



TOWN OF AMHERSTBURG HERITAGE ALTERATION PERMIT PROCESS

1. WHAT IS A HERITAGE ALTERATION PERMIT?

Heritage Alteration Permit approval is required prior to undertaking changes to a heritage property. This includes properties that are individually designated or part of a Heritage Conservation District.

These changes may include alterations, additions, new structures, or demolition that affect a property's heritage attributes. The intent of the Heritage Alteration Permit application process is to conserve the cultural heritage value and attributes of designated properties for future generations.

2. WHEN IS A HERITAGE ALTERATION PERMIT REQUIRED?

Note: There is no application fee for a Heritage Alteration Permit.

Individual Designations:

For individually designated properties, Heritage Alteration Permit approval is required under Section 33(1) of the Ontario Heritage Act if any change is likely to affect the property's heritage attributes.

Heritage Conservation District:

For properties designated as part of a Heritage Conservation District, a Heritage Alteration Permit is required under Section 42(2.1) of the Ontario Heritage Act, based on the classes of alterations identified in the applicable Heritage Conservation District Plan.

Examples of work that commonly **require** a Heritage Alteration Permit include within the HCD:

- New construction, including additions and/or alterations to existing buildings or accessory buildings/structures such as garages, sheds, decks, or steps
- Alteration, addition, removal, or replacement of windows or doors, or changes in window or door openings
- Changes in siding, soffit, fascia, cladding, chimneys, or roofing material
- Changes in trim, cladding, or door colour(s), or painting of masonry
- Repointing of brick

Examples of work that typically does **not require** a Heritage Alteration Permit:

- General maintenance of an existing structure, provided it does not alter the appearance of the building
- Interior work that does not affect the building's exterior appearance (unless the Part IV designation includes interior heritage attributes)
- Repainting a previously painted surface (unless referenced in the Part IV designation)
- Replacement of eavestroughs and downspouts, unless they are integral to the heritage character of the building (e.g., decorated metal, original components)
- Roof replacement with like materials
- Ongoing maintenance and small repairs
- Stairs and steps
- Fencing
- Landscaping

Note: The HCD Plan includes more specific information regarding exempt work. Consult with the Planning Department to confirm whether proposed work is exempt.

3. WHAT IS THE PROCESS?

1. Contact

Contact the Planning Department to determine if Heritage Alteration Permit approval is required.

2. Consultation

Meet with Planning staff and a Heritage Planner to review the scope of proposed work and identify required information. This may include a site visit.

3. Application Submission

Submit a complete Heritage Alteration Permit application, including all required documentation, to the Planning Department.

4. Decision

- The Planning Department reviews the permit and prepares a report for the next available Heritage Committee meeting.
- The applicant is encouraged to attend the meeting to discuss the application.
- The Heritage Committee makes a recommendation to Council.
- Council renders a decision based on the recommendation.

5. Notification and Work

Once approval is granted, the applicant is notified and may proceed with the approved changes.

6. Completion and Inspection

Work is completed in accordance with the permit, and Town staff will verify compliance upon project completion.

4. WHAT INFORMATION IS REQUIRED?

A complete Heritage Alteration Permit application must include:

- Completed application form
- Photographs showing the existing building(s), structure(s), and site
- Plans and drawings illustrating the proposal, including changes to the building envelope, elevations, floor plans, materials, and finishes (as applicable)
- Dimensioned drawings of the proposed changes
- Specifications including materials and methodology (as applicable)

Through consultation, Town staff may also request:

- Product samples (brick, wood, paint, etc.)
- Architectural drawings or renderings
- Historical documentation (e.g., photos, articles, scaled drawings)
- Cultural Heritage Evaluation Report (CHER)
- Heritage Impact Assessment (for large or complex projects)
- Conservation Plan
- Any other relevant information

Note: Applications will not be processed until all required information is submitted.

5. ADDITIONAL INFORMATION.

- There is no fee for a Heritage Alteration Permit application.
- This process may run in tandem with a building permit application or other planning approval processes to minimize delays.
- The maximum review period for a complete application is ninety (90) days from acceptance.
- Inspections may be conducted to confirm compliance.
- Any changes to the approved work must be submitted as an amendment.