontario Municipal Board.

What Types of Information Do I Need to Make A Complete Heritage Permit Application?

Every Heritage Permit application submitted to the Building and Planning Department should include the following:

- Complete and signed application form;

- Photographs of existing elevations and significant historical/architectural details (as applicable to proposed change(s));
- Brochures/catalogues, small product samples and/or paint chips (if applicable);
- One set of legible 11" X 17" or 8.5" X 11" drawings, including dimensions, illustrating the existing building(s) and the proposed changes. Drawing package is to include:
 - site plan showing property boundaries and foot prints of existing and proposed buildings, along with significant landscaping features
 - elevation drawings and floor plans showing vertical dimensions, existing grade, proposed grade, finished floor elevations, roof slopes, mechanical vents and equipment, location and type of outdoor lighting fixtures, design and location of signage, downspouts, porches and railings;
- Current survey (if available);
- Additional photographs of the streetscape (showing the existing site and adjacent buildings and of each elevation may be required;
- Please feel free to submit any additional materials that you feel will help the Municipal Heritage Committee to understand your application

Evaluation Form

As part of the City of Stratford's goal of achieving continuous improvement with respect to development services, please find attached an evaluation form for your comments. Please fill in this form and submit it to the address indicated at the bottom of the form.

For more information on Heritage Permit Applications, contact the Building and Planning Department at (519) 271-0250.