



Corporation of the Township of Tay

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HERITAGE PERMIT APPLICATION

This permit application should be utilized by those persons possessing an individually designated heritage building. The types of external alterations which require a Heritage Permit are explained in this application.

Applicants are requested to confirm their renovation plans with the Building Department. It should also be noted that a Heritage Permit does not supersede the requirements of the Ontario Building Code Act, the Municipal Act or the Planning Act.

Attachments to a Heritage Permit Application should include any drawing, specification or photograph that will provide the necessary visual and technical information by which the project can be properly evaluated. Lack of sufficient information in completing this application could result in processing delays.

There is no application fee for a **HERITAGE PERMIT**.

Municipal Address: _____

Registered Plan No: (if applicable) _____

Owner of Property

Name: _____

Address: _____

P. Code: _____ Phone No.: Home _____ Bus. _____

Description of Work to be Undertaken: (Attach drawings, specification, photographs or paint chip where necessary).

Authorization of Owner or Agent

Signature: _____ Date: _____

FOR DEPARTMENT USE ONLY

DATE APPLICATION RECEIVED: _____ **APPLICATION NUMBER** _____

DATE OF REVIEW AND APPROVAL

PLANNING STAFF _____ **COUNCIL** _____ **TAY HERITAGE** _____

ALTERATIONS

INDIVIDUAL BUILDINGS DESIGNATED UNDER PART IV OF THE ONTARIO HERITAGE ACT

No owner of property designated under Part IV shall alter the property or permit the alteration of the property where the alteration is likely to affect the reason for the designation unless he/she applies to the Council and receives consent in writing to make such alteration.

An application shall be accompanied by a detailed plan and shall set out such information as the Council may require.

The Council, after consulting with its local advisory committee (Tay Heritage Committee) shall consider an application and within 90 days after notice of receipt is served on the applicant shall:

- consent to the application;
- consent to the application upon certain terms and conditions; or
- refuse the application.

If the applicant is dissatisfied with the Council decision, the applicant can apply to the Council for a hearing before the Provincial Conservation Review Board.

PROJECTS REQUIRING A HERITAGE PERMIT

Once a heritage designation by-law comes into force, no person - including the municipality - can erect, demolish or remove any building or structure without a permit issued by the Council of the municipality. A permit is also required for the alteration of the external portion of any building or structure.

Please note that all interior work is exempt unless the interior of the building is designated, or it somehow affects the external appearance of the structure. Typical projects requiring a Heritage Permit include:

- structural repair that affects the external appearance
- new or different cladding materials (wall or roof treatment)
- masonry cleaning or repointing
- new or different windows, doors, or storm windows
- changes to architectural decorations
- awnings
- front yard patios and lamp installation
- mechanical equipment

EXEMPTIONS

A Heritage Permit is **NOT** required for the following:

- any interior work (unless the interior is designated) or it affects the external appearance
- repair of broken window panes
- weather stripping;
- eaves trough repair;
- roof repair;
- chimney repair;
- fence repair;
- backyard patios, garden and tool sheds, gazebos, dog houses and other small outbuildings in the backyard that are not readily visible from the street
- planting and removal of vegetation on private property.