



City of
Peterborough

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Heritage Permit Guide for Heritage Conservation District Properties

What is a Heritage Permit?

Properties designated as part of a Heritage Conservation District are recognized by the City of Peterborough as having significant cultural or historical value that should be preserved and maintained. According to [Part V, Section 42](#) of the Ontario Heritage Act, the approval of the municipality is required in order to perform certain alterations, construction, or demolition on any part of a designated property other than the interior. This approval is granted in the form of a Heritage Permit.

Some alterations will also require a Building Permit, issued by the City's Building Division. It is the property owner's responsibility to consult with the Building Division to determine whether or not a Building Permit is required. Building Permits can only be issued after a Heritage Permit Application has been approved. Information on obtaining Building Permits can be found on the [Building Division's web page](#).

Property owners must apply for a permit by submitting a Heritage Permit Application to the City's Heritage Preservation Office before undertaking the work. It is a violation of the Ontario Heritage Act to undertake alterations, construction, or demolition on a designated property without first obtaining a Heritage Permit. If the work proposed by an owner is not found to be in keeping with guidelines set out in the The Avenues and Neighbourhood Heritage Conservation District Plan, the Heritage Permit may not be approved, or it may be approved with certain terms and conditions.

Heritage Permit applicants should meet with City staff in the Heritage Preservation Office prior to submitting an application. These meetings will help to determine whether a Heritage Permit is required and will allow for an open dialogue to ensure that the best possible design is achieved. An application for a Heritage Permit should not be submitted until an applicant is ready to begin a project.

This guide applies only to properties designated under Part V of the Ontario Heritage Act, as part of The Avenues and Neighbourhood Heritage Conservation District. It is important to note that individually designated heritage properties which lie outside the Heritage Conservation District will also need a Heritage Permit for certain alterations – please refer to the **Heritage Permit Guide for Individually Designated Properties**.

When is a Heritage Permit Required?

[The Heritage Conservation District Plan for The Avenues and Neighbourhood](#)

contains detailed information about the guidelines and process for making alterations to a property in the District. To determine whether or not proposed work requires a heritage permit, and for detailed guidance on the heritage permit process, **please refer to the Heritage Permit Review section, starting on page 76 of the Plan.**

When making alterations or performing regular maintenance on a designated property, the Heritage Preservation Office can provide property owners with expert advice on how to complete such work in ways that preserve the property's heritage attributes.

What is the Application Process?

1. Consultation

Applicants should contact the Heritage Preservation Office (HPO) to arrange a consultation meeting with staff members to discuss the proposed alterations. This provides an opportunity for the applicant and staff to review the policies related to the property in order to ensure that the application meets the relevant requirements. It is also an opportunity to clarify what supporting documentation is required to be submitted with the permit application.

2. Submission

Applicants may then submit the completed Heritage Permit Application Form included in this guide, being sure to include all necessary supporting documentation, such as photographs, plans, drawings, contractor quotes, project specifications and proof of planning approvals or variances.

3. Review

HPO staff will perform an initial review of the application, and may request further information as needed, to ensure a complete application. Once the application is deemed complete, the City will issue a Notice of Receipt to the applicant.

By law, the City then has 90 days to deliver a decision regarding the permit application. Depending on the nature of the proposed work, the application may be reviewed by the local Municipal Heritage Committee (PACAC) and in some cases also by City Council.

The application will be reviewed for compliance with the guidelines set out in the Heritage Conservation District Plan for The Avenues and Neighbourhood.

4. Decision

Within 90 days of sending notice of receipt to the owner, the City will issue notice of one of three decisions regarding the permit application: approved, approved with terms and conditions, or not approved. If the permit has been approved with terms and conditions, these will be outlined in the notice. Once an agreement has been reached regarding the terms and conditions, the Heritage Permit will be issued.

5. Appeal

If the applicant objects to the decision, it may be appealed to the Ontario Municipal Board (OMB) within 30 days of receipt of the Notice of Decision. If the applicant appeals to the OMB, a hearing will be held and a decision rendered. The decision of the OMB is final.

Grant Program

Pending budget approval, a Heritage Conservation District Grant Program is intended to help property owners offset the extra costs associated with meeting the guidelines for preservation, restoration, and maintenance outlined in the City's Heritage Conservation District Plan. This grant would be available to all owners of properties which are designated under Part V of the Ontario Heritage Act (Heritage Conservation District properties). The grant amount would be one half of eligible project costs, to a maximum grant of \$5000. The grant would have to be matched by an equal contribution from the owner. A property owner would be eligible to apply for the grant once every five years. The grants would be awarded on a first come, first served basis to the maximum budgeted by Council annually. For more information, please contact the Heritage Preservation Office.

Contact Information for the Peterborough Heritage Preservation Office

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Helpful Links:

The Avenues and Neighbourhood Heritage Conservation District Plan:
<http://www.peterborough.ca/Assets/City+Assets/Arts%2c+Culture+%26+Heritage/HCD/Heritage+Conservation+District+Plan%2c+May+26%2c+2016.pdf>

City of Peterborough Heritage Website:
http://www.peterborough.ca/Living/Arts_Culture_amp_Heritage/Heritage_Preservation.htm

Ontario Heritage Act: <http://www.ontario.ca/laws/statute/90o18>

Ontario Heritage Tool Kit – Heritage Conservation Districts:
http://www.mtc.gov.on.ca/en/publications/Heritage_Tool_Kit_HCD_English.pdf

Ontario Heritage Trust website: <http://www.heritagetrust.on.ca/Home.aspx>

The Standards and Guidelines for the Conservation of Historic Places in Canada:
<http://www.historicplaces.ca/media/18072/81468-parks-s+g-eng-web2.pdf>



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Heritage Permit Application for Heritage Conservation District Properties

Please note that under the Ontario Heritage Act, R.S.O 1990, Section 42.4, the City of Peterborough has 90 days to review the application subsequent to its issuance of a Notice of Receipt.

Please append to this form any photographs, plans, drawings, etc, required to fully describe the proposed alterations.

Part A – Heritage property information			
Address:		Postal Code:	<input type="text"/>
City:	Peterborough	Province:	Ontario
District:	The Avenues and Neighbourhood		

Part B – Applicant information			
Property Owner:			
Address:			
City:		Province:	
Phone Number:	<input type="text"/> - <input type="text"/>	Postal Code:	<input type="text"/>
Email:			

Part C – Agent information (if applicable)			
Agent:			
Address:			
City:		Province:	
Phone Number:	<input type="text"/> - <input type="text"/>	Postal Code:	<input type="text"/>
Email:			

Part D – Scope of work:

A. Select which type(s) of work apply in the boxes below:

- Alteration
- Demolition
- New Construction
- Relocation

B. Clearly describe the changes you are undertaking to the property. Attach additional pages if needed.

Part E – List of supporting documentation:

Check all that apply:

- Photographs
- Plans
- Drawings
- Contractor Quotes
- Project Specifications
- Proof of Planning Approvals or Variances

Part F – Declaration

Check the appropriate statement:

- I, the Applicant, am the sole owner of the property for which this application is made.
- I, the Applicant, am one of the owners of this property and have received express authorization from all other property owners to make this application for alteration

Name:		Date:					-			-		
Signature:	X		Y	Y	Y	Y		M	M		D	D

Part G - For office use only

Received by:	Date:
Reviewed by:	Date:
<input type="checkbox"/> Approved <input type="checkbox"/> Not approved <input type="checkbox"/> Approved with the following terms and/or conditions:	

Part H – Authorization and Appointment of an Agent

I, _____ being the registered owner of property legally described as:

Civic Address: _____

Legal Description: _____

hereby give authorization for _____ to act as my agent in the matter of _____.

It is understood that until the City of Peterborough is advised otherwise, the City shall deal exclusively with the above-noted person with respect to the matter noted above.

Name:		Date:					-			-		
Signature:	X		Y	Y	Y	Y		M	M		D	D