



Town of St. Marys  
PO Box 998  
408 James Street South  
St. Marys ON N4X 1B6  
Tel: 519-284-2340 ext 243  
Fax: 519-284-0902

## HERITAGE PERMIT APPLICATION

### HERITAGE PERMIT POLICIES

Prior to the receiving any building permit or site plan approval in the HCD for demolition, renovations or new construction, the property owner will contact the Planning and Zoning Department to determine whether a Heritage Permit will be required.

For major work that may alter the appearance of the facade of a building in the Heritage Conservation District, the application/approval process for Heritage Permits is as follows:

1. A property owner within the HCD considering a project involving the street facade consults with the Zoning and Planning Department to determine whether or not a Heritage Permit will be required.
2. If the scope and nature of the work requires a permit, the property owner is given an application form to complete.
3. Property owner submits a completed Heritage Permit Application with all the required documentation.
4. Staff reviews the application and applies the standards contained in the Heritage Conservation District Plan.
5. Based on a review of the heritage permit application, staff determines that the proposed alteration requires a recommendation from the Heritage Conservation District Advisory Committee (HCDAC). The application and support material is circulated for review.
6. The HCDAC submits its recommendation to Zoning and Planning staff indicating whether:
  - a. The application is recommended for approval.
  - b. The applicant is asked to modify the project to some extent.
  - c. The application is recommended for refusal.
7. If not in agreement, the applicant has the right to appeal to Council.
8. If the applicant does not agree with Council's ruling, there is a further right of appeal to the OMB.





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**ATTACHMENTS**

- Signed letter authorizing applicant/agent to act on behalf of property owner
- Digital photographs of structure from the street(s) showing existing front and side elevations
- Drawings showing proposed alterations, addition or new construction
- Survey or site plan showing addition, new construction or building removal
- Manufacturer's brochures and/or product sample

**DECLARATION**

I, the undersigned \_\_\_\_\_, am the authorized (owner/agent of owner) named in the above application and I certify the truth of all the statements or representations contained herein.

I understand that the issuance of a permit shall not be deemed a waiver of any of the provisions of any requirements of the Town of St. Marys Heritage Conservation District By-law or regulations made hereunder, notwithstanding anything included in or omitted from the plans or other material filed in support of, or in connection with the above application.

I acknowledge that in the event a permit is issued, any departure from plans, specifications or locations proposed in the above application is prohibited and such could result in the permit being revoked.

I further acknowledge that in the event the permit is revoked for any cause or irregularity or non-conformity with the requirements of the Town of St. Marys Heritage Conservation District Bylaw, or regulations made thereunder, there shall be no right of claim whatsoever against the municipal corporation or any official there of and any such claim is hereby expressly waived.

\_\_\_\_\_  
 Signature of Property Owner/Applicant

\_\_\_\_\_  
 Date

**FOR OFFICE USE ONLY**

Date Received (Complete) \_\_\_\_\_ Received By (Signature): \_\_\_\_\_

Review and Approval/Denial

Planning Staff: \_\_\_\_\_ Date: \_\_\_\_\_

HCDA Committee: \_\_\_\_\_ Date: \_\_\_\_\_

Council: \_\_\_\_\_ Date: \_\_\_\_\_