

## **City of Stratford Heritage Alteration Permit Guidelines**

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The purpose of these guidelines are to assist applicants through the heritage alteration permit process.

### **1. What is a heritage alteration permit?**

A heritage alteration permit is required to undertake alterations to a property designated under the *Ontario Heritage Act*. A heritage designated property is defined in the *Ontario Heritage Act* as a real property, and the buildings and structures on the property. Properties can be designated individually under Part IV of the *Ontario Heritage Act*, designated within a Heritage Conservation District under Part V of the *Ontario Heritage Act*, or both. The *Ontario Heritage Act* was enacted by the Province of Ontario to allow municipalities to protect and conserve properties that are deemed to be of cultural heritage value or interest and to ensure that any changes to a designated property conserves its cultural heritage value and heritage attributes.

### **2. When is a heritage alteration permit required?**

A heritage alteration permit is required prior to any changes to a heritage designated property. These changes could include the replacement, removal, alteration, damage or destruction of heritage attributes on the property. For Part IV properties, heritage alteration permit approval is required if the changes are likely to affect the heritage attributes of the property (*Ontario Heritage Act* Section 33 and Section 34). For Part V designated properties, classes of alterations requiring Heritage Alteration Permit approval are identified in the applicable Heritage Conservation District Plan (*Ontario Heritage Act* Section 42).

Examples of works that commonly require a heritage alteration permit include:

- All new construction including additions and/or alterations to existing buildings or accessory buildings/structures such as garages, sheds, decks, or steps
- Alteration, addition, removal or replacement of windows or doors, or a change in window or door openings
- Change in siding, soffit, fascia, cladding, chimneys or roofing material

- Removal, alteration and/ or installation of hard landscaping such as patios, porches, verandahs, canopies, fences, gates, trellises, arbours and gazebos
- Change in trim, cladding or door colour(s) or painting of masonry
- Repointing of brick

Examples of works that typically do not require a heritage alteration permit:

- General maintenance of an existing structure is permitted providing that it is not altering the appearance of the building
- Interior works if it does not alter the exterior appearance of the building (unless the Part IV designation includes interior heritage attributes)
- Repainting a previously painted surface (unless the Part IV designation references it)
- Replacing or replacing of eaves troughs and downspouts unless they are integral to the heritage character of the building (decorated metal, original to the building)

**Note:** The requirement to obtain a heritage alteration permit depends on the designation type and specific project. Contact city staff to determine if a heritage alteration permit is required prior to undertaking any works on a designated property.

### 3. What is the criteria used to evaluate the proposed work(s)?

In the City of Stratford there are individual properties designated under Part IV and a Heritage Conservation District (HCD) designated under Part V of the *Ontario Heritage Act*. For each property designated under Part IV of the *Ontario Heritage Act* there is a designation by-law that outlines that properties heritage attributes. The City has HCD standards for the HCD designated under Part V of the *Ontario Heritage Act*, which establishes policies and provides guidance for the standards of alterations in this area. The HCD standards are interpreted and applied by city staff, and by the Council appointed Municipal Heritage Committee (Heritage Stratford). A copy of the HCD standards are available on the City of Stratford website<sup>1</sup>. Contact city staff for a copy of a designation by-law for a property designated under Part IV of the *Ontario Heritage Act*.

Heritage alteration permit applications are reviewed against the Council approved designation by-laws and/or the HCD standards. The heritage permit application must demonstrate how the proposed works are consistent with the designation by-law for individual properties designated under Part IV of the *Ontario Heritage Act*, or the HCD standards for the properties within the HCD designated under Part V of the *Ontario Heritage Act*.

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<sup>1</sup> [https://www.stratford.ca/en/live-here/resources/Heritage\\_Stratford/Heritage-Conservation-District-Standards.pdf](https://www.stratford.ca/en/live-here/resources/Heritage_Stratford/Heritage-Conservation-District-Standards.pdf)

#### Additional evaluation criteria

In addition to the HCD standards and the designation by-laws, the following guiding principles are also used to assess proposed alterations to heritage properties: respect for documentary evidence, respect for original location, respect for historical material, respect for original fabric, respect for building history, reversibility, legibility, and maintenance. These guidelines are based on the Ontario Ministry of Heritage, Sport, Tourism and Culture Industries principles of conservation of heritage properties and are endorsed by the Ontario Heritage Trust. Additional details on each of these conservation guiding principles is available on the Ontario Heritage Website.<sup>2</sup>

#### **4. What information is required for a Heritage Alteration Permit Application?**

Every heritage alteration permit application submitted shall include the following information to allow for the review of the application:

- A complete application form
- Plans and drawings (to scale) that clearly illustrate the proposal, show changes to the building envelope, elevations, floor plans and building materials and finishes (as applicable to the application)
- Photographs of the existing elevations
- Any manufactures specifications (as applicable)
- Digital copy of any plans and information submitted

Through consultation with city staff, staff will indicate if additional information is required as part of a complete heritage alteration permit application. This additional information could include:

- Plan or drawing showing property boundaries, all existing and proposed setbacks
- Heritage Impact Assessment, Heritage Impact Statement or Conservation Plan
- Architectural drawings
- Massing details (in relation to the streetscape and existing building)
- Visual examples of proposed materials
- Cross-section drawings
- Historical documentation

The information required varies with each submission. To confirm the application requirements contact city staff prior to the submission of an application.

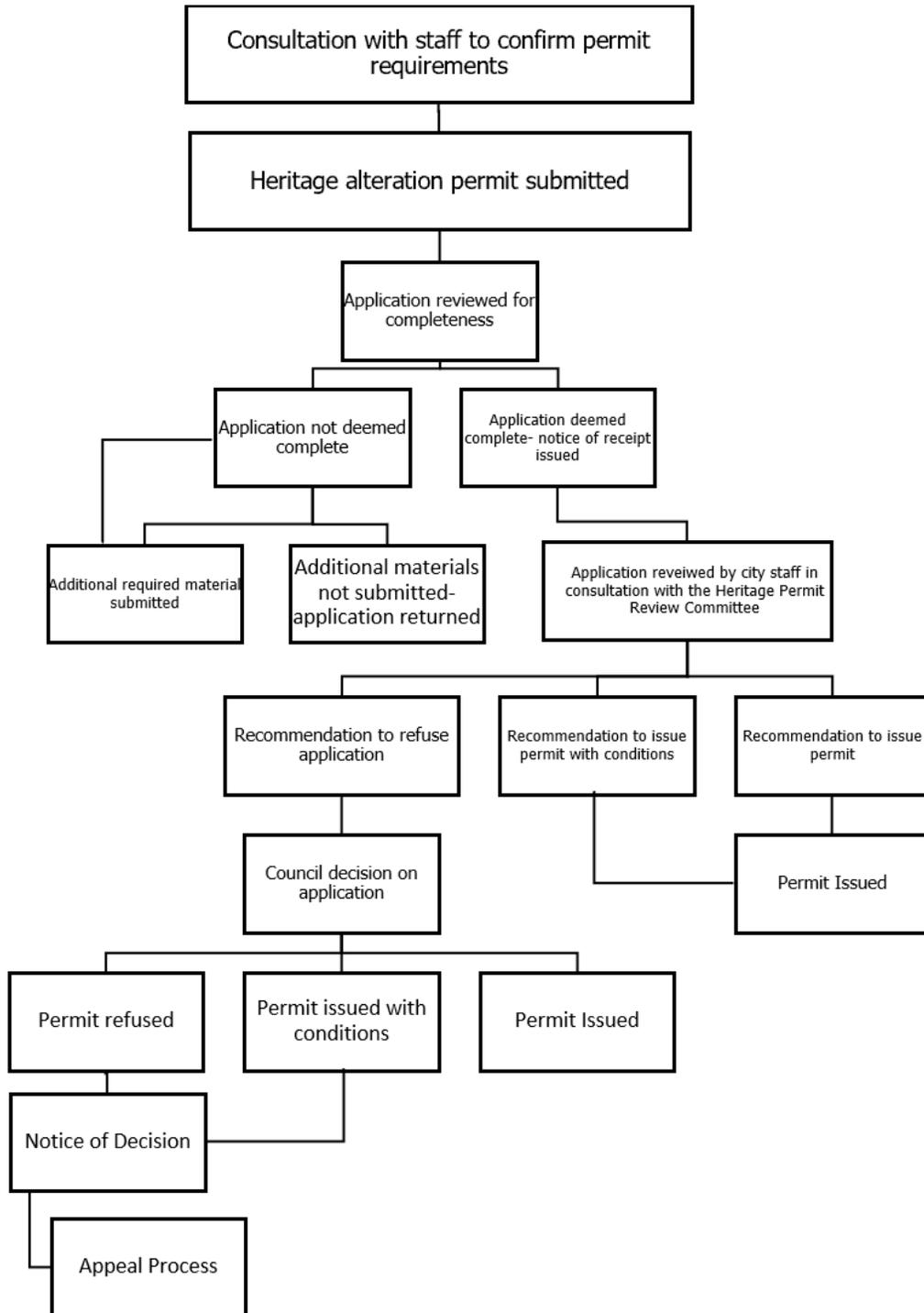
An application will not be processed and the official receipt will not be issued until the required information has been submitted. Failure to submit a complete application may result in the return of the submission materials without city staff review.

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<sup>2</sup> <https://www.heritagetrust.on.ca/en/pages/tools/tools-for-conservation/eight-guiding-principles>

## 5. What is the Heritage Alteration Permit process?

The flow chart below illustrates the general steps an applicant will go through when proposing changes to a heritage designated property. Staff will communicate with the applicant throughout the process. For additional information about the process contact city staff.



## **6. Additional Information**

- Heritage alteration permits are on average processed in 10 business days. Consultation with city staff prior to a submission of an application to confirm the requirements and the submission of a complete application, assists in reducing processing times. Once a heritage alteration application is submitted, city staff have 60 days to issue a notification re completeness of the application. A decision is to be made on a heritage alteration permit application within 90 days from the date the notice of complete application is served to the applicant, otherwise the application is deemed to be approved, unless the applicant and council mutually agree on a longer decision period.
- Staff and the Heritage Permit Review Committee will work with applicants throughout the process in an attempt to identify solutions for every heritage alteration permit application. If council refuses to issue the permit or issues the permit with conditions the owner of the property may, within 30 days after receipt of the notice of decision, appeal the decision of council to the Ontario Land Tribunal (OLT) in accordance with the *Ontario Heritage Act*, as amended.

Additional information is available by contacting the City of Stratford Development Services Division at 82 Erie Street 3<sup>rd</sup> Floor, Stratford, ON N5A 2M4 Telephone: (519) 271-0250 ext. 345 during regular business hours.



## **City of Stratford Heritage Alteration Permit Application**

### **Office Use Only**

Permit Number: \_\_\_\_\_ Date Submitted: \_\_\_\_\_

Date Accepted: \_\_\_\_\_ Receipt Letter Date: \_\_\_\_\_

Circulation Date: \_\_\_\_\_ Date Permit Issued/ Refused: \_\_\_\_\_

### **1. Part One: General Information**

#### **1.1. Registered Owner**

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

Company Name (if owner is a company): \_\_\_\_\_

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

Postal Code: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E Mail: \_\_\_\_\_

#### **1.2. Applicant (if other than the registered owner)**

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

Name of firm: \_\_\_\_\_

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

Postal Code: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E Mail: \_\_\_\_\_

**Communications are to be sent to:**  **Owner**  **Applicant**

#### **1.3. Location of the Subject Land**

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

Legal Description: \_\_\_\_\_

**2. Part Two: Proposed Works**

**2.1. How is the Property Designated under the *Ontario Heritage Act* ?**

- Part IV (individual property)
- Part V (heritage conservation district)
- Both

**2.2. Nature of the application (check all that apply):**

- |   |                                      |
|---|--------------------------------------|
| <input type="checkbox"/> New construction | <input type="checkbox"/> Alterations |
| <input type="checkbox"/> Addition         | <input type="checkbox"/> Demolition  |
| <input type="checkbox"/> Repair           | <input type="checkbox"/> Maintenance |
| <input type="checkbox"/> Exterior         | <input type="checkbox"/> Interior    |
| <input type="checkbox"/> Other            |                                      |

Please describe the nature of the project, including the nature of the changes (new, repair, replacement), reason for undertaking the project, materials to be used, construction methods, conservation methods proposed, decorative details, and any other product details. (If required, please provide details of the project on a separate page.)

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**2.3. Heritage Attributes**

For Part IV properties (individual properties), please list the heritage attributes listed in the designation by-law, describe how the project is affecting these attributes and please advise how the proposed works are or are not consistent with the designation by-law. To obtain a copy of the designation by-law contact city staff.

For Part V properties (properties in the HCD), please describe how the proposed works are consistent with the HCD Standards<sup>3</sup>.

Please attach additional pages as required.

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<sup>3</sup> [https://www.stratford.ca/en/live-here/resources/Heritage\\_Stratford/Heritage-Conservation-District-Standards.pdf](https://www.stratford.ca/en/live-here/resources/Heritage_Stratford/Heritage-Conservation-District-Standards.pdf)

### 3. Part Three: Additional Required Approvals

#### 3.1. Please check off all of the other applicable approvals required for the project:

Building Permit       Minor Variance       Zoning By-law Amendment

Site Plan Approval:

Site Plan Agreement Amendment OR  New Site Plan Agreement

Other: \_\_\_\_\_

N/A

Have any of the required approvals been applied for? If so please provide details:

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### 4. Part Four: Submission Requirements

The information required to review and approve an application varies with each application. The purpose of the application is to ensure that staff, the Heritage Stratford Permit Review Committee and city council, if required, are informed and have sufficient information on the details of any proposed changes to make a decision. At a minimum the following is required:

- Complete heritage alteration permit application form
- Photographs of the existing elevations and significant historical/architectural details (as applicable to the proposed changes)
- Drawing(s) that clearly illustrate the proposal. The drawing(s) shall contain proposed changes to building envelope, significant features, elevations, floor plans, building materials, finishes, manufactures specifications (as applicable), setbacks to property lines and any other applicable information – (2 copies)
- Digital copy of any plans and information submitted

Depending on the nature of the project the level of detail, drawings and information required may be adjusted through consultation with city staff prior to a submission.

#### **Other Required Information**

Based on policies in the City's Official Plan, staff may require technical cultural heritage studies that are relevant to the proposal such as a Heritage Impact Assessment or Heritage Impact Statement. The requirement for additional information will be identified as early in the application process as possible. It is recommended that prior to a formal submission you consult with city staff.

**5. Part Five: Authorizations and Declarations**

**5.1. Authorization of owner for applicant to make application**

Please complete this section if the application is being submitted by an applicant on behalf of the owner.

I, \_\_\_\_\_(print name) am the owner of the land that is the subject of this Heritage Alteration Permit application and I authorize \_\_\_\_\_ to make this application on my behalf.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Owner

**5.2. Acknowledgement of owner/ applicant**

I hereby declare that the statements made herein and information provided to accompany this application are true and a complete representation of the purpose and intent of this application.

I have reviewed the submission requirements and understand that the submission of an incomplete application will not be accepted and that through the review process additional information may be required.

I understand that the proposal must comply with all other applicable legislation and all required approvals must be obtained. Approval of this application under the *Ontario Heritage Act* shall not be a waiver of any of the provisions of any City of Stratford By-laws or applicable legislation.

I acknowledge that the proposed works shall be done in accordance with this application and any attachments or information provided to accompany the application. I acknowledge that **any** changes to the approved drawings, are to be provided to staff and may require an amendment to the permit and approval. I understand that failure to provide this information to staff and obtain the required approvals may result in the permit being revoked, a stop work order and/or charges and fines under the *Ontario Heritage Act*.

I hereby authorize members of the Heritage Stratford Committee, City Council and staff of the Corporation of the City of Stratford access to the subject lands and premises for the purposes of assessing the application and subsequently to conduct any inspections on the subject lands as required.

I acknowledge that personal information collected in this application is collected under the authority of the *Ontario Heritage Act* and will be used to process the heritage alteration permit. All materials will be made available to the public in accordance with the provisions of the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA). Questions about the collection and use of this

information may be made to Tatiana Dafoe the City Clerk, 1 Wellington Street, P.O. Box 818, Stratford, ON, N5A 6W1, by telephone 519-271-0250 ext. 235 during business hours or by emailing [tdafoe@stratford.ca](mailto:tdafoe@stratford.ca).

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Date

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Signature of Owner /Applicant

If you require this document in an alternate format contact the Clerks Office at 519-271-0250 ext. 237 during business hours or email: [clerks@stratford.ca](mailto:clerks@stratford.ca).

Additional information is available within the City of Stratford website or by contacting the City of Stratford Development Services Division at 82 Erie Street, 3<sup>rd</sup> Floor, Stratford, ON N5A 2M4 Telephone: (519) 271-0250 ext. 345 during regular business hours.