



## 2025 CULTURAL HERITAGE IMPACT ASSESSMENT APPLICATION

**\*\*FOR OFFICE USE ONLY\*\***

Date Received:	Fee Paid:	File Number:

### **PURPOSE**

The Township Official Plan supports the identification and conservation of local cultural heritage resources and aims to conserve and enhance cultural heritage resources in keeping with policy 4.6 of the Provincial Planning Statement.

The Township of North Dumfries has designated the Greenfield Settlement Area as a Heritage Conservation District and maintains an inventory of designated heritage properties throughout the Township, including those located within the Conservation District. In addition, the Township also maintains a List of Significant Properties located Township-wide.

*Cultural heritage resources* are built heritage resources, cultural heritage landscapes and archaeological resources that have been determined to have cultural heritage value or interest for the important contribution they make to our understanding of the history of a place, an event, or a people. While some cultural heritage resources may already be identified and inventoried by official sources, the significance of others can only be determined after evaluation.

Heritage Permits may be required for properties located within the Greenfield Heritage Conservation District. The purpose of a Heritage Permit is to ensure that alterations or changes to a heritage property in the District meet heritage conservation standards and that the works to be undertaken are not detrimental to the cultural heritage resource. Properties that have been designated under the *Ontario Heritage Act* are subject to the rules and regulations of the *Act*. All alterations, including demolition or removal of a structure from a designated property, require a Heritage Permit and must have written confirmation from the Township prior to the commencement of any work. Properties that are listed on the Township's Heritage Register but not designated under the *Ontario Heritage Act* are subject to demolition control to provide an opportunity for Council, in consultation with the Township's Municipal Heritage Advisory Committee, to consider designation under the *Ontario Heritage Act*.

For more information, and to determine if your property is designated or listed, please consult the Greenfield Heritage Conservation District Plan and Guidelines located [here](#):



<https://www.northdumfries.ca/en/doing-business/heritage-properties-regulations-permits.aspx>

A CHIA Application is required to:

- Alter a property designated under the *Ontario Heritage Act*
- Demolish a property designated under the *Ontario Heritage Act*
- Demolish a property listed on the Township's Heritage Register
- Repeal a heritage designation By-law

### **2025 CHIA Application Fees**

Please see Township Fee By-law for details. The following is a summary of application fees.

Required as Part of a Complete Application	
Type	Fee
Submission of Cultural Heritage Impact Assessment (CHIA)	\$900
Peer Review Refundable Deposit	Fee
Cultural Heritage Impact Assessment	\$6,200

### **Submission Checklist for Application**

- ☐ Digital copy of covering letter outlining the request in detail.
- ☐ Digital copy of completed application form.
- ☐ The applicable application fee(s) in accordance with the current Fee Schedule.
- ☐ Digital copy of Cultural Heritage Impact Assessment (CHIA) Report.
- ☐ Digital copy of photographs of existing buildings and structures and,
- ☐ Digital copy of illustrations showing the proposed alterations (if necessary).

### **Procedure**

The procedure to process a CHIA Application is as follows:

1. The Township will review the application for its completeness and accuracy.
2. Cultural Heritage Impact Assessment Report will be Peer Reviewed.
3. A staff report will be prepared and presented to the Township's Heritage Advisory Committee.
4. A staff report will be prepared and presented to Council, where a final decision will be made.

### **Release of Public Information**

The applicant acknowledges that the Township considers the application forms and all supporting materials, including studies and drawings, filed with any application to be public information and to form part of the public record. By filing an application, the applicant consents to the Township photocopying, posting on the Internet and/or releasing the application and any supporting materials either for its own use in processing the application or at the request of a third party, without further notification to or permission from the applicant.



**LOCATION DETAILS**

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Municipal Address

Property Owner

Contact Address

Postal Code

Phone

Email Address

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**HERITAGE DESIGNATION BY-LAW NUMBER (if applicable):**

**What type of Application is Required?**

Alteration or addition

Yes ☐ No ☐

Demolition

Yes ☐ No ☐

Request to waive CHIA Requirement

Yes ☐ No ☐

Repeal of Designation By-law

Yes ☐ No ☐

**Description of Work to be Completed and/or Reason to Waive CHIA Requirement:**

Please attach reports, drawings, site plans, and photographs to better illustrate the project. These may be required depending on the scale of the project.



I, being the authorized applicant, acknowledge that:

1. I am the property owner and hereby apply to carry out the work described in this application.
2. This application meets the requirements of the Ontario Heritage Act.
3. It is an offence under section 69(1) of the Ontario Heritage Act to knowingly furnish false information in this application and doing so may result in a fine of not more than \$50,000, imprisonment for a term of not more than one year, or both.

I hereby declare that I have read and understood the above, and the statements made by me in this application are to the best of my belief and knowledge a true and complete representation of the purpose and intent of this application.

**Signature of Property Owner:**

**Digital versions of cultural heritage impact assessment applications must be submitted to [planning@northdumfries.ca](mailto:planning@northdumfries.ca). For information or assistance, please contact Planning staff at 519-632-8800.**

### **ACKNOWLEDGEMENT**

I understand that this application will be reviewed, and I may be contacted to provide additional information and/or resolve any discrepancies or issues that have been identified. Once all the required information and fee have been submitted, the application will be processed.

Signature of Owner/Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

### **Registered Owner's Authorization**

The registered owner must complete the following if the owner is not the applicant:

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.