



# Application for Heritage Act Permit

Information Sheet for Applicant

Under the Ontario Heritage Act, alterations to individually-designated heritage properties and to properties located within a Heritage Conservation District as well as new construction in a Heritage Conservation District may require the approval of Town Council.

This information sheet is to assist persons in completing the application. Please contact the [Community Services Branch](#) should you require clarification on the application. For a complete reference to the planning process, please consult the Heritage Act.

A pre-consultation meeting is required with staff prior to the submission of the application.

## Application Fee

There is no fee for the submission of a heritage permit application.

## Application Submission

The submission of this application must be accompanied with the technical drawing(s), supporting information. The owner of the land, or the applicant, shall complete the following application form and the owner's authorization/declaration and submit along with the necessary documents to: Community Services Branch, Town of Arnprior, 105 Elgin Street West, Arnprior, ON K7S 0A8 Phone: (613) 623-4231 ext. 1816 or Email: [planning@arnprior.ca](mailto:planning@arnprior.ca)

Application procedures and the approval process differ slightly for an individually-designated heritage property and a property situated in a heritage conservation district.

### **Individually-Designated Heritage Properties (Part IV of the Ontario Heritage Act)**

You will be required to obtain approval from Council if you want to undertake any work on a heritage property that will affect its architectural character.

In order to request approval, you must apply to the Town in writing accompanied by a detailed plan, and include all the information required to evaluate your proposed alteration. Staff will review your application to determine if it meets all Town requirements. Upon acceptance of your complete application, the Town will issue you a notice of receipt. A report will be prepared and sent to the Community Development Advisory Committee (CDAC) and then Town Council. Council may approve the application with or without conditions, or refuse it.

If you do not agree with Town Council's decision on your application, you may appeal. In the case of individual heritage properties, you have 30 days after receipt of Council's decision to file an appeal with the Ontario Land Tribunal.

### **Properties in Heritage Conservation Districts (Part V of the Ontario Heritage Act)**

The Ontario Heritage Act specifies that all proposals for new construction or to alter the exterior appearance of properties within a Heritage Conservation District must be approved by Town Council, and a permit must be issued before any work may begin.

You will need to complete an application and submit it to the Town along with plans and material samples, if applicable. Staff will review your application to determine if the alteration you wish to make meets all Town requirements, and a report will be prepared and sent to the Community Development Advisory Committee and Town Council. Council may approve the

application with or without conditions, or refuse it. If Council approves your application, you will then be issued a Heritage Permit.

In the case of alterations within a Heritage Conservation District, the applicant can appeal Council's decision to the Local Planning Appeal Tribunal.

## **Concurrent Applications**

In addition to a heritage permit, other Approvals or Permits that may be required include:

- Zoning By-law Amendment or Minor Variance;
- Site Plan Control Applications - For most commercial and industrial, for certain residential developments, for certain change in land use, and for any developments in certain zones; or
- Building Permit - Required for most construction.

## **Further Information**

This publication is intended to provide general information only. Approval of an application under the Ontario Heritage Act must not be construed to meet the requirements for the issuance of a building permit. The original by-laws, acts regulations and other relevant documents should be consulted for detailed reference.

## **Collection of Information**

Personal information on the following forms is collected under the authority of the Heritage Act and will be used by the Town of Arnprior Community Development Branch in the processing of applications for minor variance. The information may be used by other departments and agencies for the purpose of assessing the proposed development and for preparing comments to the Community Development Branch. This information may also be released to the public. Questions about the collection of this information should be directed to the Clerk's Department.



# Application for Heritage Act Permit

Part IV and Part V of the Ontario Heritage Act

**Part IV of Ontario Heritage Act**

**Part V of Ontario Heritage Act**

## Part 1 – General Information

Project Title: \_\_\_\_\_

### 1. Applicant/Property Owner Information

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

### 2. Agent Information

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Correspondence should be sent to:

Property Owner

Agent

## Part 2 – Property Information

### 1. Address and Legal Description

Civic Address: \_\_\_\_\_

Roll Number: \_\_\_\_\_

Geographic Twp: \_\_\_\_\_ Concession/Lot: \_\_\_\_\_

Registered Plan: \_\_\_\_\_ Block/Lot No.: \_\_\_\_\_

### 2. Existing or Proposed Use of Buildings/Structures:

Residential

Commercial

Mixed Use

Industrial

Other: \_\_\_\_\_

3. Scope of Work (check applicable):

Alteration

New Construction

Demolition

Re-Construction

Other: \_\_\_\_\_

4. Description of Proposed Work:

5. Describe how the project achieves the policies in the Downtown Heritage Conservation District Plan :

### Part 3 – Technical Drawing

On a separate page(s), please provide a technical drawing, preferably prepared by a qualified professional, showing the following. In some cases, it may be more appropriate to prepare additional drawings at varying scales to better illustrate the proposal.

- Plans or renderings showing the proposed work to be undertaken including design elements.
- The location, size and type of all existing and proposed buildings and structures on the subject land should an alteration or new construction be proposed.
- boundaries and dimensions of the subject land.
- Date of preparation of the technical drawing.
- North arrow and scale to which the sketch is drafted (e.g. 1 cm = 50 m).

Note: The technical drawing, in conjunction with the application form, is the basis for the analysis of the application. It is strongly recommended that the applicant spend the necessary time to carefully prepare drawings and plans. Any application which does not include the above required information may not be accepted.

## Part 4 – Authorization, Permission and Declaration

### 1. Authorization for Agent (if applicable)

I/We, the undersigned, being the registered property owners of the subject land, authorize an agent for the purpose of submitting an application and acting on my/our behalf in relation to said application.

Name of authorized agent: \_\_\_\_\_

---

Signature of Property Owner(s)

Date

### 2. Permission to Enter Subject Land

For the purposes of this application, the Owner/Applicant/Agent grants permission to the members of the Committee or Council and relevant staff to enter upon the said property for inspection purposes, during normal and reasonable working hours. The Owner will not be held responsible or liable if any accident or injury occurs.

---

Signature of Property Owner/Agent

Date

### 3. Acknowledgement of Additional Requirements

I/We, the undersigned, do acknowledge the potential need for additional studies and/or legal review may be required by the municipality as a part of the review of my/our application. Should the need arise, I/we are responsible for completing the studies as requested in order for the application to be deemed complete and review to proceed. If other documentation/supporting material becomes necessary, you will be contacted and this information must be submitted prior to your application proceeding.

---

Signature of Property Owner/Agent

Date

**4. Declaration of Prescribed Information** (must be signed in the presence of a Commissioner)

I/We, \_\_\_\_\_, of the \_\_\_\_\_ do solemnly declare that all of the above statements contained in the 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*.

Sworn (or declared) before me at the \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_.

\_\_\_\_\_  
Signature of Property Owner/Agent

\_\_\_\_\_  
Signature of Commissioner of Oaths

**5. Agreement to Indemnify** (must be signed in the presence of a Commissioner)

The applicant hereby agrees to indemnify and save harmless The Corporation of the Town of Arnprior (“the Municipality”) from all costs and expenses that the Municipality may incur in connection with the processing of the Application for approval under the Ontario Heritage Act.

Without limiting the foregoing, such costs and expenses will include all legal, engineering, planning, advertising and consulting fees and charges incurred or payable by the Municipality to process the Application together with all costs and expenses arising from or incurred in connection with the Municipality being required, or requested by the applicant, to appear at the hearing of any appeal to the Ontario Land or Local Planning Appeal Tribunal from any decision of the Council or Committee, as the case may be, approving the applicant’s Application.

The Owner/Applicant/Agent further agrees to provide the municipality, upon request and in cases where an application has been appealed to the Local Planning Appeal Tribunal or Ontario Land Tribunal, with a deposit (over and above the normal application fee), from which the Municipality may, from time to time charge any fees and expenses incurred by the Municipality in order to process the application. If such appeal expenses exceed the deposit, the Owner/Applicant shall pay the difference forthwith upon being billed by the municipality, with interest at the rate of 1.25% per month on accounts overdue more than 30 days.

The applicant acknowledges and agrees that if any amount owing to the Municipality in respect of the Application is not paid when due, the Municipality will not be required to process or to continue processing the Application, or to appear before the Local Planning Appeal Tribunal or Ontario Land Tribunal in support of a decision approving the Application until the amount has been paid in full.

The applicant further acknowledges and agrees that any amount owing by the applicant to the Municipality is, when due, a debt of the applicant and the Municipality may, in addition to any other remedies available to it at law, recover the amount owing together with interest from the applicant by action.

Sworn (or declared) before me at the \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_.

\_\_\_\_\_  
Signature of Property Owner/Agent

\_\_\_\_\_  
Signature of Commissioner of Oaths