



# Heritage Permit Guidelines and Application Form



Please send the completed Application Form to:

Economic Development Officer - Heritage Planning  
Development Services  
City of Kawartha Lakes  
180 Kent Street West, Lindsay ON K9V 2Y6  
Phone: (705) 324-9411 extension 1366  
Fax: (705) 324-4965  
Email: [eturner@kawarthalakes.ca](mailto:eturner@kawarthalakes.ca)

## What is a Heritage Permit?

Under the *Ontario Heritage Act*, owners of a heritage designated property may apply for a Heritage Permit to make alterations to their designated property. Once properties are designated under the Ontario Heritage Act, the City is required to manage physical change to the cultural heritage resources as a means of protection. The principal mechanism of management is the Heritage Permit Application process, which allows the municipality to review site-specific applications and determine if proposed changes will beneficially or detrimentally affect the reasons for designation and the property's heritage attributes.

## When is a Heritage Permit Required?

Requests for alterations to designated heritage properties and properties within Heritage Conservation Districts must be submitted through a Heritage Permit Application. It is important that all required information is provided in order to expedite the approvals process. An incomplete application cannot be processed and the official notice of receipt (as required under the Ontario Heritage Act) will not be issued until all of the documents have been submitted and the application is complete. The submission of electronic copies of drawings and photos, in addition to hard copies, is also encouraged when applying for a Heritage Permit.

The purpose of a heritage designation is to guide alterations to the property, not to prohibit change. Alterations should maintain the integrity of a property's heritage value and complement its designated heritage attributes, rather than compromise them. When alterations are thoughtfully designed, changes can often be accommodated. Alterations to heritage properties designated under Part IV of the Act must be approved by the City's municipal heritage committee. If you are unsure if your proposed project requires approval, you are encouraged to consult with heritage staff prior to application who can provide advice and guidance.

### **Examples of external works that usually require a Heritage Permit**

- All new construction including additions to an existing building or an accessory structure on a designated property
- Replacement of windows and doors
- Change in window or door openings
- Removal and/or installation of porches, verandahs, canopies, cladding and chimneys
- Change in trim, roofing, cladding and painting of building exterior
- Removal, alteration or replacement of decorative elements
- Removal and / or installation of a deck, fence, gate, trellis, arbours and /or gazebos
- New or replacement signage in the Downtown Lindsay Heritage Conservation District

### **Examples of work that generally do not require a Heritage Permit**

- Routine maintenance and minor repairs that do not change the exterior appearance of the main building, accessory structures and/or landscaping.
- Re-roofing in material and colour similar to existing material and colour
- Most interior work (unless explicitly designated through a Part IV by-law)
- Repairs to and replacement of eaves troughs and downspouts unless these are ornamental and integral to the heritage character and appearance of the building.
- Re-pointing of brick and repairs to chimneys.

## Alteration Recommendations

As a general rule, alterations to heritage properties should repair rather than replace original features, and these alterations should not permanently damage heritage materials and construction methods. When replacement of materials or new construction is necessary, these should match or be compatible with the original. Alterations that are reversible and allow for the future restoration or reinstatement of heritage features are also preferred.

## What happens if I make alterations without a Heritage Permit?

Undertaking alterations to a designated property without an approved Heritage Permit is an offence under the Ontario Heritage Act. The Act allows for financial and other penalties. Anyone who is convicted of contravening the Act may receive a maximum fine of \$1,000,000. The Act also allows the Council of the municipality the option of restoring the property, building or structure to its previous condition and to recover the cost of this restoration from the owner.

## How to Apply for a Heritage Permit for Alterations<sup>1</sup>

Heritage Permit Applications are applicable for all individually designated properties (under Part IV of the Ontario Heritage Act) and all properties located within the boundaries of Heritage Conservation Districts (under Part V of the Ontario Heritage Act).

### Recommended Inclusions for a Complete Heritage Permit Application:

- A current photograph of the property prior to any work being undertaken
- A copy of drawings / architectural drawings detailing proposed alterations or items
- A site plan drawing / sign design

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<sup>1</sup> Under Section 33 (4) and Section 42 (4) of the Ontario Heritage Act, Council shall render its decision within 90 days of the receipt of a complete Heritage Permit application. Within the 90 day period, Council must either consent to the application, consent to it subject to conditions or refuse the application. The 90 day period can be extended if the applicant agrees to the extension in writing with Council.

## Heritage Permit Application

Location of the designated property:

Municipal Address:
Legal Description:

Property owner:

Name:
Address & Postal Code:
Phone:
Email Address:

Applicant (if different from property owner):

Name:
Address & Postal Code:
Phone:
Email Address:

This property is designated under the Ontario Heritage Act as:

- An Individual Property (Part IV)       Part of a Heritage Conservation District  
 A Listed Property

Proposed Alterations:

- Building Alteration       Building Addition       Building Relocation  
 Building Demolition       New Construction       Sign       Other



Please describe in detail the nature of the proposed work:

Related Applications:

Does the proposal also require other approvals under the Planning Act or Municipal Act? (i.e. minor variance, severance, demolition permit, building permit, site plan)

Yes  No

If yes, are you aware that a Heritage Permit must be approved first? *I acknowledge*

Please list the application numbers for any other approvals for this proposal:

Declaration & Signature:

I hereby declare that the statements made herein are, to the best of my belief and knowledge, a true and complete representation of the purpose and intent of this application. I have reviewed the submission requirements and understand that incomplete applications may not be accepted. I acknowledge that any change to the approved drawings, however small, must be re-submitted for approval. Failure to do this may result in work stoppage and charges and/or fines under the Ontario Heritage Act.

I also understand that the proposal must comply with all other applicable legislation and municipal by-laws. For applications that require a building or sign permit, a copy of this application /approval will be forwarded to the Building Department.

I acknowledge that the City of Kawartha Lakes staff and members of the Municipal Heritage Committee (MHC) may visit the property that is the subject of this application for the purpose of evaluating the merits of the application. I acknowledge that personal information on this form is collected under the authority of the Ontario Heritage Act and will be used to process Heritage Permit Applications and the information may also be released to the public.



Owner's Signature	Date
Applicant's Signature (if not owner)	Date

**Please Complete And Submit The Application Package To:** Economic Development –Heritage,  
City of Kawartha Lakes 180 Kent Street W., Lindsay, Ontario K9V 2Y6  
phone (705) 324-9411 extension 1366 Fax: (705) 324-8110 Email: [eturner@kawarthalakes.ca](mailto:eturner@kawarthalakes.ca)

For Office Use Only		
Date Received:	Date Notice of Receipt (Complete Application) Issued:	MHC Meeting Date:
Delegated Approval Expiry date:	MHC 90 Day Expiry Date:	Application Approval Date:
<input type="checkbox"/> Application Approved <input type="checkbox"/> Approved with Modifications <input type="checkbox"/> Application Denied		
Staff Approval Signature:		

