



## GREENFIELD HERITAGE CONSERVATION DISTRICT PERMIT APPLICATION

Building Division  
Township of North Dumfries  
2958 Greenfield Rd., P.O. Box 1060,  
Ayr, ON, N0B 1E0

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The following information will outline the requirements necessary for the submission of a Greenfield Heritage Conservation District (GHCD) Permit Application.

Please contact ([planning@northdumfries.ca](mailto:planning@northdumfries.ca)) if the permit is related to a Planning Act Application or [building@northdumfries.ca](mailto:building@northdumfries.ca) if the application is related to a Building Permit, to review your application before submission.

### **Why is a GHCD Permit Application Necessary and When is it Required?**

The Ontario Heritage Act was developed to protect and ensure the long-term conservation and management of cultural heritage properties and resources. The GHCD Permit Application has been established by the Township to maintain the cultural heritage upon which the property and District were initially designated for. Permission may be needed to alter, erect, demolish, or to remove a building or structure on the property. Permits are required for changes that will be visible from the street and/or impact the identified heritage attributes of a contributing resource. To clarify, alteration is “to change in any manner and includes to restore, renovate, repair or disturb.”

### **When is a Heritage Permit Not Required?**

A heritage permit is not needed for general maintenance defined as “the routine, cyclical, non-destructive actions necessary to ensure the long-term conservation of a protected heritage resource, and its heritage attributes.” Typical maintenance includes: periodic inspections, general property cleanup of rubbish and refuse, general gardening, painting, replacement of broken glass in windows with same, replacement of asphalt shingles with same, or any work defined as maintenance within Part IV of the Ontario Heritage Act Designation by-law or easement agreement.

An owner of a heritage designated property within the GHCD is not required to obtain a Heritage Permit in the following instances:

- All interior work, except where specifically designated by designation by-law or easement passed under the Act;
- Minor alterations as may be described in an applicable Heritage Conservation District Plan as required by Section 41.1(5) of the Act as not requiring a Heritage Alteration Permit; or
- Maintenance as defined by this By-law

### **Classification of Your Property as a Contributing or Non-contributing Resource has Implications for the Permit Process?**

Owners in the district must know if their property is classified as a contributing or non-contributing resource to determine how the district impacts what is permitted on their property. Properties within the GHCD that are contributing resources are the most significant historical resources located in the district and may need to undergo the Heritage Permit Process. Non-contributing resources are newer properties that do not contribute to the cultural heritage value of the district and only need a heritage permit if the property undergoes major interventions.

Below is a list that outlines which properties are located within the district and how they are classified:

**Protected Heritage Property Addresses Located in the GHCD**

**Contributing**

Greenfield Road: 3083, 3089, 3127, 3144/3158, 3157, 3161, 3163, 3167, 3169, 3175, 3185, 3206, 3245, 3287, 3141

**Non-contributing**

Greenfield Road: 3066, 3067, 3073, 3078, 3084, 3092, 3096, 3097, 3101, 3109, 3115, 3121, 3133, 3261, 3269, 3277

Trussler Road: 4200, 4208, 4212, 4218, 4222

Township Road 6

**Heritage Permits for Contributing Resources Requiring Staff Approval**

The following list outlines alterations that require a Heritage Permit Application approved by Township Staff *for contributing resources only*:

- Window replacement, different material, size, or design, where window is visible from the street and/or may impact the identified heritage attributes of a contributing resource
- Window open removal or addition, including skylight, where visible from the street and/ or may impact the identified heritage attributes of a contributing resource
- Door replacement, different material, size, or design where door is visible from the street and/or may impact the identified heritage attributes of a contributing resource
- Re-roofing, different material or color
- Alteration to roofline
- Porch/verandah replacement, different materials, size, and design where visible from the street and/or may impact the identified heritage attributes of a contributing resource
- Porch/verandah removal or addition where visible from the street and/or may impact the identified heritage attributes of a contributing resource
- Removal/installation of cladding/siding, different material, color where visible from the street and/or may impact the identified heritage attributes of a contributing resource
- New or increased parking areas (especially front yard)
- Addition or alteration visible from the street and/or may impact the identified heritage attributes of a contributing resource (i.e. solar panel)
- Chimney replacement, removal, or addition, different material or design

## **Heritage Permit for Major Interventions Requiring Council Approval**

A Heritage Permit Application will be required and must be approved by Council for both contributing AND non-contributing resources if major interventions are undergone. These major interventions include:

- Erection of a new building or structure (requiring a Building Permit) on same property, where new building or structure is visible from the street and/or may impact the identified heritage attributes of a contributing resource
- Addition or major alteration visible from the street and/or may impact the identified heritage attributes of a contributing resource
- Demolition of an existing structure requiring a demolition permit
- Relocation of an existing structure to another location

## **Appeal Procedure of a Council Decision**

The Township of North Dumfries and the North Dumfries Municipal Heritage Committee will work towards finding a solution for every Permit Application that is submitted. Successful applications often are a result of discussion and revision with the applicant. If the Township refuses your application or if you do not wish to revise your application or accept terms and conditions outlined by Council, you may appeal the decision to the Ontario Land Tribunal (OLT). The owner must give a notice of appeal to the Board within 30 days after the owner receives notice that Council is refusing or issuing conditions to the application.

## **Demolition of Contributing Resources**

Demolition of contributing resources within the GHCD is strongly discouraged, unless public health and safety is at risk due to structural instability or catastrophic events. A thorough and detailed rationale for demolition must be provided with the Permit Application, including an assessment of the current condition of the building/structure, and a cost comparison identifying the difference in cost to repair and restore the building/structure versus the cost to demolish and construct a new building. The process for a proposed demolition is as follows:

- The North Dumfries Municipal Heritage Committee shall review all demolition application
- Any proposal for a permit under the Ontario Building Code including the removal of a structure need to adhere to the requirements of Section 27(3), Section 27(4), and Section 27(5) of the Ontario Heritage Act
- If approved, prior to demolition, documentation of the contributing resource must be completed to create a record of the resource and components
- Replacement of contributing resource lost due to circumstances, such as severe structural instability, fire, flood, or other resources, shall be consistent with policies and guidelines of the GHCD monitoring plan



# Heritage Conservation District Permit Application Process

