



GREENFIELD HERITAGE CONSERVATION DISTRICT PERMIT APPLICATION

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

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

The North Dumfries Municipal Heritage Committee and Township of North Dumfries Council typically meet once every month. Please contact Planner Michelle Schaeffe (mschaeffe@northdumfries.ca: 519-632-8800 ext.132) if the permit is related to a Planning Act Application or Chief Building Official Gerald Moore (gmoore@northdumfries.ca: ext. 125) if the application is related to a Building Permit, to review your application before submission. You can also contact the Municipal Heritage Committee at heritage@northdumfries.ca for more information.

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 some, 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 Local Planning Advisory Tribunal (LPAT). 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 Requirements

The applicant must submit a completed, original copy of the form with the signature of the owner of the property. This is available on the last page of this document, and at the Township of North Dumfries Community Complex.

Both hard copies and electronic copies of the application form and information required as part of the application (e.g. construction and elevation drawings, sketches, and photographs) are required.

Written Description

A thorough, written description of all proposed work must be submitted by the applicant with the application. The description should include a defined list of the proposed work and details such as colors, materials, sizes (etc) and clearly indicate the architectural style and design elements of the proposed development. This description should reflect drawings, sketches, photos, and construction plans that are with the form.

Construction and Elevation Drawings

Construction/ building plans and elevation drawings drawn to scale as well as a sketch made over a photograph of the proposed work must be submitted if construction is taking place.

Drawings must include:

- 1.) Overall dimensions;
- 2.) Elevation plan for each elevation of the building;
- 3.) Site plan displaying the location of existing buildings and the future location of any new building or addition;
- 4.) Location of the proposed development in relation to neighboring properties which may or may not include the style of neighboring buildings;
- 5.) Specific sizes of 'elements of interests' (i.e. windows);
- 6.) Building materials to be used (must be included in written description);
- 7.) Construction methods and means of attachments (must be included in written description); and
- 8.) Landscaping plans including location or proposed landscaping including vegetation, walkways, fencing, steps, walls and any other elements or feature used in a landscaping capacity.

Photographs

Photographs must include general views of the property as well as landscapes around the property (facing streetscape). Particular components of the property that may be affected through alteration or demolition must be included.

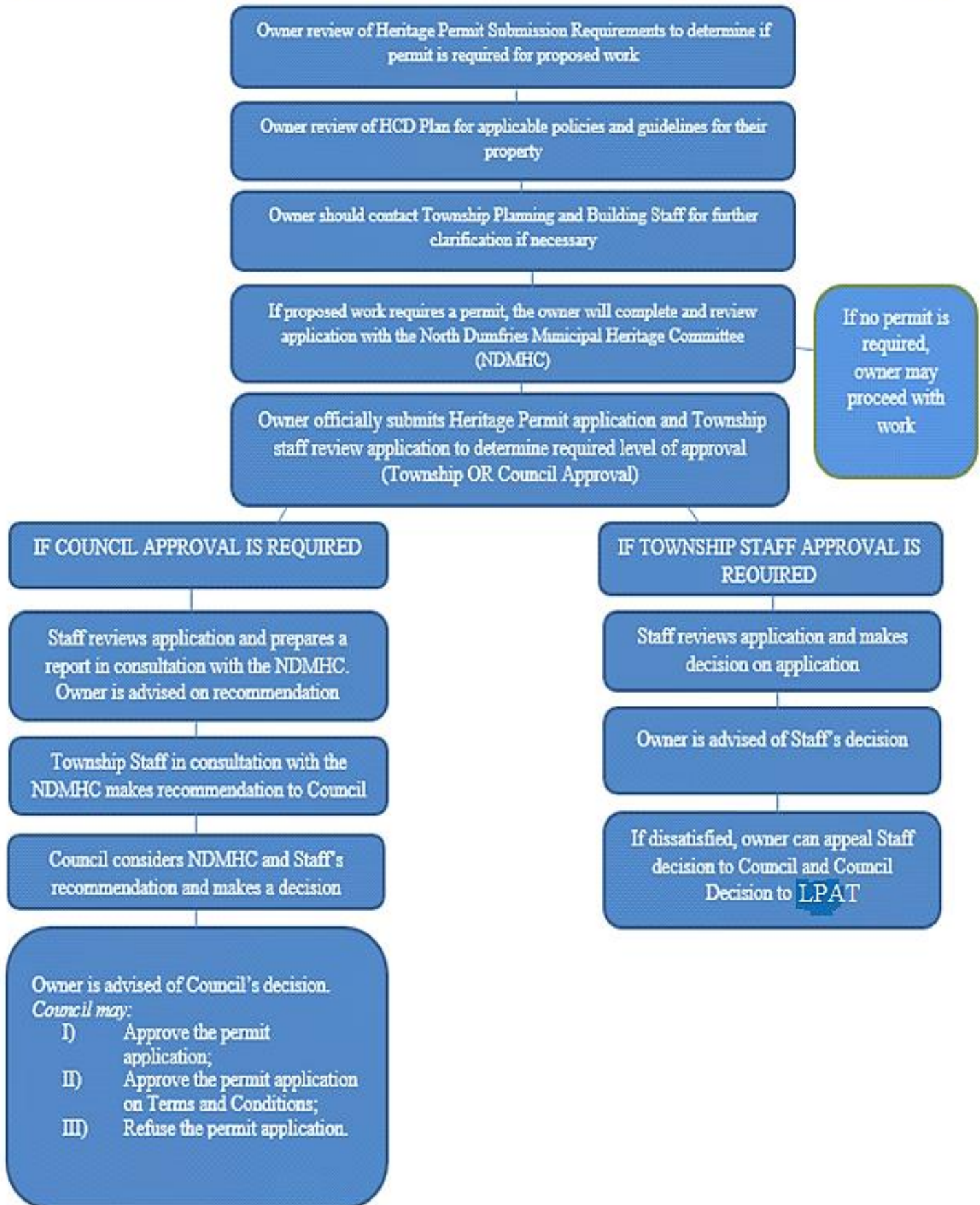
Material Samples

Samples of the materials that will be used for alterations/new construction (i.e. brick, siding, roofing, material, paint chips, etc.).

Other Required Information

Additional information that may be required will be identified in the first stages of the Permit Application Process. Consultation with Staff and the North Dumfries Municipal Heritage Committee before formal submission of the Heritage Conservation District Permit Application is highly recommended.

How do I proceed with submitting a Heritage Conservation District Permit Application?





GREENFIELD HERITAGE CONSERVATION DISTRICT PERMIT APPLICATION

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

Applicant Note: Applicant(s) must be the legal owner(s) of the property or have an Authorization Form signed by the registered owner.

Please Submit Application and Required Information by E-Mail or in Person to:
Chief Building Official Gerald Moore at the Township of North Dumfries Community Complex
2958 Greenfield Rd., P.O. Box 1060, Ayr, ON, N0B 1E0
Email Address: gmoore@northdumfries.ca

NAME OF APPLICANT(S): _____

ADDRESS: _____

CITY: _____ POSTAL CODE: _____

HOME PHONE #: _____ CELL PHONE #: _____

Applicant's Interest in the Property: _____

PROVINCE: _____ EMAIL: _____

WORK PHONE#: _____

(circle the option that indicates your current position in regards to the property)

Owner

Option to Buy/ Agent

Subject Property Details

LEGAL DESCRIPTION (If known): _____

(circle the option below)

Present Use:

Residential

Commercial

Industrial

Institutional

District Classification:

Contributing Resource

Non-contributing resource

Nature of Application *(color in correct circle)*

Exterior Interior Signage Demolition

New Construction Alteration Relocation

Written Description

The application must be supplemented with a written description outlining the project proposal including any conservation methods that you intend to use. Please provide a thorough account of materials to be used, paint colours, measurements, decorative details, and whether any original elements of the building will be removed or replaced. Please attach the written description to your application upon submission .

Please describe proposed use of building(s) and property including building materials, construction methods etc.

Please describe why it is necessary to undertake the proposed work.

Explain how the proposal complies with the Greenfield Heritage Conservation District Plan and how it will impact the district.

Please attach construction/building plans and elevation drawings drawn to scale as well as a sketch made over a photograph of the proposed work. Details about the construction plan must be submitted, such as porch/verandah replacement, new addition, erection of new building or structure, or other major construction plans that may be visible from the street. Attach information regarding design, including size, sample material, sample siding/cladding, colour/paint chip according to the proposed alterations to significant features such as: window and door replacement, re-roofing, chimney replacement, cladding and siding. Visit the "Essential Details for Written Description" section above, for further details on what to include in the building description.

Contributing Resource Only: Please provide a brief overview below of the historical significance of the site including historical photographs if available:

Date of Construction:

Date of Photograph(s):

Historical Significance:

Current Photograph(s) of Property Attached (Required): Yes No

Historic Photograph(s) of Property Attached (Recommended): Yes No

Expected Start Date for Proposed Changes to Property (Day/ Month/ Year):

Expected Completion Date of Proposed Changes (Day/ Month/ Year):

Have you discussed this work with the North Dumfries Municipal Heritage Committee? Yes No

Have you discussed this work with the Building Department of NDCC? Yes No

If yes, who?

Have you applied for a Building Permit for this work? Yes No

Other Related Applications (Building/ Planning):

Application Number:

Acknowledgement

The undersigned acknowledges that all of the statements contained in documents filed in support of this application shall be deemed part of this application. The undersigned acknowledges that receipt of this application by the Township of North Dumfries does not guarantee approval of the application for it to be a 'complete' application. Further review of the application will be undertaken and the owner or agent may be contacted to provide additional information and/or resolve any discrepancies or issues with the application. Once the application is deemed to be fully complete, it will be processed and, if necessary, scheduled for the next available North Dumfries Municipal Heritage Committee meeting.

The undersigned agrees that the proposed work shall be done in accordance with this application and understands that the approval of this application shall not be a waiver of any other Federal, Provincial, or Municipal regulations such as the requirements of the Ontario Building Code, the Township of North Dumfries Zoning By-law, and areas regulated by Grand River Conservation Authority.

The undersigned acknowledges that in the event this application is approved, any departure from the conditions imposed by the Township from the plans or specifications approved is prohibited and could result in penalties such as fines being imposed under the Ontario Heritage Act.

Signature of Applicant: _____

Date: _____

THE FOLLOWING FORMS MUST BE SUBMITTED WITH THE APPLICATION:

- **FORM A- AUTHORIZATION: FILL OUT THIS FORM ONLY IF THE APPLICANT IS NOT THE REGISTERED OWNER**
- **FORM B – AFFIDAVIT OR SWORN DECLARATION**

SUBMISSION CHECKLIST

- Have you pre-consulted with the Township Building Division?
- 1 original (double sided) of completed and signed application form
- Form A: Written authorization by the Owner is required if the application is signed by an applicant, agent or solicitor on their behalf
- Form B: Affidavit or Sworn Declaration
- Required Information:
 - Written Description
 - Construction and Elevation Drawings
 - Photographs
 - Material Sample
- Hard Copy of all forms, technical reports, legal documents
- Electronic pdf copy (email/usb stick) of all forms, technical reports, legal documents

FORM A- AUTHORIZATION:

FILL OUT THIS FORM ONLY IF THE APPLICANT IS NOT THE REGISTERED OWNER

I, we, _____, being the Registered Owners of the subject lands,
hereby authorize, _____ to prepare and submit this application.

Signature(s): _____

Date: _____

NOTE: If the owner is an incorporated company, the Company Seal shall be applied to this form.

Consent of the Owner to the Use and Disclosure of Personal Information:

I, _____, am the owner of the land that is the subject of this application for consent and for the purposes of the *Freedom and Information and Protection of Privacy Act*. I authorize and consent to the use by, or the disclosure to, any person or public body of any personal information that is collected under the authority of the Planning Act for the purpose of processing this application.

Signature of Owner: _____

Date: _____

FORM B – AFFADAVIT OR SWORN DECLARATION

I _____ hereby swear that the information provided in this application is true.

Date Submitted

Signature of Owner(s)/Applicant
(If applicant is signing, owner must complete Part H)

Sworn Declaration

I, _____ of the Province of Ontario, solemnly declare that all of the statements contained in this application are true and I make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath and by virtue of the CANADA EVIDENCE ACT.

Signature of Owner or Authorized Agent

Today's Date

Company Seal or Stamp: _____

