

Required for Major Heritage Permit Applications and Demolition Heritage Permit

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|--|-------------------------|---|---|
| APPLICATION DECLARATION | | | |
| I, <i>(name)</i> | | of the <i>(municipality)</i> | |
| in the <i>(region)</i> | | solemnly declare that I am <i>(choose one of following)</i> | |
| | the Owner | | the agent of the owner |
| | an officer of the owner | | an officer /employee of the agent of the owner, |
| and that all the statements contained within 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. | | | |

Declared before me at the _____
in the _____
this _____ day of _____

Signature of a Commissioner for taking Affidavits Signature of Declarant

COMMISSIONER'S SIGNATURES It is required that this form be signed before a Commissioner of Oaths. If more than one owner, ALL OWNERS are required to sign before a Commissioner, otherwise an authorization form will be necessary. **Commissioners are available at the Development Client Services Counter.** If you have any questions regarding your application please contact The Development Client Services Counter @ 905-475-4861.

| | |
|---|--------|
| OWNER'S AUTHORIZATION | |
| <input type="checkbox"/> Applicable <input type="checkbox"/> Not Applicable | |
| If an agent is used, the owner must complete this section. If there is more than one owner, a separate authorization from each individual or corporation is required. Attach an additional page or pages in the same format as this authorization if necessary. | |
| I, _____ being the registered owner of the subject | |
| lands, hereby authorize <i>(print name of agent)</i> , | |
| to submit the above application to the City of Markham for approval thereof. | |
| Signature: | Date: |
| Printed Name of Signatory: | Title: |

| | |
|--|--------|
| APPLICANT'S SIGNATURE | |
| I hereby make the above application for a Heritage Permit, declaring the all information contained herein is true and correct, and acknowledging the City of Markham will process the application based on the information provided. | |
| Signature: | Title: |
| Printed Name of Signatory: | Date: |

AUTHORIZATION: All agents MUST file an authorization form signed by ALL REGISTERED OWNERS when filing on their behalf.

REQUIRED INFORMATION FOR ALL APPLICATIONS

Description of Project/ Application:

Targeted Start Date:

FOR MAJOR HERITAGE PERMIT APPLICATIONS

| SITE STATISTICS (All applicable sections must be completed) | PROPOSED (as per application) | EXISTING (if applicable) |
|--|--|-------------------------------------|
| Lot Area (hectares) | | |
| Lot Coverage (as a percentage) | | |
| Gross Floor Area of New Construction (sq. m) | | |
| Gross Floor Area of Addition (sq. m) | | |
| Gross Floor Area of Garage/Accessory Building (sq m) | | |

SITE SERVICING (check applicable)

- | | | |
|--|---|--|
| <input type="checkbox"/> Municipal Water | <input type="checkbox"/> Sanitary Sewer | <input type="checkbox"/> Private Septic |
| <input type="checkbox"/> Private Well | <input type="checkbox"/> Storm Sewer | <input type="checkbox"/> Communal Septic |

Projects Requiring a Minor Heritage Permit

A Minor Heritage Permit Application is required for small *alteration* projects such as those that generally comply with approved or accepted heritage policies and guidelines, and may include, but are not limited to:

- a. Any type of minor project identified in a *heritage conservation district plan* as requiring a *Permit*;
- b. New or replacement foundation treatment, wall cladding, windows/storm windows, doors/storm or screen doors, roofing materials, soffits, eaves trough, downspouts, exterior lighting;
- c. Painting (introducing a colour that is a historically-accurate or contextually-appropriate colour, or the same colour if not previously approved);
- d. Masonry cleaning and repointing, or a new or replacement chimney;
- c. New or replacement porch or veranda, including individual components such as posts, railings decorative features or stairs;
- d. Introduction or removal of, and changes to architectural features or decorative elements;
- e. Installation of dormers, skylights, awnings or shutters;
- f. Installation of vents or exhaust pipes which penetrate the building envelope, satellite dishes, meters, utility boxes, air conditioning units and other mechanical or electrical equipment that can be viewed from the public realm or impact a *heritage attribute*;
- g. Major landscaping *alterations* including installation of front yard walkways, ramps, patios or lamp posts, grade changes, new fencing anywhere on the property and rear yard swimming pools/racket courts/recreational sports pads;
- h. New or increased vehicular parking areas;
- i. Planting or removal of trees (incorporated as part of Tree Removal Permit approval process);
- j. Public realm projects such as public information signage, wayfinding, interpretive panels, planting or removal of trees, and above ground public works;
- k. New commercial signage (incorporated as part of a Sign Permit approval process);
- l. Revisions or amendments to previously approved *permits*; and
- m. Extensions to the one (1) year time limit to complete the *Permit's scope of work* in accordance with the provisions of the Procedural By-law for Heritage Permits.

Projects Requiring a Major Heritage Permit

A Major Heritage Permit Application is required for more substantial *alteration* projects which do not include the type of projects identified as Minor, and may include, but are not limited to:

- a. **New Residential Dwelling Units** in heritage conservation districts such as detached, semi-detached, other forms of low rise units, multiplex buildings up to 10 units, townhouse, and coach house;
- b. **Residential Additions/Alterations/ Accessory Buildings** on a *designated heritage property* (including facade changes and new or expanded driveways); and
- c. **New construction, additions or alterations** on residential *designated heritage property* involving more than ten dwelling units or non-residential *designated heritage property* such as institutional, industrial or commercial, where the *Permit* requirements, including any terms and conditions, are not included in a Planning Act approval document. This could also include alterations and additions (under 50 sq m in size) to commercial/institutional/other properties.
- d. **Relocation of a Heritage Building** including additions, *alterations*, accessory buildings, site layout and landscaping on a *designated heritage property*.

- e. **Retention of a Heritage Building** including additions, *alterations*, accessory buildings, site layout and landscaping on a *designated heritage property* **as part of a new development or on a new lot or block within a plan of subdivision.**

Projects Requiring a Demolition Heritage Permit

The demolition or removal of any building or structure on all properties included in the boundaries a heritage conservation district, or a property individually designated under the Ontario Heritage Act.

Note that a **Demolition Heritage Permit** is required as per the requirements of the *Ontario Heritage Act* and is in addition to any demolition approval required pursuant to the *Ontario Building Code Act*.

Submission Requirements

Submission Requirements for a Minor Heritage Permit Application

- 1) Application Form
- 2) A site plan or sketch showing the location of the proposed work on the *property*;
- 3) A statement of the proposed work including an indication if the proposed alteration is likely to affect the *property's heritage attributes*;
- 4) Any drawings, specifications, photographs, paint chips, or additional notes that will assist staff in reviewing the proposed work.

Submission Requirements for a Major Heritage Permit Application (specific requirements are identified on the Pre-Application Consultation Checklist)

- 1) Application Form and Fee. A signed statement by the *owner* authorizing the application is required if submitted by an agent;
- 2) An affidavit or a sworn declaration by the *owner/applicant* certifying that the information required and provided is accurate;
- 3) A site plan or sketch showing the location of the proposed work on the *property* including:
 - The location of all existing trees based on survey details.
 - The location and dimensions of all existing and proposed buildings.
 - Numerical values, at building corners, describing the existing and proposed grade elevations.
- 4) A statement of the proposed work including an accompanying brief rationale which addresses *alterations* likely to affect the *property's heritage attributes* as described in the *designation by-law* or *heritage conservation district plan*;
- 5) Elevation Drawings of the existing building and proposed work showing:
 - Dimensioned as-built drawings annotated to illustrate exterior colour and treatment.
 - Dimensioned proposed drawings including floor plans and elevations annotated to illustrate colour and exterior treatment details including but not limited to cladding, foundation detail, window and door units, decorative features, veranda and porches, and other features such as vents or exhaust pipes which penetrate the building envelope, satellite dishes, meters, utility boxes, air conditioning units and other mechanical or electrical equipment.
 - A dark solid line indicating the proposed grade, and a lighter broken line showing the existing grade correlating with numerical grade elevations shown on the site plan drawing.
 - A streetscape elevation including the street elevations of buildings on adjacent properties may be required to illustrate the compatibility and comparative height of the proposed building.
- 6) As may be required, written specifications for the proposed work;
- 7) An arborist report and tree preservation plan;
- 8) Photographs showing each elevation of the existing building and contextual condition of the *property*;
- 9) Documents in support of the proposal, including if relevant, archival photographs, or pictures or plans of similarly styled buildings contained within the same *heritage conservation district* as the proposal;

- 10) If the proposed addition is over 100 m², a conservation plan will be required to return the building to a more historical accurate condition including the restoration of deteriorated or missing heritage attributes. The scope of the conservation plan will be determined by the *Manager*.
- 11) As may be required, a Heritage Impact Statement prepared by a *Built Heritage Specialist*; and
- 12) Any other information related to the application as required by the *Manager* or *Council*.

Submission Requirements to Demolish a Building on a Designated Heritage Property¹

- 1) Heritage Permit Application Form and Fee. A signed statement by the *owner* authorizing the application is required if submitted by an agent;
- 2) An affidavit or a sworn declaration by the *owner*/applicant certifying that the information required and provided by the applicant is accurate (Part IV properties);
- 3) A site plan or sketch showing the location of the proposed *demolition* or removal within the *property*;
- 4) Photographs showing the existing *building* or *structure* including all elevations, as well as their condition and context;
- 5) Drawings and written specifications of the proposed *demolition* or removal. As may be required, a building condition assessment prepared by a qualified Engineer of the *building* or *structure* or material part thereof which is proposed to be *demolished* or removed;
- 6) The reasons for the proposed *demolition* or removal and the potential impacts to the *heritage attributes* of the *property* or the *heritage conservation district*. As may be required, a Heritage Impact Statement prepared by a *Built Heritage Specialist*;
- 7) Any technical cultural heritage studies that are relevant to the proposed *demolition* or removal; and
- 8) Any other information related to the application, as required by the *Manager*.

¹"Designated Heritage Property" means all property designated under Part IV or Part V of the Ontario Heritage Act, R.S.O 1990, c. O.18, as amended, and includes property in a heritage conservation district that is not identified as possessing cultural heritage value or interest

Fees for Heritage Permit Applications

(as per By-law 2002-276, as amended)

| Major Heritage Permit Applications Residential Development (10 units or under) | Effective Date: September 27, 2023 | Basis (plus HST) |
|--|--|----------------------------|
| New Construction^{1, 6} | | |
| Planning/Heritage Review | \$3,000 | Per Building |
| Urban Design – Tree Review | \$1,000 | Per Building |
| | | |
| Additions, Alterations, Accessory Building | | |
| Less than 50 m ² of GFA | \$200 | Per Building |
| 50 to 100 m ² of GFA | \$1,000 | Per Building |
| Greater than 100m ² of GFA | | |
| Planning/Heritage Review | \$1,000 | Per Building |
| Urban Design – Tree Review | \$900 | Per Building |
| | | |
| Residential Facade Alteration⁴ | \$500 | Per Application |
| Residential Driveways/Parking Areas⁵ | \$200 | Per Application |

| Minor Heritage Permit Application | Effective Date: September 27, 2023 | Basis |
|---|--|-----------------|
| Minor projects as identified in Heritage Permit Processing By-law | \$0 | Per Application |
| Permit for Work undertaken without a Permit | \$600 | Per Application |

| Demolition | Effective Date: September 27, 2023 | Basis |
|---|--|--------------|
| Contributing Primary Structure ² | \$1,000 | Per property |
| Contributing Accessory Structure ² | \$1,000 | Per property |
| Non-Contributing Primary Structure ³ | \$500 | Per property |
| Non-Contributing Accessory Structure ³ | \$250 | Per property |

NOTES

- 1 Residential Development under 11 Units (i.e. single-detached building, semi-detached building, triplex building, fourplex building, townhouse building, apartment building, including any associated accessory building such as a detached garage)
- 2 Buildings or Structures identified as possessing cultural heritage value in a heritage conservation district plan or a designation by-law
- 3 Building or Structures not identified as possessing cultural heritage value in a heritage conservation district
- 4 Substantial remodeling of existing facade(s) as opposed to a singular alteration (i.e. window or door replacement, or change to colour which would be a Minor Heritage Permit Application)
- 5 New or expanded residential driveway or parking area.
- 6 Cultural Heritage Resource: a) Relocated to a New Lot or b) Retained within a Plan of Subdivision or New Development Concept (i.e. review of restoration plans, additions, *alterations*, accessory buildings, site layout and landscaping)

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