

Township of Puslinch Heritage Permit Application Guide



TOWNSHIP OF
PUSLINCH
EST. 1850



Contact us

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Regular Office Hours

Monday-Friday
9:00 a.m. to 4:30 p.m.

Saturday and Sunday
Closed

Summer Office Hours (July 2nd-August 31st)

Monday-Friday
8:30 a.m. to 4:00 p.m.

Saturday and Sunday
Closed



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What is a Heritage Permit?

Property owners who own designated properties under Part IV of the *Ontario Heritage Act* must apply for a Heritage Permit when making changes to their property.

Property owners must apply for and receive approval of a heritage permit **before** making any changes that could impact the heritage attributes on the property.

What is the cost of a Heritage Permit?

In order to support owners of designated properties, there is no fee for heritage permit applications.

- Property owners are responsible for any third-party costs if an external review is required. (Ex. A Heritage Conservation Plan or Heritage Impact Assessment)

When is a Heritage Permit Required?

A **Heritage Permit Waiver** is required for any change to a designated property that the property owner believes will not impact the listed heritage attribute. A **Heritage Alteration or Demolition Permit** is required for any change that will affect the property's heritage attributes. Changes could include replacement, removal, alteration, damage or destruction of a heritage attribute. Examples of work that may require a Heritage Permit can be found on page 5 of this guide.

What are my properties heritage attributes?

Property owners are mailed their Designation by-law. Within all Designation By-laws, is a Statement of Cultural Heritage Value or Interest. This statement includes a section called, “Description of Heritage Attributes”. The listed attributes are to be protected and any changes to a property which may impact these attributes require a Heritage Permit.

If you are unsure of what your properties heritage attributes are or have misplaced your Designation By-law, please contact Township staff at admin@puslinch.ca.

When is a Heritage Permit Required?

Examples of work that may require a heritage permit:

- All new construction. New additions to existing structures and new independent structures such as garages, sheds, porches, decks, steps, etc.
- Alteration, addition, removal or replacement of windows, doors, porches, verandahs, chimneys, cladding, roofing material, trim and more
- Demolition of a structure or part of a structure
- Change in paint colour of exterior elements of a structure
- Change in trim, cladding, door or window colour(s), or painting of masonry
- Change in siding, soffit, fascia, or roofing material
- Repointing of brick

When is a Heritage Permit NOT Required?

- Any interior renovations
- Typical backyard work that is not visible to the general public
 - Ex. Additions or changes to a patio, garden, tool shed, gazebo, dog house, small outbuildings less than 10 square metres in size
- General landscaping; landscaping cannot be done with heavy machinery or to the extent that there is a change to your property
- Any regular or routine changes to your property that are necessary to slow the deterioration of your property
 - Ex. Gardening, repairing landscape features, repainting with little to no change in colour, caulking, weather proofing

Note: It is best to talk with Township staff to see if a Heritage Permit application is required.

Which Heritage Permit Do I Need?

1

Heritage Permit Waiver

Properties owners are required apply for a Heritage Permit Waiver when making alterations that **do not** impact the heritage attributes as identified in the Heritage Designation By-law. Examples include exterior repainting of a building, alterations to roofing material, permanent hard landscape features, exterior lighting, basement windows, new independent structures etc.

2

Heritage Alteration Permit

Property owners are required to apply for a Heritage Alteration Permit when making changes to buildings or structures that will impact the Heritage Attributes identified in the Heritage Designation By-law. Examples include painting of brick listed as an attribute, an addition to a designated house, etc.

3

Heritage Demolition or Removal Permit

Property owners are required to apply for a Heritage Demolition or Removal Permit when removing or demolishing buildings and structures on designated properties that will impact the Heritage Attributes as identified in the Heritage Designation By-law. Examples include removal of a listed attribute (removal of a window, door, veranda, etc.)



Heritage Permit Waiver

A Heritage Permit Waiver application is the required application to apply for when making changes to a structure or elements that **do not impact** the heritage attributes identified in the Heritage Designation By-law.

Application Requirements and Process:

- Complete the Heritage Permit Waiver form on the Township's website
 - There is no application fee, however, the owner is responsible for any third-party costs if external review is required.

Heritage Permit Waiver application completed through Township website and submitted to Municipal Clerk.

Municipal Clerk reviews, will approve or deny permit within 10 business days.

Municipal Clerk approves, issues permit waiver.

Owner proceeds, or applies for more permits.

Municipal Clerk refuses application, refers to Heritage Advisory Committee for comment and Council for decision within 30 days of denying the application.

Heritage Alteration Permit

A heritage alteration permit is the required application to apply for when altering buildings or structures on a designated property that **will impact** the Heritage Attributes identified in the Statement of Cultural Heritage Value or Interest in the Heritage Designation By-law.

Application Requirements and Process for a Heritage Alteration Permit:

- Complete the Heritage Alteration Permit form on the Township's website.
 - There is no application fee, however, the owner is responsible for any third-party costs if external review is required.
- Municipal Clerk to review application and inform the applicant that the application is deemed complete.
- Heritage Advisory Committee to provide comments on the application
- Township Council makes final decision on the application.

What happens if the application is approved with conditions or denied?

- The owner can appeal Council's decision to the Ontario Land Tribunal (OLT) within 30 days of Council's decision. The property owner must appeal to the OLT and to the Municipal Clerk with reasoning to support the objection.



Heritage Alteration Permit Process

Heritage Alteration Permit application completed through Township website and submitted to Municipal Clerk. Clerk will deem the application complete when all of the required information is provided by the applicant.

Permit Application will be reviewed by the Heritage Advisory Committee to provide comments to Township Council.

Council to consider Heritage Alteration Permit Application.

Council Approves Permit.

Council Refuses Permit.

Without Conditions.

With Conditions.

Owner proceeds, or applies for more permits.

Owner may file appeal with Ontario Land Tribunal (OLT).

OLT makes final decision.

Heritage Demolition or Removal Permit

A heritage demolition or removal permit is the required application to apply for when demolishing or removing a building or structure on a designated property that **will impact** the Heritage Attributes identified in the Statement of Cultural Heritage Value or Interest in the Heritage Designation By-law.

Application Requirements and process for a Heritage Demolition or Removal Permit:

- Complete the Heritage Demolition or Removal Permit form on the Township's website
 - There shall be no application fee, however, the owner is responsible for any third-party costs if external review is required.
- Township Council to review application and deem the application complete.
- Heritage Advisory Committee to provide comments on the application
- Township Council makes final decision on the application.

What happens if the application is approved with conditions or is denied?

- The property owner can appeal Council's decision to the Ontario Land Tribunal (OLT) within 30 days of Council's decision. The property owner must appeal to the OLT and to the Municipal Clerk with reasoning to support the objection



Heritage Demolition or Removal Permit Process

Heritage Demolition or Removal Permit application completed through Township website and submitted to Municipal Clerk.

Application is brought to Township Council to be deemed complete and for Township Council to request additional information if required.

Municipal Clerk to let applicant know when the permit application has been deemed a complete application.

Permit Application will be reviewed by the Heritage Advisory Committee to provide comments to Township Council.

Council to consider Heritage Demolition or Removal Permit Application.

Council Approves Permit.

Council Refuses Permit.

Without Conditions.

With Conditions.

Owner proceeds, or applies for more permits.

Owner may file appeal with Ontario Land Tribunal (OLT).

OLT makes a decision.

**Puslinch.
Humble Heart.
Industrious Spirit.**

